

Chapter 1 Introduction

1.1 Please throw light on the background of this handbook (Right to Information Act –2005)

Transparency and cleanliness in working are the essential elements to strengthen a Democratic system. In this perspective Govt of Jammu & Kashmir enacted the Right to Information Act, 2009.

Power Development Department Kargil has also been Obligated for effective implementation of J&K RTI Act, 2009 This handbook may prove helpful in getting information about Department and its functioning.

1.2 Objective/purpose of this handbook

Objective: The main objective of this handbook is to provide basic information to the citizens about the functioning of Power Development Department, Kargil.

1.3 Who are the intended users of this handbook?

- Members of Parliament and State legislature, Concerned
- Ministry, Departments of Central Govt, State Govts.
- **Public at large**

1.4 Organization of the information in this handbook?

The information in the handbook is organized in the following sequence as Manual – 1, Manual – 2, Manual so on 3.....,

1.5 Definitions (Please provide definitions of various terms used in the handbook).

PDD :	Power Development Department
RTI Act :	Right to Information Act
T&D:	Transmission & Distribution
BADP:	Border Area Development Programme
DP:	District Plan
TSP:	Tribal Sub Plan
LAHDC:	Ladakh Autonomous Hill Development Council

1.6 Contact Person:

Executive Engineer,
Electric Maintt. & RE Division, Kargil.
Phone: 232709

1.7 Procedure and Fee Structure for getting information

A request for obtaining information shall be accompanied by an application fee of Rupees fifty by way of cash against proper receipt or by Indian Postal Order or demand draft or bankers cheque payable to the Accounts Officer of the Public Authority.

A request for obtaining information shall be deemed to be made duly accompanied by prescribed application fee if it is written on a non-judicial stamp paper of Rupees fifty.

Chapter-2 (Manual –1)

PARTICULAR OF ORGANIZATION, FUNCTIONS AND DUTIES

2.1 Objective/purpose of the public authority.

Power Development Department, Kargil has been the biggest inspiring force of the Ladakh Autonomous hill Development Council Kargil in providing Power supply to the Urban as well as in rural areas since its inception. It is the main implementing agency for the various schemes in Urban and rural areas.

2.2 Mission/vision statement of the public authority

Vision Statement

To develop the Power sector and to ensure power supply to the un electrified areas and to become an important part in the upliftment and development of the area.

2.3 Brief history of the public authority

The Department has been working in the district since 1972.

Transmission & Distribution, District Plan, Generation Plan, Border Area Development Programme and Tribal Sub Plan are the schemes/Plans being implemented by the Department at present.

2.4 Duties of the public authority

The duties of the Institute involve functioning as:

- To prepare the plans and implement works under various schemes
- To ensure proper distribution of Power in the area.
- To Maintain the existing network within the district.
- To implement various centrally and State sponsored schemes.

2.5 Main activities/ functions of the public authority

- To Implement the schemes of the Government like BADP, TSP.
- To implement works under the District plan and State Generation Plans.
- To implement Schemes planned by the department itself besides of other departments with regard to power sector.

2.6 List of services being provided by the public authority with a brief write ups on them.

Border Area Development Programme BADP

A special allocation is given to at time so that the border areas develop at par with the other areas of the country. Kargil as per the allocations recived the works are taken up by this Department.

Transmission & Distribution :-

Funds under T&D scheme is provided for the exhancement and maintenance of the system . Besides for running of various D.G.Stations funds for procurement of HSD & other spares, consumables etc are provided under this head of account and the department has to implement this scheme.

District Plan.

Funds under District Plan is provided by the Ladakh AHC Kargil against proposed works of the department and the works proposed are being implemented by the department under Plan as well as under Maintenance grants provided by the district administration.

2.8 Expectation of the public authority from the public for Enhancing its effectiveness and efficiency:

To the general public is expected to send their feedback about The department .

2.10 Mechanism available for monitoring the service delivery and public grievance resolution.

Any specific information/grievance related to works and other Areas of Concern of the department is addressed immediately by the concerned AEE . It may be in the form of Letter, Fax, Telephone, etc.

2.11 Addresses of the main office and other offices at different levels.

Main Office: Executive Engineer Electric M&RE Division Kargil Baroo

Sub-Divisional Offices.

AEE Electric Sub- Division Ist.
AEE Electric Sub- Division IINd
AEE Electric Sub- Division Stores.

2.12 Morning hours of the office: 10 am
Closing hours of the office: 4.00pm
(six days a week)

Chapter-3 (Manual-2)

Powers and Duties of Officers and Employees

3.1 Please provide details of the powers and duties of officers and employees of the organization.

Executive Engineer.

He is the Head of office in charge of establishment and administration of PDD in Kargil district

Duties:-

1. He is also overall in-charge of all schemes implemented
2. Monitoring, Inspection and Supervision of the performance of the schemes and submission of reports to higher ups.
3. Conduct of Review Meeting for assessing the performance of the schemes & take corrective action and submission of Reports to the Higher Authorities.
4. Any other works assigned to by the Department.

Assistant Executive Engineers

I. Powers:-

Establishment and administration as Head of Sub- Division
Overall control of the Sub- Division.

Duties:-

1. To implement the Scheme at Sub- Divisional Level.
2. Preparation of the Annual Plan in respect of his Sub-Division
3. To ensure providing of Power supply in his Sub-Division.
4. Review and advise on the progress and implementation of the Scheme .
5. Supervision and monitoring of the quality of works
6. To ensure collection of revenue from Consumers, billing and providing of letter services.
7. To maintain better relations with the consumers & redunal of grievance and reporting of matters beyong his competency to Executive Engineer.

Chapter – 4 (Manual –3)

Rules, Regulations, Instructions, Manual and Records, for Discharging Functions

Please provide list of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of document

S No	Name of the Act/rules etc	Brief Gist	Reference no if any	Priced
1.	District Plan	Schemes sanctioned by the Council to be implemented by PDD	District Plan	Xen. Office.
2.	T&D Gen. Plan	Schemes sanctioned by State PDD	As per Scheme/ Projections	State PDD

Chapter – 5 (Manual – 4)

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

Formulation of Policy:

Being a department of the Govt of Jammu & Kashmir, it is not empowered to formulate policies for the public.

However, in respect of its own activities public can respond through letters, emails etc.

Implementation of Policy:

Whether there are any provisions to seek consultation/Participation of public or its representatives for implementations of policies? If there are please provide details of the provisions in the following format.

N.A.

Chapter – 6 (Manual – 5)

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

6.1. Use the format given below to give the information about the official Documents. Also mention the place where the documents are available for e.g. at secretariat level, directorate level, others (Please mention the level in place of writing Others).

S No	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by /under control of
1.	Norms/ Guidelines	All schemes implemented by the Department	By an application and the price for Photo copy	PDD Sectt.
2.	Plans	Action plan of the various schemes	By an application and the price for Photo copy	Xen. PDD
3.	Electricity Act/Taping	Regarding Revenue realization & Collection	Regarding Revenue realization & Collection	Xen. PDD

Chapter – 7 (Manual – 6)

A statement of boards, council, committees
and other bodies constituted as its part

Chapter- 8 (Manual – 7)

The names, designation and other particulars of the Public Information Officers

Assistant Public Information Officer

S. No	Name	Designation	S.T.D Code	Ph. No.		Fax	E. mail	Address
				Office	Home			
1	Post Vacant							

Public Information Officers:

S. No	Name	Designation	S.T.D Code	Ph. No.		Fax	E. mail	Address
				Office	Home			
1	Som Nath	Executive Engineer	01985	232709	233572	232709	Xen Pdd Kgl @ gmail.Com.	Power Development Complex, Baroo

District Appellate Authority:

S. No	Name	Designation	S.T.D Code	Ph. No.		Fax	E. mail	Address
				Office	Home			
1	Som Nath	Executive Engineer	01985	232709	233572	232709	Xen Pdd Kgl @ gmail.Com.	Power Development Complex, Baroo

Chapter – 9 (Manual – 8)

Procedure followed in Decision Making Process

9.1 What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and Rule of Business Manual, and other rules/regulations etc can be made)

Same as any 6th Govt. Department .

9.2 What are the documented procedures/laid down procedures/Defined Criteria/Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?

Same as any other Government Department

9.3 What are the arrangements made to communicate the decision to the public?

Through the Information Department and also through public notices, radio broadcasts

9.4 Who are the officers at various levels whose opinions are sought for the process of decision-making?

DC, Development Commissioner, Power, CE,SE,AEE,

9.5 Who is the final authority that vets the decision?

Principal Sectts PDD.

Chapter – 10 (Manual – 9) Directory of Officers and Employee

S. No	Name	Designation	STD Code	Phone No		E-Mail	Address
				Office	Mobile No.		
1.	Som Nath	Executive Engineer	01985	232709	9419114243	Xen Pdd Kgl @ gmail.Co m.	M&RE Division Kargil
2.	Wahab Ali	AEE	01985	232309	9419875679		Elect.Sub-Division Ist Kargil
3.	Vijahat Ali	AEE	01985	232709	9419176034		Electric M&RE Division Kargil
4.	Shamim Ahmad	AEE	01985	233878	9419341207		Electric Sub-Division Kargil
5.	Nawaz Hussain	AE	01985		9469634835		Electric Sub-Division Kargil
6.	Tsering Punchok	Head Asstt.	01985		9419612708		Electric Division Kargil.
7.	Ghulam Mohd	Sr. Asstt.	01985		9419176064		Electric Division Kargil.
8.	Willayat Ali	Sr. Asstt.	01985		9419176853		Electric Division Kargil.
9.	Mukhtar Hussain	A/A	01985		9419891512		Electric Division Kargil.
10.	Fatima Banoo	D/M	01985		9469732960		Electric Division Kargil.
11.	Fida Hussain	Jr. Asstt.	01985		9469637139		Electric Division Kargil.
12.	Zohra Banoo	Jr. Asstt.	01985		9419875677		Electric Division Kargil.
13	Ghulam Mohd	Jr. Asstt.	01985		9419346893		Electric Division Kargil.
14	Mohd Iqbal	R.K	01985		9469627015		Electric Division Kargil.
15	Haji Mohd Ibrahim	Orderly	01985		946925665		Electric Division Kargil.
16	Maryum Bee	Orderly	01985		9419546941		Electric Division Kargil.
17	Ajias Ali	Orderly	01985		9419443434		Electric Division Kargil.
18	Mohd Hassanain	Orderly	01985		9419546941		Electric Division Kargil.
19	Mohd Hassanain	Orderly	01985				Electric Division Kargil.

Chapter – 11 (Manual – 10)
The Monthly Remuneration Received By
Each of its Officers
and
Employees Including the System of
Compensation as Provided in Regulations

S. No	Name of the Officer/Official	Designation	Pay Band	Pay as on 01-04-2009	Grade Pay	Total Pay + Grade Pay
1	2	3	4	5	6	7
1.	Som Nath	Executive Engineer	15600-39100+6600	28390	5200	33950
2.	Wahab Ali	AEE	15600-39100+5600	18740	4200	22940
3.	Vijahat Ali	AEE	15600-39100+5600	18740	4200	22940
4.	Shamim Ahmad	AEE	15600-39100+5600	15540	4200	19740
5.	Nawaz Hussain	AE	5200-34800+5200	16440	5200	21640
6.	Tsering Punchok	Head Asstt.	9300-34800+4200	16440	4200	20640
7.	Ghulam Mohd	Sr. Asstt.	5200-20200+2400	14320	2800	17120
8.	Willayat Ali	Sr. Asstt.	5200-20200+2400	12500	2800	15300
9.	Mukhtar Hussain	A/A	5200-20200+2800	10460	2800	13260
10.	Fatima Banoo	D/M	5200-20200+2400	5970	2400	8370
11	Fida Hussain	Jr. Asstt.	5200-20200+1900	7840	1900	9740
12	Zohra Banoo	Jr. Asstt.	5200-20200+1900	5800	1900	7700
13	Ghulam Mohd	Jr. Asstt.	5200-20200+1900	5800	1900	7700
14	Haji Mohd Ibrahim	Orderly	4440-7400+1300	4750	1300	6050
15	Maryum Bee	Orderly	4440-7400+1300	7350	1400	8750
16	Ajias Ali	Orderly	4440-7400+1300	4990	1300	6290
17	Mohd Hassanain	Orderly	4440-7400+1300	4440	1300	5740

Chapter –12 (Manual – 11)
The Budget Allocated to each Agency
(Particulars of all plans, proposed
Expenditures and reports on disbursement
made)

Major Head	Activities to be performed	Sanctioned Budget 2014-15	Budget estimate 2014-15	Revised Estimate 2014-15	Expenditure for the last year
2575-OSAP Non Plan	Salaries Contingent	322.60	358.93	371.64	321.73
2801-COPP Non Plan	Salaries	257.58	241.19	218.37	244.58

Non Plan

Name of the Plan Scheme	Activities to be undertaken	Date of Commencement	Expected Date of completion	Amount sanctioned	Amount disbursement
BADP	-	-	-	-	-
T&D	Transmission & distribution system	1-4-2014	31-3-2015	50.00	50.00

Chapter – 13 (Manual – 12) The Manner of Execution of Subsidy Programmes

N.A

Chapter – 14 (Manual – 13) Particulars of Recipients of Concessions, permits or authorization granted by it.

No concessions, permits or authorization granted by the Department.

Chapter – 15 (Manual –14) Norms set by it for the discharge of its functions

15.1 Please provide the details of the Norms /
Standards set by the department for the
execution of various activities / programmes.

Activities and programmes are executed through action plan duly approved by the
appropriate authorities

Chapter – 16 (Manual – 15) Information available in an electronic form

16.1 Please provide the details of the information related to the
various schemes which are available in the electronic format.

The website shall be launched and all related information will be uploaded subsequently.

Chapter – 17 (Manual – 16)

Particulars of the facilities available to citizens for obtaining information

17.1 Means, methods or facilitation available to the public which are adopted by the department for dissemination of information.

Through News paper: The department places notices and other information through newspapers.

Notice Board: The information about the various schemes are pained on the department notice wall.

Printed Manual Available: Not available but the manuals can be got copied.

Website of the Public Authority: Not hosted as yet

Chapter – 18 (Manual – 17) Other Useful Information

18.1 Frequently Asked Questions and their Answers by Public Authority.

What are the key functions of the Department:

The key functions of the Department of Power Development are is to provide p,ower supply to general public and improvement of HT/LT lines & network beside of no of DG Sets collection of revenue .

Does it implement any Government of India Schemes?

Yes, Implementation of Schemes: Implement Government of India schemes for improvement of Power