

INTRODUCTION

Background of the Handbook

This information Handbook has been prepared in pursuance of Section 4 (1) (b) of the Right to Information Act'2005 to provide information in respect of Assam Electricity Grid Corporation Limited.

INFORMATION MANUAL

Assam Electricity Grid Corporation Limited.

[Under Section 4 (1) (b) of the Right to Information Act'2005]

1. The Particulars of its organization and duties:

Assam Electricity Grid Corporation Limited was constituted under the provisions of the Electricity Act'2003 and is a government company / undertaking registered under the Companies Act'1956. It was formed out of Assam State Electricity Board in the year 2003 and was notified as the **State Transmission Utility (STU)**. It is entrusted with the responsibility of promoting the coordinated development of power transmission (66KV and above voltage) and its efficient management in the entire state of Assam.

2. The powers and duties of its Officers and Employees:

The powers and duties of the officers and employees are governed by the Office Orders issued from time to time and the various service regulations of AEGCL and ASEB which are followed by the Company.

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

The Board of Directors of AEGCL is the supreme decision making body. The Managing Director is the administrative head and looks after the day to day affairs of the Company who is assisted by the CGMs, GMs, DGMs, AGMs, and other officers of the Company

4. The norms set by it for discharge of its functions:

The Managing Director is the appointing and disciplinary authority for the employees. Other day to day administrative matters are put up to the MD and/or CGM for their necessary approval. Matters requiring financial sanctions are as per the delegation of financial powers to the MD and/or Officers.

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

The various service regulations which are followed by the Company are as follows:

- a. ASEB General Service Regulation, 1960;
- b. ASEB General Service (for officers) Regulation, 1960;
- c. ASEB Officers Conduct Regulation, 1982;
- d. ASEB Subordinate Accounts Service Regulation, 1965;
- e. ASEB Security Service Regulation, 1975;
- f. ASEB Engineering Service Regulation, 1973.

6. A Statement of the categories of documents that are held by it or under its control:

Classified documents are held

7. The particulars of any arrangement that exist for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof:

The Board of Director public such as Guwahati, Prominent Public Personalities apart from representation of State Government. There is provision of public representation through AERC.

There is no other arrangement for consultation with members of public in relation to the formulation of any policy or administration thereof.

8. A statement of the Board, 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 public, or the minutes of such meeting are accessible for public:

For the detailed address etc. of Board of Members please visit website www.aegcl.co.in and click **Tab <About Us> <Board Of Directors>**

9. A Directory of its officers and employees:

For details like designation, address, phone no of the responsible officers please visit website www.aegcl.co.in and click **Tab <Phone Number> and <SPIOs>**

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

Rank wise detailed Pay and allowances is as below:

| GROUP OF POST | PRE 01.01.2006 PAY SCALE | REVISED PAY STRUCTURE | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|-----------------------|-----------|
| | | PAY BAND | GRADE PAY |
| Peon, I.B. Attendant, Chowkidar, Mali, Sanitary Cleaner, Ward Attendant, Boatman, Handiman, Ambulance Attendant, Washerman, Bearer, Cleaner, Lady Attendant for Primary School, Medical Attendant | Rs.2670-60-3270-70-3830-80-3990 | 4720 - 18000 | 1300 |
| Blue Printer, Pump Attendant, Fitter Attendant, Cook, Cook-cum-Attendant, Senior Chowkidar, Senior Mali, Senior Peon, Laboratory Attendant (Jr.), Security Guard, Lance Naik, Sahayak | Rs.2770-70-3260-80-4140-90-4770 | 4720 - 18000 | 1500 |
| Senior Sahayak, Dark Room Assistant, Pump Operator, Bradma, Operator of Duplicating Machine, Bus Conductor, Material Sorter, Senior Blue Printer, Technician-III, Laboratory Attendant (Sr.), Naik, Fireman, Duftry, | Rs.2840-90-3830-100-4930-125-5680 | 4720 - 18000 | 1600 |
| Meter Tester, Compressor Operator, Asstt. Photostat Machine Operator, Mixer Operator, Light Vehicle Driver, Despatch Rider, Dresser, Health Assistant, Havildar, Security Driver, Record Sorter | Rs.2900-100-3800-120-4760-130-6060 | 4720 - 18000 | 1900 |
| Telephone Operator, Black Smith-II, Carpenter Gr.II, Turbine Operator-II, SBO Gr.II, Lineman Gr.II, Machinist Gr.II, Engine Operator-II, Mason Gr.II, Electrician Gr.II, Mechanic Gr.II, Fitter Gr.II, Testing Asstt. (MRT) Gr.II, Plumber Gr.II, Welder Gr.II, Power House Pump Operator, Pump Operator (Higher Grade), Machine Operator-II/Crane Operator, Meter Reader, Teacher (Matriculate), Teacher (Under Matriculate Normal), MidWife, Punch Operator, Care Taker Circle & Division LDA-cum-Typist, Bill Clerk-cum-Lower Division Asstt, Bill Clerk, Asstt. Store Keeper, Tracer, Sectional Assistant, Complaint Receiver, Typist in CAO's office and Chief Engineer's Office | Rs.3150-120-4350-130-5650-140-6490 | 6380 - 23000 | 2000 |

| | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|---------------------|-------------|
| Heavy Vehicle Driver (Jr.), Light Vehicle Driver Gr.I, Compressor Mechanic, Operator (Earth Moving Machinery), Driver (Bulldozer / Dumper), Road Roller Operator, Loco Operator, Teacher (Matric Normal), Teacher (Matric Basic Trained), Teacher (Science), Pharmacist, Laboratory Technician, Auxiliary Nurse, Typist in Chairman's Office, Photographer. H.O.D. Lower Division Assistant, Asstt. Sub- Inspector, Fire Officer, Junior Accounts Asstt., Surveyor, Mid Wife (Passed ANM Course | Rs.3275-125-4025-150- 5525-175-6925 | 6380 - 23000 | 2100 |
| Heavy Vehicle Driver (Senior), Light Vehicle Driver (Selection Grade), Staff Nurse | Rs.3670-150-5170-175- 6920-200-7720 | 6380 - 23000 | 2200 |
| Turbine Operator-I, Mason Gr.I, Carpenter- I, Engine Operator Gr.I, Photostate Machine Operator-cum- Mechanic, Blacksmith Gr.I, Welder Gr.I, Switch Board Operator-I, Mechinist Gr.I, Plumber Gr.I, Fitter Gr.I, Auto Electrician Gr.I, Jr. Wireman, Lineman Gr.I, Painter Gr.I, Mechanic Gr.I, Testing Asstt. Gr.I, High Pressure Welder, Asstt. Regger, Crane Operator Gr.I, Electrician Gr.I, Sr. Meter Reader, Telephone Operator Gr.I, Surveyor Gr.II, High Pressure Pipe Fitter, Driller Gr.III, Heavy Transport Vehicle Driver of Vehicle other than those mentioned above, Head Master (School), Bradma Operator, Head Mistress (English Medium) Primary School, Graduate Teacher Science (ME School), Selection Grade Typist (Chairman's Office/CAO's Office/CEs Office), Laboratory Asstt., Head Store Keeper (Central Store) Circle & Division UDA, Sub-divisional Head Asstt., Store Keeper, Engineering Sub-ordinate Gr.II, Draftsman (Jr.), Stenographer Gr.III, Sr. Complaint Receiver | Rs.4200-175-5250-200- 6650-225-8000 | 6380 - 23000 | 2400 |
| Junior Asstt., Accounts Asstt. | Rs.3800-175-5725-200- 8125-225-8800 | 6380 - 23000 | 2500 |
| Sub-Inspector, Asstt. Accounts Officer, Asstt. Teacher (Graduate), Hindi Teacher (Ratna), | Rs.3950-175-5350-200- 7750-225-9550 | 6380 - 23000 | 3000 |

| | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|----------------------|-------------|
| Graduate Head Master (M.D. School) | | | |
| Divisional Plumber, Line Supervisor, Instrument Mechanic, Driller Gr.II, Computer Mechanic Gr.I, Tester (Laboratory), Cable Joints, Wireman, Divisional Electrician, Rigger, Divisional Mechanic, Head Welder, Divisional Fitter, Boiler Attendant Gr.II (Jr.), Surveyor Gr.I, Computer Mechanic, Selection Grade Switch Board Operator, UDA (HOD), Head Assistant (Division), Engineering Sub- ordinate Gr.I, Draftsman (Sr.), Engineering Supervisor, Sr. Accounts Assistant. | Rs.4300-200-6300-225- 8550-250-9550 | 9500 - 33000 | 3200 |
| Sr. Assistant (HQ Establishment), Asstt. Head Master (High School), Steno Grapher Gr.II (Jr.), Boiler Attendant Gr.II (Sr.) | Rs.4500-200-6100-225- 8350-250-9850 | 9500 - 33000 | 3600 |
| Asstt. Chemist, Dy. Accts. Officer, Line Foreman, Foreman (Mech.), Elect. Foreman, Foreman (Power House), Superintendent (Circle Office), Engineering Foreman, Inspector (Security), Asstt. Liaison Officer, Sr. Foreman, Constn. Foreman, Driller Gr.I, Sr. Supervisor, Sr. Drilling Foreman, Camera Man, UDA, Selection Gr. (HOD), Instrumentation Supervisor, Sr. Surveyor, BA Gr.I | Rs.4700-200-6100-225- 8350-250-9850 | 9500 - 33000 | 4000 |
| Boiler Attendant Gr.I(Jr.) Boiler Attendant Gr.I (Sr.) | Rs.4800-200-6000-225- 8250-250-10000 | 9500 - 33000 | 4200 |
| Jr Manager / Jr. Engineer | Rs.5000-200-6000-225- 8250-250-10750 | 9500 - 33000 | 4300 |
| Translator-cum-Copyist, Sudt. (HOD), Stenographer Gr.II (Sr.) | Rs.5600-200-6000-225- 8250-250-10750 | 9500 - 33000 | 4600 |
| Accounts Officer (DA) | Rs.5700-225-7950-250- 10450-300-11650 | 9500 - 33000 | 4600 |
| Superintendent (Head Quarter), Jr. Administrative Officer, Stenographer Gr.I(Jr.) | Rs.5925-225-7950-250- 10450-300-1165 | 9500 - 33000 | 4900 |
| Asstt. Manager, Headmaster (High School), Chemist, Administrative Officer, Asstt. Security Officer, Asstt. Personnel-cum-Welfare Manager, Asstt. Manager (Accounts), Medical Officer | Rs.6200-250-8200-300- 11200-350-12600 | 14200 - 45000 | 5400 |
| Dy Manager (AEE), Vigilance Officer, Security Officer, Stenographer Gr.I (Sr.) | Rs.6800-250-7800-300- 10200-350-13700 | 14200 - 45000 | 5900 |

| | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|----------------------|-------------|
| Sr Manager (EE), Sr. Medical Officer, Sr. Chemist, Private Secretary to Chairman, Dy. Personnel Manager, Dy. Manager (Admn), Public Relation Officer, Sr Manager (F&A), Land Acquisition Officer, Chief Security Officer, Company Secretary. | Rs.8,800-350-11950-400-14750 | 14200 - 45000 | 6300 |
| Dy General Manager (SE/ PM/ Manager (IR)/ CMO/ Manager (Acctts.) | Rs.9950-350-10650-400-14650-450-16000 | 14200 - 45000 | 6600 |
| General Manager (ACE / SPSS / Dy CAO / Law Officer), | Rs.11000-400-14200-450-16900 | 14200 - 45000 | 7400 |
| Chief General Manager (CE / CAO/ CM - CF) | Rs. 12300-450-15000-500-17500 | 14200 - 45000 | 7600 |
| For Member (Technical) or equivalent post ---- fixed pay of Rs. 55,000/- per month without Grade pa | | | |
| DA (Dearness Allowance) as declared time time Medical Allowance Rs 500.00 Per Month Electricity Allowance Rs 500.00 Per Month | | | |

11. The Budget allocation to each of its agency, including the particulars of all plans, proposed expenditures and reports on disbursement made:

Except Establishment and O&M no budget allocation is there for the Zone, Circle and Division offices of AEGCL.

All plan works budget allocation and plan activities are controlled from Corporate Office. Field offices are executing the plan activities only.

At times job wise budgets are provided to the field offices for executing activities required to facilitate the plan work execution only after due approval from Zonal Purchase Committee, Tender Purchase Committee and Board as the case is.

12. The manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such program:

Company (herein Assam Electricity Grid corporation Limited) is entrusted for planning, designing, developing and maintaining Extra High Voltage Transmission System 66KV and above for the State of Assam. Assam Electricity Grid Corporation Limited is not concerned with the execution of any subsidy program; and as such there is nothing to prescribe in this regard in the manual.

13. Particulars of recipients of concession, permits or authorizations granted by it:

Assam Electricity Grid Corporation Limited is not authorised to grant any permits, concession what so ever.

14. Details in respect of the information, available to or held by it, reduced in an electronic form:

- Information relating to grid operation.
 - Bid documents.
 - Salary Accounts.
 - Employees Provident Fund Details.
 - Grid System Analysis and Planning Data.
- Etc.

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:

There is no library for public use. The State Public Information Officers (SPIOs) of the Company are available during office hours on all working days.

For details of the SPIOs please visit our website www.aegcl.co.in under **Tab <Right To Information>** then **<SPIO>**

16. The names, designation and other particulars of the State Public Information Officers:

List of the SPIOs are hanged in the website www.aegcl.co.in under **Tab <Right To Information>** then **<SPIO>**

17. Such other information as may be prescribed:

A brief description of the Company and its performance as on April 2011

Assam Electricity Grid Corporation Limited, a vibrant growth oriented Public Sector Company registered under 'Company Act, 1956'. It was formed out of restructured Assam State Electricity Board in 2003 and was notified as the State Transmission Utility (STU). Its core business is to efficiently transport electrical power from electrical power bulk heads to the distribution company networks in the state of Assam.

Assam Electricity Grid Corporation Limited inherited 3862 circuit kms. of EHV lines above 66 kV voltage class and 38 numbers of EHV sub-stations having a total transformation capacity of 1636.50 MVA at its birth in 2003. Since its inception, it has added 902.36 circuit kms of EHV lines and has added 1764.30 MVA transformation capacity by way of commissioning 13 new EHV sub-stations and augmenting existing sub-stations. It has also added Reactive Power Compensation at 33 kV bus to the tune of 195 MVAR.

Assam Electricity Grid Corporation Limited is playing a strategic role as it is the largest 'STU' in NE region. It also understands its responsibility towards the entire North East India and is always extending a helping hand by way of transporting a fair share of power to the other sister states of the region.

Assam Electricity Grid Corporation Limited has consistently maintained the transmission system availability over 99% which is at par with other National Transmission Utilities.

Assam Electricity Grid Corporation Limited determined to ever strive till all transmission bottlenecks get eradicated. It pledges to deliver unrelenting brilliance in performance, deliver power efficiently but economically, show high safety standards and is committed to respect environmental and heritage issues.

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