

## **Disclosure under Sec. 4(1)(b) of the Right to Information Act, 2005.**

### **(i) Particulars of its organization, functions and duties.**

Manipur State Power Company Limited (MSPCL)

Corporate Office:- Electricity Complex, Khwai Bazar, Keishampat, Imphal – 795001, Manipur, INDIA.

In pursuance of Electricity Act, 2003, the State Electricity Department was unbundled and Corporatized into 2 (two) State owned functionally independent successor entities i.e. (i) Manipur State Power Company Limited (MSPCL) and (ii) Manipur State Power Distribution Company Limited (MSPDCL) w.e.f. the 1<sup>st</sup> of February, 2014 by a Gazette Notification of the Government vide Manipur State Electricity Reforms Transfer Scheme, 2013 (or Transfer Scheme, 2013) dated the 31<sup>st</sup> December, 2013

The Managing Director, Manipur State Power Company Limited is the head of the Department/organisation.

MSPCL aims to rank amongst the top transmission utilities in the country and to offer quality, reliable, efficient and prompt services to all the stakeholders ensuring transparent and sustained commercial viability in all operations.

Our mission is to emerge as a best in transmission utility by achieving highest levels of service standards ensuring reliable and quality uninterrupted 24x7 power supply to all its consumers, satisfying all concerned combined with sustainable operations and simultaneously ensuring proper growth & development of our personnel.

Manipur State Power Company Limited (MSPCL) undertakes the function of transmission of electricity and also discharges all functions of the State Transmission Utility and Generation. MSPCL will act as the Holding Company for the State Government's investments in the power sector and will undertake overall co-ordination and planning for the power sector in the State of Manipur, be the authorized representative of the State Government for development of hydroelectric power potential in the State of Manipur and perform such other functions as may be entrusted to it by the State Government from time to time. In addition, as per Section 31(2) of the Electricity Act, 2003, Manipur State Power Company Limited (MSPCL) shall operate the State Load Despatch Centre (SLDC) until a Government company or any authority or corporation is notified by the State Government.

Organization Chart is enclosed as **Annexure -I**

### **(ii) Powers and Duties of Officers and employees:**

Power and duties are derived and exercised as per the Delegation of Power (DOP) of MSPCL. **Enclosed as Annexure-II.**

**(iii) Procedure followed in decision making process :**

As per the HUMAN RESOURCE (HR) POLICY OF MSPCL and as permissible by the Statutory Rules & Delegation of Power (DOP) of MSPCL and Indian Electricity Act and Rules etc.

Chart showing Decision Making process. **Enclosed as Annexure-III.**

**(iv) Norms for discharge of functions:**

For administrative functioning as per HUMAN RESOURCE (HR) POLICY OF MSPCL and norms set by the State Government.

**(v) Rules, Regulations, instructions manual and records for discharging functions:**

As per the HUMAN RESOURCE (HR) POLICY OF MSPCL & Delegation of Power (DOP) of MSPCL.

Indian Electricity Act, 2003.

Indian Electricity Rule 2005.

Indian Telegram Act, 1885.

National Load Despatch Rule, 2005

State Electricity Regulatory Commission.

Tariff Policy/order.

The Manipur State Electricity Transfer Scheme, 2013.

**(vi) Categories of documents held by authority under its control:**

Service book of the employees, Orders for appointment and seniority lists of employees of the Dept., Posting/transfer orders of employees of the Dept., Stock Registers, Logbooks, Registers for receipts and Dispatch, Court cases/RTI, HR policy of the Company etc.

**(vii) Arrangement for consultation with or representation by members of the public in relation to the formulation of policy or implementation thereof:-**

No such arrangement exists.

**(viii) Board, Councils, Committees and other Bodies constituted as part of Public Authority:**

Board of Directors (BOD) of the Manipur State Power Company Ltd (MSPCL) has been constituted under the Chairmanship of Administrative Secy.(Power) Government of Manipur, Internal Complaints Committee (ICC) under Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 etc.

Tender Committee formed as:

- 1) Local Purchase Committee.
- 2) Lower Tender Committee.
- 3) Departmental Tender Committee and
- 4) Higher Tender Committee.

(ix) **Directory of officers and employees:**

The office has its landline bearing number 0385-2450050 for communication which is uploaded in the official website.

**List of officials at Annexure IV.**

(x) **Monthly remuneration received by each of its officers and employees, including the system of compensation:**

Sl.No	Designation	Pay Level as Per ROP 2019
1	Managing Director	L-15
2	Executive Director	L-15
3	Company Secretary	L-9
4	Chief Vigilance Officer	L-14
5	General Manager	L-14
6	Deputy General Manager	L-13
7	Legal Advisor	L-9
8	Manager/ Sr. Manager	L-9/L-12
9	Junior Engineer	L-7
10	Deputy Manager	L-7
11	Personal Assistant	L-8
12	Steno Gd. I	L-7
13	Head Establishment Assistant	L-7
14	Draftsman Gd.I	L-7
15	Establishment Assistant	L-5
16	Computer Operator	L-6
17	System Administrator	L-9
18	Draftsman Gd.III	L-4
19	Junior Establishment Assistant	L-4
20	Steno Gd. II	L-6
21	Sr. Accounts Manager	L-7
22	Surveyor	L-5
23	Head Technical Assistant	L-4
24	Technical Assistant	L-3
25	Control Room Assistant	L-3
26	Engine Operator	L-3
27	Driver	L-3
28	Senior Store Assistant	L-5
29	Asst. Store Keeper	L-3
30	Guage Reader	L-3
31	Turbine Operator	L-3

32	Driller	L-6
33	Fitter Gd.II	L-3
34	Civil Assistant	L-3
35	Mechanic	L-4
36	Asstt. Mechanic	L-3
37	Jr. System Assistant	L-1
38	Office Assistant	L-1
39	Mali	L-1
40	Watchman Cum Cleaning Assistant	L-1
41	Stationery Assistant	L-1
42	Helper	L-1

**(xi) Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements:**

Budget allocated to Manipur State Power Company Ltd. (MSPCL) under Demand no. 23.

Details of Budget and Expenditure allocated for the Financial Year 2021-22, FY 2022-23, FY 2023-24, FY 2024-25 and 2025-26 are given below:

Head	Year	Revised Estimate (in lakhs)	Expenditure incurred (in Lakhs)
MH 2801-80-800-38-01-35	2021-22	10250.00/-	9716.05/-
MH 2801-80-800-38-01-35	2022-23	13000.00/-	1558.39/-
MH 2801-80-800-38-01-36		600.00/-	450.00/-
MH 2801-80-800-38-01-35	2023-24	10600.00/-	4555.32/-
MH 2801-80-800-38-01-54	2024-25	6,500.00/-	6,319.19/-
MH 2801-80-800-38-01-54	2025-26	2,000.00/-	1,554.31/-

**(xii) Manner of execution of subsidy programmes:**

Not Applicable.

**(xiii) Particulars of recipients of concessions, permits or authorization granted by Public authority:**

Not Applicable.

**(xiv) Information available in electronic form:**

Detailed information about the Department/organization and documents are available on the official website of MSPCL i.e, [www.mspcl.in](http://www.mspcl.in)

**(xv) Particulars of facilities available to citizens for obtaining information:**

Details of Nodal officer for RTI matters and SPIO/Appellate authority have been uploaded at the website. Information related to RTI can be obtained from the Public Information Officers nominated under RTI Act, 2005 and also from e-RTI portal. Other information's relating to MSPCL have been uploaded at MSPCL official website.

**(xvi) The Names, designation and other particulars of the PIOs :**

Enclosed as **ANNEXURE – V**.

**(xvii) Other information as may be prescribed:**

Lists of Ongoing Scheme/Projects/Programs :-

**Enclosed as ANNEXURE – VI.**

Further, the Manipur State Power Company Ltd. (MSPCL) has appointed Appellate Authority and Public Information Officer/Assistant Public Information Officers. The details of these appointments are available on their own websites. Further MSPCL has appointed Executive Director (IT/HR) MSPCL as Nodal Officer and DGM (IT & Communication), MSPCL is nominated a Nodal Officer for the Centralized Right to Information (RTI) portal. **(Enclosed as ANNEXURE – VII & VIII).**

Annual Administrative Report has been circulated.