

## **HANDBOOK- POWER DEVELOPMENT DEPARTMENT**

### **INTRODUCTION:**

The J&K RTI Act, 2009 as passed by the Jammu and Kashmir State Legislature received the assent of the Governor on 20<sup>th</sup> march, 2009. The Act provides for securing access to the information under the control of public Authorities in order to promote transparency and accountability.

The objective of this handbook is to provide information to the public about the functioning of the Power Development Department and matters thereof.

### **FUNCTIONS OF POWER DEVELOPMENT DEPARTMENT:**

Power Development Department (PDD) is responsible for all functions related to transmission and distribution of electric power in the state. The Generation part is looked after by J&K State Power Development Corporation (JKSPDC), which was carved out of PDD in the year 1995.

Various wings of PDD which are looking after T&D related activities are:

- 1) Electric. Maintenance and Rural Electrification Wing
- 2) System & Operation Wing
- 3) Planning & Design Wing
- 4) Procurement and Material Management Wing
- 5) Commercial and Survey Wing
- 6) TTIC Wing

Details about the functioning of these wings are already available on the website.

**OFFICERS IN THE DEPARTMENT AND THEIR FUNCTIONS:**

<b>S.No.</b>	<b>Officers</b>	<b>Functions</b>
1.	Principal Secretary <b>Mr. A.K Mehta, IAS</b>	Head of the department. All Matters Related To Power Development Department
2.	Special Secretary <b>Ms. Tasneem Maajid, KAS</b>	Non-Gazetted Establishment, Projects, Power Sanctions, Matters related to JKSPDC, Public service Gaurantee Act, Office Administration, Work Related to Lok Sabha, Rajya Sabha, Legislative Assembly/Council/vigilance cases
3.	Additional Secretary (HRM) <b>Mr. Mohinder Singh, KAS</b>	Vigilance officer, All Personnel matters related to promotions, seniority lists, APRs, Departmental enquiries.
4.	Director Planning <b>Mr. A.K Gandotra</b>	Matters related to the plan, plan monitoring, collection, compilation and analysis of data and coordination with CPSU, PMRP, R-APDRP, REC, RGGY etc with GOI & planning and development department, J&K
5.	Director Finance <b>Mr . K.K. Gupta</b>	Matters related to Budget, Power Purchases, Power Tariff, Revenue Collection, Audit , Purchase Committee, State Electricity Regulatory Commission(SERC), follow up of monitoring of tri-partite MOU, key material, Energy Efficiency and conservation.
6.	Under Secretary <b>Syed Nazir Ahmed</b>	Project Section, Power Sanctions, Lok sabha/Rajya Sabha/Legislative Assembly/Council Questions
7.	Under Secretary <b>Ms. Naseema Nazir</b>	SRO 43 cases, Regularization of PDL/TDL/contractual employees, General/Coordination Section, No Demand Certificates
8.	Under Secretary <b>Ms. Anissa Nabi, KAS</b>	Non-Gazetted Establishment, RTI/Grievance Cell Complaints, Public Service Guarantee Act, J&K state electricity Act, J&K energy Conservation Act, Office Administration, COS meeting Issues, Implementation of FMS, Updating/monitoring of PDD website, JK Pulse/ IT related issues.
9.	PLO <b>Abdul Hamid Bhatt</b>	Litigations
10.	Assistant Director(Planning) <b>Mohd. Shakeel</b>	Matters related to the plan, plan monitoring, collection, compilation and analysis of data and coordination with CPSU, PMRP, R-APDRP, REC, RGGY etc with GOI & planning and development department, J&K

## **SECTIONS OF THE DEPARTMENT:**

### **1) PROJECT SECTION:**

Deals with implementation of Hydro Electric projects in the state.

### **2) GAZETTED SECTION:**

This section deals with service matters (NDCs & retirement Notifications only) of Gazetted cadre of PDD.

### **3) NON-GAZETTED SECTION:**

This section deals with the service matters referred by the concerned HODs of Non-Gazetted officials, SRO-43 cases, appointments of Junior Engineers, Regularizations of services of daily wagers, Migrant substitutes, Adhoc, Contractual and litigation cases related to Non-Gazetted cadre of Power Development Department etc.

### **4) GENERAL SECTION:**

This sections deals with COS meetings, Communications received from Government of India as well as from His excellency, the Governor of J&K, Question of Parliamentary Affairs and Rajya Sabha/ J&K Legislature Business, dispatch/receipt sections of Power Development Department.

### **5) OFFICE ADMINISTRATION SECTION:**

This section deals with Establishment cases of the employees of Power Development Department such as their leave cases and GPF cases etc.

### **6) LEGAL SECTION:**

The primary job of this section is to prepare draft parawise replies to the litigation cases pending in the Hon'ble High Court and in the subordinate courts in liason with the standing counsels of the department and ascertain the status of these cases for follow up.

### **7) RIGHT TO INFORMATION SECTION:**

The job of this section is to put up the applications submitted by the public for seeking information under J&K RTI Act 2009 to PIO for providing information to the public within the prescribed time period.

### **8) PLANNING SECTION:**

THE PLANNING Section of the department plays a pivotal role in the developmental issues of the department including formulation of plan, collection of complete statistical reports, release of funds for subordinate offices, monitoring of expenditure etc.

### **9) ACCOUNTS SECTION:**

This sections deals with the account matters of the department as well as sub ordinate offices under non-plan sectors and monitoring of expenditure thereof.

### **10) HUMAN RESOURCES MANAGEMENT BRANCH:**

This branch deals with DPC/PSC cases, updating of recruitment rules, preparation of seniority lists, vigilance clearance and departmental enquiries of gazette cadre of Power Development Department.

**PIO AND THE APPELLANT AUTHORITY:**

<b>PUBLIC INFORMATION OFFICER(PIO)</b>	<b>APPELLANT AUTHORITY</b>
MS. ANISSA NABI	MR. ASGARALI MAJAZ
Under Secretary to Government	Secretary Technical
0191-547365-69	9419032121
Email: anisanabi@gmail.com	Email: dcpjkd@yahoo.com

**SALARY OF THE OFFICERS/OFFICIALS OF POWER DEVELOPMENT DEPARTMENT**

<b>S.NO.</b>	<b>NAME OF THE OFFICER/OFFICIAL</b>	<b>DESIGNATION</b>	<b>GROSS PAY</b>
1	<i>A.K.Mehta IAS</i>	<i>Prp.Secy.</i>	<i>137702</i>
2	<i>Tasneem Maajid</i>	<i>Spl.Secy.</i>	<i>118818</i>
3	<i>A.K.Gandotra</i>	<i>Dir.(P&amp;S)</i>	<i>105740</i>
4	<i>Reyaz Ahmad Shah</i>	<i>FA&amp;CAO</i>	<i>68260</i>
5	<i>Asger Ali Majas,</i>	<i>Tech.Secy.</i>	<i>79640</i>
6	<i>Mohinder Singh</i>	<i>Addl. Secy</i>	<i>66760</i>
7	<i>Hamiduallah Bhat</i>	<i>PLO</i>	<i>42640</i>
8	<i>Syed Nazir Ahmad</i>	<i>U.Secy</i>	<i>47835</i>
9	<i>Naseema Akhtar</i>	<i>U.Secy</i>	<i>64460</i>
10	<i>Mohammad Shakeel</i>	<i>Asstt.Dir.</i>	<i>43320</i>
11	<i>Mushtaq Ahmad Wani</i>	<i>Pvt. Secy</i>	<i>55000</i>
12	<i>Mohammad Shafi Bhat</i>	<i>AAO</i>	<i>40060</i>
13	<i>Gh.Mohmad Wani</i>	<i>AAO</i>	<i>38120</i>
14	<i>Amar Singh</i>	<i>SO</i>	<i>30846</i>
15	<i>Dawan Jeet Singh</i>	<i>SO</i>	<i>34930</i>
16	<i>Gulzar Ahmad Dar</i>	<i>Sts.O</i>	<i>45240</i>
17	<i>Shakeel Ahmad</i>	<i>Sts.O</i>	<i>36900</i>
18	<i>Ghulam Hussan Thoker</i>	<i>Sr.Steno</i>	<i>45642</i>
19	<i>latif Ahmad</i>	<i>Sr.Steno</i>	<i>39580</i>
20	<i>Nazir Ahmad Prry</i>	<i>Sr.Steno</i>	<i>35505</i>
21	<i>Miss Jussy Bhat</i>	<i>Hd.Asstt.</i>	<i>32340</i>
22	<i>Showket Ahmad Watt</i>	<i>Hd.Asstt.</i>	<i>32340</i>
23	<i>Romesh Kumar</i>	<i>Hd.Asstt.</i>	<i>30460</i>
24	<i>Feroz Ahmad Hajam</i>	<i>Hd.Asstt.</i>	<i>31440</i>
25	<i>Antima Kachroo</i>	<i>Hd.Asstt.</i>	<i>31340</i>
26	<i>Jasbir Singh</i>	<i>Hd.Asstt.</i>	<i>28920</i>
27	<i>Asif Ashiq</i>	<i>Sts.Asstt.</i>	<i>31440</i>
28	<i>Manzoor Ahmad Wantoo</i>	<i>Accountant</i>	<i>28150</i>
29	<i>Tepender Singh</i>	<i>Acctt.Asstt.</i>	<i>26360</i>
30	<i>Asgar Ali</i>	<i>Com.oprt</i>	<i>31040</i>
31	<i>Mukhtar Ahmad Sheikh</i>	<i>Sr. Asstt</i>	<i>27285</i>
32	<i>Mis Irfat Jan</i>	<i>Sr.Asstt.</i>	<i>25445</i>
33	<i>Yasmeen Jan</i>	<i>Sr.Asstt.</i>	<i>28345</i>
34	<i>Satish Kumar Kath</i>	<i>Sr. Asstt</i>	<i>27285</i>
35	<i>Anissa Nabi KAS</i>	<i>Under/Secy</i>	<i>37820</i>

## DECISION MAKING HIERARCHY

