



CENTRAL ELECTRICITY SUPPLY UTILITY OF ODISHA

RTI ACT 2005

RIGHT TO INFORMATION ACT 2005

CENTRAL ELECTRICITY SUPPLY UTILITY OF ODISHA

Manual – 1

Particulars of organization, functions and duties

[Section 4(1)(b)(i)]

Introduction

Right to Information Act a Central Act has come to force with effective from 15th October, 2005. This enactment has empowered the citizen to have the Right to Information. CESU shall open its scope of information to the public with tall the Information, Records, documents, memos, opinion, advices, press Releases, circular, orders, log books, contents, reports, etc. except those restricted under the Act.

Objective & purpose:

The objective of this book is to provide details of Information in form of 17 manuals. The manuals etc are open to all and can be of free of cost to inspected free of cost.

Organisation of the information:

This website contains details of Particulars of organizations, Duties & Powers of officers and employees, Rules, Regulations, Instructions, manual and records for Discharging functions, Boards of CESU. Names and designation of the Public Information officers, Directory of Officers and employees, monthly remunerations received each of its employees and Budget allocated etc.

Vision

- To ensure uninterrupted quality and reliable power supply to its consumers.
- To be the best distribution utility of India.
- To make every work place a safe working place.
- To be socially responsible for employees and society.

Our Mission

- Be a corporate responsible to care for human lives.
- To adopt a profitable policy to create a happy workforce & adopt best work culture & practices.
- To Follow fair labour welfare practices & by eliminating fear of redundancy from the mind of people through proper training.
- Managing the change process by good and fair HRD Practices.
- To deploy latest technologies in the system to bring transparency.

Brief history and background

The Odisha Electricity Regulatory Commission (the Commission) vide its order dated 31.3.1999 passed in case No. 2/99, under the provisions of the Odisha Electricity Reform Act, 1995, had issued License to Central Electricity Supply Company of Odisha Ltd. (CESCO) Registered Office, 2nd Floor, IDCO Tower, Janpath, Bhubaneswar – 751022, Dist: Khurda, Odisha, to carry out the business of Distribution & Retail Supply of Electricity in the area as mentioned in the said license. Under the said license, CESCO had been carrying out the Distribution and Retail Supply as its licensed activity in its area of supply as stated in the said license. The Commission revoked the license of CESCO with effect from 01.04.2005 and on 18.04.2005 the Commission appointed Chief Executive Officer and Administrator (CEO&A) to discharge the licensed activity of Central Zone Electricity Distribution and Supply Utility (CZEDSU). Later, vide order dt. 08.09.2006, the Commission in exercise of power u/s 22 of the Electricity Act, 2003 has formulated a Scheme named “Central Electricity Supply Utility of Odisha (Operation and Management) Scheme, 2006 for operation and management of the Utility. The said Scheme shall remain in force for a period of 2 years which may be extended by the Commission in public interest. Under the provisions of said Scheme, all assets, liabilities, rights, proceedings and manpower as well as the license for distribution and supply of electricity held by CESCO has been developed and vested on Central Electricity Supply Utility of Odisha (CESU) and it has been authorized to carry out the business of distribution of electricity in accordance with license conditions in respect of area assigned to CESCO under revoked license has to abide by the directions of the Commission issued from time to time. The period of the Scheme has been extended for a period of one year to 07.09.2010 as per provision of last amendment on 6th Sept, 2008 for the general / overall management of CESU. The Commission has also constituted Management Board and one Utility Advisory Committee for development of customers’ services. The scheme was again amended and extended up to 07.09.2015. Under the aforesaid Scheme, the CESU has to comply with the provisions of the Electricity Act’2003 and other relevant statutory provisions and license conditions with regard to distribution of electricity in its area of supply.

CESU AT A GLANCE AS ON 31.03.2017

A	Total customers	21,69,744
	Domestic 90% (Rural Domestic-66%+ Urban Domestic-24%). Commercial-8%, Industry-0.1%, Irrigation-1%, Others-1%	
B	Total Input (in MU)	8139.36
C	Total Billing (in MU)	5488.59
D	Total Billing (in Rupees Cr.)	2881.64
E	Total Collection (in Rupees Cr.)	2782.46
F	Total Transmission & Distribution loss (%)	32.57 %
G	AT & C Loss (%)	34.89 %
H	BST Bill	2401.11 Cr.
I	Total number of metered consumers	21,41,909
	(I) Total OK Metered consumers	19,82,312
	(II) Total defective metered consumers	1,59,597
J	Total Villages Electrified	11,702
L	Total Govt. LI points Energized	674
M	Total Private Points Energized	16,982
N	Total Pump sets under BKBY energized	425
O	Total Employees of all category	6707
P	Total Numbers of Offices:	
	Circle	5 (+2 others)
	Divisions	20(+5 others)
	Sub-Divisions	65(+12 others)
	Sections	252
	Grievance Redresal Forum	5
	Ombudsman	1
	Energy Police Station	8
	Electricity Call Centre and Customer Care Centre	2

TOTAL ASSETS AS ON 31.03.2011

(i)	33KV Lines	3527.527 CKT Km
(ii)	11KV lines	33,379.35 CKT Km
(iii)	LT Lines	49,049.794 CKT Km
(iv)	33 / 11KV sub-stations	233 nos
(v)	33 / 11KV Transformers	531 nos
(vi)	11 / 0.4 KV and 33/0.4 KV Transformers	59,910 nos
(vii)	33kv feeders	156 nos
(viii)	11kv feeders	827 nos

Organization Chart



HR & A Wing
Technical Wing
Commerce Wing
Finance Wing
Consumer Relation Wing
Public Relation
Law
Field Offices

Allocation of Business

Corporate office provides policy guidelines, approvals & looks after overall management and administration including mobilization of resources.

Duties to be performed to achieve the mission

The respective branches namely technical, finance and human resources are functioning efficiently under the directions of Chief Executive Officer for achieving the mission.

Citizens interaction

Through news paper advertisement, the public are informed about the tariff proposal of CESU. The public, who are interested, submit their views to the OERC. The public with genuine submissions are given opportunity to participate in the public hearing by the OERC with regard to the fixation of tariff.

Map of office location

The Corporate office of CESU is located at Second Floor IDCO Tower, Janpath, Bhubaneswar- 751022.

Working hours both for office and public

10.00 A.M. to 5 P.M. Monday to Saturday. The Office is closed on Sundays, second Saturdays and holidays declared by CESU.

Public interaction, if any

Public interaction is made in the hearings of the submission / petitions taken up by OERC.

Grievance redress mechanism

Forums exist in the Organization at Corporate office and Units for redressal of the grievances. The application with details of grievances may be submitted at the Corporate Office or at the Units which are heard and settled on merit.

CENTRAL ELECTRICITY SUPPLY UTILITY OF ODISHA

Manual 2

Power and duties of officers and employees

[Section 4(1)(b)(ii)]

Power and duties of officers and staff

Sl. No.	Designation Post	Duties				Duties Attached
		Administrative	Finance	Statutory	Others	
						Discipline
1.	Board of Directors	Full Power				
2.	Chairman	Preside over all Board meetings				
3.	CEO	Chief Executive of the Organisation				
4.	CFO	Chief Finance Office of the Organisation Head of Finance discipline and exercises control over finance functions				Finance, Accounts & Audit.
5.	CGM – P&S	Head of Purchase and Store				Purchase and Store
6.	CGM - Commerce	Head of Commercial functions				Revenue
7.	Sr GM - Technical	Head of Technical functions				Operation and Maintenance
9.	Sr GM - IT	Head of Information Technology				IT Infrastructure development, IT Project planning and Implementation
10.	GM - Capex	Head of the Project Implementation				Projects
11.	GM-HR	Head of Human Resources discipline and exercises Control over HR functions.				Human Resources, training and development
12.	Unit Heads	Head of the Units exercise control over the Units				Admin. Of Units
13.	Company Secretary	Statutory Post under the Companies Act'1956				Corporate Affairs
The above senior executives are supported by sub-ordinate officers and staff.						

Note: Substantive powers and duties for each position may be defined.

CENTRAL ELECTRICITY SUPPLY UTILITY OF ODISHA

Manual 3

Procedure followed in decision-making process

[Section 4(1)(b)(iii)]

The decision making process in CESU is very transparent and effective. The proposals emanating from any branch are thoroughly examined by the finance, technical and HR wings as the case may be. The proposals which involve financial involvement are forwarded to the finance wing for financial concurrence. The decisions are taken by the respective Officials according to the delegation of power of the Utility or by the Board, as the case may be. Policy guidelines which require approval are put forward to Management Board of CESU, after receipt of the approval such proposals are implemented / carried out.

CENTRAL ELECTRICITY SUPPLY UTILITY OF ODISHA

Manual 4

Norms set for the discharge of function

[Section 4(1)(b)(iv)]

Sl.No.	Activity	Time Frame / Norm	Remarks
1.	Distribution of Power		
2.	Maintenance and Repair		
3.	Capital Works including renovation, modernization and expansion	As per the work schedule.	Care taken for no time or cost over run.
4.	Procurement of stores and spares	As per the plan drawn up looking in to the inventory level, requirement and the source of availability	To ensure proper inventory control and management
5.	Other activities which require expenditure of revenue nature	As per the provision in the budget.	To ensure check and balance over such activities.

CENTRAL ELECTRICITY SUPPLY UTILITY OF ODISHA

Manual 5

Rules, regulations, instructions, manuals and records for discharging functions

[Section 3\4 (1) (b) (v)]

List of regulations, instructions, manuals and records

Sl.No.	Name of the act, rules, regulation etc.	Brief gist of the contents	Reference No if any	Price in case of priced publications
1.	CESU Officers Service Regulations,	Service Regulations	-	For internal reference / use only
2.	CESU Officers Services Rules	Service Rules	-	-do-
3.	Non-Executives employees Service Rules	Non-executives Service Rules	-	-do-
4.	Delegation of Power, 2011	Power of the different authorities of CESU	-	-do-
5.	Accounts Manual, 2009	Procedure of maintenance and audit of accounts and cost control	-	-do-
6.	Internal Audit Manual, _____	Questionnaire on the effectiveness of the cost centres.	-	-do-

CENTRAL ELECTRICITY SUPPLY UTILITY OF ODISHA

Manual 6

A statement of the categories of documents that are held by it for under its control
[Section 4(1)(b)(vi)]

A statement of the categories of documents held

Sl.No.	Nature of Record	Details of information available	Unit / Section where available	Retention period, where available
1	Agenda, minutes of Board meeting and Finance Committee meeting	All proceedings of Board meeting and Finance Committee meeting	Department of Corporate Affairs	Permanent
2	HR Related	Establishment ,promotion, transfer, posting, recruitment, disciplinary action, Rehabilitation Asst., IR, Pension	HR	Permanent
3	Technical Related	Sanction of estimate, release of materials under SI/MR/Deposit work	Technical	Permanent
4	Purchase of materials & contract and store related work	Centralized procurement of materials / award of contracts, repair of transformers through open / short / limited tenders, Control of stores inventory & management of receipt & issue of materials at stores	Purchase & Stores	Permanent

CENTRAL ELECTRICITY SUPPLY UTILITY OF ODISHA

FORMULATION OF POLICY (MANUAL. 7)

- The basic policies of the company are formulated at the Board of Directors level, which is laid down in consonance with the instructions, guidelines and policies received from the Government from time to time.
- The policies and decisions taken by the Board are communicated to all concerned department/ functional heads for information and implementation. For this purpose, office orders and circulars are issued.
- Different cases pertaining to different departments are handled as per the set procedure and policy and in tune with the laid down delegation of powers. The matters are processed and reached up to the respective competent authority and after the decisions the same is implemented accordingly.

CENTRAL ELECTRICITY SUPPLY UTILITY OF ODISHA

Manual 8

A statement of boards, council, committees and other bodies constituted

[Section 4(1)(b)(viii)]

Board Members

Principal Secretary to the Govt. Department of Energy, Govt. of Odisha	Chairman, CESU
Shri Md. Sadique Alam, IAS	Chief Executive Officer, CESU 2 nd Floor, IDCO Towers, Janapath, Bhubaneswar
Principal Secretary to Govt. Department of Finance	Department of Finance, Govt. of Odisha, Bhubaneswar
Chairman cum Managing Director, GRIDCO / OPTCL	Chairman cum Managing Director, GRIDCO / OPTCL, Janapath, Bhubaneswar
Prof. A.K. Tripathy	Ex-Director General, CPRI, Bangalore HIG-213, Kanan Vihar, Phase-I, Bhubaneswar Phone No-9938696023
Shri Debaraj Biswal	Former CEO, CESU N/1-297, IRC Village, Nayapalli, Bhubaneswar Phone No-9437044772
Sri Asit Ranjan Mohanty	Xavier Institute of Management Chandrasekharapur, Bhubaneswar Phone No-7894414730/9438669607
Shri Bijaya Kumar Sahoo	Chairman, Sai International School, 5-A, Chandaka Industrial Estate, Bhubaneswar, Phone No-9937170000
Shri Alekha Chandra Malik	VR-13, Unit-VI, Bhubaneswar, Phone No-9437012395

Audit Committee

SI.No	Name and Designation
1.	Prof. A. K. Tripathy, Chairman
2.	Dr. Bijaya Kumar Sahoo, Member
3.	Shri Debaraj Biswal, Member
4.	Prof. Asit Ranjan Mohanty, Member
5.	Chief Executive Officer, CESU, Member

CENTRAL ELECTRICITY SUPPLY UTILITY OF ODISHA

Manual 9

Directory of officers and employees
[Section 4(1)(b)(ix)]

Directory

Executive of CESU Head Office (Manager and above) as on 01.08.2017				
Sl No	Name Of Employee (Shri/Smt./Ms.)	Designation	Telephone No.	
			Office	Mobile
1	Md. Sadique Alam	CEO	2543726	9437115515
2	Arun Kumar Mahala	CFO	2547995	9438317494
3	Prasanna Kumar Dash	CGM(Ele)	2540607	9437964228
4	Nilamber Jena	CGM(Ele)	2547953	8895590061
5	Ajaya Kumar Pattnaik	SGM(Ele)	2545682	9437512131
6	Nachindra Kumar Behera	SGM(Ele)	2541741	9438838527
7	Deba Prasad Das	SGM(Mech)		9438297571
8	Seeta Prasad Das	SGM(Mech)		9437307838
9	Bimalendu Sekhar Nanda	SGM(Mech)		9437120434
10	Subrata Kumar Mishra	SGM (HR)	2540697	9437565200
11	Manoj Kumar Singh	SGM(AT&C)	2541073	9437569397
12	Pragati Swain	SGM(IT)	2545685	8895591496
13	Subhendu Kumar Nayak	GM(Ele)	2540765	9439752800
14	Srimanta Kumar Sahu	GM(Ele)	2540824	9437555367
15	Sumant Kumar Senapaty	GM(Ele)	2540641	9437156464
16	Mukesh Mishra	GM(Ele)	2541728	9438233015
17	Prabhat Kumar Padhy	GM(Ele)	2544125	9438676810
18	Tapan Kumar Mohanty	GM(Ele)	2540765	8763443031
19	Siba Prasad Kar	GM(Fin)	2542724	8895995158
20	Ramesh Chandra Swain	DGM(Ele)	2541741	9438478338
21	Prasant Kumar Swain	DGM(Ele)	2545677	9438812111
22	Bibhu Prasad Dash	DGM(Ele)	2541951	8763666427
23	B. Manoj Kumar	DGM(Ele)		9438184470
24	Durga Prasad Mishra	DGM(Ele)	2540881	9861040284
25	Jitendra Kumar Mishra	DGM(Ele)		9437168576
26	Prasant Kumar Lenka	DGM(Ele)	2540824	8895620600
27	Prasanta Kumar Pattanayak	DGM(Ele)	2540824	9437089969
28	Chitta Ranjan Swain	DGM(Ele)	2540765	9937772145
29	Prasun Ku Das	DGM(Ele)	2541741	9437299335
30	Dipankar Behera	DGM(Ele)	2540824	9439205989
31	Bibhudatta Mohapatra	DGM(Ele)	2540824	9437117842
32	Samarendra Pattanayak	DGM(Ele)		9437441230
33	Pradipt Behera	DGM(Fin)	2541951	9437188080
34	Sudhansu Kumar Sahu	DGM(Fin)	2540684	9438233007
35	Prasant Kumar Patra	DGM(Fin)	2540684	9437279592
36	Pravudatta Mishra	AGM(Fin)		8895506587

37	Rabindra Kumar Mohanty	AGM(Fin)	2542432	9437430580
38	Deepak Kumar Swain	AGM(HR)	2547973	9437488383
39	Soumya Kanti Mishra	AGM(HR)	2545670	9438233012
40	Sudipta Kumar Harichandan	AGM(Law)	2543727	9437094240
41	Asesh Mishra	Manager(Corporate Affairs)	2540684	9438233020
42	Rabindra Ku Sahoo	Manager(Fin)	2540684	9437226073
43	Durga Sankar Das	Manager(Ele)	2547967	8895490101
44	Sujit Kumar Sahoo	Manager(Ele)	2547967	9439686460
45	Pabitra Mohan Sahu	Manager(Ele)	2545685	9437274273
46	Subhash Chandra Jangid	Manager(Ele)	2541073	8270020007
47	Pradeepta Kumar Dash	Manager(Ele)	2540881	9438675699
48	Anasuya Pati	Manager(Ele)	2545685	
49	Laxmikant Dash	Manager(Ele)	2545685	9438233013

CENTRAL ELECTRICITY SUPPLY UTILITY OF ODISHA

Manual 10

The monthly remuneration received by each of the officers and employees, including the system of compensation as provided in the regulations.

[Section4(l)(b)(x)]

SI No	Name Of Employee	Designation	Emp. ID	Permanent Address				Pay		
				City / Town / Village	Post Office	Police Station	District	Basic Pay	Grade Pay	Total
1	Prasanna Kumar Dash	CGM(Ele)	02430	198, Saheed Nagar	Saheed Nagar	Saheed Nagar, BBSR	Khurda	49790.00	9000.00	58790.00
2	Nilamber Jena	CGM(Ele)	02597	Podadiha	Saukha-Podadiha	Soro	Balasore	48040.00	9000.00	57040.00
3	Ajaya Kumar Pattnaik	SGM(Ele)	70005	Kamakhya Nagar	Kamakhya Nagar	Kamakhya Nagar	Dhenkanal	46380.00	8800.00	55180.00
4	Nachindra Kumar Behera	SGM(Ele)	01313	Guhaldihi	Suhagpur	Barashahi	Mayurbhanj	46380.00	8800.00	55180.00
5	Deba Prasad Das	SGM(Mech)	01343	Kamagarh		Jajpur	Cuttack	46380.00	8800.00	55180.00
6	Seeta Prasad Das	SGM(Mech)	01332	Saik Bazar	tulasipur	Lalbag	Cuttack	46380.00	8800.00	55180.00
7	Bimalendu Sekhar Nanda	SGM(Mech)	01323	Ranipara	Suker Para	Salepur	Cuttack	46380.00	8800.00	55180.00
8	Subrata Kumar Mishra	SGM (HR)	62325	21, Gautam Nagar		Badagada, Bhubaneswar	Khurda	49750.00	8800.00	58550.00
9	Manoj Kumar Singh	SGM(AT&C)	65579	N-3/132, IRC Village	Nayapally	Bhubaneswar		53320.00	8800.00	62120.00
10	Pragati Swain	SGM(IT)	63956	HIG 18, BDA Phase-I	Pokhariput	Airfield	Khurda	46380.00	8800.00	55180.00
11	Subhendu Kumar Nayak	GM(Ele)	02109	Suan			Balasore	41690.00	8700.00	50390.00
12	Srimanta Kumar Sahu	GM(Ele)	02187	Rajmohanpur	Hindol	Hindol	Dhenkanal	40220.00	8700.00	48920.00
13	Sumant Kumar Senapaty	GM(Ele)	02146	Villigram		Nimaparaha	Puri	40220.00	8700.00	48920.00
14	Mukesh Mishra	GM(Ele)	02131	Baya Niketan	Bada Matha Para	Saranggarh	Raigada	44770.00	8700.00	53470.00

15	Prabhat Kumar Padhy	GM(Ele)	01810	Berhampur			Ganjam	41690.00	8700.00	50390.00
16	Tapan Kumar Mohanty	GM(Ele)	01923	Plot No-71,	Satyanagar		Khurda	44770.00	8700.00	53470.00
17	Siba Prasad Kar	GM(Fin)	61621	Sunakhandi	Sunakhandi	Salipur	Cuttack	37400.00	8700.00	46100.00
18	Ramesh Chandra Swain	DGM(Ele)	02637	Aniank	Osakana	Balikuda	Cuttack	27200.00	7600.00	34800.00
19	Prasant Kumar Swain	DGM(Ele)	08468	Nuagaon	Nuagaon	Kujanga	Jagatsinghpur	27990.00	7600.00	35590.00
20	Bibhu Prasad Dash	DGM(Ele)	08424	Baunshia	Sarankul		Nayagarh	27990.00	7600.00	35590.00
21	B. Manoj Kumar	DGM(Ele)	08392	Padmanava pur	Padmanava pur	Digapahandi	Ganjam	27990.00	7600.00	35590.00
22	Durga Prasad Mishra	DGM(Ele)	08549	Allarpur	Rupadeipur	Pipili	Puri	27990.00	7600.00	35590.00
23	Jitendra Kumar Mishra	DGM(Ele)	08465	Mahana	Mahana	Salipur	Cuttack	27990.00	7600.00	35590.00
24	Prasant Kumar Lenka	DGM(Ele)	10153	VIM-130, Saileshree Vihar	Chandrasekhar Pur	Chandra sekhar Pur	Khurda	26980.00	7600.00	34580.00
25	Prasanta Kumar Pattanayak	DGM(Ele)	08434	Baselihat a	Baselihat a	Kanpur	Cuttack	27990.00	7600.00	35590.00
26	Chitta Ranjan Swain	DGM(Ele)	07641	Satori	Kaitha	Mahang a	Cuttack	32970.00	7600.00	40570.00
27	Prasun Ku Das	DGM(Ele)	07657	Plot No.51, Rajarani Temple Colony	Tankapani Road	Laxmisa gar	Khurda	29850.00	7600.00	37450.00
28	Dipankar Behera	DGM(Ele)	07615	Ghantapada	Benipur	Kendrap ara	Kendrapada	32870.00	7600.00	40470.00
29	Bibhudatta Mohapatra	DGM(Ele)	07638	Ambapalash	Ambapalash	Parjang	Dhenkanal	32970.00	7600.00	40570.00
30	Samarendra Pattanayak	DGM(Ele)	08400	Cuttack	Bidonasi	Bidonasi	Cuttack	27990.00	7600.00	35590.00
31	Pradipt Behera	DGM(Fin)	08613	Jamunakote	Jamunakote	Bhuban	Dhenkanal	25550.00	7600.00	33150.00
32	Sudhansu Kumar Sahu	DGM(Fin)	08422	Station Bazar, Baripada			Mayurbhanj	26570.00	7600.00	34170.00

33	Prasant Kumar Patra	DGM(Fin)	08617	Bebarta Street	Paralakhemundi		Gajapati	28700.00	7600.00	36300.00
34	Pravudatta Mishra	AGM(Fin)	64139	L-3, Stage-	Laxmisagar	Laxmisa gar	Khurda	19930.00	6600.00	26530.00
35	Rabindra Kumar Mohanty	AGM(Fin)	64195	Mathasah i	Srirampur Palpatana		Kendrapa da	19930.00	6600.00	26530.00
36	Deepak Kumar Swain	AGM(HR)	63640	1731(P)	Gajapati Nagar	Sainik School	Khurda	25100.00	6600.00	31700.00
37	Soumya Kanti Mishra	AGM(HR)	63470	C-24, Palash Palli,		Airport	Khurda	22380.00	6600.00	28980.00
38	Sudipta Kumar Harichandan	AGM(Law)	08297	Gurujang	Gurujung	Khurda	Khurda	27630.00	6600.00	34230.00
39	Asesh Mishra	Manager(Corporate Affairs)	61144	Sandha Sahi	Polasara		Ganjam	19930.00	6600.00	26530.00
40	Rabindra Ku Sahoo	Manager(Fin)	61005	Purusand ha	Badahat, Tri lochanpur,	Agarpada	Bhadrak	18280.00	6600.00	24880.00
41	Durga Sankar Das	Manager(Ele)	51012	Badapari	Badapari	Tangi	Khurda	22360.00	6600.00	28960.00
42	Sujit Kumar Sahoo	Manager(Ele)	51008	Nasalpur	Nuahat	Dhusuri	Bhadrak	22360.00	6600.00	28960.00
43	Pabitra Mohan Sahu	Manager(Ele)	51017	Adheigundi	Adheigundi	Kanpur	Cuttack	22360.00	6600.00	28960.00
44	Subhash Chandra Jangid	Manager(Ele)	51037	103, Kesharvill a Appartme nt	Old Station Road	Laxmisa gar	Khurda	21560.00	6600.00	28160.00
45	Pradeepta Kumar Dash	Manager(Ele)	51014	Bhagaban pur	Patrapada	Khandag iri	Khurda	22360.00	6600.00	28960.00
46	Anasuya Pati	Manager(Ele)	61139	N-1/44, IRC Village	Nayapalli	Nayapall i	Khurda	20890.00	6600.00	27490.00
47	Laxmikant Dash	Manager(Ele)	61598	Mangalpu r	Laxminaray an Pur	Pipili	Puri	20890.00	6600.00	27490.00

CENTRAL ELECTRICITY SUPPLY UTILITY OF ODISHA

Manual 11

The budget allocated to each agency

[Section 4(I)(b)(xi)]

Non-plan budget

Major head	Activities to be performed	Sanctioned budget	Budget Estimate	Revised estimate	Expenditure for the last year
There is no budgetary support or allocation by the State Government to CESU					

Plan budget

Name of the plan scheme	Activities to be under taken	Date of commencement	Expected date for completion	Amount sanctioned	Amount disbursed / spent
There is no budgetary support or allocation by the State Government to CESU					

CENTRAL ELECTRICITY SUPPLY UTILITY OF ODISHA

Manual 12

The manner of execution of subsidy program

[Section4(l)(b)(xii)]- 16 -

List of institutions given subsidy

Sl.No.	Name and address of the institution	Purpose for which subsidy provided	No. of beneficiaries	Amount of subsidy	Previous years utilization progress	Previous years achievements
Not applicable to CESU						

List of individuals given subsidy

Sl.No.	Name and address of the beneficiary	Purpose for which subsidy provided	Amount of subsidy	Scheme and Criterion for selection	No of time subsidy given in past with purpose
Not applicable to CESU					

CENTRAL ELECTRICITY SUPPLY UTILITY OF ODISHA

Manual 13

Particulars of recipients of concessions, permits or authorizations granted- 17 -

[Section 4(l)(b)(xiii)]

Sl.No.	Name and address of the beneficiary	Nature of concession / permit / authorization provided	Purpose for which granted	Scheme and Criterion for selection	No of times similar concession given in past with purpose
1	2	3	4	5	6
Not applicable to CESU					

CENTRAL ELECTRICITY SUPPLY UTILITY OF ODISHA

Manual 14

Information available in an electronic form
[Section 4(I)(b)(xiv)]

Sl.No.	Activities for which electronic data available	Nature of information available	Can it be shared with public	Is it available on website or is being used as back and database
1.	Activities of CESU	Objectives, mission etc.	Yes	On website
2.	Board of Directors	Constitution of Board	Yes	-do-

CENTRAL ELECTRICITY SUPPLY UTILITY OF ODISHA

Manual 15

Particulars of facilities available to citizens for obtaining information

[Section 4(1)(b)(xv)]

Facilities available for obtaining information

Sl.No.	Facility Available	Nature of Information available	Working Hours
1.	Customer Information Counter	To receive application from public	8 AM to 8 PM
2.	Website	All information as contained in manual 14	24*7
3.	Library	For use of CESU Officers & Staff	10 AM to 5 PM
4.	Notice Board	Current circulars / Office Orders	24*7

CENTRAL ELECTRICITY SUPPLY UTILITY OF ODISHA

Manual 16

Name designation and other particulars of Public Information Officers
[Section 4(1)(b)(xvi)]

List of 1

st

Appellate Authorities, PIOs & APIOs

CESU Head Office, Bhubaneswar				
1	Sri Nilambar Jena, Chief General Manager, 1st Appellate Authority	0674 - 2547953		8895590061
2	Sri Asesh Mishra, Manager (Corporate Affairs)- Public Information officer	0674 - 2540684		9438233020
3	Sri Dipankar Behera, DGM (Tech)- Asst.Public Information Officer	0674 - 2540824		9439205989
4	Sri S.K. Mishra, AGM (HR&A) - Asst.Public Information Officer	0674 - 2545670		9438233012
5	Sri P.K. Patra, DGM (F)- Asst. Public Information Officer.	0674 - 2540684		9437279592
Superintending Engineer, Electrical Circle - I, Bhubaneswar				
1	Sri J.K.Mishra, D.G.M(El.)	1st App. Authority	0674 - 2392742 // 2395006 // 2391380	9437094260
2	Sri B.K. Rout, Manager (El.) // T.A to G.M(El.)	PIO	0674-2395273	9438473355
3	Sri Laxmidhar Mishra, JM(El.)	APIO	0674-2391380	8598045765
Divisional Engineer, Bhubaneswar City Distribution Division -I, Bhubaneswar				
1	Sri J.K.Mishra, D.G.M(El.)	1st App. Authority	0674 - 2392742 // 2395006 // 2391380	9437094260
2	Sri U.B. Khadenga, Manager(El.)	PIO	0674 - 2392340 // 2394174	9437011276
3	Mrs. Archana Tripathy, A.M(Elect)	APIO	2392340	7853994549
Divisional Engineer, Bhubaneswar City Distribution Division -II, Bhubaneswar				
1	Sri J.K.Mishra, D.G.M(El.)	1st App. Authority	0674 - 2392742 // 2395006 // 2391380	9437094260
2	Sri B.B.Mohanty, DGM (El.)	PIO	0674 - 2551809	9437011277

3	Sri P.K.Sahoo, D.M(Elect)	APIO	0674 - 2551809	7735501277
Divisional Engineer, Bhubaneswar Electrical Division, Bhubaneswar				
1	Sri J.K.Mishra, D.G.M(El.)	1st App. Authority	0674 - 2392742 // 2395006 // 2391380	9437094260
2	Sri Manoj Das, A.G.M.(El.)	PIO	0674 - 2549025	9437094246
3	Sri U.S.Behera, DM. (El.)// Estimator	APIO	2549024	9437551882
Divisional Engineer, Nimapara Electrical Division, Nimapara				
1	Sri J.K.Mishra, D.G.M(El.)	1st App. Authority	0674 - 2392742 // 2395006 // 2391380	9437094260
2	Sri N. Mishra, Manager.(El.)	PIO	06758 - 252722	9437094249
Superintending Engineer, Electrical Circle - II, Bhubaneswar				
1	Sri P.K. Sahoo, G.M. (El)	1st App. Authority	0674 - 2385577	9437011279
2	Sri A.K. Tripathy, Manager(El.) // TA to G.M. (El.)	PIO	0674 - 2354863	9437666226
3	Sri Mahendra Nanda , Manager (El) – Technical	APIO	0674 - 2354863	9338894316
4	Sri D. Acharya, AM(F) – Finance	APIO	0674 - 2354863	9437555316
5	Ms Pragati Pattanayak, AM(HR)	APIO	0674 - 2354384	9437920372
6	Sri S.N. Das, DM(El)	APIO	0674 - 2354863	9437442790
Divisional Engineer, Puri Electrical Division, Puri				
1	Sri P.K. Sahoo, G.M. (El)	1st App. Authority	0674 - 2385577	9437011279
2	Sri S.P Swain, Manager(El)	PIO	06752 - 223521	9437011295
3	Sri R.N. Singh, Estimator	APIO	06752 - 223521	9853500284
Divisional Engineer, Khurda Electrical Division, Khurda				
1	Sri P.K. Sahoo, G.M. (El)	1st App. Authority	0674 - 2385577	9437011279
2	Sri M.K.Das , A.G.M.(El.)	PIO	06755 - 220530	9438362932

Divisional Engineer, Nayagarh Electrical Division, Nayagarh				
1	Sri P.K. Sahoo, G.M. (El)	1st App. Authority	0674 - 2385577	9437011279
2	Sri S.K.Sahoo, A.G.M. (El.)	PIO	06753 - 252365	9437094252
Divisional Engineer, Balugaon Electrical Division, Balugaon				
1	Sri P.K. Sahoo, G.M. (El)	1st App. Authority	0674 - 2385577	9437011279
2	Sri J.K.Patra, Manager (El.) I/C	PIO	06756 - 221678	9437094259
3	Sri Subas Ch. Puhan, A.M(F)	APIO	06756 - 250216	9437555035
Superintending Engineer, Electrical Circle, Cuttack				
1	Sri S. Rout, G.M. (El.)	1st App. Authority	0671 - 2312003	9437073722
2	Sri P.K.Jena, Manager (El.) // T.A.	PIO	0671 - 2324223	9437594168
3	Sri Jyoti Ray, AM(F)	APIO	0671 - 2324223	9437184331
Divisional Engineer, City Distribution Division - I, Cuttack				
1	Sri S. Rout, G.M. (El.)	1st App. Authority	0671 - 2312003	9437073722
2	Sri A.K.Bisoi, D.G.M. (El.)	PIO	0671 - 2418488	9437011302
3	Sri M.R. Nanda, A.M(F)	APIO	0671 - 2418488	9437555305
Divisional Engineer, City Distribution Division - II, Cuttack				
1	Sri S. Rout, G.M. (El.)	1st App. Authority	0671 - 2312003	9437073722
2	Sri S.B. Mohanty, Manager(El.)	PIO	0671 -2326658	9437555610
3	Sri S.R. Debgoswami, D.M.(Fin.)	APIO	0671 -2310629	9437555636
Divisional Engineer, Cuttack Electrical Division , Cuttack				
1	Sri S. Rout, G.M. (El.)	1st App. Authority	0671 - 2312003	9437073722
2	Sri B.Samal, A.G.M. (El.)	PIO	0671 -2414052	9437011317

3	Sri P.K. Purohit, A.M.(Fin.)	APIO	0671 - 2414052	9437352008
4	Sri P.K. Swain, D.M.(El)//Estimator	APIO	0671 - 2414052	9438814801
Divisional Engineer, Salipur Electrical Division , Salipur				
1	Sri S. Rout, G.M. (El.)	1st App. Authority	0671 - 2312003	9437073722
2	Sri Biraja Prasad Padhi, Manager (El)	PIO	0671 -2351180	9437011321
3	Sri A.K. Mohanty, A.M.(El)	APIO	0671 -252353	8280055961
Divisional Engineer, Athagarh Electrical Division , Athagarh				
1	Sri S. Rout, G.M. (El.)	1st App. Authority	0671 - 2312003	9437073722
2	Sri Deepak Rout, A.G.M.(El.)	PIO	06723 - 220252	9437555771
3	Sri S.K. Jena, A.M.(Fin.)	APIO	06723 - 220252	9437252859
Superintending Engineer, Electrical Circle, Dhenkanal				
1	Sri N.C. Pattnaik, G.M. (El.)	1st App. Authority	06762 - 243353	9437011297
2	Smt. Sunita Rout, A.M.(El)	PIO	06762 - 243353	9861063277
3	Sri Asis Kumar Rout, A.M.(Fin.)	APIO	06762 - 243353	9437590629
Divisional Engineer, Dhenkanal Electrical Division , Dhenkanal				
1	Sri N.C. Pattnaik, G.M. (El.)	1st App. Authority	06762 - 243353	9437011297
2	Sri S.S. Mishra, A.G.M. (El.)	PIO	06762 - 243626	9437011296
3	Sri Asim Kumar Das, AM(F)	APIO	06762 - 243626	9438694238
Divisional Engineer, Talcher Electrical Division , Chainpal				
1	Sri N.C. Pattnaik, G.M (El.)	1st App. Authority	06762 - 243353	9437011297
2	Sri S.Sahoo, Manager(El.)	PIO	06760 - 249814	9437014210
3	Sri P.N.Bhanja, A.M(El.) // Estimator	APIO	06760 - 249814	7205766754

4	Sri R.Moharana, A.M(Fin.)	APIO	06760 - 249814	8763855087
Divisional Engineer, Angul Electrical Division , Angul				
1	Sri N.C. Pattnaik, G.M.(El.)	1st App. Authority	06762 - 243353	9437011297
2	Sri N.R.Panigrahi, Manager(El.)	PIO	06764 - 230450	9437094263
3	Sri B.R. Sahu, Estimator	APIO	06764 - 230450	9438842124
Superintending Engineer, Electrical Circle, Paradeep				
1	Sri A.C. Dash, D.G.M.(El.)	1st App. Authority	06722 - 211028 // 9238130050	9437113030
2	Sri T.K.Patra, Manager//TA to G.M. (El.)	PIO	06722 - 211028	9437505420
3	Sri Amarendra Nanda, JM(El) - Technical	APIO	06722 - 211028	9437277474
4	Sri S.P.patra, AM(F) - Finance	APIO	06722 - 211028	7504351192
Divisional Engineer, Paradeep Electrical Division ,Paradeep				
1	Sri A.C. Dash, D.G.M.(El.)	1st App. Authority	06722 - 211028 // 9238130050	9437113030
2	Sri S.R. Swain,Manager(El.)	PIO	06722 - 230130	9437202188
3	Sri K.C. Sahoo, A.M.(El.)//Estimator	APIO	06722 - 230130	9437279890
Divisional Engineer, Kendrapara Electrical Division- I, Kendrapara				
1	Sri A.C. Dash, D.G.M.(El.)	1st App. Authority	06722 - 211028 // 9238130050	9437113030
2	Sri A.Pattanaik, A.G.M. (El.)	PIO	06727 - 220249	9437011300
3	Sri Manas Ku. Guru, A.M. (El.)	APIO	06727 - 220249	9439283258
Divisional Engineer, Kendrapara Electrical Division- II, Marsaghai				
1	Sri A.C. Dash, D.G.M.(El.)	1st App. Authority	06722 - 211028 // 9238130050	9437113030
2	Sri S. Das, Manager(El.)	PIO	06727 - 272022	9437028036
3	Sri N.R. Kar, A.M.(E),Estimator	APIO	06727 - 272022	8895537519

Divisional Engineer, Jagatsinghpur Electrical Division , Jagatsinghpur				
1	Sri A.C. Dash, D.G.M.(El.)	1st App. Authority	06722 - 211028 // 9238130050	9437113030
2	Sri J. C. Sahu, Manager(El.)	PIO	06724 - 220016	9437094269
3	Sri S.K. Sahoo, A.M(El.)Estimator	APIO	06724 - 220096	9438545876
Divisional Engineer, Electrical Stores Division, Cuttack				
1	Sri Nilambar Jena, C.G.M. (El.)	1st App. Authority	0674 - 2547953	8895590061
2	Sri S.C.Lenka, G.M. (El.)	PIO	0671 - 2334228	9437555490
3	Sri Himansu Sekhar Nayak, AM(F)	APIO	0671 - 2313876	9437555495
MRT Circle,Bhubaneswar				
1	Sri Nilambar Jena, C.G.M. (El.)	1st App. Authority	0674 - 2547953	8895590061
2	Sri G.K.Chakraborty, GM(El.)	PIO	0674-2394232	9437555972
3	Smt Bhabani Malla, A.M.(El.)	APIO	0674-2394232	8763168485
E&MR Circle, Bhubaneswar				
1	Sri Nilambar Jena, C.G.M. (El.)	1st App. Authority	0674 - 2547953	8895590061
2	Sri C.R. Debata, G.M.(El.)	PIO	0671-2330920	9437555210
3	Ms. Mahefuza Begum, J.M.(El.)	APIO	0671-2330920	9437650238

CENTRAL ELECTRICITY SUPPLY UTILITY OF ODISHA

Manual 17

Other information as may be prescribed

[Section 4(1)(b)(xvii)]

Procedure and Fee Structure:

Procedure and Fee Structure for getting information are similar to all other organization of Government of Odisha.

SCHEDULE Fee / Amount to be charged for providing information

A. Application fee Rate to be charged Mode of deposit

- (i). Application fee seeking Rs.10/- per case Information application (DDO Head Quarters)
- (ii) Application fee for Rs.40/- Court fee stamp 1st appeal
- (iii) Application fee for Rs.50/- Court fee stamp 2nd appeal

B. Amount to be charged for providing information.

- (i). Inspection of documents Rs.15/- per each By cash hour of fraction thereof
- (ii). A-4 size paper for each folio:-
 - a). Typed copy/photocopy per page Rs.2/- By Cash
 - b). Printout from Computer per page Rs.10/- By Cash
- (iii). C.D. with cover Rs.100/- per CD By Cash
- (iv). Floppy Diskette (1.44MB) Rs.100/- per floppy By Cash
- (vi). Video Cassette / Microfilm / -do- By Cash Microfiche
- (vii). Certified sample of material -do- By Cash

NB: The applicant has to deposit the amount with the DDO head Quarters. One of the receipts shall be submitted to PIO/APIO.

FORM-A

Application for information under section-6(1) of the Act

To

The Public Information Officer

(Name of the office with address)

1. Full Name of the applicant :

2. Father / Spouse name :

3. Permanent Address :

4. Particulars in respect of identity of the applicant :

5. Particulars of information solicited

a). Subject matter of information :

b). The period to which the information relates :

c). Specific details of information required :

d). Whether information is required by post or :

in person (The actual postal charges shall be

included in providing information)

e). In case by post(ordinary, registered or speed) :

6. Address to which information will be sent & in which form :

7. Has the information provided earlier :

8. Is this information not made available by the Public authority :

9. Do you agree to pay the required fee :

10. Have you deposited application fee :

(If yes, details of such deposit)

11. Whether belongs to BPL category, have you furnished the :

proof of the same

PLACE:

DATE :

FULL SIGNATURE OF THE APPLICANT
ADDRESS

OFFICE OF THE PUBLIC INFORMATION OFFICER

Received the application fromAddress on dated
..... seeking information.

PLACE:

DATE :

Full name of the Public Information Officer
Designation with seal

FORM-B

Information for payment

From

Name & Designation of the
Public Information Officer.

To

Name of the applicant –
Address

Sir,

Please refer to your application dated addressed to the undersigned requesting information on
..... I am to inform you that, the following amount towards cost for
providing information may be deposited in cash to enable the undersigned to furnish information sought for.

Please make payment within a period of fifteen days from the date of receipt of this intimation failing which
the application shall be rejected.

Fee

Yours faithfully,

Place :

Dated :

PUBLIC INFORMATION OFFICER

(SEAL)

FORM – C

Information of rejection

Sir,

The undersigned regrets to express his inability to furnish the information asked for on account of the following reasons:-

- (i) It comes under the exempted category covered under sections-8 & 9 of the Act.
- (ii) Your application was not complete in all respect.
- (iii) Your identify is not satisfactory.
- (iv) The information is contained in published material available to Public.
- (v) You did not pay the required cost for providing information within the prescribed time.
- (vi) The information sought for is prohibited as per section-24(4) of the Act.
- (vii) The information would cause un-warranted invasion of the privacy of any person.
- (viii) The information as sought for by you is available in our Website.

you may download the information.

- (ix) For any other reason please see overleaf.

However, if you feel aggrieved for the above said refusal you may file an appeal before the within 30 days of the receipt of this letter.

PLACE :

DATED :

To

Shri

.....

.....

NAME & DESIGNATION OF
PUBLIC INFORMATION OFFICER.

FORM – D

[See Rule-7(1)]

Form of Memorandum of Appeal to the first Appellate Authority under Section-19(1) of the Act.

From

.....

(Applicants Name & Address)

Before

The First Appellate Authority

1. Full Name of the Appellant :

2. Address :

3. Particulars of Public Information Officer :

4. Date of receipt of the order appealed against :

5. Last date for filing the appeal :

6. Particulars of information

a). Nature and subject matter of the :

information required.

b). Name of the office or Department :

to which the information relates.

7. The grounds for appeal :

(Details if any to be enclosed in separate sheet)

Verification

I, Name of the appellant, son / daughter / wife of
..... hereby declare that, the particulars furnished in the appeal area to the best of my
knowledge and belief, true and correct and that I have not suppressed my material fact.

Signature of the Appellant

Place

Date

To.....

(Name & Address of Appellate Authority)

• **FORM – E** [See Rule-7(3)]

Second Appeal under Section-19 (3) of the Act.

From

.....

(Applicant's Name & Address)

To

The State Information Commission

1. Full Name of the Appellant :
2. Address :
3. Particulars of the first Appellant Authority :
4. Date of receipt of the order appealed against :
5. Last date for filing the appeal :
6. Particulars of information
 - a). Nature and subject matter of the information required :
 - b). Name of the office or Department :to which the information relates.
7. The grounds for appeal :
(Details if any to be enclosed in separate sheet)

Verification

I, Name of the appellant, son / daughter / wife of
..... hereby declare that, the particulars furnished in the appeal area to the best of my
knowledge and belief, true and correct and that I have not suppressed my material fact.

Signature of the Appellant

Place

Date

To

.....

Odisha State Information Commission