

## THE PARTICULARS OF THE ORGANIZATION, FUNCTIONS AND DUTIES.

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1).The particulars of the organization, functions and duties(As on 30-6-2015 )

Name of the Organization	Power System Operation Corporation Limited (POSOCO)
Establishment	A wholly owned Subsidiary of Power Grid Corporation of India Limited. POSOCO was incorporated as a Government of India enterprise on 20 <sup>th</sup> March, 2009 under the Companies Act, 1956.
Address	Registered Office: B-9, 1 <sup>st</sup> Floor, Qutab Institutional Area, Katwaria Sarai, New Delhi-110 016
Contact	Registered Office: 011- 26536832 Fax No. 011-26524525
Website	<a href="http://www.posoco.in">www.posoco.in</a> , <a href="http://www.nldc.in">www.nldc.in</a>

The organization structure, depicting roles and responsibilities of Functional Groups, Intra/Inter-Functional relationship and levels of hierarchy in the Organization, is depicted here. [Click here](#) for Organizational Structure.

## THE POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

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2). The powers and duties of officers and employees

Power System Operation Corporation Limited was incorporated under the Companies Act, 1956. The Employees of the Company discharge their duties and carry out various business operations in furtherance of the objects prescribed in the Memorandum of Association of the Company and in line with the provisions of the applicable statutes and rules and regulations.

OFFICERS OF THE ORGANISATION: Following are the Officers of the Organization:

1. Chairman
2. Chief Executive Officer
3. Company Secretary
4. Executive Directors
5. Chief Financial Officer
6. General Managers
7. Additional General Managers
8. Asstt. General Managers
9. Deputy General Managers
10. Chief Managers
11. Managers
12. Deputy Managers
13. Senior Engineers/ Senior Officers
14. Engineers/Officers
15. Such other officials as may be prescribed by the Bye-laws

## THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

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3) The procedure followed in the decision making process, including channels of supervision and accountability.

1. Policy decisions in regard to Administrative and Financial matters are taken by the Board of Directors on the recommendation of the various Authorities/Departments/Committees.
2. Decisions in day-to-day working are made through office notes, initiated by an Officer and put up to the Controlling Officer. Final approval of the Competent Authority is obtained in line with the Delegation of Power.
3. Corporate Governance: POSOCO is committed to sound Corporate Governance principles by promoting corporate fairness, transparency, fiduciary responsibility and accountability amongst all its stakeholders. POSOCO believes that good governance should entail trusteeship, empowerment, and accountability of the management while remaining responsive to Government policies. It is focused towards its mission to "Ensure Integrated Operation of Regional and National Power Systems to facilitate transfer of electric power within and across the regions and trans-national exchange of power with Reliability, Security and Economy." This mission is carried out based on the well-established practices in engineering & design, procurement, project management, finance, and human resources, which are being followed in letter and spirit and are being continually improved upon.

## THE NORMS SET FOR DISCHARGE OF FUNCTIONS.

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### 4) THE NORMS FOR DISCHARGE OF FUNCTIONS

The Employees of the Company discharge their duties to carry out its various business operations in accordance with the objects prescribed in the Memorandum of Association of the Company and in line with the provisions of applicable statutes and rules and regulations framed under there. POSOCO has well defined procedures and guidelines for discharge of various functions. These are highlighted below

#### 1) Delegation of Powers, Procedures, Guidelines, Manuals

POSOCO being the wholly owned subsidiary of POWERGRID, the policies, procedures and guidelines of POWERGRID are being followed.

#### 2) Committees of the Board

The Board has constituted sub-committees on functional matters such as the Audit Committee, CSR Committee and Nomination and Remuneration Committee to have better and more focused attention to these areas.

### 3) Integrated Management System

POSOCO has been certified by BSI for PAS 99:2012 for the following standards for National Load Despatch Centre (NLDC) and all Regional Load Despatch Centres (RLDCs):

ISO 9001:2008 – Quality Management System

ISO 14001:2004 – Environment Management system

OHAS 18001:2007 – Occupational Health & Safety Management System

ISO 27001:2005 – Information Security Management System

### 3) Guidelines of Ministry of Power, Department of Public Enterprises etc.

POSOCO being a wholly owned subsidiary of POWERGRID, is a Govt. Company within the meaning of Companies Act and follows the Government of India guidelines issued from time to time by Ministry of Power, Department of Public Enterprises, CERC etc.

### 4) Guidelines of Chief Vigilance Commission

POSOCO has been following the guidelines of Chief Vigilance Commission.

### 5) Accounting Policies

The Financial statements of POSOCO are prepared in accordance with Generally Accepted Accounting Principles (GAAP) and applicable Accounting Standards in India. The Financial Statements adhere to the relevant presentational requirement of the Companies Act, 1956.

## **THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS.**

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5) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions

Various Regulations, Manuals and Records, which are used by the employees of the Company in discharge of their functions, are given below:

1. Memorandum of Association and Articles of Association
2. Annual Reports
3. Operating Procedure
4. Restoration and Black start procedure
5. MoU Targets etc.
6. Office Orders/Circulars
7. Rules and Regulations / Guidelines of MOP/CERC

8. Others as in of POWERGRID

## **A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL.**

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### 6) A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL.

#### **1. Public**

- Memorandum of Association and Articles of Association
- Rules of the Organization
- Bye-laws
- Annual Reports
- Balance Sheet
- Other Publications
- Stores Manual
- Operating Procedures, Guidelines

#### **2. Internal**

- Minutes & proceedings of the meetings of the Board of Directors
- Minutes & proceedings of the meetings of the various Authorities / Committees
- Books of Account
- Files of correspondence
- Documents relating to statutory clearance and approval of Competent Authorities

#### **3. Confidential**

- Annual Confidential Reports of employees
- Promotion/Selection proceedings

## **THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF**

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7) Power System Operation Corporation Limited (POSOCO) was incorporated under the Companies Act, 1956. Policies and procedures formulated in POSOCO are related to achieve its mission and objectives. All these

policies are formulated in accordance with the provisions of all applicable statues, rules and regulations, GOI guidelines, CERC, MoP etc.

## **A STATEMENT OF BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES, CONSISTING OF TWO OR MORE PERSONS, CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE**

8) A STATEMENT OF BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES, CONSISTING OF TWO OR MORE PERSONS, CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE AND WHETHER MEETINGS OF THOSE BOARDS,COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE

### **BOARD OF DIRECTORS AS ON 31.05.2015**

S.No.	Name
1.	Shri R.N.Nayak, Chairman
2.	Shri R.T.Agarwal, Director
3.	Shri I. S. Jha, Director
4.	Mrs. Jyoti Arora , Joint Secretary, Ministry of Power, (Government Nominated Directors)
5.	Dr. K. Ramalingam, Independent Directors

<b>Chief Executive Officer</b>
Shri S.K. Soonee
<b>Chief Vigilance Officer</b>
Shri. Parvez Hayat

### **COMMITTEES OF DIRECTORS (As on 31-05-2015)**

#### 1. Audit Committee

S.No.	Name
1.	Dr. K Ramalingam, Chairman of Audit Committee
2.	Shri R.T. Agarwal. Part Time Director

3.	Shri I.S. Jha, Part Time Director
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## 2. CSR Committee

S.No.	Name
1.	Shri R.N.Nayak, Chairman
2.	Dr. K Ramalingam, Independent Director, Member
3.	Shri R.T. Agarwal, Part Time Director
4.	Shri I.S. Jha, Part Time Director

## A DIRECTORY OF ITS OFFICERS & EMPLOYEES.

### 9) A DIRECTORY OF ITS OFFICERS & EMPLOYEES

For the directory of important personnel, **Click Here**

## THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS.

### 10). THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED

Sitting Fee of ₹ 20,000 is paid to Independent director nominated from amongst the Independent Directors on the Board of POWERGRID for attending every meeting of the Board/Committees of Board. Beside this, no other remuneration is paid to any of the directors.

Pay scales of Employees (Executive and non-Executive Category) are given below. In addition to the basic pay, perquisites/allowances, superannuation benefits are also paid. It is also to be noted that the Scales of Pay of Executives & non-executives are under revision as per DPE guidelines.

Level	Existing Scales(₹) (w.e.f 1.1.2007)
E1	20600-46500
E2 E2A	24900-50500

E3	29100-54500
E4	32900-58000
E5	36600-62000
E6 E6A	43200-66000
E7 E7A E8	51300-73000
E9	62000-80000
Director	75000-100000
CMD	80000-125000
Rate of increment (E1-E9) : 3% of the Basic pay drawn on the date of increment.	
SUPERVISORS	
Level	Existing Scales(₹) (w.e.f 1.1.2007)
S1	16000-35500
S2	17000-37000
S3	18500-40000
S4	20000-42500
SSG	20500-44500
Rate of increment (S1-S4): 3% of the Basic pay drawn on the date of increment.	

WORKMEN	
Level	Existing Scales(₹) (w.e.f 1.1.2007)
W0	8700-20000
W1	10500-23000
W2	11000-24500
W3	11500-26000
W4	12500-27500
W5	13500-29500
W6	14500-32000
W7	15500-34500
W8	16000-25500
W9	17000-37000
W10	18500-40000
W11	20000-42500
WSG	20500-44500
Rate of increment (W1-W7): 3% of the Basic pay drawn on the date of increment.	
<p>Stipend :</p> <p>Executive Trainee : In the minimum of regular scale of E2</p> <p>Diploma Trainee : Rs. 16500/- pm</p> <p>Jr. Technician Trainee : Rs. 11000/- pm</p>	



## THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE

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11). THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE.

The POSOCO budget caters to all its activities relating implementation of new projects, Capacity etc.

(All Figures in Cr.)

Year	BE	RE	Actual
FY 2013-14		145.27	133.53
FY 2014-15	185.85	136	144.33
FY 2015-16	133		

- THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES.
- PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT.

## DETAILS IN RESPECT OF INFORMATION AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM.

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14). DETAILS IN RESPECT OF INFORMATION AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM

Following documents are available and held by the Company in electronic form:

1. Annual Reports (contains information pertaining to financial & physical performance)
2. Data pertaining to employees
3. Delegation of Power etc.
4. Memorandum of Association And Article of Association
5. Organization Structure
6. MoU target
7. CSR Report
8. Contract awarded on Single tender/Nomination Basis
9. Being the Other same as of POWERGRID

For more details log on to POWERGRID website: [www.powergridindia.com](http://www.powergridindia.com).

## THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE.

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15) THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE POWERGRID is maintaining a website [www.posoco.in](http://www.posoco.in), which provides the General information about the company .

Information regarding Tender notice is published in leading National Dailies, besides available on the CPP Portal. Annual Report giving all the details of various Operational and Financial activities is also published in the Web site.

### **Library Facility for general public**

POSOCO has library facility at its Corporate and Regional Offices which is open for its Employees only. Library is not open to general public.

The information about POSOCO's activities, Scheduling, Daily, Monthly, Quarterly Report, are available on the company's website [www.posoco.in](http://www.posoco.in). Alternatively, persons desirous of obtaining any other information not available on the website may send their request in writing addressed to designated Public Information Officers.

To obtain any information pertaining to under the Right to Information Act, 2005 (Act), the citizen may make a request in writing or through electronic means along with prescribed application fee to the Public Information Officers designated by POSOCO. Details of Public Information Officers are furnished in the web site.[www.posoco.in](http://www.posoco.in).

To obtain information, prescribed fees may be paid by cash in the office of designated Public Information Officers or by Demand draft /Bankers' Cheque/ Pay Order, Postal Order drawn in favour of "POWER SYSTEM OPERATION CORPORATION LIMITED."

The fee structure is given as below:-

Application Fee ₹ 10/-

A4 size paper (created or copied) ₹ 2/-

Information in floppy / Diskette ₹ 50/-

Printed material Cost of printing @ ₹ 2/- per page of photocopy for extracts from the publication.

Inspection of records : No fee for first hour, and fee of ₹ 5/- for each fifteen minutes (or fraction thereof)

## THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS.

### LIST OF CENTRAL PUBLIC INFORMATION OFFICERS and APPELLATE

S. No.	Region	Name and Designation of Central Public Information officer (CPIO)	Name and Designation of Appellate Authority
1	Corporate Centre & National Load Despatch Centre  Power System Operation Corporation Ltd,  B-9,1 <sup>st</sup> Floor, Qutub Institutional Area, Katwaria Sarai, New Delhi-110016	Sh. Rajendra Piplonia  Deputy General Manager (CP)  Ph. No. 011-27043205  E-mail: piplonia@yahoo.co.in	Sh. V.K. Agrawal  Executive Director  Tel No.: 011- 26536959 e-mail: vkagrwal@posoco.in
2	Northern Regional Load Despatch Centre,  Power System Operation Corporation Ltd,  18-A, Shaheed Jeet Singh Sansanwal Marg,  Katwaria Sarai, New Delhi-110016	Sh. D. Kumar  Deputy General Manager  Ph.No. 011- 26854861  E-mail:	Sh. K.V.S. Baba  General Manager  Tel No.: 011- 2571771 e-mail: kvsbaba@posoco.in
3	Eastern Regional Load Despatch Centre,  Power System Operation Corporation Ltd,  14, Golf Club Road, Tollygunge,  Kolkata-700033,	Sh. G. Chakraborty  Deputy General Manager  Mob. No.033-24126950 E-mail: goutamx@hotmail.com	Sh. U.K.Verma  General Manager  Tel No.: 033-24235755 e-mail: ujwalkumar.verma@gmail.com
4	Western Regional Load Despatch Centre,  Power System Operation Corporation Ltd,	Sh. V.K. Srivastava  Additional General Manager  Ph. No. 0612-2220478	Sh. P. Mukhopadhyay  General Manager  Tel No.: 022-28202691 e-mail:

	F-3, MIDC Area, Marol, Andheri (East), Mumbai 400 093,	E-mail: vks@powergridindia.com	prithwish.p mukh@gmail.com
5	Southern Regional Load Despatch Centre,  Power System Operation Corporation Ltd,  29, Race Course Cross Road, Bangalore 560009	Sh. G. Anbunesan  Additional General Manager  Ph.No. 080- 41136040 E-mail: anbunesang@gmail.com	Sh. P R Raghuram  Executive Director  Tel No.: 080-22250047 e-mail: prraghu@srl dc.org
6	North Eastern Regional Load Despatch Centre,  Power System Operation Corporation Ltd,  Dongtieh, Lower Nongrah, Lapalang, Shillong- 793003	Sh. V. Kaikhochin  Deputy General Manager  Ph.No. 0364-2536711 E-mail: kaikhochin@gmail.com	Sh. T. S. Singh  General Manager  Tel No.: 0364--2536922 e-mail: tssingh4@rediffmail.com

## Working Hours, Holidays List and Public dealing hours in POWERGRID

- Working Hours at Corporate Centre : From 0900 Hrs to 1730 Hrs with Lunch hours from 1300 Hrs to 1330 Hrs.
- [Holiday List for the Year 2015](#)