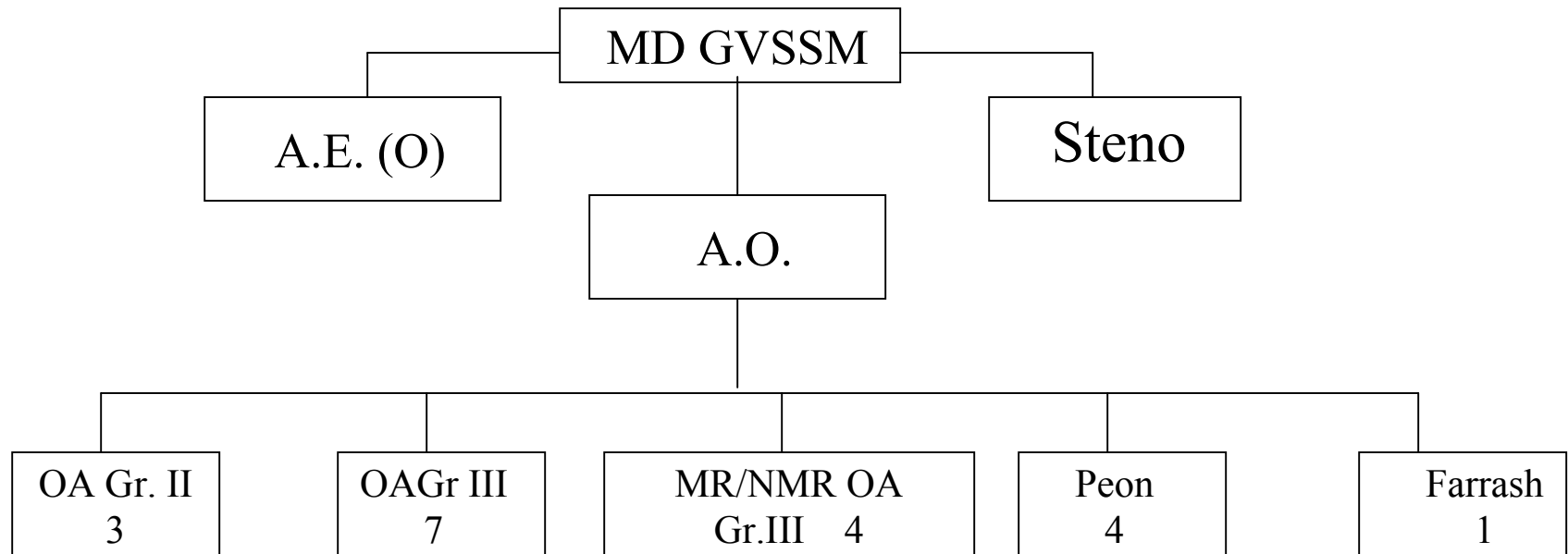
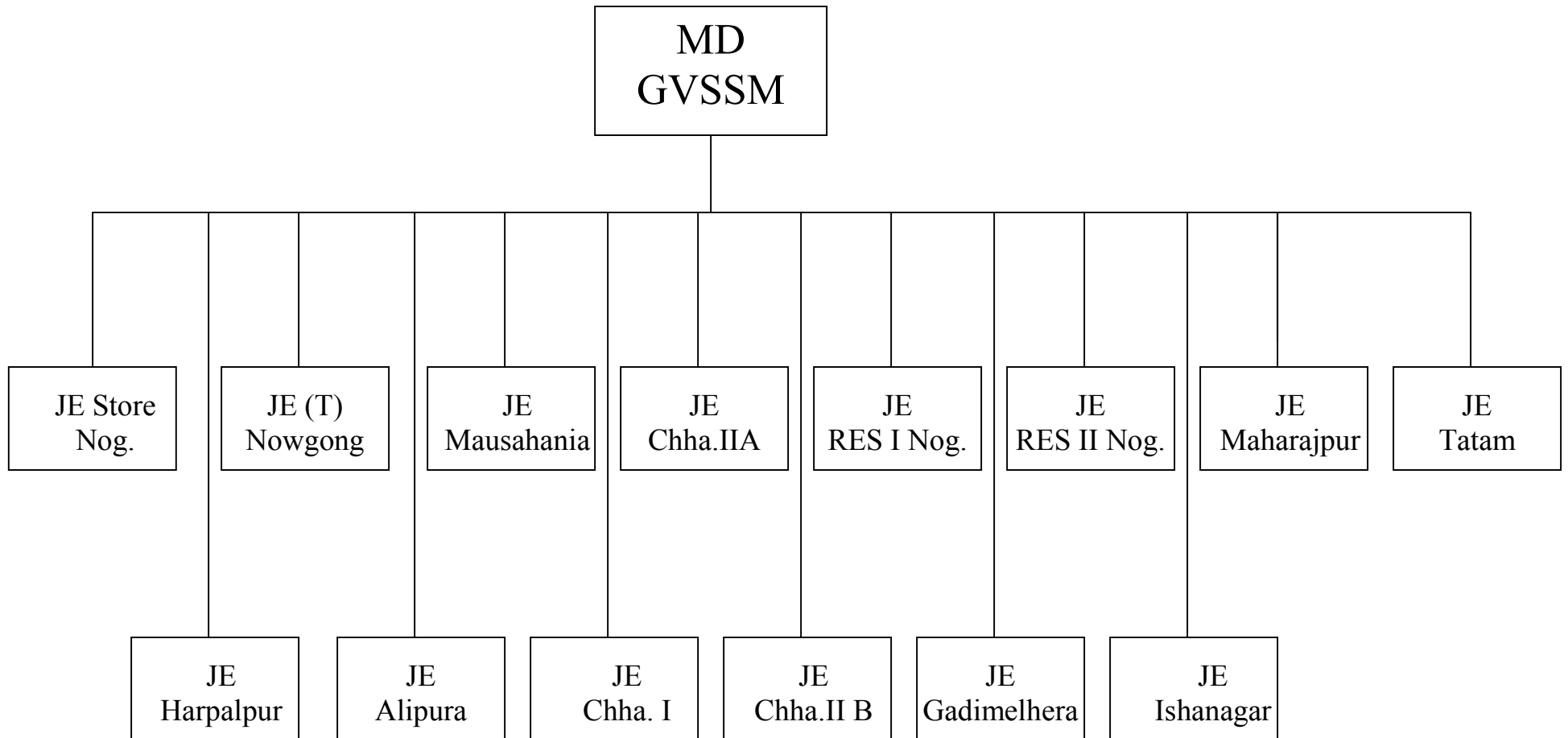


Organization Set-up MD GVSSM Nowgong



Organization Set-up

M D GVSSM Nowgong



1.B Function and Duties of MD GVSSM, Office

S.No.	Unit/Section	Function performed
1	Administrative Section	Office is administrated by MD. Following functions are performed This Office establishment cash, Bill & purchase & revenue section, General section, & Sanction of estimates, Work orders.
2.	Accounts	Account is dealt by Accounts Officer.
3.	Stores	Stores work is dealt by JE (Stores Incharge)
4.	Record Rooms	No Separate record Room in MD office.
5.	Others if any	NIL

2. Work distribution order of each officer can be updated and put in the following format. U/s 4.1 (b) (ii)

S.No	Name	Designation	Remuneration	Duties
01	Shri P.S. Rajput	M.D.	29251	Head of the office and controlling all the matter related to GVSSM, Nowgong
02	Shri S.N. Mishra	A.E. (TBPS)	24905	Supporting Officer.
03	Shri Shriram Agrawal	A.O.	15106	Dealing with all the matters related to accounts section, Cash, Bill establishment & vehicle expenditure.

3. Decision Making Process of (O&M) DN Office

Initiating the file dealing staff & the section	Channels officers Handing the file at each label	Decision Making authority
Initiated through dealing staff	Through AE/AO	<ol style="list-style-type: none"> 1. In all the legal matter related to court cases of GVSSM – MD, Authorized Officer of society (SE) & Registrar co-operative Societies. 2. In the matter related to establishment cases-MD, Authorized Officer (SE) & Registrar cooperative Societies. 3. In routine matter of GVSSM - MD

- 4** (A) Time norm, if decided by the organization. U/S (b) (iv)
(B) Quality Norms, if decided by the organization.
(C) Quantity target, for the office work to be done in the year.

-----N/A-----

5.List of Acts, Rules, Regulations manuals, Circulars related with the functioning of office constituting the organization (Original text to be given in electronic form) U.S. 4.1 (b) (V)

Acts :- The Electricity act 2003

Rules :-I.e Rules 1956

Regulation :

1. MP Electricity Supply code 2004
2. Conditions from distribution licensed
3. Electricity distribution code
4. MP Distribution performance standard.
5. Treatment of the butries of licencese.
6. Regulation for O&M form
7. Security deposite Register
8. Applied authority regulations tarrif order of MPERC

Manuals : DOP

Circular : Circulars issued by MPSEB time to time.

6. Statement of Various Categories of documents held by it or Under its control U/S 4.1 (b) (vi)

S.No.	Names of Document	Kind of Document Like micro film, Register, Books Diskette etc.	Nature and content Document	Duration of records
•	Files/Papers related with legal Matters of society	Legal papers related with Society.	Legal contents are-court Orders, petitions & their replies filed by the parties.	10Years
•	File/Paper related with office establishment, cash, bill etc.	Service books of employees& their personal files & their Establishment matter etc.	In routine work related With office establishment	from start of Service

7. I Structure of consultative committees in which public representatives are members including.

-----N/A-----

II Proceeding, Minutes of the Meeting (copy to be made available and be given in the electronic form with hypertext link)

-----N/A-----

8.

I Name of the Board, Council, Committees etc. Including members and their qualification. (Original text to be given in electronic form (U/S 4.1 (b) viii

-----N/A-----

II Order of the formation.
(Original text to be given in electronic form and to be hyper linked)

- Charter/Memorandum of Articles of Association.
(Original text to be given in electronic form and to be hyper linked)

IV Govt. instruction for the way in which meeting will be conducted.
(Original text to be given in electronic form and to be hyper linked)

- Whether open to public or not.
- Availability of the proceedings/minutes of the last meetings.
(Original text to be given in electronic form and to be hyper linked)

-----N/A-----

9. Directory of the officers and employees of M.D. GVSSM Nowgong

S.N.	Name	Designation	Address & Contact No. if any
1.	Shri P.S. Rajput	MD	O/O MD GVSSM Nowgong Phone : 07685-256371
2.	Shri S. N. Mishra	AE	O/O MD GVSSM Nowgong
3.	Shri Shriram Agrawal	AO	O/O MD GVSSM Nowgong
4.	Shri Ramesh Kumar Tiwari	Steno	O/O MD GVSSM Nowgong
5.	Shri B.N. Vishwakarma	OA Gr.II	O/O MD GVSSM Nowgong
6.	Shri R.B. Verma	OAGr.II	O/O MD GVSSM Nowgong
7.	Shri S.K.Khare	OAGrII	O/O MD GVSSM Nowgong
8.	Shri S.C. Sharma	OAGr.III	O/O MD GVSSM Nowgong
9.	Shri Asfaque Nabi	OAGr.III	O/O MD GVSSM Nowgong
10.	Smt. Mankunwar Tiwari	OAGr.III	O/O MD GVSSM Nowgong
11.	Smt. Nirmala Thakur	OA.Gr.III	O/O MD GVSSM Nowgong
12.	Shri A.K. Pathak	OA.Gr.III	O/O MD GVSSM Nowgong
13.	Shri H.S. Soni	OAGr.III	O/O MD GVSSM Nowgong
14.	Shri Ashok Kumar Pathak	MR	O/O MD GVSSM Nowgong
15.	Shri P. L. Raikwar	Farrash	O/O MD GVSSM Nowgong
16.	Shri S. K. Namdev	W/C Peon	O/O MD GVSSM Nowgong
17.	Shri Raheem Bax	Peon	O/O MD GVSSM Nowgong
18.	Shri S. N. Pateriya	W/C Peon	O/O MD GVSSM Nowgong
19.	Smt Shobha Rani	Peon	O/O MD GVSSM Nowgong
20.	Smt Prabha Pathak	Peon	O/O MD GVSSM Nowgong
21.	Shri I. K. Ahmed	NMR Clerk	O/O MD GVSSM Nowgong

10. Monthly remuneration and compensation (to be linked with treasury Data Bank) U/S 4.1 (b) (x)

S.N.	Name	Remuneration	Compensation
1	Shri P.S. Rajput MD	29251	NIL
2	Shri S. N. Mishra AE	24905	NIL
3	Shri Shriram Agrawal AO	15106	NIL
4	Shri Ramesh Kumar Tiwari Steno	5322	NIL
5	Shri B.N. Vishwakarma OA Gr.II	11421	NIL
6	Shri R.B. Verma OAGr.II	10982	NIL
7	Shri S.K.Khare OAGrII	10982	NIL
8	Shri S.C. Sharma OAGr.III	9615	NIL
9	Shri Asfaque Nabi OAGr.III	9615	NIL
10	Smt. Mankunwar Tiwari OAGr.III	9615	NIL
11	Smt. Nirmala Thakur OA.Gr.III	9615	NIL
12	Shri A.K. Pathak OA.Gr.III	6999	NIL
13	Shri H.S. Soni OAGr.III	9615	NIL
14	Shri Ashok Kumar Pathak MR	8653	NIL
15	Shri P. L. Raikwar Farrash	7493	NIL
16	Shri S. K. Namdev W/C Peon	7493	NIL
17	Shri Raheem Bax Peon	7024	NIL
18	Shri S. N. Pateriya W/C Peon	7493	NIL
19	Smt Shobha Rani Peon	5814	NIL
20	Smt Prabha Pathak Peon	7024	NIL
21	Shri I. K. Ahmed NMR Clerk	2526	NIL

11. Annual Budget allocation and expenditure Statement(to be linked with treasury Date Bank) u/s 4.1(b)(xi)

S.No.	Budget Head	Name of Work	Year	Allocation Rs	Expenditure
01	Establishment expenses total Officer & Employee salary Including Allowances.	Presently dealing (O&M) work of Nowgong Society.	2005.06	- (in Lac)	12.0 In Lac)

12. Programmers and beneficiaries u/s 4.1(b)(xii)

- A. List of the programmers (in electronic form)
- B. Norms for selection of the beneficiary (original text of the circular to be given in electronic form)
- C. Detailed Information.

-----N/A.....

13. List of the recipients and nature of concession U/S (b) (xiii)

-----N/A.....

14. Information available in the office (Link with item 6) u/s 4.1(b)(xiv)

S.No.	Categories	Hard Copy	Electronic Form
01	All Categories file & registers	NIL	NIL

15. Facility available (Library, Public counter etc.) to citizen for information u/s 4.1(b)(xv)

S.No.	Facility	Name of Incharge	Duration of Pending	Contact No. Telephone No.
01	NIL	Shri S. N. Mishra	15.00 to 16.00 hrs.	07685-256371

16.Information about the P10/Designation/Working experience u/s 4.1(b)(xvi)

•Name	S. N. Mishra
•Designation	Asstt. Engineer
•Tel. No.	07685-256371
•E-mail	
•Place of work & address	O/o M.D. GVSSM Nowgong.
•Contact hours for Public	3 to 4 PM

17.Any other information in citizen related facilities.

.....NIL.....