

PUNJAB STATE POWER CORPORATION LTD. PATIALA
(MEETING SECTION)

Office Order No. 12 /BD-526(PSPCL)

Dated. 01-10-2010

In partial modification of this Office Order No.10/BD-526(PSPCL) dated 3.9.2010, I Er.K.D.Chaudhary, CMD, Punjab State Power Corporation Limited, in exercise of power vested in me subject to Article-50 of Articles of Association hereby redistribute the duties/functions amongst the Directors of the PSPCL as under:-

DIRECTOR/DISTRIBUTION

1. Chief Engineer /Distribution (South), Patiala.
2. Chief Engineer /Distribution (Central), Ludhiana.
3. Chief Engineer /Distribution (North), Jalandhar.
4. Chief Engineer /Distribution (Border), Amritsar.
5. Chief Engineer /Distribution (West), Bathinda.
6. Chief Engineer/ RE & APDRP, Patiala.
7. Chief Engineer/Store & Disposal, Patiala.
8. Chief Engineer/Workshops, Ludhiana.
9. Chief Engineer/MM, Patiala.
10. Chief Engineer/Metering, Patiala.

DIRECTOR/GENERATION

1. Chief Engineer/Hydel, Patiala.
2. Chief Engineer/O&M, GGSSTP, Ropar.
3. Chief Engineer/O&M, GNDTP, Bathinda.
4. Chief Engineer/O&M, GHTP, Lehra Mohabbat.
5. Chief Engineer/Const. GHTP, Lehra Mohabbat.
6. Chief Engineer/Thermal Design, Patiala.
7. Chief Engineer/Civil Design & Construction, Patiala.
8. OSD/Coal Management, Patiala.

DIRECTOR/FINANCE

1. Chief Accounts Officer, Patiala.
2. Chief Auditor, Patiala.
3. Financial Advisor, Patiala.
4. Chief Accounts Officer/Revenue Monitoring.
5. Cost Controller, Patiala.
6. Dy.Secy.Finance-II, Patiala

DIRECTOR/H.R.

1. Chief Engineer/HRD, Patiala.
 - i) DGM/HRD, Patiala.
 - ii) Dy.CE/S.E/ HRD
 - a) Dy.Secy./Services-I, Patiala.
 - b) Dy.Secy./Services-II, Patiala.
 - c) Under Secy./Secret (Gazetted), Patiala.
 - d) Dy. Secy./Personnel, Patiala (including Board Section, Administration Report Section and Assembly Business Section)
 - e) Dy.Secy./Recruitment, Patiala
 - f) Dy.Secy./Finance-I, Patiala
 - g) Dy. Secy./RTI, Patiala.
 - h) Under Secy./Liasion, Patiala.
 - i) Library/Language Section, Patiala.

- iii) Dy.CE/S.E/ Enquiry.
 - a) Dy. Secy./Enquiry, Patiala.

iv) Chief Medical Officer/Senior Medical Officer/Medical Officer (Allopathy), Medical Officer (Homeo)

2. **Legal Advisor**

The files relating to Legal matters shall be routed through Director/HR to CMD/PSPCL.

The work of Addl.SE/Sr.Xen, Co-ordination, New Delhi, including that of all Rest Houses will be under the administrative control of Director/HR.

DIRECTOR/ADMINISTRATION

The following duties/functions shall be looked after by the Director/Administration.

1. a) Sports.
1. b) Culture.
2. All establishments and disciplinary cases of Assistant Engineers & Assistant Executive Engineers.
3. Postings & transfers of AEs/ AEEs/Under Secretaries and below ranks.
4. All matters including complaints, disciplinary action, punishment and appeals pertaining to:
 - a) Non Gazetted Estt. (Head Office)
 - b) Non gazetted Estt. of field offices
 except IAs, ARAs, Divisional Accounts/Revenue Supdts. /SAS Accountants etc. whose appointing and punishing authority is Chief Accounts Officer/Chief Auditor.
5. Advances from Provident Fund (Except those of Directors) in relaxation of Rules.
6. Cases for purchase of land
7. Cases relating to purchase of stationary and printing of forms beyond the competency of erstwhile Secretary, PSEB/Joint Secretary/Deputy Secretary in consultation with the Finance Section.
8. Sanction of hiring of private accommodation for Company's offices beyond the competency of erstwhile Secretary, PSEB.
9. Cases relating to re-imbursement of medical charges (except CEs) beyond the competency of erstwhile Secretary, PSEB / CEs/CAO.
10. Cases concerning compensation under the Workmen Compensation Act and claims against accidents.
11. Cases relating to administrative approval of proposal for amendment/revision of various regulations and delegation of powers.
12. Administrative approval for creation, up gradation, abolition, diversion, conversion etc. of non gazetted posts (Head office administration).

The Following Offices/Sections shall be under the administrative control of Director/Administration.

1. Chief R & W (Renamed as Chief/Administration), Patiala
 - a) Sr. Xen/PI, Patiala.
 - b) Labour Court Section.
 - c) Dy. Secy./Grievances & Welfare, Patiala.*

* Files relating to Welfare Section shall be routed through Director/HR.

- i) **Dy.CE/SE/Personnel, Patiala.**
 - a) Dy. Secy./Zones, Patiala.
 - b) Dy. Secy./Estt.-I, Patiala.
 - c) Dy. Secy./ENG-II, Patiala.
 - d) Dy. Secy./P&R, Patiala.
 - e) Dy. Secy./General, Patiala.

- ii) **Dy.CE/S.E/Technical, Patiala**
 - a) Dy. Secy./Technical-I, Patiala.
 - b) Dy. Secy./Technical-II, Patiala.
 - c) Dy. Secy./Technical-III, Patiala.
 - d) Dy. Secy./Services-III, Patiala.
 - e) Sports Officer, Patiala.
 - f) Presenting Officer-CE/HR, Patiala.
 - g) Presenting Officer-SE/Enquiry, Patiala.

2 Land Acquisition Collector, Patiala.

DIRECTOR/COMMERCIAL

- 1. CE/Commercial.
- 2. CE/ARR
- 3. CE/Chairman, (Forum for Redressal of Grievances of the Consumers).
- 4. CE/Planning.

All remaining charges shall be with CMD/PSPCL.

Decision of the erstwhile PSEB, Whole Time Members and Managing Committee or predecessor of a Director shall not be changed by the Directors without prior approval of the undersigned (CMD/ PSPCL).

Proposals for consideration of cases in the meeting of WTDs/Board of Directors will be routed through the Company Secretary, who will put up the same to the CMD after Financial and Legal examination, where required.

The financial powers vested in erstwhile Secretary, PSEB as per Delegation of Powers are hereby delegated to CE/HRD and Chief/Administration for the respective charges being looked after by them.

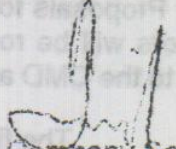
The files for postings and transfers of AEs/ AEEs will be submitted directly to Director/Administration and that of Sr. Xens and above ranks will be submitted to CMD/PSPCL.

The above duties and functions shall be carried out by the Directors under the general supervision, directions of the CMD/PSPCL, who may, in his discretion, call for any case and/or suo-moto pass any orders upon a case for compliance.

Er. K.D. CHAUDHARY
Chairman-Cum-Managing Director,
P.S.P.C.L., Patiala.

A copy of the above is forwarded to the followings for information and necessary action:-

- 1) Chairman-cum-Managing Director, PSTCL.
- 2) Chairman-Cum-Managing Director, PSPCL.
- 3) Sh. Karanbir Singh Sidhu, IAS, Principal Secretary/Finance to Govt. of Pb. Chandigarh.
- 4) Principal Secy./Power, Govt. of Pb. Deptt. of Power, Chandigarh.
- 5) Director/ Generation, PSPCL.
- 6) Director/Distribution PSPCL.
- 7) Director/Finance PSPCL.
- 8) Director/Administration PSPCL.
- 9) Director/H.R. PSPCL.
- 10) Director/Technical, PSTCL.
- 11) Director/Commercial, PSPCL.
- 12) DGP/V&S, PSPCL.
- 13) All GMs/EIC/Chief Engineers, PSPCL.
- 14) Chief/ IR & W, PSPCL.
- 15) Financial Advisor, PSPCL.
- 16) Chief Auditor, PSPCL.
- 17) All Chief Accounts Officers PSPCL.
- 18) OSD (T) to CMD/ PSPCL.
- 19) OSD(T) to CMD/ PSTCL.
- 20) Dy. CE/Personnel, Technical, Enquiry, PSPCL.
- 21) All SEs (T) to Directors, PSPCL.
- 22) Dy. Secretary to CMD/ PSPCL.
- 23) All Dy. Secretaries/Under Secy. PSPCL.
- 24) All Sr. P.S/P.S to Directors, PSPCL.
- 25) All Sectional Officers/Head of Sections.


Company Secretary,
PSPCL, PTA.

The files for postings and transfers of AEs/ AEEs will be submitted directly to Director Administration and that of Sr. Xens and above ranks will be submitted to CMD/PSPCL.

The above duties and functions shall be carried out by the Directors under the general supervision, directions of the CMD/PSPCL, who may, in his discretion call for any case and may pass any orders upon a case for compliance.

ET. K.D. CHAUDHARY
Chairman-Cum-Managing Director
P.S.P.C.L., Patiala