

Energy Department, Secretariat

CHAPTER-I

INTRODUCTION

Background of this hand-book

In order to promote transparency and accountability in the working of every of public authority and to empower the citizens to secure access to information under the control of each public authority, the Govt of India has brought out an Act , namely “ Right to Information Act, 2005”, (RTI Act) which came into force on 15.6.2005. In accordance with the provisions of section 4 (1)(b) of this Act, the department Energy Govt of Tamil Nadu has brought out this Manual for information guidance of the state holders and the general public.

Objective /Purpose of this hand-book

The purpose of this manual is to inform the General public about this department’s organization setup functions and duties of its officers and employees, records and documents available with the department.

This proactive disclosure of information is aimed at providing to the common people the kinds of information that common people ordinarily seek while approaching the different offices of the Board. With a view to providing adequate information to the common people easily, categories of information as listed in the contents page are disclosed in

this manual so as to bring down to a minimum their need for seeking information through applications.

Intended users of this hand-book

The information contained in these manuals is intended for the convenience of the common people who desire for information relating to this department's functioning, duties and performance. Important information is made accessible for the public through this manual. The Public Information Officers will keep a copy of the manual at their office for use by the public as and when they desire.

Contact Person

The Department of Energy has designated the Under Secretary to Government (TNEB), Under Secretary to Government (CEIG) and the Under Secretary to Government (Budget) as "Public Information Officer" for all matters concerning this department. A person requiring any information may contact them and their contact address is as follows :

Thiru K. Munuswamy, M.A., B.L., Under Secretary to Government (TNEB), Energy Department, Secretariat, Fort St.George, Chennai- 600 009 Telephone No Office : 25665126	Public Information Officer
Thiru P. Chandramohan, M.A., Under Secretary to Government (CEIG), Energy Department, Secretariat, Fort St.George, Chennai- 600 009 Telephone No Office : 25665126	Public Information Officer

<p>Thiru N.Venugopalan, B.A., Under Secretary to Government (Budget), Energy Department, Secretariat, Fort St.George, Chennai- 600 009 Telephone No Office : 25665440</p>	<p>Public Information Officer</p>
---	-----------------------------------

Procedure and Fee Structure for getting information not available in the manual are as under :

FEES:

- (a) Every application for obtaining information under sub-section (1) of section 6 of the Act shall be accompanied by an application fee of rupees ten by cash or by demand draft or bankers cheque payable in the head of account, as may be specified by the Public Authority.
- (b) For providing the information under sub-section (1) of section 7 of the Act, a fee shall be charged by way of cash against proper receipt or by demand draft or banker's cheque payable in the head of account, as specified by Public Authority at the following rates:-
 - (i) Rupees two for each page (in A-4 or A-3 size paper) created or copied
 - (ii) actual charge or cost price of & copy in larger size paper.
 - (iii) actual cost or price for samples or models, and
 - (iv) For inspection of records, no fee for the first hour, and a fee of rupees five for every one hour (or fraction thereof) thereafter
- (c) For providing the information under sub-section (5) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or banker's cheque payable in the head of account, as specified by the Public Authority at the following rates:-
 - (i) for information provided in diskette or floppy rupees fifty per diskette or floppy; and
 - (ii) for information provided in printed form at the price fixed for such publication or rupees one per page of photo copy from entries from the publication.

The application fee shall be remitted by way of cash or Demand Draft or Bankers Cheque payable in the head of account "0075.00 Miscellaneous General Service - 800. Other receipts - BK. Collection of fees under Tamil Nadu Right to Information (Fees) Rules, 2005" (DPC 0075 00 800 BK 0006) The applicant may also remit the fee under the above head of account in the Treasury / Pay and Accounts Officer / State Bank of India / Reserve Bank of India and produce the challan to the Public Information officer as an evidence for having remitted the fee.

Appellate Authority

The Department has designated the Deputy Secretary to Government, Energy Department as the "Appellate Authority" under section 19(1) of the Act. The contact address of the Appellate Authority is as follows:-

Thiru V. Thiyagarajan. B.A.,
The Deputy Secretary to Government,
Energy Department , Secretariat,
Fort St.George, Chennai 600 009
Telephone No. 25671919

* * *

Chapter-2

Particulars of Energy Department , its functions and Duties

Introduction

The Energy Department is headed by the Principal Secretary to Government. He acts as the administrative head of department and an advisor to the Hon'ble Minister of Electricity on all matters of policy formulations and administration relating to Conventional and Non-Conventional Electricity.

Functioning of the Administrative Departments:

The Office of the Principal Secretary to Government, Energy Department is located at the Secretary and the following officers heading their respective departments are coming under the administrative control of Principal Secretary to Govt., Energy Department:-

The Chairman,
Tamil Nadu Electricity Board
800, Anna Salai,
Chennai-600 002

Tamil Nadu Electricity Board:

The Tamil Nadu Electricity Board (TNEB) is a statutory body formed on 01.07.1957 under the Electricity Supply Act, 1948 as a successor to the erstwhile Electricity Department of the Government of Madras. The TNEB was created with the purpose to supply electricity to all the consumers within the State of Tamil Nadu under section 172 of the Act. It is responsible for Generation, Transmission & Distribution of electrical energy to all consumers.

Duties of the Public Authority

The Full Board consisting of seven Members as given below is supreme decision – making authority of the Tamil Nadu Electricity Board:

1. Chairman
2. Member (Distribution)
3. Member (Generation)
4. Member (Accounts)
5. Principal Secretary to Government, Energy Department
6. Secretary to Government, Finance Department
7. Secretary to Government, Industries Department.

All other authorities exercise power delegated to them by the Board from time to time. The Board meets periodically to transact the business placed before it. In the transaction of business, it is assisted by Secretary who is responsible for presenting matters for decision by the Board, keeping a record of its decision, circulating these decisions to the concerned quarters and for ensuring proper follow-up action.

Main Activities / Functions

The functions of the Board are prescribed in Chapter-IV of the Electricity (Supply) Act, 1948. Consequent on coming into force of Electricity Act, 2003 (Central Act 36 of 2003) the Tamil Nadu Electricity Board continue to function as per provision of Section 172 of the said Act. Accordingly the Board is charged with the general duty of promoting the coordinated development of Generation, Transmission and Distribution of electricity within the state in most efficient and

economical manner. In order to discharge this duty effectively, the Board operates its own Thermal, Hydro, Gas and Wind Generating stations and maintains its transmission and distribution network. In order to meet the growth in demand the Board is also setting up new generating stations besides purchase of power from Central generating station, Windmills, Co-generation, Bio-mass, Captive Power Projects (CPP) and Independent Power Projects (IPP) It has full fledged Accounts & Audit Wing to ensure efficient Financial Management on commercial lines and for proper accounting of its financial transactions. As the demand for power increases at a rapid pace, due to industrialization, the Board also under-takes planning for meeting the future requirement by executing new schemes. It gets them approved from appropriate authority and executes them through its construction organizations.

The organization of the Board below the level of Members is divided into Technical, Accounts and Administrative Wings carved on functional lines. The Technical Departments are headed by Member(Generation) and Member(Distribution) The Finance, Cost Control, Accounts and Audit Departments are headed by Member (Accounts). There is an Additional Director General of Police for Vigilance & Security .The Secretary and Chief Engineer / Personnel, head the Personnel and General Administration Wing and assist the Board in transacting its business.

The brief write up of works under various HODs are as under: CHARGES ATTACHED WITH CHAIRMAN

- i) Administrative and Personnel matters.
- ii) Vigilance & Security functions.
- iii) Settlement of disputes of Power Consumers
- iv) Enforcement Organization for theft of electricity cases & energy audit.
- v) Human Resources Development
- vi) Commercial Functions of the Board relating to billing, tariff and commercial issues for distribution of electricity to consumers.

B) CHARGES UNDER MEMBER (ACCOUNTS)

- i) Monitoring the cash flow and Release of funds, on daily basis.
- ii) Cost Control and Reduction, cost analysis of Thermal Plants, Workshops, Inventory and Energy accounting.
- iii) Establishment matters of non-gazetted accounts personnel
- iv) Providing funds for functioning of the Board's activities.
- v) Preparation of monthly accounts and annual statement of accounts
- vi) Raising of loans, preparation of budget estimates and estimate of financial resources.
- vii) Conducting of internal Audit of Consumers accounts and works accounts and maintaining statutory audit liaison.
- viii) Monitoring and Conducting of Internal Audit of Consumers and works accounts and maintaining revenue assessment and realization.
- ix) Technical Audit of Civil and Electrical Works, inspection of Distribution materials.

C) CHARGES UNDER MEMBER/ GENERATION

Deals with the generation of electricity in the Board. Various technical units under this are given below:-

- i) Operation and Maintenance of Hydel Projects of the Board, Construction and Design work relating to new Hydel Projects.
- ii) Operation & Maintenance of Thermal Plants at Ennore, Mettur, North Chennai and Tuticorin.
- iii) Construction of new Thermal Projects.
- iv) Operation & Maintenance of Gas Plants.
- v) Construction of new Gas Projects.
- vi) Construction of new Hydel projects
- vii) Construction of Micro Hydro, Windmills.
- viii) Operation & Maintenance of Grid Sub Stations in Chennai Region
- ix) Research and Development
- x) Demands side Management (DSM)
- xi) Power purchase agreement with Central Generating Stations and Independent Power Projects, Bio-mass, Co-generation etc.
- xii) Load Despatch Centre.
- xiii) System Operation, Protection & Communication of Generation and Transmission System.

D) MEMBER / DISTRIBUTION

- I) Deals with the Operation and Maintenance of the Distribution system of the Board divided into 9 Regions
- II) Management of Stores for receipt and issue of materials relating to Distribution Organization.
- III) Design and Procurement of metering equipment for energy supply.

- IV) Design and Procurement of material for erection of new Transmission Lines and Substations.
- V) Operation & Maintenance of all Grid Sub Stations (except in Chennai Region).
- VI) Design and procurement of material required for Distribution of Electrical Energy to the consumers involving new distribution Sub Stations, new lines etc.
- VII) Planning of new Grid Sub Stations and system studies.
- VIII) Design & Procurement of workshop materials for Distribution Works.
- IX) Formulating of new schemes for ensuring 24 hour power supply to consumers in villages on the pattern of urban supply.

Carrying out the Government Policy on the Social Economic Front such as extending supply to agriculturist, Hut dwellers etc., under the various schemes of the Government.

For the convenience of the common people who desire for information relating to the Board's functioning, duties and performance important information is made accessible for the public through a manual available in TNEB's website. The Public Information Officers, Assistant Public Information Officers of TNEB will keep a copy of the manual at their office for use by the public.

Contact Person

Tamil Nadu Electricity Board vide B.P (CH) No. 227 (S.B), dt 24th October 2005, and subsequently amended in (per) B.P (F.B) No 56 (S B) dt.11th Nov 2005, in accordance with the instruction issued by the

Government of Tamil Nadu has designated the Appellate Authority, Public Information Officer/ Assistant Public Information officer. In the Head Quarters office, Distribution Regions, Thermal Stations and Project Circles as shown below :

I Head Quarters

Chairman

Appellate Authority

Secretary/
Tamil Nadu Electricity Board

... State Public Information Officer

Chief Public Relations Officer/
Tamil Nadu Electricity Board

... State Assistant Public Information
Officer

Chapter 3

Chief Electrical Inspector to Government

Particulars of Organisation, Functions and Duties

The object of Tamil Nadu Electrical Inspectorate is to ensure electrical safety in the State of Tamil Nadu.

Accident free electrical installations in the State of Tamil Nadu is the mission of Tamil Nadu Electrical Inspectorate.

The Electrical Inspectorate is a statutory creation under the then Indian Electricity Act, 1910. It was part of the erstwhile Electricity Department of the Government of Tamil Nadu.

After the formation of State Electricity Board, the Inspectorate was made an independent department under the administrative control of the Public Works Department upto 31.7.1993. From 1.8.93 it is under the control of the newly formed Energy Department in the Secretariat.

The Tamil Nadu Electrical Inspectorate exercise the powers and perform functions specified in the following Acts and Rules/Regulations framed there under

- 1) The Electricity Act, 2003
- 2) Tamil Nadu Cinemas (Regulation) Act, 1955
- 3) Tamil Nadu Lifts Act 1997
- 4) Tami Nadu Tax on Consumption or Sale of Electricity Act, 2003
- 5) The Energy Conservation Act, 2001

Ensuring Electrical Safety in HT Electrical Installations, Lift Installations, Cinema premises, functions where public are assembled etc, collection of Electricity Tax and Implementing Energy Conservation measures are the main activities/functions of this Department.

The following services are rendered at the office of Chief Electrical Inspector to Government .

- (i) Approval under Rule 63 of Indian Electricity Rules, 1956.
- (ii) Approval for the List of manufacturers, installation and Maintenance of Lift Installations.
- (iii) Issue of Cinema Operator Licence under Tamil Nadu Cinema Regulation Rules, 1957.

Knowledge in electrical safety measures and energy conservation measures is the expectation of Tamil Nadu Electrical Inspectorate from the Public.

Public are invited to send suggestions through letters and on line to achieve the mission of this Department and to improve the efficiency of the services rendered by this Department.

Through administrative inspections by the higher official at the subordinate offices the service delivery and redressal of Public Grievances are monitored.

The address and telephone Numbers of various offices of this Department are furnished below.

Sl.No.	Office Address	Phone No.
1	Office of the Chief Electrical Inspector to Government, Thiru.vi.ka Industrial Estate, Guindy, Chennai-600 032.	2234 3184 2234 2227 2234 2430 2234 2796 Fax: 2234 9036
2	Senior Electrical Inspector/Headquarters Office of the Chief Electrical Inspector to Government, Thiru.vi.ka Industrial Estate, Guindy, Chennai-600 032	2234 3184 2234 2227 2234 2430 2234 2796 Fax: 2234 9036
3	Office Senior Electrical Inspector/Coimbatore, II Floor, Dr. Nanjappa Road, Coimbatore 641 018.	238 0223
4	Office of the Electrical Inspector Chennai Division Thiru.vi.ka Industrial Estate, Guindy, Chennai-600 032.	2234 3184 2234 2227 2234 2430 2234 2796 Fax: 2234 9036
5	Office of the Electrical Inspector/Laboratory Office of the Chief Electrical Inspector to Government, Thiru.vi.ka Industrial Estate, Guindy, Chennai-600 032	2234 3184 2234 2227 2234 2430 2234 2796 Fax: 2234 9036
6	Office of the Electrical Inspector/ Kancheepuram Division, Thiru-Vi-Ka Industrial Estate, Guindy, Chennai-600 032	2234 3184 2234 2227 2234 2430 2234 2796 Fax: 2234 9036
7	Office of the Electrical Inspector, No.14, 5th West Cross Street, Gandhi Nagar West, Vellore – 632 006.	224 3588
8	Office of the Electrical Inspector, 6/2, Rajarajan Street, Thiruvannamalai 606 601	
9	Office of the Electrical Inspector, No.9/4, Agragaram Street, Poonthottam, Villupuram 605 602	
10	Office of the Electrical Inspector, No.16, Surappa Naikan Chavadi Street, Muthaiya Nagar, Thiruppapuliur, Cuddalore 607 002.	223764

11	Office of the Electrical Inspector, No.10, Perumal Koil North Street, Nagapattinam 611 001.	
12	Office of the Electrical Inspector, T.S.No.3760,H.M.Y. Building, Mela Second Street, Pudukkottai 622 001.	
13	Office of the Electrical Inspector No.39 ARMS Complex Stella Marry Nagar 2 nd Street Pudukkottai Road, Thanjavur 613 007.	
14	Office of the Electrical Inspector, 13, N.M. Bungalow Road, T.V.S. Tollgate,Trichy-620 020.	246 5770
15	Office of the Electrical Inspector, Corporation Commercial Complex, Dr. Nanjappa Salai, Coimbataore 641 018.	238 0223
16	Office of the Electrical Inspector, 38 A T.K. Building, Bombay Castle, Ooty.	
17	Office of the Electrical Inspector, 10-B, Gandhiji Road, Erode 638 001.	
18	Office of the Electrical Inspector, 31 A Vasu Gounder Street, Dharmapuri 636 701.	
19	Office of the Electrical Inspector, 26-J, Sangeeth Theatre Complex, PuliKutti, 4 th Street, Kugai, Salem 636 001.	
20	Office of the Electrical Inspector, No.27, Rajaji Street, Gandhi Nagar, Madurai 625 020.	253 5561
21	Office of the Electrical Inspector, 78-A, Madurai Road, Sivagangai 626 506.	
22	Office of the Electrical Inspector, C-1, 3rd Block, District Collector Office Complex, VirudhuNagar 626 003	
23	Office of the Electrical Inspector, District Collector Office Complex, Kokkarikulam, Thirunelveli 627 009.	

24	Office of the Electrical Inspector, 78 A Perikadai Street, Tuticorin 628 001.	
25	Office of the Electrical Inspector, 87, Meenakshipuram, Kottar post, Nagercoil 629 002	
26	Office of the Electrical Inspector, H-3/13, First Floor, Second Main Road, R.M. Nagar, Dindigul 624 001.	
27	Office of the Assistant Electrical Inspector, No.23/31 A ,Alagesan Road, Vedachalam Nagar, Chengalpet – 603 001.	
28	Office of the Assistant Electrical Inspector, 2/241,Bye pass salai, V.C. Mottor – 632 513. Vannivedu P.O. Walaja Taluk, Vellore District.	
29	Office of the Assistant Electrical Inspector, No.1, Velalar Street, Ambattur, Chennai– 600 058.	
30	Office of the Assistant Electrical Inspector, No.121, Thiruvotriyur High Road, Ponneri –611 204.	
31	Office of the Assistant Electrical Inspector, 36/150/A10, Thangamapuripattinam, Mettur R.S. – 636 402.	
32	Office of the Assistant Electrical Inspector, No.53, Thiruchengodu Road, Namakkal – 637 001.	

The details of PIOs and the Appellate Authorities are available in the Government Website separately.

10 AM – 5.45 PM is the working hours of this Department

CHAPTER – 4

Powers and Duties of Officers and Employees

A summary of the powers and duties of officers of various cadres is furnished below :-

SERVICES OF SCRUTINY OF DRAWINGS

1	Drawings for New EHV/HV installation, Independent Power Project, Captive Power Project, Wind Mill, Co-generating Stations, etc	Chief Electrical Inspector to Government
2.	Drawings for HV additions / alterations more than 500 KVA	Chief Electrical Inspector to Government
3.	Drawings for HV additions / alterations upto 500 KVA and MV additions / alterations more than 500 KVA	Senior Electrical Inspector
4.	Drawings for MV additions / alterations upto 500 KVA (excluding DG sets)	Electrical Inspector

APPROVAL UNDER INDIAN ELECTRICITY RULES 1956

1	Approval under Rule 63 of Indian Electricity Rules 1956 New HV consumers more than 1000 KVA Capacity, Independent Power Projects, Captive Power Projects, Generating Stations, EHV Sub Stations.	Chief Electrical Inspector To Government
2	Approval of New HV Consumer having more than 250 KVA and up to 1000 KVA	Senior Electrical Inspector
3	Approval of HV additions/alterations alterations of more than 500 KVA in existing HT Services after 1 st Rule 46 inspection.	Senior Electrical Inspector
4	Approval of New installations upto 250 KVA Capacity	Electrical Inspector
5.	Approval of HV additions/alterations upto 500 KVA and MV additions / alterations.	Electrical Inspector

CINEMAS

1	Approval of Drawing, Inspection and issue of Electrical certificate for New Permanent / Semi - permanent Cinemas.	Electrical Inspector
2.	Issue / Renewal of Electrical Certificate for Touring Cinemas	Electrical Inspector
3.	Additions / alterations and Renewal inspection of permanent cinemas.	Electrical Inspector

LIFTS ACT & RULES

1	Issue of Authorisation to Manufacturer and Maintenance Engineer of Lift Installation	Chief Electrical Inspector to Government
2.	Issue of erection permit (Form-B) and issue of licence for the Lifts	Electrical Inspector
3	Renewal of License to the Lifts	Electrical Inspector

ELECTRICITY TAX

1	Registration of Generating Plant and returns to be submitted	Electrical Inspector
---	--	----------------------

Tamil Nadu Tax on Consumption or Sale of Electricity Act and Rules, 2003

This act has come into force on and from 16.6.2003 repealing the existing Tamil Nadu Electricity(Taxation on Consumption) Act, 1962 and Tamil Nadu Electricity Duty Act, 1939.

Tax rates under this Act:

- a) Self generated consumption of electrical energy is ten paise per unit
- b) on sale of energy by Tamil Nadu Electricity Board or any other license 5% on the net energy charges.
- c) Following categories of consumers are exempted from the levy above

- i) for consumption by any Government
- ii) Railway Administration
- iii) Any Local Authority
- iv) Energy sold by Tamil Nadu electricity Board or any other licensees for the use of domestic, huts and agricultural purposes.
- v) Energy sold for the consumption of developers of Special Economic Zones, Industrial Units and other establishments within Special Economic Zones.
- vi) Energy sold for the consumption of first new Industrial units set up in Tamil Nadu for a period of 3 or 4 or 5 years depending upon the amount invested on eligible fixed assets from the date first invoice

There is a Government Electrical Standards Laboratory at Guindy, Chennai. There are mobile Electrical Testing Laboratories in Chennai, Salem, Tirunelveli, Madurai and Trichy.

Tamil Nadu Energy Development Agency

Tamil Nadu Energy Development Agency (TEDA) was set up in 1985, as per G.O.Ms.No.163 P&D (EC) Dept, dt.29.11.1984 to develop and promote renewable energy sources in Tamil Nadu with a view to encourage the public to use alternative sources of energy the agency is implementing various schemes with the assistance of Government of Tamil Nadu and Government of India It has been registered as a Society under Societies Registration Act. The Agency acts as a nodal agency of State Government and Government of India for the promotion of

renewable energy schemes. As a result of various efforts taken, the use of renewable energy has increased considerably in Tamil Nadu. Tamil Nadu maintain as No.1 State in India in power generation from renewable energy sources.

Objectives

- i) To promote the use of new and renewable sources of energy (NRSE) and to implement projects there of
- ii) To promote energy conservation activities
- iii) To encourage research and development on renewable sources of energy.

Realizing the importance and the need for promotion of use of renewable energy sources in the country, Government of India, set up a separate Department, of Non conventional Energy which was later made into a separate Ministry, to harness the renewable energy sources in the country.

Renewable Energy Sources:

The important renewable energy sources are as follows:

- (i) Wind Energy
- (ii) Solar energy
- (iii) Biomass and other forms of bio energy
- (iv) Tidal Energy
- (v) Fuel-cell
- (vi) Ocean-thermal energy
- (vii) Geo-thermal.

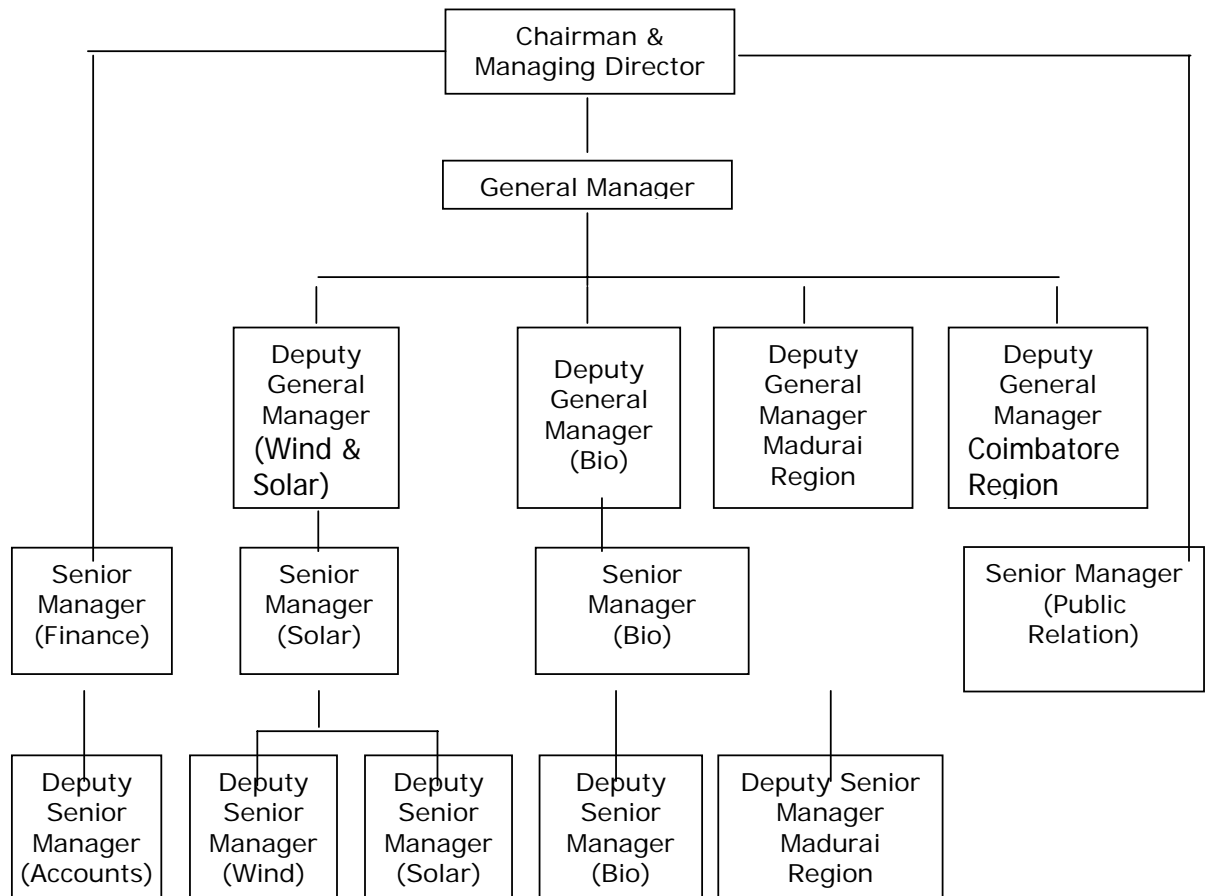
Among the above mentioned sources, the first three renewable energy sources, namely Wind, Solar & Bio energy are being harnessed in a big way in India and in Tamil Nadu, while the other sources have not yet reached a stage of commercial exploitation.

Main activities / functions

- i. Facilitated wind power development by undertaking wind resource assessment, setting up demonstration wind farms, offering financial incentives etc.
- ii. Encouraged investment through attractive power purchase policies such as wheeling and banking facilities at concessional rate for captive use, reasonable tariff for power sold to TNEB.
- iii. Organised awareness programme on the use of renewable energy and energy conservation and efficiency by different sections of the public.
- iv. Promoted cogeneration in sugar mills for the first time in India in 1992 through pilot projects in cooperative sugar mills which later on attracted huge investments for sugar mills in private sector.
- v. Carried out Taluk/District level biomass assessment studies and encouraged private investment in biomass power projects.
- vi. Encouraged decentralized power generation for rural applications through biomass gasifiers especially for village panchayats with the help of Rural Development Department.
- vii. Supported toilet linked biogas plants in institutions, integrated sanitary complexes.
- viii. Enabled implementation of energy recovery from agro, industrial and municipal solid waste.
- ix. Helped improve the quality of life in rural areas by extending the use of solar energy.

Organisational structure Diagram

ORGANISATION CHART OF TEDA, CHENNAI – 6



Expectations from public for enhancing its effectiveness and efficiency

The public should consider the inherent advantages of using Renewable energy sources, the necessity to reduce the present large scale consumption of fossil fuels causing problems of shortage and environment at national / global level. Though the capital costs of using the Renewable energy sources may be high, its running cost is less compared to the increasing running cost year to year while using the fossil fuel based energy, besides the cost involved in meeting the health and other hazards due to climate changes caused by the GHS emission etc. Everyone should come forward to promote use the renewable

energy sources to the extent possible. Increase in usage will also reduce the costs of renewable energy system / devices in the long run.

Mechanism available for monitoring the service delivery and public grievance resolution.

TEDA is implementing various schemes sanctioned by the State Government / MNES, Government of India, which are regularly monitored by the respective Departments and AGs office. The public can send their grievances if any addressed to CMD/TEDA or the Secretary, Energy Department, Government of Tamil Nadu.

Addresses of the main office and other offices at different levels.

Head Office	:	Tamil Nadu Energy Development Agency, 68, College Road, 5 th Floor, EVK Sampath Maaligai, Nungambakkam, Chennai 600 006.
Phone	:	28224830, 28222973
Fax	:	28222971
e-mail	:	teda@dataone.in / teda@tn.nic.in
Regional Office	:	Deputy General Manager Tamil Nadu Energy Development Agency, 30, First Floor, HIG House, Eighty Feet Road, Anna Nagar, Madurai – 625 020
Phone	:	0452-2530567

Morning hours of the office : 10.00 A.M.

Closing hours of the office : 5.45 P.M.

The name, designation and other particulars of the Public Information officers.

Public Information Officers

Sl.No.	Name	Designation	STD code	Phone No.		Fax	Email	Address
				Off				
1	Thiru T.Jeyaselan, B.E	General Manager	044	28211017		28222971	teda@dataone.in/teda@tn.ni	Tamil Nadu Energy Development Agency, 68, College Road, 5 th Floor, EVK Sampath Maaligai, Chennai 600 006.

Department Appellate Authority :

Sl.No.	Name	Designation	STD code	Phone No.		Fax	Email	Address
				Off	Res			
1.	Thiru A;Elangovan, I.A.S.,	Chairman & Managing Director	044	28222973	24414380	28222971	teda@dataone.in/teda@tn.ni c.in	Tamil Nadu Energy Development Agency, 68, College Road, 5 th Floor, EVK Sampath Maaligai, Chennai 600 006.

Chapter 5

Tamil Nadu Power Finance and Infrastructure Development Corporation Ltd, Chennai 600 035.

Objective /purpose for which the corporation was formed :

Tamil Nadu Power Finance and infrastructure /Development Corporation Limited was incorporated on 27.06.1991 and is wholly owned by the Government of Tamil Nadu. The Corporation is registered with Reserve Bank of India as a Non-Banking Finance company vide Regn No.07-00389 with the objective of mobilize funds from the General Public and through normal commercial channels to provide financial assistance for the development of power and infrastructure projects within the State of Tamil Nadu particularly the schemes relating to generation, transmission and distribution networks of TAMIL NADU ELECTRICITY BOARD.

DEPOSIT SCHEMES

The Corporation raises resources through mobilizing fixed deposits from the public. The corporation offers deposits schemes, with periods ranging between 12-60 months through a choice between a Regular Interest payment Scheme (RIPS) and a Cumulative interest Payment Scheme (CIPS) . In the former the depositor receives interest at regular intervals either (a) monthly (b) quarterly (c) Annually, while in the later, the

interest is re-invested in the deposits and a gross payment made at the time of maturity of deposits.

TNPFC has obtained certificate of Registration from Reserve Bank of India as required under section 45(1A) of the RBI to carry on business as a non banking Hire Purchase Finance Company.

Exemption given by RBI from Norms and Rules

With effect from 13-01-2000, Government companies are empowered from the provisions of prudential norms and acceptance of deposits rules.

Board of Directors:

The Board is comprised of experienced administrators, viz,

- 1) Chairman and Managing Director
- 2) Principal Secretary to Govt. / Energy Department
- 3) Chairman, Tamil Nadu Electricity Board
- 4) Member Accounts, Tamil Nadu Electricity Board
- 5) Chairman & Managing Director, TEDA
- 6) Deputy Secretary to Govt. / Finance Department
- 7) Deputy Secretary to Govt./ Industries Department

Audit Committee

An Audit Committee of the Board constituted u/s 292A of the Companies Act consists of three Directors viz.

Chairman & Managing Director, Tamil Nadu Power finance as Chairman of the Committee

Deputy Secretary to Government (Budget), Finance Department

Deputy Secretary to Government, Industries Department

This Committee reviews the financial accounts of the corporation, periodical performance reports of the Company, Budget estimates and internal reports at periodical intervals

Management:

The day to day management is looked after by the Chairman and Managing Director who is supported by the following officers:-

- a) General Manager and Company Secretary
- b) Assistant Manager (Deposits)

CORPORATE OFFICE

The mailing address of the Corporate Office is

Tamil Nadu Power Finance and Infrastructure Dev. Corpn Ltd
‘TUFIDCO-POWERFIN TOWER’
No.490 /3-4, Anna Salai, Nandanam, Chennai 600 035
Telehpone : 24329945 /24329946

E.Mail : powerfin@md3.vsnl.net.in

WEB SITE:

In order to provide more information to the public, T N Power Finance opened two web-sites viz.,

- 1) www.tninfrafinance.com
- 2) www.tnpowerfinance.com

- I. The details of the Public Information officer appointed in Tamil Nadu Power Finance Corporation.

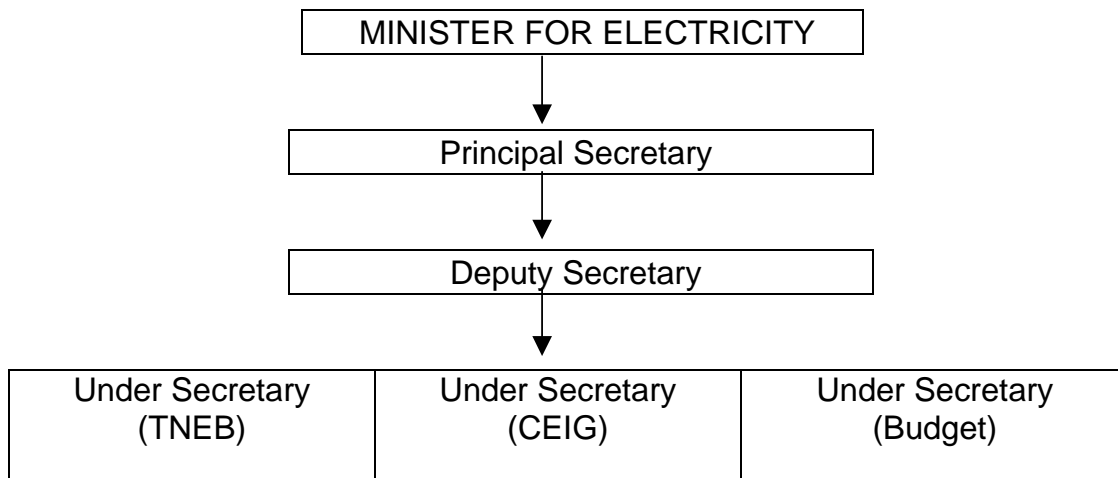
Sl. No.	Name of the Department	Name and designation of the Public Information Officer	Telephone No. with STD Code FAX No. E.mail ID
1.	Tamil Nadu Power Finance and Infrastructure Development Corporation Ltd “Tufidco - Power Fin Tower” No.490/3-4, Anna Salai, Nandanam, Chennai 600 035.	Thiru A.Rajasekar, Assistant Manger (Deposit)	044-24329945 Fax: 24329914 email: powerfin@md3.vsnl.net.in Website: www.tninfrafinance.com www.tnpowerfinance.com

II. Details of the Appellate Authority appointed in Tamil Nadu Power Finance

Sl. No.	Name of the Department	Name and designation of the Public Information Officer	Telephone No. with STD Code FAX No. E.mail ID
1.	Tamil Nadu Power Finance and Infrastructure Development Corporation Ltd "Tufidco - Power Fin Tower" No.490/3-4, Anna Salai, Nandanam, Chennai 600 035.	Thiru. K. Sundaravadhanam, General Manager and Company Secretary	044-24329924 Mobile: 9841076849 Fax: 24329914 email: powerfin@md3.vsnl.net.in Website: www.tninfrafinance.com www.tnpowerfinance.com

Chapter- 6

ORGANIZATION CHART OF ENERGY DEPARTMENT



There are five sections including one Bills section, each handled by a Section Officer. They are assisted by Assistant Section Officers. The details about the subject dealt with by them are given at pages 34 to 37

Duties of the Public Authority:

The Hon'ble Minister for Electricity has full control over the administration of this department. The Principal Secretary of the department has to supervise monitor and coordinate various activities of this department while implementing various welfare schemes being implemented with the held of Heads of departments and their subordinate staff working the regions and districts. He has to keep the Hon'ble Minister informed of progress time and again.

Whenever department officers face some administrative problems those issues are being discussed and steps are taken to rectify defects if any.

Resolution of Public Grievances:

The Department has also has also opened a Grievance Register to monitor the disposal of grievances of the public brought to the notice of the Secretary of the department. Monthly review of such disposal is being done by the Special Officer, Chief Minister's Petitions Cell in the Secretariat with the help of Nodal officers appointed for the purpose. This is being done systematically.

Working hours of Office

- | | | |
|--------------------------------|----|------------|
| a) opening hours of the office | -- | 10.00 A.M. |
| b) Closing hours of the office | -- | 5.45 P.M. |

(Lunch Time - 1.30 p.m to 2.00 p.m.)

Address of the Main Office and other Offices:

Secretariat Level:

Secretary to Government,
Energy Department,
Fort St.George, Secretariat,
Chennai – 600 009

Heads of Departments:

- (i) The Chairman, Tamil Nadu Electricity Board
800, Anna Salai, Chennai-600 002
- ii) Chief Electrical Inspector to Government,
Thiru.vi.ka Industrial Estate,
Guindy, Chennai - 600 032
- (iii) Chairman & Managing Director
Tamil Nadu Energy Development Agency,
68, College Road,
5th Floor, EVK Sampath Maaligai,
Chennai 600 006
- (iv) Chairman & Managing Director
Tamil Nadu Power Finance and Infrastructure

Dev. Corporation Limited ,
TUFIDCO-POWERFIN TOWER”
No.490 /3-4, Anna Salai, Nandanam,
Chennai 600 035

Chapter - 7

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES OF ENERGY DEPARTMENT

INTRODUCTION

The Energy department of the Tamil Nadu Government is Governed by the provisions of the “Tamil Nadu Secretariat office Manual” with regard to its functioning and powers and duties of its officers and employees. The provisions of the above manual available on the website–
www.tn.gov.in

Powers and Duties of Officers and Employees

This department is headed by a Secretary who is an I.A.S officer and who acts as the administrative head of the department and advisor to the Minister of Electricity . He is assisted in the Secretariat by a Deputy Secretary and 3 Under Secretaries along with 5 Sections Officers and 12 Assistant Section Officers.

This department is responsible for formulation of policies of the Government in respect of Energy Department and also for the execution of various schemes to the implemented by the department for betterment of the targeted sections of the society.

The powers and duties of the officers in the department Secretariat are indicated below:-

Secretary to Government

The Secretary is the head of office. He is responsible for the careful observance of the Business Rules and Secretariat Instructions in the transaction of the business in the department. He exercises general supervision and control over the staff under him including Deputy Secretary and Under Secretary and is responsible for seeing that the members of the staff do the work allotted to them efficiently and expeditiously. Policy matters and all-important should be dealt with in consultation with the Secretary who will be in over all charge of the department.

Deputy Secretary to Government

The Deputy Secretary will deal cases relating to the subjects allotted and submit to Secretary such cases as may be specified. They can send cases for orders direct to the Minister with reference to the general directions of the Secretary. The Deputy Secretary also exercise control over the sections placed in his charge both in regard to dispatch of business and in regard to discipline.

Under Secretary to Government

The Under Secretary exercises control over the sections placed in his charge both in regard to dispatch of business and in regard to discipline.

Section Officer

The Section Officer is in charge of a section of Secretariat department . He is assisted by a certain number of Assistant Section Officers who work under the direction and control. He is responsible for all files relating to the subjects allotted to the assistant Section Officer under him,. He is directly responsible to the officers under who he works for the efficient and expeditious dispatch of business at all stages in his section and for office routine and procedure.

Assistant Section Officer, Assistants, Personal Clerks and Typists

The main duties of the Assistant Section Officers in a section are to put up notes and drafts, maintain the personal Registers and also assist the Section Officers in their section work. The Assistants are expected to attend to routine items of work such as comparing dispatching indexing and docketing of closed papers. They shall also maintain the prescribed periodical registers and put up reminders. The typist are expected type notes and drafts and to fair copy all communications to be dispatched They will compare the matter typed by them with the Assistant Section Officer concerned or with the Assistant of the section as the need arises.

Private Secretaries, Personal Assistants and Personal Clerks

The Private Secretaries, Personal Assistants and Personal Clerks do the shorthand work for the Secretary or other officer, as the case may be and such other items of works as are entrusted to them.

This department consists 5 sections, which includes OP (Office Procedure) section also. The details are as follows:

S. No.	Sec. Name	ASO	Details of subjects dealt with
1	OP	ASO-1	Service matters relating to the staff and officers of Energy Department – Pay fixation – Government Servant Conduct Rules – Disciplinary cases – Sanction of continuance of posts – Personal Files of all officers and staff – Maintenance of record sheet of staff – Distribution of subjects in the Department – All advances – GPF – Rent recoveries – Acting arrangement - Medical Bills.
2	A	ASO-1	Electricity - Independent Power Project - Granting of permission under Sec 18A of Electricity (Supply) Act, 1948 - Approval of power purchase agreement - State support agreement - Amendments relating to power purchase agreements - Correspondence with Government of India on matters relating to power sector - recommending to Commissioner of customs to avail customs concession in respect of independent power projects - matter relating to State Electricity Regulatory Commission including appointment of selection committee to select chairperson - members
		ASO-2	Matters relating to existing / new hydro electric projects of Tamil Nadu Electricity Board - Approval of detailed project report etc., - Safety of power houses and other installations - Water charges for supply of water from Tamil Nadu Electricity Board Dams - Establishment of sub-stations (other than L.A) - Investment approval of projects of TNEB - Visit of foreigners to power houses of TNEB - Board meeting and Minutes - Invitation for seminar and conference of power projects - progress reports and investigations sent by TNEB - Cauvery water dispute related matters - miscellaneous papers of A Section - State High Level Committee-Vulnerability report of

			Hydro Projects-Miscellaneous
3	B	ASO-1	Statutory matters arising from various acts relating to Electricity General Question relating to Indian Electricity Rules, 1956, Indian Electricity Act, 1910, Electricity (Supply) Act, 1948 - Tamil Nadu Lift Act, 1997, Tamil Nadu Lift Rules, 1997 - Amendments - Revisions etc. - Company and local authority licenses - Exemption and restrictions of licensing areas - B Section Miscellaneous - Tamil Nadu Electricity (Taxation on Consumption) Act, 1962 - Theft of energy - Electrocutation.
		ASO-2	Ultra Mega Power Thermal Projects of Cheyyur (Tamil Nadu) and Krishnapatinam (AP State) - Mega Power Thermal Projects of Tamil Nadu - Joint Venture thermal projects of Tamil Nadu - Allotment of coal / coal linkages to TNEB projects - Establishment / financial matters relating to TNEB employees - Vigilance and disciplinary cases of TNEB employees of all categories - General petitions / representations / Right to Information Petitions relating to TNEB Employees service matters - Court / Labour court matters of TNEB Employees - NOC to TNEB employees for abroad visit / appointment - Restructre of Tamil Nadu Electricity Board.
		ASO-3	Establishment and disciplinary matters pertaining to office of the Chief Electrical Inspector to Government - Sanction of staff and furniture to Chief Electrical Inspector to Government's office – CM's Special Cell Petitions / Governor's petition / President office petition.
4	C	ASO-1	Land Acquisition for Electricity Board Project - Srimushnam Land Acquisition - Twenty Point Programme - Agricultural Pump set Connection on priority basis - Legislative Assembly Questions - matters related to Fly Ash.

		ASO-2	All matters relating to TEDA- Annual Plan - Five year plan - Power Cut - Part II Scheme - Purchase of power from other states and other central undertakings - All the issues arising out of power cut - supply of power to other states.
		ASO-3	Tariff concession - Application for tariff rates - Agriculture tariff - Service connections - Matters relating to distribution (i.e. problems in sub-station, low voltage etc.) - Basic amenities to Adi-draavidar colonies (street light and one hut one service connection) - Matters relating to EB Tenders - cases referred to CBCDI and V&AC - Matters relating to terms and conditions of power supply to consumers - Concession to sick SSI Units - Supply of power to new projects.
5	D	ASO-1	Centrally Sponsored Scheme - Externally Aided Project of Power Finance - Contingencies of Energy Department - Telephones - Typewriters / Computers, Furniture, Stationary, Accommodation to the Department - Books and publication - Indian News Papers and Gazette - Destruction of records - Office Inspection - Business Statement - Periodicals - Returns to be sent to other Departments including P&A.R Department - Attendance - Holiday Turn arrangements - Motor vehicles maintenance - Fuel Bills - Issue of bus pass - Budget of Energy Department – PMGY Meeting of all Head of Departments –All Secretaries Meeting – Matters relating Power Finance & Infrastructure Development Corporation Ltd – Consolidation of CM Spl Cell petitions- Department miscellaneous.
		ASO-2	Sanction of Loan under NABARD / APDRP to Tamil Nadu Electricity Board - Electricity Budget - Private electrical undertakings - Public undertaking Committee - Public Accounts Committee. Sanction of Subsidies and Loans to Tamil Nadu Electricity Board –

			P U Committee - Audit objections - LAQs - Assurances
6	Bills	ASO-1	Pay Bill for officers and Staff – GPF and Surrender leave salary of staff – claim of retirement benefits of staff- Contingencies, Medicals Bills – Telephone Bills - Fuel Bills - T.A Bills - Revised Estimate / RMA - LTC

The business of the department is carried out with reference to the provisions contained in the following Rules and Regulations and Manuals:

1. Tamil Nadu Government Business and /secretariat Instructions
2. Tamil Nadu Secretariat Office Manual
3. Tamil Nadu Budget Manual
4. Tamil Nadu State and Subordinate Services Rules
5. Tamil Nadu Civil Services (Discipline and Appeal Rules
6. Tamil Nadu Government Servants Conduct Rules 1973
7. Tamil Nadu Pension Rules
8. Fundamental Rules of Tamil Nadu
9. Tamil Nadu Financial Code
10. Tamil Nadu Treasury Code
11. Tamil Nadu Account Code
12. Electricity Act,2003 (Central Act 26of 2003)
13. State Electricity Regulatory Commission Act (Tamil Nadu Act
14. Tamil Nadu Tax on consumption or Sale of Electricity Act, 2003 (Tamil Nadu Act 12 of 2003)
15. Indian Electricity Rules, 1956
16. Tamil Nadu Lift Rules.

Copies of above rules/Act are available with the Director of Stationery & Printing for sale to the public on payment of cost.

Names and designation of the Public Information Officers and Appellate Authorities

Secretariat Level

S.No	Name of the Office	Designation under the Act	Name & Designation	STD No	Phone No Office-	Fax & Email
1	Energy Department	Public Information Officer	Under Secretary to Govt (TNEB)	044	Off:25665126	---- --
2	-do-	-do-	Under Secretary to Govt (CEIG)	044	Off: 25665126	---- ----
3	-do-	-do-	Under Secretary to Govt (Budget)	044	Off: 25665440	
4	Energy Department	Appellate Authority	Deputy Secretary to Government	044	Off: 25671919 Res:	Energy Department Secretariat, Fort St. George, Chennai- 600 009

In respect of HODs, the details are available in the Government Website:
www.tn.gov.in.nic

Procedure followed in the decision making, including channels of supervision and accountability:

The Department as part of the government secretariat, follows the procedure laid in the Secretariat Office Manual and the Tamil Nadu Govt Business Rules and Secretariat Instructions apart from this the provision in the Tamil Nadu financial code, Tamil Nadu state and Subordinate Service rules and the Tamil Nadu Government Servants Conduct rules 1973 are also applicable.

The decisions are taken based on the merits of the issues, relative priorities and availability of funds etc in accordance with the documental procedures/laid down procedures defined criteria rules detailed above.

The process of examination is initiated by the Assistant Section Officers and passes through the Section Officer, Under Secretary, Deputy Secretary and to the Principal Secretary. If need be other departments are consulted in cases matters involving funds. Whenever the Business Rules require circulation of files to the Minister or Chief Minister or Governor orders are obtained in circulation. If a reply is required to be made on any representations, the decisions are communicated to the petitioner.

Directory of officers and employees at the Secretariat Department:

As per acting arrangements

Sl No	Designation	Scales of Pay Rs.
1.	Principal Secretary to Government	26,000/- (Fixed)
2.	Deputy Secretary to Government	12000-375-16500
3.	Under Secretary to Government	10000-325-15200
4.	Section Officer	6500-200-11100
5.	Assistant Section Officer	5500-175-9000
6.	Assistant	3625-85-4900
7.	Private Secretary	6500-200-11100
8.	Personal Assistant	5500-175-9000
9.	Personal Clerk	4500-125-7000
10	Typist	3200-85-4900
11.	Record Clerk	2610-60-3150-65-3540
12.	Office Assistant	2550-55-2660-60-3200

Particulars of the facilities available to citizen for obtaining information

This department takes conscious efforts to disseminate information to the public at the offices of the Heads of departments.

Besides this, information are made through Radio-talk, Cable T.V. News paper, Daily Bulletin, Printed manual / material, website of the department. Public can obtain information about the functioning of this departments and the Heads of departments functioning under the administrative control in the following websites:-

Web site of Energy Department

Arrangements are made to make available Important G.O.s and Policies of the Govt pertaining to this department in the website.

* * *