

CITIZEN CHARTER
OF
POWER SECTION, SECRETARIAT
ANDAMAN AND NICOBAR ADMINISTRATION

INTRODUCTION

The Power Section of the Secretariat functions under the supervision, guidance & Administrative control of the Secretary(Power) assisted by the Deputy Secretary(Power) and Assistant Secretary(Power) as section officer.

The section is managed by the Office Superintendents and supporting staff.

The matters being dealt in the Power Section are submitted to Secretary(Power) through Asst. Secretary(Power) and Dy. Secretary(Power) for his scrutiny and appropriate recommendations and submission to the higher authorities wherever required.

PARTICULARS OF ITS ORGANIZATIONAL FUNCTIONS:

1. Correspondence relating to the service matters of the Engineers of the Electricity Department.
2. Correspondence relating to Recruitment Rules and filling up of vacant post in respect of Group 'B' 'C' and 'D' of Electricity Department.
3. Correspondence relating to appointment of Assistant Engineer, Executive Engineers and Superintending Engineer on direct recruitment quota and promotion etc.
4. Correspondence relating to M/s Suryachakra Power House Corporation Ltd.
5. Correspondence regarding Power Purchase Agreement between NTPC Ltd., and A&N Admn., for 5 MW Solar PV Power Station.
6. Correspondence relating to supply of rental containerized DG sets to deliver 10 MW continuous electric power by M/s Sudhir Ready Gensets Consortium.
7. Correspondence relating to monthly payment to M/s SPCL, M/s Sudhir Ready and M/s NTPC.
8. Matters relating to monthly payment of M/s SPCL, 10 MW and 5 MW.
9. Deputation of officer to attend the JERC hearing on duty cum tour.

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10. Matters relating to appointment of Chairperson/Member on Forum for redressal of grievances of consumers in the Union Territory of Andaman & Nicobar Islands in terms of Joint Electricity Regulatory Commission (Establishment of Forum for redressal of grievances of Consumers), Regulation, 2009 and its amendment regulation 2013.
11. Correspondence relating to Ministry of Power.
12. Implementation of MACP/ACP schemes in respect of Engineers of the Electricity Department.
13. Correspondence relating to Administrative approval and Expenditures sanctions to the different works of Electricity Department
14. Correspondence relating to JERC (Establishment of Forum for Redressal of grievances of consumers) Regulation, 2009 and Annual License fee to JERC.
15. SFC clearance to establishment of 2 MW Biomass based Power Generated system at S/A through IPP.
16. SFC clearance for augmentation of 2 X 3000 KVA DG capacity at Phoenix Bay Power House.
17. Correspondence relating to final adjustment of Departmental advance sanctioned to the different works of Electricity Department
18. Promotion /posting of the Engineers of the Electricity Department.
19. Correspondence relating to HSD oil.
20. Correspondence relating to TRP review work Power sector, Infrastructure executed by NTPC & PGCIL.
21. Deputation of officers/officials for training programme.
22. Grant of Scooter/Motor Cycle/Computer advance for the employees of the Electricity Department.
23. Miscellaneous correspondence relating to LG Help Desk
24. Correspondence relating to RTI matters and other public grievances.

**Dy. Secretary(Power)
A&N Administration**