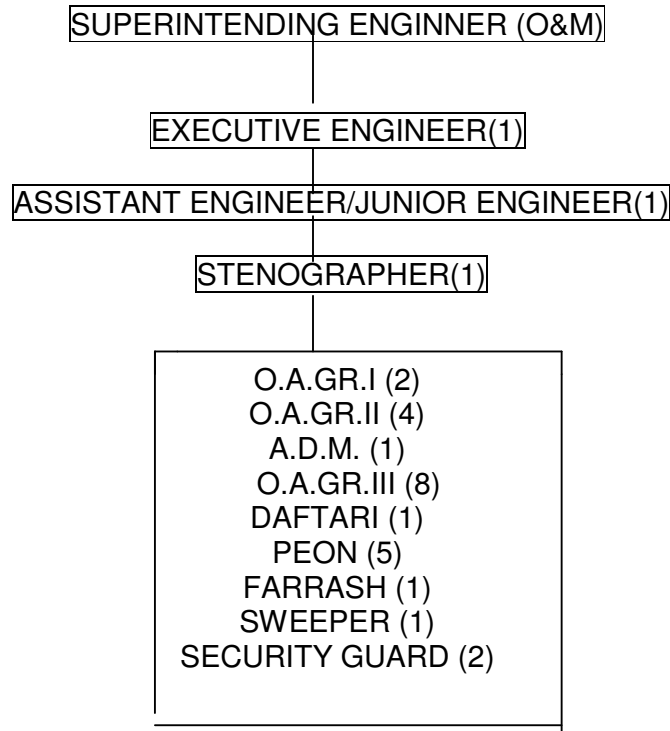


**OFFICE OF THE SUPERINTENDING ENGINEER(O&M), MPPKVV Co. Ltd.,
SEONI.**

1 A. Name of the Office and Organizational set-up.



1 B. Function and duties of each Unit of the Office.

S.No.	Unit/ Section	Functions Performed
01.	Administrative Section	Office is administrated by HOD S.E. & E.E.
02.	Establishment Section	This office establishment section, Cash/Bill & Petty purchase , Commercial , Revenue Section & Works Section
03.	Accounts	Separate account dealt by R.A.O.
04.	Store	No separate Store in this office
05.	Record Room	No separate Record Room in this office

2. Work distribution order of each officer.

S.No.	Name	Designation	Remuneration (Gross)	Duties
01.	Shri U.S.Shriwastava	S.E.	31427.00	Head of the office and controlling all the matters related to Circle
02.	Shri G.R.Patil	E.E.	21485.00	Dealing all the matters related to Section (Estt.,Comm., Works & General) and all other information related to implementation of circulars.

3. Decision making process

Initiating the file dealing staff and the section	Channels Officers handling the file at each level	Decision making authority
Initiated through dealing staff	Through EE/SE	As per D.O.P. in the matter of court cases, Estt. Matter, Sanction of the estimate, etc.& implementation and correspondence with Chairman , CMD(EZ), CE(JR) & Other higher authorities. In routine matter correspondence with CE(JR).

4. (A) Time Norms, if decided by the Organisation.

By the organization, No time norms fixed for this office. However for Court cases, the same are dealt as per Court Orders.

(B) Quality Norms, if decided by the Organisation.

By the organization, No quality Norms fixed for this office. However, best efforts are made to maintain the quality of works.

(C) Quantity target, for the office work to be done in the year.

It may not be possible to fix quantity target for this office looking to the nature of work handled.

5. List of Acts, Rules, Regulations manuals, Circulars related with the functioning of office constituting the organization.

Acts :- As per Electricity Act, 2003

Rules :- As set by MPSEB/ MPPKVCo.Ltd.

Regulations :- As set by MPSEB/ MPPKVCo.Ltd.

Manuals :- As set by MPSEB/ MPPKVCo.Ltd.

6. Statement of various categories of documents held by it or under its control.

S. No	Name of document	Kinds of document like Microfilm, Register, Books , Diskette etc.	Nature and content of Document	Duration of Records
1.	Files/Papers related with Legal Matters	Legal papers related to the H.T.Consumer	Legal contents are – Court orders, Petitions and their replies filed by the Consumers.	From the date of connection.

2.	Files/papers related with office establishment, cash, bill, etc.	Service Book of employees & their personal files and their establishment etc.	In routine work related with office establishment.	From start of service.
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7. Structure of consultative committees in which public representatives are members including.

Information in respect of Seoni District – Formation of the Committee, members are required from the Minister of District Incharge is still to be received, the matter is under correspondence.

8. Name of the Board, Council, Committees, etc. including members and their qualifications.

There is no Board, Council, Committee work under the control of this office related with public.

9. Directory of the Officers and employees

S. No	Name	Designation	Address & Contact No., if any.
1	Sri U.S. Shrivastava	Superintending Engineer	Quarter No. B-1, MPSEB Colony Barapatthar, Seoni Mob. : 9301410320, Tel. : 220680
2	Sri G.R. Patil	Executive Engineer	Quarter No. C- , MPSEB Colony Barapatthar, Seoni. Tel. : 220680
3	Sri B.L. Topaliya	Junier Engineer	Quarter No. D-8, MPSEB Colony Barapatthar, Seoni.
4	Sri K.N. Choudhary	O.A.Gr. I	Taigore ward Barghat Road, Seoni Tel. : 223209
5	Sri Wazid Khan	O.A.Gr. I	Shahid ward, Seoni
6	Sri C.S. Tiwari	O.A.Gr. II	Taigore ward, Rajpoot Colony, Seoni Tel. : 223181
7	Sri V.K. Inwati	O.A.Gr. II	Quarter No. D-9, MPSEB Colony, Seoni
8	Sri A.K. Borikar	O.A.Gr. II	Near Pipe factory Mandla road, Seoni
9	Sri A.K. Tamrakar	Jr. Stenographer	Near Central School, Kabir ward, Seoni. Tel. : 220132
10	Sri V.K. Kosta	ADM	Bhairoganj, Seoni
11	Sri A.K. Thakur	O.A.Gr.II(TBP S)	Barapatthar, Seoni. Tel. : 226687
12	Sri S.S. Gour	O.A.Gr. III	Behind SBI, Barapatthar, Seoni
13	Sri N.K. Rahi	O.A.Gr. III	Behind Mission School, Barapatthar, Seoni
14	Sri P.L. Kulhade	O.A.Gr. III	Azad ward, Seoni
15	Sri M.S. Baig	O.A.Gr. III	Gandhi ward, Seoni
16	Sri S.K. Kshatri	O.A.Gr. III	Dadu mohalla, Seoni Tel. : 223382
17	Sri J.P. Tiwari	O.A.Gr. III	Near Barghat naka, Taigore ward,

			Seoni. Tel. : 212486
18	Smt. C. Tank	O.A.Gr. III	Ambika Colony, Seoni
19	Smt. G. Sanodia	O.A.Gr. III	Ganganagar near Chhindwada naka, Seoni.
20	Sri M.I. Khan	Daftari	Shahid ward, Katangi road, Seoni
21	Sri Shivram Yadav	Peon	Behind Bus Stand, Haddi godam, Seoni.
22	Sri Qamar Ali	Peon	Sufi Nagar, Gandhi ward, Seoni. Tel. : 222049
23	Sri Sumatlal Nageshwar	Peon	Vill. Manegaon near Babariya, Seoni.
24	Sri Ingesh K. Thakur	Peon	Quarter No. F-9, MPSEB Colony, Seoni.
25	Smt. Maya Bai Ogare	Peon	Near Barghat naka, Seoni.
26	Smt. Nirmala Pagare	Farrash	Kali Chouk, Seoni.
27	Sri Manoj Karosiya	Sweeper	Railway crossing, Barghat road, Seoni.
28	Sri Keshlal Mehra	Security Guard	MPSEB Colony, Seoni
29	Sri Saiyad Sabir Ali	Security Guard	Near Haddi godam, Seoni.

10. Monthly Remuneration and Compensation

S. No	Name	Post	Remuneration (Gross)	Compe nsation
1	Sri U.S.Shriwastava	Superintending Engineer	31427.00	NIL
2	Sri G.R. Patil	Executive Engineer	21485.00	NIL
3	Sri B.L. Topaliya	Junier Engineer	18217.00	NIL
4	Sri K.N. Choudhary	O.A.Gr. I	18219.00	NIL
5	Sri Wazid Khan	O.A.Gr. I	16876.00	NIL
6	Sri C.S. Tiwari	O.A.Gr. II	16956.00	NIL
7	Sri V.K. Inwati	O.A.Gr. II	8071.00	NIL
8	Sri A.K. Borikar	O.A.Gr. II	15181.00	NIL
9	Sri A.K. Tamrakar	Jr. Stenographer	13327.00	NIL
10	Sri V.K. Kosta	ADM	11457.00	NIL
11	Sri A.K. Thakur	O.A.Gr.II(TBPS)	13760.00	NIL
12	Sri S.S. Gour	O.A.Gr. III	14274.00	NIL
13	Sri N.K. Rahi	O.A.Gr. III	12300.00	NIL
14	Sri P.L. Kulhade	O.A.Gr. III	8748.00	NIL
15	Sri M.S. Baig	O.A.Gr. III	11905.00	NIL
16	Sri S.K. Kshatri	O.A.Gr. III	9065.00	NIL
17	Sri J.P. Tiwari	O.A.Gr. III	8432.00	NIL
18	Smt. Chetna Tank	O.A.Gr. III	6563.00	NIL
19	Smt. G. Sanodia	O.A.Gr. III	6228.00	NIL
20	Sri M.I. Khan	Daftari	9640.00	NIL
21	Sri Shivram Yadav	Peon	9640.00	NIL

22	Sri Qamar Ali	Peon	8773.00	NIL
23	Sri S.L. Nageshwar	Peon	8773.00	NIL
24	Sri Ingesh K. Thakur	Peon	5519.00	NIL
25	Smt. Maya Bai Ogare	Peon	6105.00	NIL
26	Smt. Nirmala Pagare	Farrash	7557.00	NIL
27	Sri Manoj Karosiya	Sweeper	6308.00	NIL
28	Sri Keshlal Mehra	Security Guard	9279.00	NIL
29	Sri Saiyad Sabir Ali	Security Guard	10841.00	NIL

11. Annual Budget allocation & Expenditure statement

S. No.	Budget Head	Name of work	Year	Allocation (Rs.)	Expenditure (Rs.)
1	Establishment expenses – Total Officers & Employees Salary (including allowances)	Controlling of supply, dealing of HT consumer, etc.	2005-06	5224271.00	1722963.00 (considered upto Aug. – 05)
T O T A L				5224271.00	1722963.00

12. Programmes and Beneficiaries

The information is not related to this office. However, the amount for Village/Majra-tola electrification, Pump energization & SLP connection is being made available by District Authorities under TSP/SCP & work being executed by EE(O&M) concern through District level Purchase Committee.

13. List of the recipients and nature of concession

The subsidy claim in various categories is prepared by concern divisions and consolidated by this office for onward submission to higher authorities for claiming to State Government. The information may be collect from concern division office.

14. Information available in this office (Refer Point No. 6 also.)

S. No.	Categories	Hard copy	Electronic form
	Files of various sections.	Yes	--

Note :- All these documents are available in files only.

15. Facility available (Library, Public Counter etc.) to citizen for information

Not Available.

16. Information about the PIO

Particulars	Ist Appellate Authority	Public Information Officer	Asst. Public Information Officer
Name	Sri G.R. Patil	Sri S.K. Solanki	Sri K.N. Choudhary
Designation	E.E.	A.E.	O.A.Gr. I (Incharge S.O.)
Telephone No.	220680	223865	220680
Place of work & address	O/o SE(O&M), MPPKVV Co. Ltd., Seoni.	O/o EE(STM), MPPKVV Co. Ltd., Seoni.	O/o SE(O&M), MPPKVV Co. Ltd., Seoni
Contract hours for public	--	--	--

17. Any other information in citizen related facilities

Information be provided to all concern as required time-to-time not always.

Superintending Engineer(O&M)
M.P.P.K.V.V.Co.Ltd., Seoni