

MANUAL - 1

PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES.

[Section 4 (1) (b) (i)]

(1) AIMS AND OBJECTIVES OF THE ORGANIZATION:-

The Department of Power came into existence to facilitate the Electricity Reform Process. It coordinates with the entities namely:

- (i) Delhi Transco Limited, <https://dtl.gov.in>
- (II) Delhi Power Company Ltd (Holding Company),
- (III) Indraprastha Power Generation Company Ltd.
(www.ipgcl_ppcl.com),
- (IV) Pragati Power Company Ltd. (www.ipgcl_ppcl.com),
- (V) BSES Rajdhani Power Limited (<https://www.bsesdelhi.com>),
- (VI) BSES Yamuna Power Limited (<https://www.bsesdelhi.com>)
- (VII) Tata Power Delhi Distribution Limited,
(https://www.tatapower_ddl.com) for smooth functioning of Generation, Transmission & Distribution of Electricity. Besides, it coordinates with DERC (www.derc.nic.in), a statutory body for fixing the tariff and other functions as envisaged under the Electricity Act, 2003.

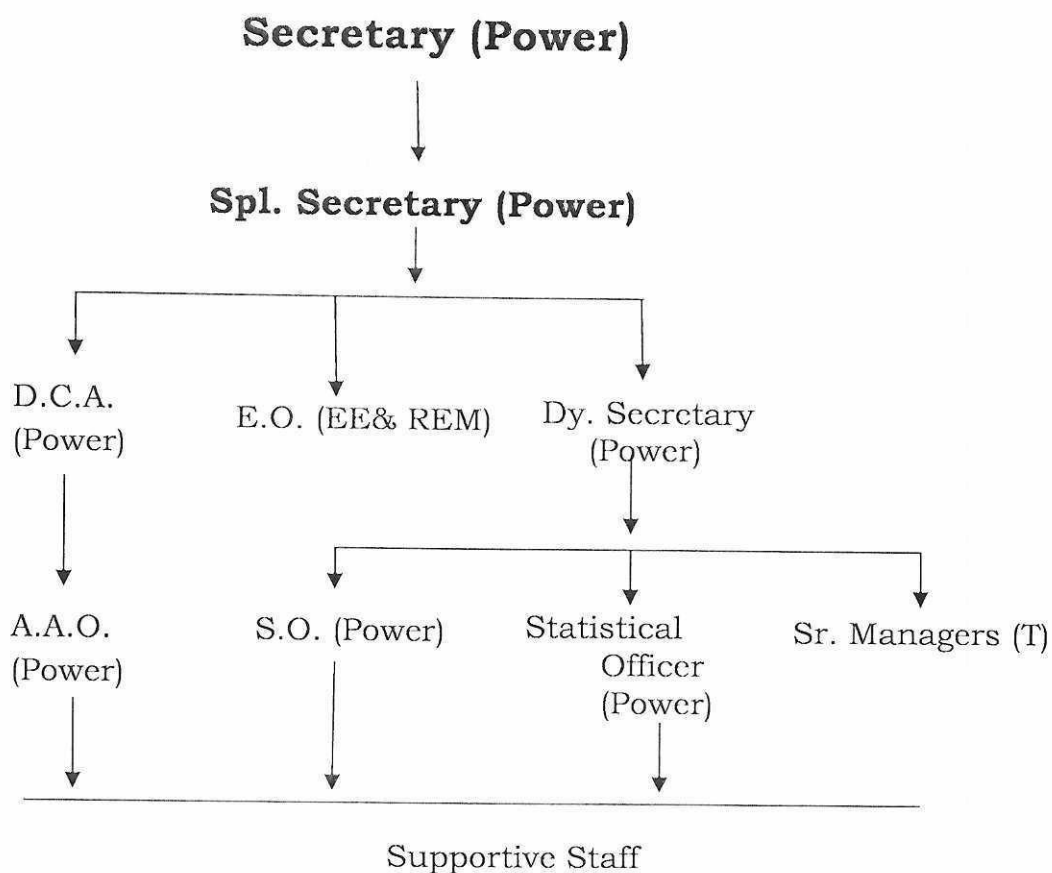
(2) MISSION AND VISION: -

At the time of erstwhile DVB, load shedding and outages made the status of Power Sector quite pathetic. Therefore, the mission and vision of the department is to provide quality power at affordable price to the consumers in the National Capital Territory of Delhi.

(3) BRIEF HISTORY AND BACKGROUND FOR ITS ESTABLISHMENT.

The Department of Urban Development had a "Electricity Branch" which used to deal with the subject matter of power under the Local Self Government Department. Then it was decided that reforms would be undertaken in the power sector and consequently, electricity branch was separated from UD Department.

(4) ORGANIZATION CHARTS



5. Allocation of business:

- (i) Generation, Transmission, Supply & Distribution of Electricity.
- (ii) Delhi Electricity Regulatory Commission.
- (iii) Delhi Power Company Limited (Holding Company).
- (iv) Delhi Transco Limited.
- (v) Indraprastha Power Generation Company Limited/ Pragati Power Corporation Limited.
- (vi) Co-ordination with Distribution Companies.
- (vii) State Load Dispatch Centre.

6. Postal address of the office.

Department of Power
B-Wing, 8th Floor
Delhi Secretariat
I.P. Estate, New Delhi.

7. MAP OF OFFICE LOCATION

The office is located in Delhi Secretariat building in I.P. Estate and is a landmark building.

8. CONSUMER GRIEVANCE REDRESSAL SYSTEM

* In accordance with Section 42(5) of the Electricity Act, 2003, all the three Distribution utilities have set-up Consumer Grievance Redressal Forums. Each Forum is headed by a Chairman who is a technical person and has a member with legal background and a member representing NGO.

CONSUMERS GRIEVANCES REDRESSAL FORUM (CGRF) BSES R/Y POWER LIMITED.

In area of operation of
BSES Rajdhani Power Ltd./ BSES Yamuna Power Limited.

Office address of the Chairman CGRF are as under:

CGRF-BRPL
Sub Station Building, Sector-V, Pushp Vihar,
New Delhi -110017
Tel : 32978194, 32978195, Fax : 29564400
Email:cgrfbrpl@gmail.com

CGRF-BYPL
Sub-Station Building,
Adjacent to BYPL Regd. Off. Karkardooma, Shahdara,
Delhi- 110032
Tel : 32978140, Fax : 22384886,
Email:cgrfbypl@hotmail.com

**CONSUMERS GRIEVANCES REDRESSAL FORUM (CGRF)
NORTH DELHI POWER LIMITED.**

In area of operation of NDPL

Office address of the Chairman CGRF is as under:

Chairman (CGRF-NDPL)

Sub Station Building, New Police Colony,

Model Town-II, Delhi 110009

Tel : 27466601-02, 27463809, Fax : 27466603,

Email-cgredressal.forum@tatapower-ddl.com

OMBUDSMAN

- * Ombudsman has also been established by Delhi Electricity Regulatory Commission in accordance with section 42 (6) of the Electricity Act, 2003. Any consumer who is aggrieved by non-redressal of his grievance by the Forums' can approach the Ombudsman.

Office address of ombudsman is as under: -

Electricity Ombudsman

B-53, Paschimi Marg, Opp. Tagore International School, Vasant Vihar,
New Delhi -110057

Tel : 32506011, 32596262, Fax : 26141205

Email: elect_ombudsman@yahoo.com

9. Working hours for the Department of Power

Working hours of the Department of Power: 9.30 A.M. to 6.00 P.M. Monday to Friday. Visitors Hours for citizens : 12.00 noon to 1.00 P.M.

MANUAL 2

Powers and duties of officers and employees

[Section 4(1)(b)(ii)]

Sr. No.	Designation of Post	Powers			Duties attached
		Administrative	Financial	Others	
1.	Sh. Shurbir Singh, Secretary (Power)	Supervisory	Head of Department		To Supervise the working of the Department of Power
2.	Sh. Ravi Dhawan, Spl. Secretary (Power)	Supervisory			
3.	Sh. Vikas Pandey, Dy. Secretary (Power)	Supervisory			
4.	Sh. Sanjeev Mendiratta, DCA	Supervisory	Head of office		
5.	Sh. A.K. Jha, EO (EE&REM)	Supervisory			
6.	Sh. Sanjay Kumar, Section Officer	Supervisory			
7.	Sh. Anand Shukla Statistical Officer	Supervisory			
8.	Mrs. Meenu Bhasin AAO	Supervisory			
9.	Sh. S.K. Alam Sr. Mgr. (Tech.)	Supervisory			
10.	Sh. Sanjay K. Sharma Sr. Mgr. (Tech)	Supervisory			
11.	Sh. Amit Singh Sr. Mgr. (Tech)	Supervisory			

MANUAL 3

Procedure followed in decision-making process [Section 4 (1)(b)(iii)]

The proposal received in this Department are scrutinized and examined under the relevant provision of Electricity Act, 2003, Delhi Electricity Reform Act, 2000, Transfer Scheme Rules and other applicable statute and put up to the Competent Authority for a decision.

MANUAL 4

NORMS SET FOR DISCHARGE OF FUNCTIONS

[Section 4 (1)(b)(iv)]

Most of the work being carried out by this department involves decision-making and as such definite time cannot be prescribed. However, the time frames in respect of routine jobs are observed.

S. No.	Activity	Time frame/Norms
1	Diary of letter	Same day
2	Dispatch of letter	Same day
3	Distribution of letters received, to the concerned Dealing Assistant	Same day

MANUAL 5

Rules, Regulations, Instructions, Manuals and record for discharging Functions.

[Section 4(1)(b)(v)]

S. No.	Name of the Act, Rules, regulations etc.	Brief gist of the contents
1.	Electricity Act, 2003 as amended from time to time.	To consolidate the laws relating to generation, transmission, distribution , trading and use of electricity and generally for taking measures conducive to development of electricity industry, promoting competition therein, protecting interest of consumers and supply of electricity to all areas, rationalization of electricity tariff, ensuring transparent policies regarding subsidies, promotion of efficient and environmentally benign policies, constitution of Central Electricity Authority, Regulatory Commissions and establishment of Appellate Tribunal and for matters connected therewith or incidental thereto.
2.	Delhi Electricity Reform Act, 2000.	For the constitution of an Electricity Commission, restructuring of the electricity industry (rationalization of generation, transmission, distribution and supply of electricity), increasing avenues for participation of private sector in the electricity industry and generally for taking measures conducive to the development and management of the electricity industry in an efficient, commercial, economic and competitive manner in the National Capital Territory of Delhi and for matters connected therewith or incidental thereto.
3.	Transfer Scheme Rule, 2001.	These rules are relating to transfer and vesting of assets and liabilities, purchasing and personnel of DVB in the successor entities and for determining the terms and conditions of such personnel for vesting has taken effect.
4.	Policy Direction.	The policy directions contain the provisions relating to restructuring of the Delhi Vidyut Board and privatization of the distribution business. This has been issued by Govt. in the public interest.

5.	Tripartite Agreement	This relate to the agreement entered between GNCTD, DVB and Delhi State Electricity Workers Union and contains the provisions which lay down the conditions with the objective to protect the service conditions and interest of erstwhile DVB employees in the successor entities.
6.	Share Acquisition Agreement.	GNCTD and the Holding Company initiated a competitive bid process for selecting a participant from private sector to purchase from Holding Company, the majority interest for in Company (51%) and to take over the business of distribution and retail supply of the electricity in the specified area and for the said purpose Share Acquisition Agreement, Share Holder Agreement, Loan Agreement were prepared.
7.	Share Holder Agreement.	

MANUAL - 6

A statement of the categories of documents that are held by it or under its control

[Section 4(1)(b)(vi)]

S. No.	Nature of Record	Detail of information available	Unit/Section where available	Retention period, where available
1.	Electricity Act, 2003 as amended from time to time.	To consolidate the laws relating to generation, transmission, distribution, trading and use of electricity and generally for taking measures conducive to development of electricity industry, promoting competition therein, protecting interest of consumers and supply of electricity to all areas, rationalization of electricity tariff, ensuring transparent policies regarding subsidies, promotion of efficient and environmentally benign policies, constitution of Central Electricity Authority, Regulatory Commissions and establishment of Appellate Tribunal and for matters connected therewith or incidental thereto.	Power Deptt.	
2.	Delhi Electricity Reform Act, 2000.	For the constitution of an Electricity Commission, restructuring of the electricity industry (rationalization of generation, transmission, distribution and supply of electricity), increasing avenues for participation of private sector in the electricity industry and generally for taking measures conducive to the development and management of the electricity industry in an efficient, commercial, economic and competitive manner in the National Capital Territory of Delhi and for matters connected therewith or incidental thereto.	Power Deptt.	

3.	Transfer Scheme Rule, 2001.	These rules are relating to transfer and vesting of assets and liabilities, purchasing and personnel of DVB in the successor entities and for determining the terms and conditions of such personnel for vesting has taken effect.	Power Deptt.	
4.	Policy Direction.	The policy directions contain the provisions relating to restructuring of the Delhi Vidyut Board and privatization of the distribution business. This has been issued by Govt. in the public interest.	Power Deptt.	
5.	Tripartite Agreement	This relate to the agreement entered between GNCTD, DVB and Delhi State Electricity Workers Union and contains the provisions which lay down the conditions with the objective to protect the service conditions and interest of erstwhile DVB employees in the successor entities.	Power Deptt.	
6.	Share Acquisition Agreement.	GNCTD and the Holding Company initiated a competitive bid process for selecting a participant from private sector to purchase from Holding Company, the majority interest for in Company (51%) and to take over the business of distribution and retail supply of the electricity in the specified area and for the said purpose Share Acquisition Agreement, Share Holder Agreement, Loan Agreement were prepared.	DPCL (Holding Company)	
7.	Share Holder Agreement.			

MANUAL 7

[Section 4(1)(b)(vii)]

Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy of implementation.

NIL

MANUAL 8

Statement of boards, council, committees and other bodies constituted

[Section 4(1)(b)(viii)]

S. No.	Name and address of the body	Main functions of the body	Constitution of the body	Date of Constitution	Date up to which valid	Weather meeting open to public	Weather minutes accessible to public	Frequency of meeting
1	Coordination Forum The Delhi Electricity Regulatory Commission, Viniyamak Bhawan, C-Block, Shivilik, Malviya Nagar, New Delhi.	For smooth and coordinated development of the Power system in Delhi.	Chairperson, Delhi Electricity Regulatory Commission. Member, Delhi Electricity Regulatory Commission. CMD, Delhi Transco Limited. MD, Indraprastha Power Generation Company Limited/ Pragati Power Corporation Limited. CEO, BSES Rajdhani Power Limited. CEO, BSES Yamuna Power Limited, CEO, Tata Power Delhi Distribution Limited	16 th June, 2005	Indefinite	No	No	As decided by Forum

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Powers and duties of officers and employees

[Section 4(1)(b)(ix)]

S. No.	Name & Designation	Office Phone No.	Email address
1.	Sh. Shurbir Singh, Secretary (Power)	23392047	pspower[at]nic[dot]in
2.	Sh. Ravi Dhawan, Spl. Secretary (Power)	23392185	sspower[dot]delhi[at]gov[dot]in
3.	Sh. Sanjeev Mendiratta, DCA	23392153	s[dot]mendiratta[at]delhi[dot]gov[dot]in
4.	Sh. A.K. Jha, Eo (EE&REM)	23815874	akjhasundhara[at]gmail[dot]com
5.	Sh. Vikas Pandey, Dy. Secretary (Power)	23392883	pandey[dot]vikas67[at]delhi.gov.in
6.	Sh. Sanjay Kumar, Section Officer	23392789	sanjaykumar43[dot]delhi[dot]gov[dot]in
7.	Sh. Anand Shukla Statistical Officer	23392351	---
8.	Mrs. Meenu Bhasin AAO	23392166	meenu[dot]bhasin[at]nic[dot]in
9.	Sh. S.K.Alam Sr. Mgr. (Tech.)	---	---
10.	Sh. Sanjay K. Sharma Sr. Mgr. (Tech)	---	---
11.	Sh. Amit Singh Sr. Mgr. (Tech)	23392883	amit[dot]singh[at]dtl[dot]gov[dot]in

DEPARTMENT OF POWER

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Monthly remuneration received by the officers and employees including system of compensation as provided in regulations.

[Section 4(1)(b)(x)]

S. No.	Name & Designation	Pay Level
1.	Sh. Ravi Dhawan, IAS, Spl. Secretary	13
2.	Sh. Vikas Pandey, Dy. Secretary	11
3.	Sh. Sanjeev Mendiratta, DCA	11
4.	Mrs. Meenu Bhasin, AAO	8
5.	Sh. Mohan Chand, Private Secretary	8
6.	Sh. Anand Shukla, Statistical Officer	7
7.	Sh. Deependra Kumar, HC	7
8.	Sh. Mukesh, Statistical Assistant	6
9.	Sh. Vikas Dubey, UDC	4
10.	Sh. Neeraj Kaushik, LDC	2

DEPARTMENT OF POWER, GNCTD			
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Budget Allocated (Voted)to each agency		(Rs In Thousand)	
[Section4(1)(b)(xi)			
Revenue Section		Modified RE 2023-24	Acctual Expenditure
Major Head "2052" Secretariat General Services			
2052 00 090 47 00 01 -	Salaries	8300	7832
2052 00 090 47 00 02 -	Wages	300	290
2052 00 090 47 00 05 -	Rewards	44	44
2052 00 090 47 00 06 -	Medical Treatment	1200	1043
2052 00 090 47 00 07 -	Allowances	7000	6299
2052 00 090 47 00 08 -	Leave Travel Concession	200	31
2052 00 090 47 00 11 -	Domestic Travel Expenses	250	165
2052 00 090 47 00 12 -	Foreign Travel Expenses	500	0
2052 00 090 47 00 13 -	Office Expenses	1346	1276
2052 00 090 47 00 19-	Digital Equipment	690	641
2052 00 090 47 00 28 -	Professional Services	690	186
2052 00 090 47 00 29 -	Repair and Maintenance	300	213
2052 00 090 47 00 49 -	Other Revenue Expenditure	100	34
2052 00 090 47 99 13 -	Office Expense (Information Technology)	0	0
Total - Major Head "2052"		20920	18054

Major Head "2801"(Power)			
2801 05 800 88 (Subsidy to consumers through DISCOMs (Sub Head)			
2801 05 800 88 00 33-	Subsidies	33500000	32492200
2801 05 800 87- Grant-in-Aid to DERC (Sub Head)			
2801 05 800 87 00 31-	Grant-in-Aid General	106000	42119
2801 05 800 87 00 36-	Grant-in-Aid Salaries	222000	166060
2801 80 800 83 (Energy Efficiency and Conservation (Sub Head)			
2801 80 800 83 00 01	Salaries	0	0
2801 80 800 83 00 02	Wages	1780	933
2801 80 800 83 00 05 -	Rewards	0	0
2801 80 800 83 00 06	Medical treatment	0	0
2801 80 800 83 00 07	Allowances	0	0
2801 80 800 83 00 08	Leave travel Concession	0	0
2801 80 800 83 00 09	Training Expense	50	0
2801 80 800 83 00 11	Domestic Travel Expense	0	0
2801 80 800 83 00 13	Office Expense	1000	812
2801 80 800 83 00 19 -	Digital Equipment	50	0
2801 80 800 83 00 29	Repair and Maintenance	100	0
Total - Major Head "2801"		33830980	32702124
Major Head "2810" -New and Renewable Energy			
2810 -00 105 99 00 49 -	Assistant of promotion Renewable Energy & Energy Efficiency (Other Revenue Expenditure)	20000	1248
2810 00 105 98 00 33	Generation based Incentive Scheme for Solar Energy (Subsidies)	141400	11687
Total - Major Head "2810"		161400	12935
	Total Revenue Section	34013300	32733113

<u>Capital Section</u>			
<u>Major Head "4070" Capital Outlay on Other Administrative Services</u>			
4070-00-001-53-00-71	Information, Computer, Telecommunication (ICT) Equipment	700	0
<u>Total Major Head "4070"</u>		700	0
<u>Major Head - 4801 , Capital Outlay on Power Projects</u>			
4801 05 190 84 00 54 -	Equity for integrated Power Development scheme (Sub Head) Investment	0	0
4801 05 800 87 00 73	Shifting of HT/LT transmission Electricity Lines (Sub Head) - (Infrastructural Assets)	600	0
4801 05 800 86 00 73	Conversion of 11 KV Network from bare conductor to insulated conductor under Jagmagati Delhi programme (Sub Head) - Infrastructural Assets	0	0
4801 05 800 91 00 78	Purchase of land (Sub Head) Land	0	0
Total '4801'		600	0
<u>Major Head - 4810 "Capital Outlay on Non-Conventional Source of Energy</u>			
4810 -00 101 99 00 52 -	Renewable Energy Machinery & Equipment (Sub Head) Machinery & Equipment	100000	0
Total '4810'		100000	0
	Total Capital Section	101300	0
	Total Power Department	34114600	32733113

DEPARTMENT OF POWER

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Manner of execution of subsidy program

[Section 4(1)(b)(xii)]

	Rupees In Crores		
	Budget Estimate	Actual as on date 19.08.2024	Expenditure during Last year
	2024-25	2024-25	2023-24
Major Head '2801'			
E.2(2)(1)(2) Subsidy through DISCOMs	3250 Cr.	2166.28 Cr.	3249.22 Cr.

MANUAL 13

**Particulars of recipients of concession, permits or
authorized granted**

[Section 4(1)(b)(xiii)]

NIL

MANUAL 14

Information available in an electronic form

[Section 4(1)(b)(xiv)]

Details of Information

Sr. No.	Acts, Regulation, Rules etc. available	Website
1.	Electricity Act, 2003	Available in the Ministry of Power, Govt, of India Website https://cercind.gov.in/Act-with-amendment.pdf

MANUAL 15

Particulars of facilities available to citizens for obtaining information

[Section 4 (1)(b)(xv)]

Whenever public approach the Department for obtaining information, all necessary assistance is provided by concerned officials of the Department.

MANUAL 16

Name, Designation and other particulars of Public Information Officer Details of Appellate Authority of Department of Power, GNCTD.

[Section 4(1)(b)(xvi)]

Website: <http://power.delhi.gov.in>

Sr. No.	Desig.	Name of the officer	Position in Power Department	Tel. No.	Email
1.	Appellate Authority	Sh. Vikas Pandey	Dy. Secretary (Power)	23392883	Pandey.vikas67@delhi.gov.in
2.	Public Information Officer	Sh. Sanjay Kumar	Section Officer (Power)	23392789	sanjaykumar43.delhi.gov.in
3.	Public Information Officer	Sh. Sunil Kumar Gupta	Sr. Manager (EE&REM)	23815874	sunil.ballia@gmail.com
4.	Public Information Officer	Sh. Mukesh Kumar	Dy. Manager (T) P.G. Cell	--	--

GOVT. OF NCT OF DELHI
DEPARTMENT OF POWER
8TH FLOOR, B WING, DELHI SECRETARIAT
NEW DELHI-110002; Ph: 23392791

No F.11/103/2010/Power./ 6080-6083

Dated: 05/9/2024

ORDER

In the interest of work and timebound disposal of matters, following work allocation is being assigned to the Officers / Officials working in Power Department: -

Sh. Vikas Pandey, Dy. Secretary			
	Officers / Officials	Work Allocation	Link Officer
Mr. Amit Singh, Sr. Manager (T)			Mr. S. K. Alam, Sr. Manager(T)
1.	Mr. Pramod Kr Gupta, Dy. Manager (T) Mr. Ravi Shankar Sharma, AG-III	1. Technical Matters of DISCOMs 2. Subsidy Matters 3. Power Allocation matters/Resource Adequacy 4. Ease of Doing Business, Ease of Living, B-Ready Framework 5. Telecom & 5G matters. 6. Special Audit of Subsidy by CAG empanelled Auditors. 7. Updation of Cabinet Decision, Website & IT matters. Any other work assigned from time to time by the competent authority	
Mr. S. K. Alam, Sr. Manager (T)			Mr. Sanjay Kumar Sharma, Sr. Manager (T),
1.	Mr. Dheeraj Jain, Manager(T) Nishant Kumar, JE	1. Monitoring of Projects of GENCO & TRANSCO included in Mission-24 2. Projects and Business Plans 3. PSDF matters 4. Other matters of GENCO/TRANSCO referred to Power Department 5. Pollution and GRAP matters 6. Outage monitoring -DISCOMs/ GENCO/TRANSCO 7. Load Shedding Management Any other work assigned from time to time by the competent authority	

Vikas Pandey 05/9/24 Page 1 of 5

Mr. Sanjay Kumar Sharma, Sr. Manager (T)			Mr. Amit Singh, Sr. Manager (T)
1.	Mr. Abhishek Rohilla, Dy. Manager (T) Mr. Varun Anand, Dy. Manager (T)	Regulatory & other Matters: 1. Matters related to regulatory assets of DISCOMs 2. Outstanding dues of DISCOMs 3. DERC Admn & Misc. Matter 4. MoP, GoI, CERC and CEA guidelines/references. 5. Issues of Power Utilities pending at different forums like DERC, APTEL, CERC etc. 6. PPAs of GENCO & TRANSCO 7. Appointment of Chairman / Member DERC Any other work assigned from time to time by the competent authority	
Sh. Sanjay Kumar, Section Officer			Sh. Anand Shukla, Statistical Officer
1.	Sh. Mohit Sharma, Law Officer Sh. Praveen Shandilya, JLO Sh. Karam Raj, AG-II will assist AM (Legal)	1. Litigation matters of the Department 2. CAG Audit of DISCOMs 3. Issues of Electrical Inspectors. 4. Matter related to Board of Directors/Nominee Directors and AGM issues. 5. Pension Trust Matters 6. SC/ST/OBC commission matters. 7. Electrocution and NHRC matters. Any other work assigned by Competent Authority.	
2.	Sanjay Kumar, Section Officer & Sh. Praveen Shandilya, JLO	Monitor all the matters in various Courts, APTEL, DERC etc wherein Power Department is a party and apprise to higher Authority at least ten days before the date of hearing as directed by Secretary (Power) vide note dated 07.08.2024.	Sh. Mohit Sharma, Law Officer
3.	Sh. Bijendra Kumar, ASO	1. Administrative matters 2. Admin matters related to: DTL/DPCL, IPGCL/PPCL & DISCOMs	Sh. Roshan Tiwari, ASO

Umapada
5/9/24

		3. Preparation of weekly reports 4. Miscellaneous reports related to Power deptt., DTL, IPGCL-PPCL, Pension trust etc. Any Other work assigned by Competent Authority.	
4.	Sh. D. S. Rawat, AG-II	1. Power department RTI matters, RTI appeal matters and RTI reports. Any Other work assigned by Competent Authority.	Sh. Ravi Shankar Sharma, AG-III
5.	Sh. Munish Pant, ASO & Sh. Deependra Kumar, ASO	1 Shifting of HT/LT lines and installation of transformers issues. 2 RoW issues and policy 3 All Land matters including license fee/property tax related matters of MCD, NDMC, DMRC Etc. Any other work assigned by higher authority.	Vice versa
Sh. Anand Shukla, Statistical Officer			Sh. Sanjay Kumar, Section Officer
1.	Sh. Mukesh, Stat. Asstt.	1. CPGRAMS 2. LG Listening Post. 3. PG Commission 4. All planning related matters of GOI/GNCTD, matters of NCR Planning Board. 5. Regular updation of Delhi e-Samiksha portal. Any Other work assigned by Competent Authority.	Sh. Vijay Kumar, SO
2.	Sh. Roshan Tiwari, ASO	1 Power Department Care taking Matters 2 All vigilance matter 3 Timely disposal of references received in Power Department on VCIMS Portal 4 Grant-in-Aid to DERC. 5 All monthly reports related to MoP, CEA and other matters Any Other work assigned by Competent Authority.	Sh. Bijendra Kumar, ASO
3.	Sh. Chanchal, ASO	1. e-SPARROW portal.	Sh. Vikas Dubey, Sr. Asstt.

Vijay Pandey
5/9/24

Sh. Vijay Kumar, SO			Sh. Mukesh, Stat. Asstt.
1.	Sh. G. N. Nishad, AG-III	1. All Grievances of Power Department (DISCOMs/DTL/IPGCL/PPCL/DPCL) 2. Work related to all complaints & admin work of PG Cell. 3. The official will assist the official looking after the charge of Care taking matters. Any Other work assigned by Competent Authority.	Sh. Narender Kumar, AG-III
2.	Sh. Narender Kumar, AG-III	1. All Grievances of Power Department (DISCOMs/DTL/IPGCL/PPCL/DPCL) 2. Work related to all complaints & admin work of PG Cell. 3. The official will assist Sh. Sanjay Kumar, SO for parliament and Assembly matters of Power department. Any Other work assigned by Competent Authority.	Sh. G. N. Nishad, AG-III

Work Allocation of accounts branch is as under

Sh. Sanjeev Mendiratta, DCA

Smt. Meenu Bhasin, AAO

1.	Sh. Chanchal, ASO Sh. Vikas Dubey, Sr. Asstt. Sh. Neeraj Kaushik, Jr. Asstt.	1. Preparation of salary bills of staff of this department. 2. All kinds of Audits of Power Department 3. All CAG Matters and Correspondence related to Accounts matters. 4. Financial matters regarding Audit & Budget issues, 5. Reconciliation/recovery of all type of loans disbursed by Power Department. Any Other work assigned by Competent Authority.	all official will be link officer of each other
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Sh. A. K. Jha, E. O. (EE&REM)

1. Sh. Sunil Kr Gupta, Sr. Manager(T)	1. All issues of Renewable Energy, Energy Conservation Climate Change, MSW Projects, Solar Power and Solar Policy etc.
2. Mr. Shyam Kumar,	2. Niti Aayog, Flagship Matter, MHA matter, Mission

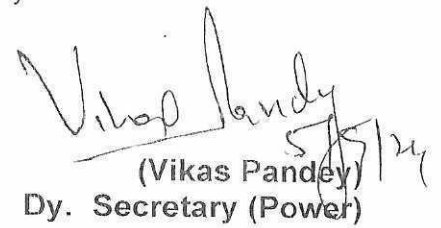
Vijay Kumar
5/9/24

Manager (T)	2023, Master Plan, Vision document
3. Sh. Akshay Rastogi, Dy. Manager (T)	3. All administrative/ financial/ policy matters of EE&REM,
	4. E V and related matters.
	5. All training/ Seminars related to Energy Conservation etc
	6. Issues related to National Conference of Chief Secretaries.
	Any Other work assigned by Competent Authority.

Apart from above:

1. DCA (Power) will be link officer of Dy. Secretary (Power).
2. Dy Secretary (Power) will monitor all Solar Policy / Solar plant installation related matters of EE&REM
3. Dy Secretary (Power) will be nodal officer for e-samiksha & PMG portal and ensure timely updation of the portals.
4. Sr. Managers, EO, Section Officers, Statistical Officer & AAO are responsible for timely disposal of work within the division/branch under their Supervision and any work assigned by him by Higher Authority time to time.
5. All Dealing Asstt. will be responsible for timely disposal of above assigned work and any other work assigned to him by Higher Authority time to time.
6. Staff in Diary, Despatch & File movement:-
 - (i) All Diary works of the Power Department: Sh. Devender Kumar, AG-II & Sh. Ashok Kumar, AG-II.
 - (ii) All Despatch of the Department: Sh. Raj Kumar, AG-III (with additional work of Hindi typing) and Sh. Vijender Kumar, AG-III.
 - (iii) All File Movement of the Department: Sh. Prithipal, AG-III (Link Officer: - Sh. Narender Kumar, AG-III).

This issues with the prior approval of the Competent Authority.


(Vikas Pandey)
Dy. Secretary (Power)

Copy to :-

1. PS to Secretary (Power).
2. PS to Spl. Secretary (Power).
3. All concerned officers/officials
4. Guard file.

o/c

MANUAL 17

Other information as may be prescribed

[Section 4(1)(b)(xvii)]

NIL