

 <p>Bhakra Beas Nation's Pride</p>	<p>Bhakra Beas Management Board Madhya Marg, Sector 19-B, Chandigarh – 160019 (Personnel Department) E-Mail: secy@bbmb.nic.in</p>	<p>IS /ISO 9001 IS/ISO 14001 IS 10001</p>    <p>QMS EMS OHSMS</p>
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From

Secretary

To

1. Principal Secretary to Government of Punjab,
Water Resources Department, Chandigarh.
2. Commissioner & Secretary to Government of Haryana,
Irrigation & Water Resources Department, Haryana, Chandigarh.
3. Secretary to Govt. of Rajasthan,
Water Resources Department, Jaipur.
4. Secretary, Government of Himachal Pradesh,
MPP & Power Department, Shimla.

Memo No. *115-25* /PD-452/APD-3/Vol-4

Dated: *23-01-2024*

Subject: Invitation of applications for the post of Financial Advisor & Chief Accounts Officer in Bhakra Beas Management Board, Chandigarh.

In BBMB, the Financial Advisor and Chief Accounts Officer is the head of finance department and carries enormous responsibilities. The post of FA&CAO, BBMB carries a pay scale of Rs.151300-222300 (Level-22). A gist of major responsibilities associated with this post is enclosed as Job Description at **Annexure- I**.

In view of the above, it is requested to forward the names of suitable senior officers from your Finance Department/Power Utilities, on transfer basis, who are willing to work on this post along with their complete bio-data (format enclosed as **Annexure-II**), ACR resume and vigilance clearance for the past 5 years, latest by 29.02.2024, so as to enable this office to select a suitable candidate for appointment as FA&CAO in BBMB.

This issues with the approval of Chairman, BBMB.

Encl:As above.

[Signature]
Secretary

CC:

1. CMD, PSPCL, Patiala
2. CMD, HVPNL, HPGCL, UHVPNL and DHVPNL, Panchkula.
3. CMD, RRVPNL, Jaipur.
4. CMD, HPSEBL, Shimla.

JOB DESCRIPTION

DEPARTMENT: BHAKRA BEAS MANAGEMENT BOARD, CHANDIGARH

NAME OF THE POST: FINANCIAL ADVISER AND CHIEF ACCOUNTS OFFICER

ORGANIZATION PROFILE:

As per the Indus Water Treaty, 1960 signed between India and Pakistan, the waters of three eastern rivers namely the Sutlej, the Beas and the Ravi was allocated for exclusive use by India. A Master Plan was drawn to harness the potential of these rivers for providing assured irrigation, power generation and flood control. As per the master plan Bhakra - Nangal and Beas Projects were established as a joint-venture of the erstwhile states of Punjab and Rajasthan. On Reorganisation of the erstwhile state of Punjab on 1st November, 1966, Bhakra Management Board (BMB) was constituted by the Govt. of India under section 79 of the Punjab Reorganisation Act, 1966. The administration, maintenance and operation of Bhakra Nangal Project were handed over to Bhakra Management Board w.e.f. 1st October 1967.

The Beas Project Works, on completion, were transferred by Government of India from Beas Construction Board (BCB) to Bhakra Management Board as per the provisions of Section 80 of the Punjab Reorganisation Act, 1966. Pursuant to this Bhakra Management Board was renamed as Bhakra Beas Management Board (BBMB) w.e.f. 15th May 1976. Since then, the Bhakra Beas Management Board is dedicated to the service of nation and is engaged in regulation of the supply of Water & Power from Bhakra Nangal and Beas Projects to the states of Punjab, Haryana, Rajasthan, Himachal Pradesh, Delhi and Chandigarh. At present, BBMB is operating three large hydro power projects and 5 Hydro Power Plants having aggregate installed capacity of 2918.73 MW, which makes BBMB the third largest hydro power producer in India. Besides this BBMB has about 3751 Ckt kMs of 400kV, 220kV, 132kV and 66 kV transmission system spread across the states of Punjab, Haryana, Himachal Pradesh, Delhi and Chandigarh.

MAJOR RESPONSIBILITIES, POWERS & FUNCTIONS :-

- 1) The Financial Adviser is the principal officer of the Board to operate the Personal Ledger Account of the Board and to issue necessary accounts instructions.
- 2) He is to advise the Board on all financial matters of the Board.

- 3) He is responsible for arranging pre-check of all claims, purchase proposals and other accounts transactions.
- 4) The annual budget estimates of the Board are to be compiled by the Financial Adviser and he is also responsible for the preparation, maintenance and despatch of accounts, as provided in rules 12 (1) and 13 of the BBMB Rules'1974.
- 5) He is responsible to bring any instance of delay and irregularities in the maintenance of accounts of the Board to the notice of the appropriate authorities.
- 6) He shall arrange for verification of stores including tools and plants articles under the management of the Board and the extent and periodicity of such verification for each class of stores and tools and plants articles shall be fixed by him.
- 7) His responsibility is to carry out internal (post) audit of the financial and accounting transactions of the Board.
- 8) The Board, in consultation with the Financial Adviser prepares every year a revised estimate in such form as may be specified by regulations, for the current financial year and a budget for the next financial year.
- 9) The Financial Adviser prepares a monthly statement showing the receipts and expenditure of the funds relating to the personal ledger account
- 10)
 - (a) The Financial Adviser shall maintain detailed account of all funds of the income and expenditure of the Board.
 - (b) The Financial Adviser is responsible to submit monthly accounts in respect of irrigation portion to the Accountant Generals of the participating States.
- 11) The Financial Adviser is responsible to submit monthly accounts in respect of electricity portion to the Chief Accounts Officers of the Electricity Boards of the participating States.
- 12) After the close of the financial year, the Financial Adviser shall prepare the annual statement of accounts in respect of irrigation and electricity portions and send a copy thereof to the Accountant Generals of the participating States and the Chief Accounts Officers of the Electricity Boards of the participating States.

APPLICATION FORM
(TO BE SUBMITTED THROUGH PROPER CHANNEL)

1. Name of the post applied for: _____

2. Name of the Applicant (in full) _____

3. Parent Cadre & Batch: _____

4. Date of Birth: _____

5. Postal Address: _____

6. Telephone No.: Office _____ Residence: _____

Mobile No. _____

7. Academic Qualification:

Description	Year of Passing	College/University

8. Experience (in 100 words):

9. Positions held during the preceding ten years:

Sr. No.	Designation & Place of Posting	Organization	From	To	Pay Scale & Pay Level
1.					
2.					
3.					

8. Whether any punishment awarded to the applicant during the last 10 years and also whether any action or inquiry is going on against him as far as his knowledge goes.

Dated:

(Signature of the applicant)

Name:

Designation: