

Suo Motu Disclosure Under RTI Act 2005

	Supdt/Cadre-I	Under Secretary/Cadre-II	Supdt/Personnel	Assembly Business Section
1	This Section is dealing with the work relating to creation/up gradation/abolition of charges/posts and yearly continuation of temporary posts in respect of 20 No. Organizations (Secretary, CAOs Chief Auditor, CE/ TA&I, DGP/V&S, CE/Thermal Design., GNDTP, OP (South/ North / Central/West/ Border, SO&C, Commercial, HRD,S&D, P&M, Workshop, Metering& CE/ MM. Cases relating to shifting of headquarters, administrative control of charges and renaming/ redesignation of charges.	This Section is dealing with the work relating to creation/up gradation/abolition of charges/posts and yearly continuation of temporary posts in respect of 11 No. Organizations (CE/Hydel. TS, PP&R Planning, EA & Enf, RE & APDRP, Civil Design & Const, Planning (IW) Punjab (CHD), O&M. GHTP, GGSSTP. Cases relating to shifting of headquarters, administrative control of charges and renaming/ redesignation of charges and demands of various unions/ Association/ Federations. Preparation of cadre Strength of the Board as a whole on yearly basis and its allied correspondence with various offices. Preparation of quarterly statement regarding creation/abolition of posts being sent to MIR Section.	This section is dealing with the work of Foreign Training/Tours of officers, deputation of all categories of different organizations, posting of officers/officials in BBMB, RAO/Paras/IRs,court cases relating with Foreign Training Tours. Policy matters relating to regularization of W/C and other miscellaneous works of administration relating to Personnel section.	This section is dealing with the work of all Assembly/ Parliament related matters of PSPCL
2	The Power & duties of its officers & officials are as per Annexure-A (attached)	The Power & duties of its officers & officials are as per Annexure-A (attached)	The Power & duties of its officers & officials are as per Annexure-A (attached)	The Power & duties of its officers & officials are as per Annexure-A (attached)
3	Procedure/Instructions are being followed strictly as per rules of PSPCL.	Procedure/Instructions are being followed strictly as per rules of PSPCL.	Procedure/Instructions are being followed strictly as per rules of PSPCL.	Procedure/Instructions are being followed strictly as per rules of PSPCL.
4 & 5	As per Sr.No.3 above	As per Sr.No.3 above	As per Sr.No.3 above	As per Sr.No.3 above
6	As per Annexure-A attached	As per Annexure-A attached	As per Annexure-A attached	As per Annexure-A attached
7& 8	N.A.	N.A.	N.A	N.A
9& 10	As per Annexure-B attached	As per Annexure-B attached	As per Annexure-B attached	As per Annexure-B attached
11 to	Not applicable to this office	Not applicable to this office	Not applicable to this office	Not applicable to this office

15				
16	Sh.Dharam Singh,Dy.Secy/RTI, works as Public Information Officer cum nodal officer, PSEB, Patiala..	Sh.Dharam Singh,Dy.Secy/RTI, works as Public Information Officer cum nodal officer, PSEB, Patiala.	Sh.Dharam Singh,Dy.Secy/RTI, works as Public Information Officer cum nodal officer, PSEB, Patiala..	Sh.Dharam Singh,Dy.Secy/RTI ,works as Public Information Officer cum nodal officer, PSEB, Patiala.
17	N.A.	N.A	N.A	N.A

Annexure-A**Details of duties of the officers/officials of the office of Jt.Secy/Personnel, PSEB, Patiala.**

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Sr. No.	Name & Designation of the officer/official. Sarv Sh/Smt.	Detail of duties
1	Er. J.I.S.Grewal	To Supervise and control of all matters of all four section. To assist the Administration in other misc. jobs.
2	Er.Gurpreetpal Singh,AEE	<ul style="list-style-type: none"> • Creation of posts and locations of the entire cadre which is presently 76860. • Updating the above data from time to time as and when any office order is issued. • Maintaining the details of personnel who are on deputation to various organizations. • Issuing of all office orders on line. • Editing locations/posts. • Carrying out analytic studies by generating reports for better and efficient management. • Computerization of all the office record viz Foreign Tours, Trainings etc. • Assisting Jt/Secy in other misc. works of this office.
3	Mohan Singh, Sr.Scale Stenographer	Performing the duties of Sr. Scale Stenographer & Assistance in day to day duties to the Jt. Secy/Personnel, Diary/Despatch of Jt.Secy./Personnel Office/Movement of all files.
4	Sarbjit Kaur, UDC	Stationery & Assistance in day to day duties to the Jt. Secy/Personnel, RTI Information, Casual Leave Record of, Record of Office Orders. Creation/abolition/continuance of posts, shifting of H.Qs of offices and transfer of administrative control of offices in respect of (CE/O&M, GGSSTP, GHTP, CE/Enforcement. & CE/Irrigation Chd.)
5	Anil Bansal, computer opp.	Preparation of data of Man-power, updating of record of deputation employees
6	Balbir Singh,Daftri	Duties of Peon, distribution of files, Dak and other misc. work
A)1	Gurmeet Kaur, Supdt/Cadre-I	To supervise the over all work of Cadre Section-I
2	Anil Kumar, Sr.Asstt.	Creation/abolition/continuance of posts, shifting of H.Qs of offices and transfer of administrative control of offices in respect of Head Office, DGP, CAOs, Chief Auditor, CE/TA&I, CE/Forum, CE/Adm&IR and other Misc. Work.
3	Ishwar Chand, Sr. Asstt.	Creation/abolition/continuance of posts, shifting of H.Qs of offices and transfer of administrative control of offices in respect of CE/DS(West), Border, South,

		Metering, S&D, HRD, Commercial and CE/Workshop.
4	Raksha Devi, Sr. Asstt.	Creation/abolition/continuance of posts, shifting of H.Qs of offices and transfer of administrative control of offices in respect of CE/DS(North), Central, Thermal Design, Patiala, P&M, SO&C, MM and GM/Thermal GNDTP, Bathinda.
5	Sudesh Kumari, UDC	Record Keeper and putting up all the PUCs to concerned Asstts.
6	Post Vacant, UDC	Maintaining of record of all posts/charges, creation/abolition/diversion of all organization dealt by this section.
7	Sanjeev Kumar, Jr.Sc.Stenographer	Dictation work of Supdt, Typing the work of Sr.Asstts and also maintaining the stationery register.
8	Krishana Kumari, LDC	Diary & dispatch of this section and general assistance to Suptd
9	Sukhdev Singh, Daftri	Maintaining the files and preparing set of Memorandums/Charge Lists and doing all the other misc. works related to his seat.
10	Peon (Post vacant)	
B)1	Kamlesh Lata ,Under Secy/Cadre-II	To Supervise and control of all matters of this section.
2	JE	Cadre Strength of PSPCL as a whole on yearly basis and other allied data, MIR report, demands of unions etc.
3	Post Vacant , Sr. Asstt.	Creation/abolition/continuance of posts, shifting of H.Qs of offices and transfer of administrative control of offices in respect of organizations (CE/O&M, GGSSTP,GHTP, Const. GHTP, EA& Enf, RE&APDRP) and demands of various unions, associations/Federations and Misc. important work.
4	Post vacant, Sr.Asstt.	Creation/abolition/continuance of posts, shifting of H.Qs of offices and transfer of administrative control of offices in respect of Organizations (CE/Hydel, Civil Design &Const, TS , & Planning IW(Punjab) Chandigarh and Estt. matters of Cadre-II.
5	Shankuntala Devi, UDC	Record Keeper, Diary/Dispatch and record of stationery items.
6	Rajinder Kaur Jr.Scale Stenograher	Dictation work of Under Secy/Cadre-II and other misc jobs. Creation/abolition/continuance of posts, shifting of H.Qs of offices and transfer of administrative control of offices in respect of organizations CE/Civil Designs, CE/PP&R & CE/RE &APDRP
7	Jatinder Kaur,LDC	Type work of Cadre-II, Creation/abolition/continuance of posts, shifting of H.Qs of offices and transfer of administrative control of offices in respect of organizations i.e. CE/Hydel Projects,CE/TS,CE/Planing,
8	Rupa Devi, Peon	Duties of Peon, Stencil/photocopy work, distribution of dak in Secretariat.
C)1	Post vacant , Supdt/Personnel	To Supervise the over all work of Personnel Section.
2	Post vacant, Sr. Asstt.	Deputation of all organizations including BBMB with posting and transfer,

		Foreign Training & RAO Paras.
3	Post Vacant,Sr.Assistant	Conversion of Daily Wage workers to Work-charge and promotion of W/C, RTM to ALM, Transfer Policy and Estt. matters.
4	Ramesh Kumar, Bansal, LDC	Diary/Dispatch(Internal) , Record-keeping and other misc. work
5	Kulwant Kaur, LDC	Punjabi/English Typing of Personnel Section.
6	Sarita Rani, Steno-typist	Duties of Steno-typist
7	Post Vacant, Peon	Duties of Peon, distribution of dak/files in Secretariat and other relates misc. work.
D)	Assembly Business Section	
1	Sarabjeet Singh ,Sr.Assistant	Supervise / Deal all assembly business related matters of this section.
2	Vijay Kumar,LDC	To handled all the matters with Sr.Assistant.

Annxure-B

DIRECTORY OF OFFICERS/OFFICIALS OF THE STAFF RELATING TO THE OFFICE OF JT. SECY/PERSONNEL, PSEB, PATIALA IS AS UNDER :-

Sr. No.	Name of officers/officials & Designation Sarv Sh/Smt.	Date of Birth	Date of retirement	Pay Scale
1	Er. J.I.S. Grewal, Jt. Secretary/Personnel	28.10.1963	31.10.2021	41300-67000+9600
2	Er.Gurpreet Pal Singh,AEE	20.11.1981	30.11.2039	16650-39100+6850
3	Mohan Singh, Sr. Scale Stenographer	15.11.1959	30.11.2017	10900-34800+4350
4	Sarabjit Kaur, UDC	09-02-1974	28-02-2032	6400-20200+3150
5	Anil Bansal, Computer Operator	07-01-1962	31-01-2020	10900-34800+4000
6	Balbir Singh, Daftri	01.01.1955	31.12.2013	5100-10680+1550
7	Gurmeet Kaur , Supdt-Gr-I/Cadre-1	7.07.1954	31.07.2112	10900-34800+5500
8	Anil Kumar, Sr. Asstt.	11-02-1965	28-02-2023	10900-34800+5500
9	Ishwar Chand, Sr. Asstt.	02-04-1971	30-04-2029	10900-34800+4500
10	Raksha Devi, Circle Asstt.	16-02-1955	28-02-2013	10900-34800+4500

11	Sanjeev Kumar, Jr.Scale, Stenographer	02-12-1973	31-12-2031	6400-20200+3050
12	Sudesh Kumari, UDC	21-09-1956	30-09-2014	6400-20200+3050
13	Post Vacant, UDC			6400-20200+3050
14	Krishana Kumari, LDC	20-09-1954	30-09-2012	6400-20200+2300
15	Sukhdev Singh, Daftari	01-08-1955	31-08-2015	5100-10680+1700
16	Vacant post/Peon			5100-10680+1550
17	Kamlesh Lata, Under Secretary/Cadre-II	2.3.1954	31.3.2012	16650-39100+6850
18	JE			10900-34800+4300
19	Post Vacant, Sr.Asstt.			10900-34800+4500
20	Post vacant , Sr.Asstt			10900-34800+4500
21	Shankuntala Devi, UDC	15-04-1955	30-04-2013	6400-20200+3050
22	Rajinder Kaur, Jr. Scale Stenographer	25-4-1958	30-04-2016	6400-20200+3050
23	Jatinder Kaur, LDC/Typist	07-06-1960	30-06-2018	6400-20200+2300
24	Rupa Devi, Peon	24-05-1958	31-05-2018	5100-10680+1550
25	Post vacant / Supdt. Gr-1/Pers'I			10900-34800+5500
26	Post vacant , Sr.Asstt.			10900-34800+4500
27	Post vacant , Sr.Asstt.			10900-34800+4500
28	Ramesh Kumar, Bansal, LDC	06-04-1958	30-04-2016	6400-20200+2300
29	Sarita Rani S/T	04-03-1962	31-03-2020	6400-20200+2300
30	Kulwant Kaur, LDC	31-03-1966	31-03-2024	6400-20200+2300
31	Post Vacant. , Peon			5100-10680+1550
32.	Sarabjeet Singh, Sr.Asstt./ Assb Bus Cell	6-03-1960	31-03-2018	10900-34800+4500
33.	Vijay Kumar, LDC	26-02-1956	28-02-2014	6400-20200+2300

Subject: Category wise vacancy position of Staff Relating to office of Joint Secy./Personnel, Patiala

Sr. No	Name of Office	Designation	Sanctioned Strength	Posted	Vacant
1	Jt.Secy/Personnel	Jt.Secretary	1	1	-
		AEE	1	1	-
		Sr.S.S/G	1	1	-
		Computer Operator	1	1	-
		UDC	1	1	-
		Peon/Daftri	1	1	-
2	Cadre Section-2,	Under Secy.	1	1	-
		Sr.Asstt.	2	-	2
		JE	1	-	1
		UDC	1	1	-
		LDC	1	1	-
		Jr.S.Steno	1	1	-
		Peon	1	1	-
3	Cadre Section-1	Supdt.Grade-1	1	-	1
		Sr. Asstt.	3	3	-
		UDC	2	1	1
		Jr.S. Steno	1	1	-
		LDC (Record Keeper)	1	1	-
		Daftri	1	1	-
		Peon	1	-	1
4	Supdt./Personnel	Supdt.Grade-1	1	-	1
		Sr. Asstt.	2	-	2
		LDC (Record keeper)	1	1	-
		Steno Typist	1	1	-
		LDC/Typist	1	1	-
		Peon	1	-	1
5	Assembly Business Section				
		Sr. Assistant	1	1	-
		LDC	1	1	-
Total strength of Staff,			33	24	9