

**Suo Motu Disclosure of the office of Jt. Secy./ Personnel Under RTI Act 2005**

<b>Sr no</b>	<b>Subject</b>	<b>Jt. Secy./ Personnel Office</b>	<b>Cadre Section -I</b>	<b>Cadre Section -II</b>	<b>Personnel Section</b>	<b>Assembly Business Section</b>
1	<b>The particular of its organisation function and duties.</b>	To Supervise and control all matters of the four sections. To assist the Administration in other misc. jobs.	This Section is dealing with the work relating to creation/up gradation/abolition of charges/posts and biannually continuation of temporary posts in respect of following Organizations:-CMD & All Directors's Staff,Ombudsman, All CAOs headed orgs.,CGRF, TA&I, DGP/V&S, Thermal Design., GNDTP, OP. Zones (South/ North / Central/West/ Border), Commercial, ARR & TR, HRD, Chief Admn.,S&D, Workshop, Metering & , MM. Cases relating to shifting of headquarters, administrative control of charges and renaming/ redesignation of charges.	This Section is dealing with the work relating to creation/up gradation/abolition of charges/posts and biannually continuation of temporary posts in respect of following Organizations Hydel Projects, TS, PP&R Planning, EA & Enf, RE & APDRP, Civil Design & Const, Planning (IW) Punjab (CHD), GHTP, GGSSTP. Cases relating to shifting of headquarters, administrative control of charges and renaming/ redesignation of charges and demands of various unions/ Association/ Federations. Preparation of cadre Strength of the Board as a whole on yearly basis and its allied correspondence with various offices. Preparation of quarterly statement regarding creation/abolition of posts being sent to MIR Section.	This section is dealing with the work of Foreign Training/Tours of officers, deputation of all categories of different organizations, posting of officers/officials in BBMB, RAO/Paras/IRs,court cases relating with Foreign Training Tours. Policy matters relating to regularization of W/C and other miscellaneous works of administration relating to Personnel section.	This section is dealing with the work of all Assembly/ Parliament related matters of PSPCL

2	<b>The power and duties of its officers and employees.</b>	The Power & duties of its officers & officials are as per Annexure-A (attached)	The Power & duties of its officers & officials are as per Annexure-A (attached)	The Power & duties of its officers & officials are as per Annexure-A (attached)	The Power & duties of its officers & officials are as per Annexure-A (attached)	The Power & duties of its officers & officials are as per Annexure-A (attached)
3	<b>The procedure followed in the decision making process including channels of supervision and accountability.</b>	Procedure/Instructions are being followed strictly as per rules of PSPCL.	Procedure/Instructions are being followed strictly as per rules of PSPCL.	Procedure/Instructions are being followed strictly as per rules of PSPCL.	Procedure/Instructions are being followed strictly as per rules of PSPCL.	Procedure/Instructions are being followed strictly as per rules of PSPCL.
4	<b>The norms set by it for the discharge of its functions.</b>	As per Sr.No.3 above				
5	<b>The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.</b>	As per Sr.No.3 above				
6	<b>A statement of the categories of documents that are held by it or under its control.</b>	As per S No.1 above	As per S No.1 above No.1	As per S No.1 above	As per S No.1 above	As per S No.1 above
7	<b>The 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 or implementation thereof.</b>	N.A.	N.A.	N.A.	N.A	N.A
8	<b>A statement of the boards councils</b>	N.A.	N.A.	N.A.	N.A	N.A

	<b>committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.</b>					
9	<b>A directory of its officers and employees.</b>	As per Annexure-B attached				
10	<b>The monthly remuneration received by its officers and employees including the system of compensation as provided in its regulations.</b>	As per Annexure-B attached				
11	<b>The budget allocated to each of its agency, indicating the particulars of all plans proposed expenditure and reports on disbursements made.</b>	Not applicable to this office				
12	<b>The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes.</b>	Not applicable to this office				
13	<b>Particulars of recipients of concession permits or authorization granted by it.</b>	Not applicable to this office				

14	<b>Details in respect of the information available to or held by it reduced in an electronic form.</b>	Not applicable to this office	Not applicable to this office	Not applicable to this office	Not applicable to this office	Not applicable to this office
15	<b>The particulars of facilities available to citizens for obtaining information including the working hours of a library of reading room if maintained for public use.</b>	Not applicable to this office	Not applicable to this office	Not applicable to this office	Not applicable to this office	Not applicable to this office
16	<b>The names designations and other particulars of the public information officer.</b>	Dy.Secy/RTI, works as Public Information Officer cum nodal officer, PSPCL, Patiala..	Dy.Secy/RTI, works as Public Information Officer cum nodal officer, PSPCL, Patiala..	Dy.Secy/RTI, works as Public Information Officer cum nodal officer, PSPCL, Patiala.	Dy.Secy/RTI, works as Public Information Officer cum nodal officer, PSEB, Patiala..	Dy.Secy/RTI, works as Public Information Officer cum nodal officer, PSPCL, Patiala.
17	<b>Such other information as may be prescribed and thereafter updated.</b>	N.A.	N.A.	N.A	N.A	N.A

Annexure-A

Details of duties of the officers/officials of the office of Jt.Secy/Personnel, PSPCL, Patiala.

Sr. No.	Name & Designation of the officer/official. Sarv Sh/Smt.	Detail of duties
1	<b>Er. J.I.S.Grewal, Jt. Secy.</b>	To Supervise and control all matters of the four sections. To assist the Administration in other misc. jobs.
2	Er.Jatinder Singh, AEE	<ul style="list-style-type: none"><li>• Creation of posts and locations of the entire cadre .</li><li>• Updating the above data from time to time as and online when any office order is issued.</li><li>• Maintaining the details of personnel who are on deputation to various organizations.</li><li>• Issuing of all office orders on line.</li><li>• Editing locations/posts.</li><li>• Carrying out analytic studies by generating reports for better and efficient management.</li><li>• Computerization of all the office record viz Foreign Tours, Trainings etc.</li><li>• Assisting Jt/Secy in other misc. works of this office.</li></ul>
3	Mohan Singh, Sr.Scale Stenographer	Performing the duties of Sr. Scale Stenographer & Assistance in day to day duties to the Jt. Secy/Personnel, Diary/Despatch of Jt.Secy./Personnel Office/Movement of all files.
4	Gurinder Singh UDC/General	Stationery & Assistance in day to day duties to the Jt. Secy/Personnel, RTI Information, Casual Leave Record of, Record of Office Orders.
5	Anil Bansal, computer opp. (Against the Post of DEO)	Assistance to AEE/Elect. in his day to day office work regarding data checking & computer related job .
6	Balbir Singh,Daftri (against the post of Peon)	Duties of Peon, distribution of files, Dak and other misc. work.
A)1	<b>Iqbal Kaur Supdt, /Cadre-I</b>	To supervise the over all work of Cadre Section-I.
2	Anil Kumar, Sr.Asstt.	Creation/abolition/continuance of posts, shifting of H.Qs of offices and transfer of administrative control of offices in respect of CMD & All Directors's Staff,Ombudsman, HRD, DGP, All CAOs, TA&I, CGRF, Chief Admn.,and other Misc. Work.
3	Ishwar Chand, Sr. Asstt.	Creation/abolition/continuance of posts, shifting of H.Qs of offices and transfer of administrative control of offices in respect of CE/DS(West, Border, South), Metering, S&D, , Commercial , ARR&TR and CE/Workshop.
4	(Post Vacant) Sr. Asstt.	Creation/abolition/continuance of posts, shifting of H.Qs of offices and transfer of administrative control of offices in respect of CE/DS(North, Central), Thermal Design, MM and GNDTP.
5	Sudesh Kumari, UDC/G	Diary & dispatch, Record Keeper and putting up all the PUCs to concerned Asstts.

6	Jasveer Singh, UDC/G	Maintaining of record of all posts/charges, creation/abolition/diversion of all organization dealt by this section.
7	Sanjeev Kumar, Jr.Sc.Stenographer	Dictation work of Supdt, Typing the work of Sr.Asstts and also maintaining the stationery register.
8	UDC/G (Post Vacant)	Maintaining of record of all posts/charges, creation/abolition/diversion of all organization dealt by this section.
9	Sukhdev Singh, Daftri	Maintaining the files and preparing set of Memorandums/Charge Lists and doing all the other misc. works related to his seat.
10	Peon ( Post vacant)	
B)1	<b>Ravinder Kaur , Under Secy/Cadre-II</b>	To Supervise and control of all matters of this section.
2	JE/Elect. (Vacant)	Cadre Strength of PSPCL as a whole on yearly basis and other allied data, MIR report, demands of unions etc.
3	Rajwinder Kaur, Sr. Asstt.,	Type work of Cadre-II, Creation/abolition/continuance of posts, shifting of H.Qs of offices and transfer of administrative control of offices in respect of organizations i.e. CE/Hydel Projects,CE/TS,CE/Planing
4	Anil Kumar Sharma, Sr.Asstt.	Creation/abolition/continuance of posts, shifting of H.Qs of offices and transfer of administrative control of offices in respect of Organizations ( CE/Hydel, Civil Design & Const, Planning & Planning IW(Punjab) Chandigarh and Estt. matters of Cadre-II.
5	(Post Vacant), UDC/G	Record Keeper, Diary/Dispatch and record of stationery items.
6	Rajinder Kaur, Jr.Scale Stenograher	Dictation work of Under Secy/Cadre-II and other misc jobs. Creation/abolition/continuance of posts, shifting of H.Qs of offices and transfer of administrative control of offices in respect of organizations CE/PP&R &
7	Urmil Garg, UDC/G,	Creation/abolition/continuance of posts, shifting of H.Qs of offices and transfer of administrative control of offices in respect of organizations ( GGSSTP,GHTP, Const. GHTP, EA& Enf, RE&APDRP) and Misc. important work.
8	Rupa Devi, Peon	Duties of Peon, Stencil/photocopy work, distribution of dak in Secretariat.
C)1	<b>Smt. Tavleen kaur Gill, AM/ HR</b>	To Supervise the over all work of Personnel Section.
2	Sr. Assistant, (Vacant)	Deputation of all organizations including BBMB with posting and transfer, Foreign Training & RAO Paras.
3	Shilpi Bawa,UDC/G	Policy regarding conversion of Daily Wage workers to Work-charge and promotion of W/C, Part time Sweepers, Transfer Policy and Estt. matters.
4	Ramesh Kumar, Bansal, LDC	Diary/Dispatch(Internal) , Record-keeping and other misc. work
5	LDC, (Post Vacant)	Punjabi/English Typing of Personnel Section.
6	Sarita Rani, Steno-typist	Duties of Steno-typist
7	Raj Rani, ALM (against the Post of Peon)	Duties of Peon, distribution of dak/files in Secretariat and other relates misc. work.
D)	<b>Assembly Business Section</b>	
1	Harwinder Singh, Sr. Assistant	Supervise / Deal all assembly business related matters of this section.
2	(Post Vacant),LDC	To assist all the matters with Sr. Assistant.

**Annexure-B****Directory of Officers/Officials relating to the office of Jt. Secy./ Personnel, PSPCL Patiala.**

<b>Sr. No.</b>	<b>Name of officers/officials &amp; Designation</b>	<b>Date of Birth</b>	<b>Date of retirement</b>	<b>Pay Scale</b>
1	<b>Er. J.I.S. Grewal, Jt. Secretary/Personnel</b>	28.10.1963	31.10.2021	41300-67000+9600
2	Er.Jatinder Singh,AEE	08.09.1982	30.9.2040	16650-39100+6850
3	Mohan Singh, Sr. Scale Stenographer	15.11.1959	30.11.2017	10900-34800+4500
4	Gurinder Singh UDC/G,	27.10.59	31.10.2017	6400-20200+3200
5	Anil Bansal, Computer Operator	07-01-1962	31-01-2020	10900-34800+3200
6	Balbir Singh, Daftri	01.01.1955	31.12.2013	5100-10680+1850
7	<b>Iqbal Kaur , Supdt-Gr-I/Cadre-1</b>	12.4.57	30.4.2015	10900-34800+5500
8	Anil Kumar, Sr. Asstt.	11-02-1965	28-02-2023	10900-34800+4500
9	Ishwar Chand, Sr. Asstt.	02-04-1971	30-04-2029	10900-34800+4500
10	(Post vacant), Sr. Asstt.			10900-34800+4500
11	Sanjeev Kumar, SR.Scale, Stenographer	02-12-1973	31-12-2031	10900-34800+4500
12	Sudesh Kumari, UDC/G	21-09-1956	30-09-2014	6400-20200+3200
13	Jasveer Singh, UDC/G	16-09-1984	30-09-2042	6400-20200+3200
14	UDC/G (Vacant)			
15	Sukhdev Singh, Daftari	01-08-1955	31-08-2015	5100-10680+1850
16	Peon, (Vacant)			
17	<b>Ravinder Kaur, Under Secy./Cadre-II</b>	15-08-1955	31-08-2013	10900-34800+5500
18	JE/Elect.,(Vacant)			
19	Anil Kumar Sharma, SR. Asstt.	04-10-1961	31-10-2019	10900-34800+4500

20	Rajwinder Kaur Sr.Asstt,	14.10.58	31.10.16	10900-34800+4500
21	(Post Vacant), UDC/G			6400-20200+3200
22	Rajinder Kaur, Jr. Scale Stenographer	25-4-1958	30-04-2016	6400-20200+3200
23	Urmil Garg, udc/G	06-09-1956	30-09-2014	6400-20200+3200
24	Rupa Devi, Peon	24-05-1958	31-05-2018	5100-10680+1700
25	<b>Tavleen Kaur Gill, AM HR/Pers'l</b>	19-11-1985	30-11-2043	16650-39100+5800
26	Post vacant , Sr.Asstt.			10900-34800+4500
27	Shilpi Bawa, UDC/G,	10-11-1986	30-11-2044	6400-20200+3200
28	Ramesh Kumar, Bansal, LDC	06-04-1958	30-04-2016	6400-20200+2450
29	Sarita Rani, S/T	04-03-1962	31-03-2020	6400-20200+2450
30	LDC, (Post Vacant)			
31	Raj Rani, ALM	20-04-1973	30-04-2031	6400-20200+2450
32.	<b>Harwinder Singh, Sr.Asstt./Assb Bus. Cell</b>	5.1.1963	31.1.2021	10900-34800+4500
33.	(Post Vacant), LDC			6400-20200+2300

**Category wise vacancy position of Staff Relating to office of Joint Secy./Personnel, PSPCL Patiala**

<b>Sr. No</b>	<b>Name of Office</b>	<b>Designation</b>	<b>Sanctioned Strength</b>	<b>Posted</b>	<b>Vacant</b>	
1	Jt.Secy/Personnel	Sr. Xen/ Elect.	1	1	-	
		AEE/Elect.	1	1	-	
		Sr.S.S/G	1	1	-	
		Computer Op.	1	1	-	
		UDC/G	1	1	-	
		Daftri/Peon	1	1	-	
2	Cadre Section - 2	Under Secy.	1	1	-	
		Sr.Asstt.	2	2	-	
		JE/Elect.	1	-	1	
		UDC/G	2	1	1	
		Jr.S.Steno	1	1	-	
		Peon	1	1	-	
3	Cadre Section - 1	Supdt.Grade-1	1	1	-	
		Sr. Asstt.	3	2	1	
		UDC/G	3	2	1	
		Jr.S. Steno	1	1	-	
		Daftri	1	1	-	
		Peon	1	-	1	
4	Personnel Section	Asstt. Mng./ HR	1	1	-	
		Sr. Asstt.	1	-	1	
		UDC/G	1	1	-	
		Steno Typist	1	1	-	
		LDC	2	1	1	
		Peon/ALM	1	1	-	
5	Assembly Business Section	Sr. Assistant	1	1	-	
		LDC	1	-	1	
<b>Total strength of Staff</b>			<b>33</b>	<b>25</b>	<b>8</b>	