

	Supdt/Cadre-I	Under Secretary/Cadre-II	Supdt/Personnel
1	This Section is dealing with the work relating to creation/upgradation/abolition of charges/posts and yearly continuation of temporary posts in respect of 20 No. Organizations (Secretary, CAOs Chief Auditor, CE/TA&I, DGP/V&S, CE/Thermal Design., GNDTP, OP(South/North/Central/West / Border, SO&C, Commercial, HRD,S&D, P&M, Workshop, Metering& CE/ 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 yearly continuation of temporary posts in respect of 11 No. Organizations (CE/Hydel. S/S.TL, Planning, EA & Enf, RE & APDRP, Civil Design & Const, Planning(IW) Punjab (CHD), O&M. GHTP,. Const, G HTP, GGSSTP. Cases relating to shifting of headquarters, administrative control of charges and renaming/ redesignation of charges and demands of various unions/Associaiton/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.
2	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	Procedure/Instructions are being followed strictly as per rules of PSEB.	Procedure/Instructions are being followed strictly as per rules of PSEB.	Procedure/Instructions are being followed strictly as per rules of PSEB.
4 & 5	As per Sr.No.3 above	As per Sr.No.3 above	As per Sr.No.3 above
6	As per Annexure-A attached	As per Annexure-A attached	As per Annexure-A attached
7& 8	N.A.	N.A.	N.A
9& 10	As per Annexure-B attached	As per Annexure-B attached	As per Annexure-B attached
11 to 15	Not applicable to this office	Not applicable to this office	Not applicable to this office
16	Sh.Satnam Singh, Dy.Secy/RTI works as Public Information Officer, PSEB, Patiala.	Sh.Satnam Singh, Dy.Secy/RTI works as Public Information Officer, PSEB, Patiala.	Sh.Satnam Singh, Dy.Secy/RTI works as Public Information Officer, PSEB, Patiala.
17	N.A.	N.A	N.A

Annexure-A**Details of duties of the officers/officials of the office of Jt.Secy/Personnel, PSEB, Patiala.**

Sr. No.	Name & Designation of the officer/official. Sarv Sh/Smt.	Detail of duties
1	Er. J.I.S.Grewal	To Supervise and control of all matters of all three section. To assist the Administration in other different jobs.
2	Gurmeet Singh, Sr.Scale Stenographer	Performing the duties of Sr. Scale Stenographer & Assistance in day to day duties to the Dy. Secy/Personnel.
3	Sarbjit Kaur, UDC	Movement of Files, Diary/Dispatch, Stationery & Assistance in day to day duties to the Dy. Secy/Personnel.
4	Vioeshwar Kumar,Dani, Peon	Duties of Peon, distribution of files, Dak and other misc. work
	Sukhdarshan Kaur, Supdt/Cadre-I	To supervise the over all work of Cadre Section-I
1	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 Secretary, DGP, CAOs, Chief Auditor, CE/TA&I, CE/Forum, CE/IR&W and other Misc. Work.
2	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, HRD, Commercial and CE/Workshop.
3	Raksha Devi, 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, Patiala, P&M, SO&C, MM and GM/Thermal GNDTP, Bathinda.
4	Sudesh Kumari, UDC	Record Keeper and putting up all the PUCs to concerned Asstts.
5	Jasvinder Kaur, UDC	Maintaining of record of all posts/charges, creation/abolition/diversion of all organization dealt by this section.
6	Sanjeev Kumar, Jr.Sc.Stenographer	Dictation work of Supdt, Typing the work of Sr.Asstts and also maintaining the stationery register.
7	Krishana Kumari, LDC	Diary & dispatch of this section.
8	Sukhdev Singh, Daftari	Maintaining the files and preparing set of Memorandums/Charge Lists and doing all the other misc. works related to his seat.
9	Peon (Post vacant)	

	Poonam Sood ,Under Secy/Cadre-II	To Supervise and control of all matters of this section. To assist the Dy. Secretary/Personnel in other different jobs.
1	Jarnail Singh, JE	Cadre Strength of PSEB as a whole on yearly basis and other allied data
2	Janak Raj, 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/O&M, GGSSTP,GHTP, Const. GHTP, EA&Enf, RE&APDRP) and demands of various unions, associations/Federations and Misc. important work.
3	Kusam Lata, 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 Desing &Const, Sub-Station, TL & Planning IW(Punjab) Chandigarh and Estt. matters of Cadre-II.
4	Shankuntala Devi, UDC	Record Keeper, Diary/Dispatch and record of stationery items.
5	Rajinder Kaur Jr.Scale Stenograher	Dictation work of Under Secy/Cadre-II and other misc jobs.
5	Jatinder Kaur,LDC	Type work of Cadre-II
6	Rupa Devi, Peon	Duties of Peon, Stencil/photocopy work, distribution of dak in Secretariat.
	Anil Kampani, Supdt/Personnel	To Supervise the over all work of Personnel Section.
1	S.K. Singh, Sr. Asstt.	Deputation of all organizations including BBMB with posting and transfer, Foreign Training & RAO Paras.
2	vacant	Conversion of Daily Wage workers to Work-charge and promotion of W/C, RTM to ALM, Transfer Policy and Estt. matters.
3	Ramesh Kumar, Bansal, LDC	Diary/Dispatch(Internal) , Record-keeping and other misc. work
4	Kulwant Kaur, LDC	Punjabi/English Typing of Personnel Section.
5	Anil Bansal, DEO	Preparation of data of Man-power, updating of record of deputation employees
6	Sarita Rani, Steno-typist	Duties of Steno-typist
7	Joginder Lal, Peon	Duties of Peon, distribution of dak/files in Secretariat and other relates misc. work.

Annxure-B**DIRECTORY OF OFFICERS/OFFICIALS OF THE STAFF RELATING TO THE OFFICE OF JT. SECY/PERSONNEL, PSEB, PATIALA IS AS UNDER :-**

Sr. No.	Name of officers/officials & Designation Sarv Sh/Smt.	Date of Birth	Date of retirement	Pay Scale
1	Er. J.I.S. Grewal, Jt. Secretary/Personnel	28.10.1963	31.10.2021	41300-67000+9600
2	Mohan Singh, Sr. Scale Stenographer	15.11.1959	30.11.2017	10900-34800+4350
3	Sarabjit Kaur, UDC	09-02-1974	28-02-2032	6400-20200+3150
4	Vireshwar Kumar, Dani, Peon	20-11-1953	30-11-2013	5100-10680+1550
5	Sukhdarshan Kaur, Supdt/Gr-I	10.03.1954	31-03-2012	10900-34800+5500
6	Anil Kumar, Sr. Asstt.	11-02-1965	28-02-2023	10900-34800+5500
7	Ishwar Chand, Sr. Asstt.	02-04-1971	30-04-2029	10900-34800+4350
8	Raksha Devi, Circle Asstt.	16-02-1955	28-02-2013	10900-34800+4350
9	Sanjeev Kumar, Jr.Scale, Stenographer	02-12-1973	31-12-2031	6400-20200+3050
10	Sudesh Kumari, UDC	21-09-1956	30-09-2014	6400-20200+3050
11	Jasvinder Kaur, UDC	15-10-1957	31-10-2015	6400-20200+3050
12	Krishana Kumari, LDC	20-09-1954	30-09-2012	6400-20200+2300
13	Sukhdev Singh, Daftari	01-08-1955	31-08-2015	5100-10680+1700
14	Poonam Sood, Under Secretary/Cadre-II	13-9-1954	30-08-2012	16650-39100+6850
15	Jarnail Singh, JE	10-09-1953	30-09-2011	10900-34800+4300
16	Janak Raj, Sr.Asstt.	08-07-1954	31-07-2012	10900-34800+4300
17	Kusam Lata, Sr.Asstt	15-06-1953	30-06-2011	10900-34800+4300
18	Shankuntala Devi, UDC	15-04-1955	30-04-2013	6400-20200+3050
19	Rajinder Kaur, Jr. Scale Stenographer	25-4-1958	30-04-2016	6400-20200+3050

20	Jatinder Kaur, LDC/Typist	07-06-1960	30-06-2018	6400-20200+2300
21	Rupa Devi, Peon	24-05-1958	31-05-2018	5100-10680+1550
22	Anil Kampani, Supdt.	25-01-1953	31-01-2011	10900-34800+5500
23	S.K. Singh, Sr.Asstt.	28.11.1953	30.11.2011	10900-34800+4300
24	Ramesh Kumar, Bansal, LDC	06-04-1958	30-04-2016	6400-20200+2300
25	Sarita Rani S/T	04-03-1962	31-03-2020	6400-20200+2300
26	Kulwant Kaur, LDC	31-03-1966	31-03-2024	6400-20200+2300
27	Anil Bansal, Computer Operator	07-01-1962	31-01-2020	10900-34800+4000
28	Joginder Lal, Peon	18-04-1961	30-04-2021	5100-10680+1550