

(i)The Particulars of office their functions and duties.

Name of the office	Office of the Executive Engineer Area Store, Satna
Address	Prem Nagar, Satna
Contact No.	07672-237666 Mob No. 9425824626

Function:- Issue and receipt of electrical materials

Duties:- Overall supervision of Area Store, Satna

(ii) Powers and Duties each Employees.

S.N.	Name S/Shri	Designation	Powers & Duties
1	Subhash Rai	Executive Engineer	All over supervision of Area Store, Satna
2	Pravin chandra Khatri	Section officer	Issue of materials
3	Anil Kumar Saxena	O. A. Grd-I	Checking of indents
4	Anil Kumar Mishra	O. A. Grd-II	Office Administrative Work
5	Tribhuvan Prasad Chaturvedi	O. A. Grd-II	ERP Related Work in Reciept Section
6	Ram Sajeewan Tamrakar	O. A. Grd-II	On deputation, he is working at Maihar Town
7	Adam Khan	O. A. Grd-II	ERP Related Work in Reciept Section
8	Maniraj Singh	O. A. Grd-III	Checking of indents
9	Suresh Chandra Tripathi	O. A. Grd-III	Creation of Gate Pass
10	Shankar Prasad Mishra	O. A. Grd-III	Checking of BIN cards
11	Guru Prasad Tiwari	O. A. Grd-III	Cashier
12	Vijay Kumar Mishra	O. A. Grd-III	Preparation of MRC
13	Kamta Prasad Agrawal	O. A. Grd-III	Store A/C related work
14	B. R. Mishra	O. A. Grd-III	Establishment related work

15	SMT Usha Singh Parihar	O. A. Grd-III	Preparation Of Liability And Purchase Section Related Work
16	Deepak Kumar Shrivastava	Senior Testing Assitant	Incharge of Reciept Section of Area Store, Satna
17	Desh Raj Singh	Testing Assistant	Assist. to JE(R)
18	Nirbhaya Nath Pandey	Testing Assistant	Assist. to JE(R)
19	Virendra Prasad Mishra	Testing Assistant	RCA Xmer related work
20	Rajendra Prasad Pandey	Driver	Driver of Crane, Veh. No. MKA 1338
21	Dashrath Prasad	Driver	Driver of Truck, Veh. No. MPU 6189
22	Narendre Kumar Tiwari	Cleaner	Cleaner of Truck
23	Shyam Lal Kushwaha	Security Guard	Security Duty
24	Jawahar Lal Soni	Security Guard	Security Duty
25	Ram Prasad Mishra	Security Guard	Security Duty
26	Rajmani Gautam	Security Guard	Security Duty
27	Amanullah Ansari	Sr. Line Attdt.	Labour work
28	Devraj Tiwari	Sr. Line Attdt.	Labour work
29	Ram Sujana Carpenter	Sr. Line Attdt.	Labour work
30	Nijamudddin	Line Attdt.	Labour work
31	Jai Bharat Singh	Line Attdt.	Labour work
32	Ramadhara Kotwar	Line Attdt.	Labour work
33	Ram Avtar Sharma	Line Attdt.	Labour work
34	Gulab Prasad Dwivedi	Peon	Peon work
35	Rohani Prasad Gautam	Peon	Peon work

(iii) Procedure of decision-making process including channels of supervision and accountability

(iv) The norms set for discharge of functions

(v) Statement of the categories:-

List of documents held under the control of the office.

S.No.	Documents Name	Hard copy	Electronic form
1	Issue indent	Aprx.- 100 No. Daily	No
2	Return indent	Aprx.- 20 No. Daily	No
3	MRC	Aprx.- 100 No. Monthly	No
4	MRA	Aprx.- 20 No. Daily	No

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(vi) The 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 or implementation thereof.

(vii) Directory of the Employee

S.No.	Name(S/Shri)	Designation	Contact No.
1	Subhash Rai	Executive Engineer	9425824626
2	Pravin chandra Khatri	Section officer	9407017410
3	Anil Kumar Saxena	O. A. Grd-I	9407063670
4	Anil Kumar Mishra	O. A. Grd-II	9407306197
5	Tribhuvan Prasad Chaturvedi	O. A. Grd-II	9630897200
6	Ram Sajeevan Tamrakar	O. A. Grd-II	9827596533
7	Adam Khan	O. A. Grd-II	8819817092
8	Maniraj Singh	O. A. Grd-III	9179796370
9	Suresh Chandra Tripathi	O. A. Grd-III	9301340480
10	Shankar Prasad Mishra	O. A. Grd-III	9179734293
11	Guru Prasad Tiwari	O. A. Grd-III	9752720624
12	Vijay Kumar Mishra	O. A. Grd-III	9425470555
13	Kamta Prasad Agrawal	O. A. Grd-III	9407818677
14	B. R. Mishra	O. A. Grd-III	8989945825
15	SMT Usha Singh Parihar	O. A. Grd-III	8902385766
16	Deepak Kumar Shrivastava	Senior Testing Assitant	9039141690
17	Desh Raj Singh	Testing Assistant	9425185066
18	Nirbhaya Nath Pandey	Testing Assistant	9981651990
19	Virendra Prasad Mishra	Testing Assistant	9424619889
20	Rajendra Prasad Pandey	Driver	9424934870
21	Dashrath Prasad	Driver	9406782026
22	Narendre Kumar Tiwari	Cleaner	
23	Shyam Lal Kushwaha	Security Guard	9826508507
24	Jawahar Lal Soni	Security Guard	9993510604
25	Ram Prasad Mishra	Security Guard	8817468192
26	Rajmani Gautam	Security Guard	9977780104
27	Amanullah Ansari	Sr. Line Attdt.	9424647851
28	Devraj Tiwari	Sr. Line Attdt.	8109798387
29	Ram Sujan Carpenter	Sr. Line Attdt.	
30	Nijamudddin	Line Attdt.	
31	Jai Bharat Singh	Line Attdt.	9201178477
32	Ramadhhar Kotwar	Line Attdt.	9752210759
33	Ram Avtar Sharma	Line Attdt.	8358918903
34	Gulab Prasad Dwivedi	Peon	9424329016
35	Rohani Prasad Gautam	Peon	9981879104

(viii) The monthly remuneration received by each employee, including the system of compensation as provided in its regulations

S.No.	Name(S/Shri)	Designation	Remuneration	Compensation
1	Subhash Rai	Executive Engineer	55988	
2	Pravin chandra Khatri	Section officer	76330	
3	Anil Kumar Saxena	O. A. Grd-I	73754	
4	Anil Kumar Mishra	O. A. Grd-II	68671	
5	Tribhuvan Prasad Chaturvedi	O. A. Grd-II	66891	
6	Ram Sajeevan Tamrakar	O. A. Grd-II	64946	
7	Adam Khan	O. A. Grd-II	64946	
8	Maniraj Singh	O. A. Grd-III	63538	
9	Suresh Chandra Tripathi	O. A. Grd-III	61380	
10	Shankar Prasad Mishra	O. A. Grd-III	59656	
11	Guru Prasad Tiwari	O. A. Grd-III	63220	
12	Vijay Kumar Mishra	O. A. Grd-III	61380	
13	Kamta Prasad Agrawal	O. A. Grd-III	50707	
14	B. R. Mishra	O. A. Grd-III	63220	
15	SMT Usha Singh Parihar	O. A. Grd-III	45786	
16	Deepak Kumar Shrivastava	Senior Testing Assitant	72846	
17	Desh Raj Singh	Testing Assistant	69000	
18	Nirbhaya Nath Pandey	Testing Assistant	67671	
19	Virendra Prasad Mishra	Testing Assistant	64197	
20	Rajendra Prasad Pandey	Driver	68504	
21	Dashrath Prasad	Driver	64986	
22	Narendre Kumar Tiwari	Cleaner	42810	
23	Shyam Lal Kushwaha	Security Guard	44995	
24	Jawahar Lal Soni	Security Guard	46033	
25	Ram Prasad Mishra	Security Guard	41043	
26	Rajmani Gautam	Security Guard	41007	
27	Amanullah Ansari	Sr. Line Attdt.	48323	
28	Devraj Tiwari	Sr. Line Attdt.	49680	
29	Ram Sujan Carpenter	Sr. Line Attdt.	46827	
30	Nijamudddin	Line Attdt.	44527	
31	Jai Bharat Singh	Line Attdt.	39766	
32	Ramadhar Kotwar	Line Attdt.	38910	
33	Ram Avtar Sharma	Line Attdt.	45930	
34	Gulab Prasad Dwivedi	Peon	37800	
35	Rohani Prasad Gautam	Peon	43826	

## (ix) Budget Allocation and Expenditure Statement

S.No.	Budget Head	Name of Work	Year	Allocation	Expenditure
1	Nil	Nil	Nil	Nil	Nil

(x) The manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programs.

S.No.	Subsidy Programs	Amounts	Beneficiaries
1	Nil	Nil	Nil

(xi) Particulars of recipients of concessions, permits or authorization granted by it.

S.No.	Description of concessions	Remarks

(xii) 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  
Office working hours i.e. 10:30am to 05:30pm in the each office day

(xiii) Names, Designation and other particulars of PIO

S.No.	Designation	Name and Post	Contact No.
1	First appellate authority	Subhash Rai EE	9425824626
2	PIO	P.C. Khatri S.O.	9407017410
3	APIO	A. K. Mishra OA Grd-2	9407306197

कार्यपालन अभियंता (भंडार)  
म.प्र.पू.क्षे.वि.वि.कं.लि.सतना