

RTI ACT 2005

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OHPC LTD.
Manual – 1
Particulars of organization, functions and duties
[Section 4(1)(b)(i)]

1. Aims and objectives of the organization

To establish and operate hydro power generating stations in the state; undertake expansion, Renovation, Modernization and up rating of the hydro power stations.

2. Mission / Vision

(a) Vision:

To establish and operate Power Generating Stations at cheapest possible costs with the optimum load capacity so as to emerge as leader in this category in the Country.

(b) Mission:

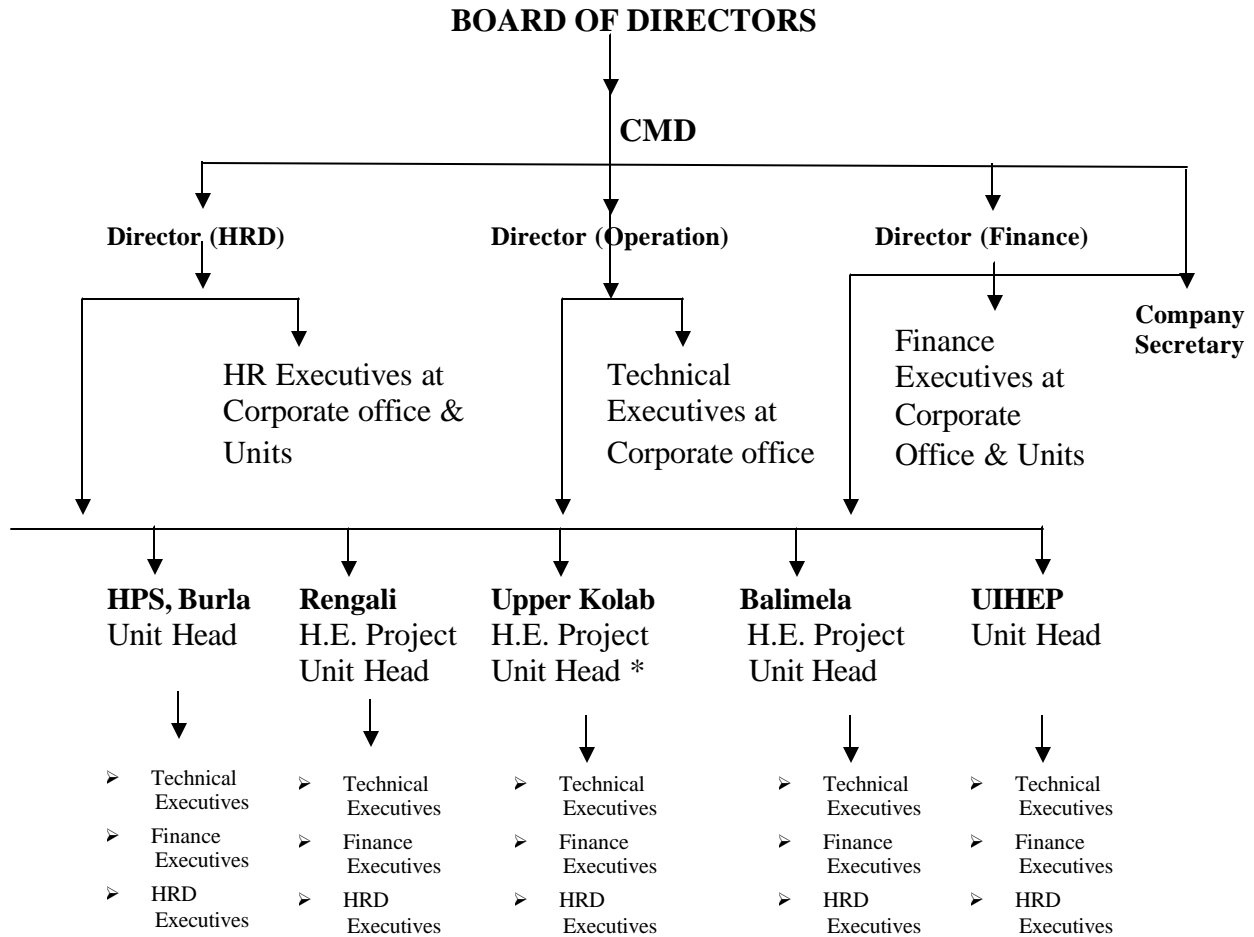
- (i) The augment capacity to 3000 MW by the year 2010.
- (ii) Upgrade the existing Stations with latest technology to achieve the highest efficiency ratio.
- (iii) To professionalize the work force.

3. Brief history and background for its establishment

Consequent to reform in power sector in Orissa under the Reform Act, 1995, **Orissa Hydro Power Corporation Ltd.** (OHPC), a Government of Orissa undertaking was incorporated on 21st April 1995. With the transfer of Hydro Power Projects of the State Govt. and Ex-OSEB, it started its operation from 01.04.1996.

In Nine years of its functioning, it could complete New/RM&U Projects resulting in capacity addition of 624 MW. The present installed capacity of Hydro stations under OHPC is 1896 MW including 30% share in Machhkund Hydro Electric Project, a joint project of Andhra Pradesh and Orissa. It has been planned to add 168 MW to its installed capacity within coming one half years. The efficient management of hydro power stations has resulted in providing the cheapest electricity to the people of Orissa. OHPC plays important role in maintaining Grid discipline under ABT regime for the Eastern Regional Grid by providing peak support.

4. **Organization Charts**



* Also looks after the Orissa share of Machhkund Jt. Project.

5. **Allocation of Business**

Corporate office provided policy guidelines, approvals & looks after overall management and administration including mobilization of resources and allocation to the units. The Units are responsible for the establishment Operation and Maintenance of Hydro Power Projects.

6. **Duties to be performed to achieve the mission**

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

2. Senior General Manager (Elect),
Rengali Hydro Electric Project,
At/Po- Rengali Dam Site,
Dist- Angul - 759105
3. Senior General Manager (Elect),
Balimela Hydro Electric Project,
At/Po- Balimela,
Dist- Malkangiri – 764051.
4. Senior General Manager (Elect),
Upper Kolab Hydro Electric Project,
At/Po- Bariniput, (Jeypore),
Dist- Koraput – 764006.
5. General Manager (Elect),
Upper Indravati Hydro Electric Project,
At/Po- Mukhiguda,
Dist- Kalahandi – 766026.

Project Administrator,
Upper Indravati Hydro Electric Project
At/Po-Khatiguda
Dist – Nawarangpur – 764085.

10. Map of office location

The Corporate office of OHPC is located near Vanivihar Chowk behind S.P. Office & functioning at Orissa State Police Housing & Welfare Corporation Building. The units are located at the places mentioned above.

11. Working hours both for office and public

10.00 A.M. to 5 P.M.(Monday to Saturday. Sunday and second Saturday closed)

12. Public interaction, if any

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

13. 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.

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Manual 2
Power and duties of officers and employees
[Section 4(1)(b)(ii)]

Power and duties of officers and staff

Sl. No.	Designation of Post	Powers				Duties attached
		Administrative	Financial	Statutory	Others	Discipline
1.	Board of Directors	Full Power subject to the approval of the State Government on certain policy issues.				
2.	CMD	Chief Executive of the Organization				CEO
3.	Director (Finance)	Head of Finance and exercises control over finance functions.				Finance
4.	Director (Operation)	Head of Technical discipline and exercises control over technical functions.				Operation and maintenance of projects.
5.	Director (HRD)	Head of Human Resources discipline and exercises control over HR functions.				Human Resources
6.	Unit Heads	Head of the Units exercises control over the Units.				Admin. of Units
7.	Company Secretary	Statutory Post under the companies Act – 1956				Corporate Affairs, Project Finance, and Audit.
The above senior executives are supported by sub-ordinate officers and staff.						

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

OHPC LTD.
Manual 3
Procedure followed in decision-making process
[Section 4(1)(b)(iii)]

The decision making process in OHPC is very transparent and effective. The proposals emanating from any branch are thoroughly examined by the finance, technical and HR wings. The decisions are taken by the respective officials according to the delegation of power of the corporation or by the board, as the case may be. Policy guidelines which required concurrence of the State Govt. are forwarded to the State Govt. for approval.

OHPC LTD.
Manual 4
Norms set for the discharge of function
[Section 4(1)(b)(iv)]

Sl.No.	Activity	Time frame / Norm	Remarks
1	Generation of Power	As decided by SLDC	Depends on rainfall and reservoir level
2	Maintenance of Hydro Power Units	As per the program designed at the beginning of the year	Jointly decided with SLDC
3	Capital works	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 into the inventory level and the source of availability.	To ensure proper inventory management.

SLDC : State Load Despatch Centre.

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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, regulations etc.	Brief gist of the contents	Reference No if any	Price in case of priced publications
1	OHPC Officers Service Regulations,1996	Service Regulations	-	-
2	OHPC Officers Service Rules,2000	Service Rules	-	-
3	OHPC Non- executives employees Service Rules,2005	Non-executives Service Rules	-	-
4	Delegation of Power,1998	Power of the different authorities of OHPC	-	-
5	Accounts Manual,2002	Procedure of maintenance and audit of accounts and cost control.	-	-
6	Internal Audit Manual,2005	Questionnaire on the effectiveness of the cost centres.	-	-

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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	Reservoir level	Reservoir level(daily) of dams	Corporate Office	
2	Monthly generation data	Generation of Power in the Units	-do-	
3.	Monthly Sale of power	Sale of Power by the Units	-do-	
4.	Man in position at Corporate Office and units	Main in position at the end of each month	-do-	
5.	Copies of contracts :			
	a. Balimela Exten. 7 th and 8 th Units.	<ul style="list-style-type: none"> ➤ With Power Machines, Russia ➤ With LMZ energy, (India) Ltd. 	-do-	
	b. RM&U of Unit 3 & 4, Burla	<ul style="list-style-type: none"> ➤ With M/s Voith Siemens, Germany, ➤ With M/s Siemens, India. 	-do-	
6.	Copies of Loan agreement with PFC	<ul style="list-style-type: none"> ➤ UIHEP ➤ RM&U of 3&4, Burla ➤ Balimela Extension Project. 	-do-	

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Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy of implementation

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

Sl.No.	Name and address of the Consultative Committees / bodies	Constitution of the committee / body	Role and responsibility	Frequency of meetings
<p>The OHPC Ltd. is incorporated under the Companies Act'1956. It is a separate legal entity. It is managed by the Board of Directors assisted by sub-ordinate officers. It has no direct contact with the public. However, the policies of the state Govt. as applicable to OHPC are complied with through its administrative department : Deptt. of Energy.</p>				

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A statement of boards, council, committees and other bodies constituted [Section 4(1)(b)(viii)]

The list of Board of Directors is as under :

Board of Directors

Shri Asit Kumar Tripathy, IAS	Commissioner-cum-Secretary to Govt. of Orissa, Energy Department & Chairman-cum-Managing Director OHPC Ltd.
Shri D P Das, IAS	Additional Secretary to Govt. of Orissa, Finance Department
Shri B.K. Patnaik, IAS	Principal Secretary to Govt. of Orissa, P E Department
Shri S.C. Mahapatra, IAS	C.M.D. Grid Corporation of Orissa Ltd
Shri R. R. Das, IRS	Director (Finance) OHPC Ltd.
Shri S. C. Behera	Director (Operation) OHPC Ltd. I/C
Shri A. B. Rao	Ex.Director (Operation) OHPC Ltd.
Shri P. Venugopal Rao	Chartered Accountant
Shri B. B. Singh Samant	Ex. E.I.C., Dept. of Water Resources
Shri M. S. Samantaray	Retd. S.G.M. (El.), Gridco
Shri G M Sahu	Retd. Director(Operation), OHPC

The members of the Audit Committee constituted under the Companies Act' 1956 is as under :

1. Sri P. Venugopal Rao, Director OHPC - Chairman
2. Sri A.B. Rao, Director, OHPC - Member
3. Sri B.B. Singh Samanta, Director, OHPC - Member
4. Sri S.C. Behera, Director (Operation) I/C - Member

The Audit Committee periodically review the financial result, internal audit, internal control system, audit reports.

OHPC LTD.**Manual 9****Directory of officers and employees
[Section 4(1)(b)(ix)]****Directory**

Sl.No.	Name and designation	Office Phone No.	E mail address
1	Sri Asit Kumar Tripathy, IAS CMD	2542922	md@ohpcltd.com
1.	Sri R. R. Das, IRS Director (Finance)	2541426	
2.	Sri S.C. Behera, CGM (Ele.)	2541315	
3.	Sri P.K. Sahoo, Company Secretary	2541052	
4.	Sri B.P. Mishra, D.G.M(HRD)	2543209	
5.	Sri S.Nanda, D.G.M.(Finance)	2541536	
6.	Sri N.K. Mishra, D.G.M (Finance)	2541291	
7.	Sri D.K. Sahu, A.G.M (Ele.)	2540582	
8.	Sri S.K. Rath,A.G.M (HRD)	2541377	
9.	Sri P.K. Pradhan, A.G.M. (Finance)	2540423	
10.	Sri D. Sethi, Manager (Ele.)	2542862	
11.	Sri S.K.Behera,Manager(Ele.)	2542802/2542826/2542983/ 2645526	
12.	Sri S.S. Bhoi, Manager (Ele.)	-do-	
13.	Sri S.N. Das, Manager (Ele.)	-do-	
14.	Sri G.R. Das, Manager (Ele.)	-do-	
15.	Sri R.R.Sharma,Manager (Ele.)	-do-	
16.	Sri M.R. Biswal, Manager (Ele.)	-do-	
17.	Sri S.K. Dash, Manager (Ele.)	-do-	
18.	Sri P.K. Pradhan, Manager (Ele.)	-do-	
19.	Sri S.N.Das, Manager (Estate)	2541607	
20.	Sri S.C. Jena, Manager (HRD)	2542802/2542826/2542983/ 2645526	
21.	Sri D.Mohanty, Manager (Finance)	-do-	
22.	Sri D.P.Mallick, D.M. (HRD)	-do-	
23.	Smt. A. Tripathy, D.M. (HRD)	-do-	
24.	Sri B.Sahoo, D.M. (HRD)	-do-	
25.	Smt. N.Debnath, D.M. (HRD)	-do-	
26.	Sri R.N. Barik, D.M. (Material)	-do-	
27.	Sri G.K. Panda, Dy. Manager (Ele.)	-do-	
28.	Sri D.N. Patra, Dy. Manager (Ele.)	-do-	
29.	Sri G.R. Panda, Dy. Manager (Ele.)	-do-	
30.	Sri K. S. Biswal, Dy. Manager (Ele.)	-do-	
31.	Sri A.K. Sahoo, Dy. Manager (Ele.)	-do-	
32.	Sri A.K. Jagdev, Dy. Manager (Ele.)	-do-	
33.	Sri B.P.Gantayat, Dy. Manager (Ele.)	-do-	
34.	Sri P.K.Mohanty, Dy. Manager (Ele.)	-do-	

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

[Section4(I)(b)(x)]

Sl. No.	Name and Designation	Pay scale	Monthly remuneration in Rs.
1.	Sri R. R. Das, IRS, Director (Finance)	Rs.14,300-400-18,300 With CDA	28,323/-
2.	Sri S.C. Behera, CGM (Ele.)	Rs.16,400-450-20,450	27,634/-
3.	Sri P.K. Sahoo, G.M.-cum-C.S.	Rs.15,100-400-19,500	29,356/-
4.	Sri B.P. Mishra, D.G.M (HRD)	Rs.12,000-375-16,500	21,689/-
5.	Sri S.Nanda, D.G.M. (Finance)	-do-	21,279/-
6.	Sri N.K. Mishra, D.G.M (Finance)	-do-	21,689/-
7.	Sri D.K. Sahu, A.G.M (Ele.)	Rs.10,650-325-15,850	21,730/-
8.	Sri S.K. Rath,A.G.M (HRD)	-do-	19,065/-
9.	Sri P.K. Pradhan, A.G.M. (Finance)	-do-	18,573/-
10.	Sri D. Sethi, Manager (Ele.)	Rs.9,350-325-14,550	17,999/-
11.	Sri S.K. Behera, Manager (Ele.)	-do-	19,065/-
12.	Sri S.S. Bhoi, Manager (Ele.)	-do-	18,532/-
13.	Sri S.N. Das, Manager (Ele.)	-do-	17,999/-
14.	Sri G.R. Das, Manager (Ele.)	-do-	18,532/-
15.	Sri R.R. Sharma, Manager (Ele.)	-do-	18,532/-
16.	Sri M.R. Biswal, Manager (Ele.)	-do-	18,532/-
17.	Sri S.K. Dash, Manager (Ele.)	-do-	20,409/-
18.	Sri P.K. Pradhan, Manager (Ele.)	-do-	17,999/-
19.	Sri S.N.Das, Manager (Estate)	-do-	20,131/-
20.	Sri S.C. Jena, Manager (HRD)	-do-	19,933/-
21.	Sri D.Mohanty, Manager (Finance)	-do-	15,867/-
22.	Sri D.P.Mallick, D.M. (HRD)	Rs.8,000-275-13,500	16,728/-
23.	Smt. A. Tripathy, D.M. (HRD)	-do-	15,375/-
24.	Sri B.Sahoo, D.M. (HRD)	-do-	14,924/-
25.	Smt. N.Debnath, D.M. (HRD)	-do-	13,120/-
26.	Sri R.N. Barik, D.M. (Material)	-do-	17,466/-
27.	Sri G.K. Panda, Dy. Manager (Ele.)	-do-	15,375/-
28.	Sri D.N. Patra, Dy. Manager (Ele.)	-do-	15,375/-
29.	Sri G.R. Panda, Dy. Manager (Ele.)	-do-	15,375/-
30.	Sri K. S. Biswal, Dy. Manager (Ele.)	-do-	14,924/-
31.	Sri A.K. Sahoo, Dy. Manager (Ele.)	-do-	14,924/-
32.	Sri A.K. Jagdev, Dy. Manager (Ele.)	-do-	14,924/-
33.	Sri B.P. Gantayat, Dy. Manager (Ele.)	-do-	14,924/-
34.	Sri P.K. Mohanty, Dy. Manager (Ele.)	-do-	14,022/-

Note: Details about system of compensation provided in regulations may be given.

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**The budget allocated to each agency
[Section4(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 budget allocation by the State Govt. to OHPC.					

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 budget allocation by the State Govt. to OHPC.					

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The manner of execution of subsidy program
[Section4(I)(b)(xii)]

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 OHPC.						

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 OHPC					

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Particulars of recipients of concessions, permits or authorizations granted

[Section 4(I)(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 OHPC					

**OHPC LTD.
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**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 data base
1.	Activities of OHPC	Objectives, mission etc.	Yes	On web site
2.	Board of Directors	Constitution of Board	Yes	-do-
3.	Balance sheet as on 31.03.2004 & 2005	Assets & liabilities position	Yes	-do-
4.	Profit & loss account for the year ending 31.03.2004 & 2005	Profitability position	Yes	-do-
5.	Daily reservoir level	Water level in Dam	Yes	-do-
6.	Monthly power generation	Generation of power	Yes	Data base
7.	Monthly sale of power	Sale of power	Yes	-do-
8.	Man in position at the end of each month	Man power	Yes	-do-

OHPC LTD.
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.	Information Counter	To receive application from public	11 AM to 5 PM
2.	Website	All as contained in manual 14	-do-
3.	Library	For use of OHPC Officers & staffs	10 AM to 5 PM
4.	Notice board	Current circulars/ office orders	-do-

**OHPC LTD.
Manual 16**

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

List of Public Information Officers

Sl. No.	Designation of the officer designated as PIO	Postal address	Telephone No.	e-mail address	Demarcation of Area / Activities, if more than one PIO is there
1	Company Secretary	OHPC Ltd, OSPH&WC Building, Vani Vihar Chowk, Bhoinagar, Bhubaneswar	0674-2541052	<u>md@ohpcltd.com</u>	Not applicable

List of Assistant Public Information Officers

Sl. No.	Designation of the officer designated as Assistant PIO	Postal Address	Telephone No.	e-mail address
1	Dy. Manager (HRD) Smt. Anima Tripathy	OHPC Ltd, OSPH&WC Building, Vani Vihar Chowk, Bhoinagar, Bhubaneswar	0674-2541052	md@ohpcltd.com

First appellate authority with in the department

Sl. No.	Designation of the officer designated as first appellate authority	Postal address	Telephone No.	e-mail address	Demarcation of Area / Activities, if more than one appellate authority is there
1	Chairman-cum- Managing Director	OHPC Ltd, OSPH&WC Building, Vani Vihar Chowk, Bhoinagar, Bhubaneswar	0674-2542922	md@ohpcltd.com	Not applicable

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**OHPC LTD.
Manual 17**

**Other information as may be prescribed
[Section 4(1)(b)(xvii)]**

All other information as may be prescribed for dissemination shall be collated, tabulated, compiled, collected and provided in the form of manual from time to time.

Not applicable