

Satna Circle (O&M)

(i) The Particulars of office their functions and duties

Name of the Office	Superintending Engineer (O&M) MPPKVCL Satna
Address	PremnagarSatna (MP)
Contact No.	07672-237641

Function: - Operation and maintenance of electricity within jurisdiction of Satna Distt.

Duties: - To maintain the supply, Distribute the electricity and collect the revenue from consumers

(ii) Powers and duties each employees.

S.No.	Name	Designation	Power and duties
1	Shri S.K. singh	E.E.	Lock ShuchnaAdhikari.
2	Smt. Shanti Parte	E.E.	In charge of RGGVY SatnaDistt.
3	Shri R.K. Shrivastava(RETD. 31.12.15)	A.E.	Supervision Works Sce.
4	Smt. RashmiKaurav	A.E.(C)	Nodal Officer RAPDRP Project Satna City
5	Smt S.M. Nair	P.S.	In charge of Confidential SatnaDistt.
6	ShriPuspendraShingh	J.E.	Nodal Officer RGGVY Project SatnaDistt.
7	Shri R.K. Chaubey	S.O.	To maintain the office and monitor the day to day office working And In charge of HT revenue And Sahayak Lock ShuchnaAdhikari.
8	Shri C.L. Mishra(RETD. 29.02.16)	S.O.	In charge of HT revenue Collection and maintain revenue Cash Book
9	Shri P.K. khare	O.A. Gr.I	In charge of LT revenue Sec.
10	Shri M.L. Patel	O.A. Gr.II	In charge of purchase section
11	ShriR.K. tripathi	O.A.Gr.II	In charge of Works section and DPC Sec. maintain DTR
	ShriR.N. singhbaghel	O.A.Gr.II	In charge of estt. and Cash Section Maintain SB And Leave of employee
	Shri V.K. pandey	O.A.Gr.II	To Assist in Estt. Matter and Correspondence
	ShriS.P. Agnihotri	O.A.Gr.III	In charge of Works Sec. Verification of Estimate revised from various Division and Project
	ShriG.P. Gupta	O.A.Gr.III	In charge of General Sec.
	ShriSamarjeet Singh	O.A.Gr.III	In charge of legal section and maintain cell phone Bill of officer
	ShriR.P. tripathi	O.A.Gr.III	To assist revenue sec. works.
	Shri. B.K. trivedi	O.A.Gr.III	In charge of Computer Sce.
	Shri Ram Payasi	Sr. S.G.	
	ShriRamanujpandey	Peon	
	Shrisantoshkumarsondhiya	Peon	
	Smt. Premasingh	Peon	
	Shri Dinesh kumarKushwaha	Peon	
	Smt. KusumSondhiya	Peon	

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

Superintending Engineer is fully in powered to make decision and fix the accountability within the jurisdiction of his Circle.

(iv) The norms set for discharge of functions:-

As per instructions of S.E. (O&M) Satna

(v) Statement of the categories:-

List of documents held under the control of the office.

S.No.	Documents Name	Hard copy	Electronic form
1	Confidential report of Class Three & 4 th Employee.	YES	
2	Service records of Class III and IV Employee.	YES	
3	Cash Records of Total Circle and review of CRA And HT Consumer File.	YES	
4	Purchase cases , Vehicle engaged on hire, meter readers on contact basis, office building rent cases, labor contract award cases, stationery records	Yes	
5	Revenue information and other records	Yes	
6	Theft cases and court cases records and advocates bills	Yes	
7	Sanction Estimates of works and their work orders records.	Yes	
8	V.I.P. /General Complaints records	Yes	
9	Receipts/dispatched papers records.	Yes	

(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 there of. **No any arrangement**

(vii) Directory of the Employees

S.No.	Name (S/Shri)	Designation	Contract No.
1	Shri S.K. singh	E.E.	9425185095
2	Smt. Shanti Parte	E.E.	9425185082
3	Shri R.K. Shrivastava	A.E.	9425824990
4	Smt. RashmiKaurav	A.E.(C)	9425825053
5	Smt S.M. Nair	P.S.	9179259215
6	ShriPuspendraShingh	J.E.	9425185146
7	Shri R.K. Chaubey	S.O.	9425649327
8	Shri C.L. Mishra	S.O.	8963919444
9	Shri P.K. khare	O.A. Gr.I	8989734784
10	Shri M.L. Patel	O.A. Gr.II	9993872152
11	Shri R.K. tripathi	O.A.Gr.II	9424328435

12	Shri R.N. singhbaghel	O.A.Gr.II	9993063468
13	Shri V.K. pandey	O.A.Gr.II	9425469449
14	Shri S.P. Agnihotri	O.A.Gr.III	9424374799
15	Shri G.P. Gupta	O.A.Gr.III	9827096922
16	ShriSamarjeet Singh	O.A.Gr.III	9752785906
17	Shri R.P. tripathi	O.A.Gr.III	9039341469
18	Shri. B.K. trivedi	O.A.Gr.III	9425841841
19	Shri Ram Payasi	Sr. S.G.	
20	ShriRamanujpandey	Peon	9753099038
21	Shrisantoshkumarsondhiya	Peon	9425886149
22	Smt. Premasingh	Peon	
23	Shri Dinesh kumarKushwaha	Peon	
24	Smt. KusumSondhiya	Peon	

(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	Shri S.K. singh	E.E.	116211	
2	Smt. Shanti Parte	E.E.	66798	
3	Shri R.K. Shrivastava	A.E.	100975	
4	Smt. RashmiKaurav	A.E.(C)	34606	
5	Smt S.M. Nair	P.S.		
6	ShriPuspendraShingh	J.E.	89753	
7	Shri R.K. Chaubey	S.O.	78884	
8	Shri C.L. Mishra	S.O.	76330	
9	Shri P.K. khare	O.A. Gr.I	70377	
10	Shri M.L. Patel	O.A. Gr.II	66716	
11	Shri R.K. tripathi	O.A.Gr.II	65270	
12	Shri R.N. singhbaghel	O.A.Gr.II	66716	
13	Shri V.K. pandey	O.A.Gr.II	64946	
14	Shri S.P. Agnihotri	O.A.Gr.III	63174	
15	Shri G.P. Gupta	O.A.Gr.III	63220	
16	ShriSamarjeet Singh	O.A.Gr.III	63220	
17	Shri R.P. tripathi	O.A.Gr.III	64946	
18	Shri. B.K. trivedi	O.A.Gr.III	47006	
19	Shri Ram Payasi	Sr. S.G.	45267	
20	ShriRamanujpandey	Peon	43894	
21	Shrisantoshkumarsondhiya	Peon	34740	
22	Smt. Premasingh	Peon	29157	
23	Shri Dinesh kumarKushwaha	Peon	29197	
24	Smt. KusumSondhiya	Peon	18664	

(viii) Budget Allocation and Expenditure statement.

S.No.	Budget Head	Name of Wrok	Year	Allocation	Expenditure

- (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

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

S.No.	Description of concessions	Ramarks

- (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.

- (Xiii) Name, Designation and other particulars of PIO

S.No.	Designation	Name and Post	Contract No.
1	First appellate authority	Shri V.K. Jain , S.E.(O&M) Satna	9425425355
2	PIO	ShriS.K. Singh , E.E. (O)	9425185095
3	APIO	ShriR.K. Chaubey S.O.	9425649327

Amarpatan (O&M) dn.

(vi) The Particulars of office their functions and duties

Name of the Office	Executive Engineer (o&m) MPPKVCL Amarpatan
Address	Near Indian oil petrol pump N.H.7 Road Amarpatan
Contact No.	07675-270053

Function: - Operation and maintenance of electricity within jurisdiction of Amarpatan and Ramnagar Tehsil .

Duties: - To maintain the supply, Distribute the electricity and collect the revenue from consumers

(vii) Powers and duties each employees.

S.No.	Name	Designation	Power and duties
1	Shri G.S. Agrawal	S.O.	To maintain the office and monitor the day to day office working
2	Shri D.K. Sharma	O.A.Gr.I (R.A.)	In charge of revenue and Complain section.
3	Shri S.K. Pathak	O.A. Gr.II	In charge of legal and Estt. section
4	Shri B.N. Verma	O.A.Gr.III	In charge of cash section and review of CRA
5	Shri B.D. Pandey	O.A.Gr.III	In charge of Purchase and Stationery Section
6	Shri U.P. Patel	O.A.Gr.III	To prepare the information of revenue section
7	Shri A.K. Agrawal	O.A.Gr.III	In charge of Confidential section, to assist in estt. Matters.
8	Shri R.K. Mishra	O.A.Gr.III	Prepares the payrolls of class III & Iv Employees and doing the related work of E.P.F.
9	ShriKiran Ku. Shrivastav	O.A.Gr.III	Deputed for RMS Billing of Amarpatan Dn.
10	Shri V.N. Soni	Tracer	In charge of work section. Sanction of Estimates.
11	Smt. UshaVerma	Peon	In charge of Receipt and dispatch section.

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

Executive Engineer is fully inpowered to make decision and fix the accountability within the jurisdiction of his division.

(ix) The norms set for discharge of functions:-

As per instructions of E.E. (O&M) Amarpatan

(x) Statement of the categories:-

List of documents held under the control of the office.

S.No.	Documents Name	Hard copy	Electronic form
1	Confidential report of Class 4 th Employee	YES	
2	Service records of Class III and IV Employee and their payrolls.	YES	
3	Cash Records of Division office and review of CRA	YES	
4	Purchase cases , Vehicle engaged on hire, meter readers on contact basis, office building rent cases, labor contract award cases, stationery records	Yes	
5	Revenue information and other records	Yes	
6	Theft cases and court cases records and advocates bills	Yes	
7	Sanction Estimates of works and their work orders records.	Yes	
8	V.I.P. /General Complaints records	Yes	
9	Receipts/dispatched papers records.	Yes	

(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 there of. **No any arrangement**

(ix) Directory of the Employees

S.No.	Name (S/Shri)	Designation	Contract No.
1	Shri G.s. Agrawal	S.O.	9826398679 (to be retired on 30-06-15)
2	Shri D.K. Sharma	O.A.Gr.I (R.A.)	9479559804
3	Shri S.K. Pathak	O.A.Gr.II	9407306205
4	Shri B.D. Pandey	O.A.Gr.III	9407017118
5	ShriA.K.Agrawal	O.A.Gr.III	9179039108
6	Shri U.P. Patel	O.A.Gr.III	9424318609
7	Shri B.N. Verma	O.A.Gr.III	9424654524
8	Shri Rajesh Kumar Mishra	O.A..Gr.III	9407306510
9	ShriKiran Kumar Shrivastav	O.A..Gr.III	9425869328
10	Shri V.N. Soni	Tracer	9584860873
11	Shri S.P. Pandey	Peon	9630381635
12	Shri S.P. Patel	Peon	9827660385
13	Shri Ram GopalLoni	Peon	9893119438
14	Smt. UshaVerma	Peon	9424337662

(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	Shri G.s. Agrawal	S.O.	73682	
2	Shri D.K. Sharma	O.A.Gr.I (R.A.)	69740	
3	Shri S.K. Pathak	O.A.Gr.II	56761	
4	Shri B.D. Pandey	O.A.Gr.III	51856	
5	ShriA.K.Agrawal	O.A.Gr.III	46599	
6	Shri U.P. Patel	O.A.Gr.III	27970	
7	Shri B.N. Verma	O.A.Gr.III	28060	
8	Shri Rajesh Kumar Mishra	O.A..Gr.III	27970	
9	ShriKiran Kumar Shrivastav	O.A..Gr.III	27970	
10	Shri V.N. Soni	Tracer	26374	
11	Shri S.P. Pandey	Peon	37563	
12	Shri S.P. Patel	Peon	24362	
13	Shri Ram GopalLoni	Peon	24362	
14	Smt. UshaVerma	Peon	24362	

(x) Budget Allocation and Expenditure statement.

S.No.	Budget Head	Name of Wrok	Year	Allocation	Expenditure

(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

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

S.No.	Description of concessions	Ramarks

(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.

(Xiii) Name, Designation and other particulars of PIO

S.No.	Designation	Name and Post	Contract No.
1	First appellate authority	Shri V.K. Jain , S.E.(O&M) Satna	9425425355
2	PIO	Shri R.P. Soni, E.E. (O&M) Amarpatan	9425825043
3	APIO	Shri G.S. Agrawal, S.O. Amarpatan	9826398679

Maihar (O&M) dn.

(xi) The Particulars of office their functions and duties 29.12.15

Name of the Office	Executive Engineer (O&M) MPPKVVCL Maihar
Address	Near H.P Gas N.H.7 Katni Road Maihar
Contact No.	07674-232133

Function:- Operation and maintenance of electricity within jurisdiction of Maihar ,Nagod and Unchehara Tehsil .

Duties:- To maintain the supply, Distribute the electricity and collect the revenue from consumers

(xii) Powers and duties each employees.

S.No.	Name	Designation	Power and duties
1	Shri D.P.Sharma	S.O.	To maintain the office and monitor the day to day office working
2	Shri Satish Mishra	S.O.	In charge of revenue and (O&M)Vig.135.138
3	Shri Avnish Dwivedi	S.O.	In charge of revenue
4	Shri P.K.Shrivastava	O.A.Gr.II	In charge of Estt section
5	Shri M.P.Tripathi	O.A.Gr.II	In charge of Cash and Stationery Section
6	Shri P.K.Dubey	O.A.Gr.II	In charge of Genral Section
7	Shri A.P.Mishra	O.A.Gr.III	Work of Paybill and employ clame
8	Shri C.P.Shukla	O.A.Gr.III	In charge of Purchase section.
9	Shri K.P.Shrivastava	O.A.Gr.III	In charge of Legal section.
10	Shri Vijaya Ku. Shrivastava	O.A.Gr.III	Maintaining R.A.O.Cash Book and C.R.A.
11	Shri R.K.Patel	O.A.Gr.III	Computer Typing and other work
12	Shri R.P.Shrivastava	O.A.Gr.III	Revenue section
13	Shri G.L.Chourasiya	D.O.A.Gr.I	In charge of work section. Sanction of Estimates.
14	Shri Vishwanath Shukla	Peon	Peon
15	Smt.Kanti Soni	Peon	Peon

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

Executive Engineer is fully inpowered to make decision and fix the accountability within the jurisdiction of his division.

(xiv) The norms set for discharge of functions:-

As per instructions of E.E. (O&M) Maihar

(xv) Statement of the categories:-

List of documents held under the control of the office.

S.No.	Documents Name	Hard copy	Electronic form
1	Confidential report of Class 4 th Employee	YES	
2	Service records of Class III and IV Employee and their payrolls.	YES	
3	Cash Records of Division office and review of CRA	YES	
4	Purchase cases , Vehicle engaged on hire, meter readers on contact basis, office building rent cases, labor contract award cases, stationery records	Yes	
5	Revenue information and other records	Yes	
6	Theft cases and court cases records and advocates bills	Yes	
7	Sanction Estimates of works and their work orders records.	Yes	
8	V.I.P. /General Complaints records	Yes	
9	Receipts/dispatched papers records.	Yes	

(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 there of. **No any arrangement**

(xi) Directory of the Employees

S.No.	Name (S/Shri)	Designation	Contract No.
1	Shri D.P.Sharma	S.O.	9993463643
2	Shri Satish Mishra	S.O.	9425883838
3	Shri Avnish Dwivedi	S.O.	9407324028
4	Shri P.K.Shrivastava	O.A.Gr.II	9827744539
5	Shri M.P.Tripathi	O.A.Gr.II	9425470962
6	Shri P.K.Dubey	O.A.Gr.II	9407816114
7	Shri A.P.Mishra	O.A.Gr.III	9981834670
8	Shri C.P.Shukla	O.A.Gr.III	9424319723
9	Shri K.P.Shrivastava	O.A.Gr.III	9827967034
10	Shri Vijaya Ku. Shrivastava	O.A.Gr.III	9981485504
11	Shri R.K.Patel	O.A.Gr.III	9993885508
12	Shri R.P.Shrivastava	O.A.Gr.III	9425884687
13	Shri G.L.Chourasiya	D.O.A.Gr.I	9826657247
14	Shri Vishwanath Shukla	Peon	8827929879
15	Smt.Kanti Soni	Peon	9893470831

(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	Shri D.P.Sharma	S.O.	75668	
2	Shri Satish Mishra	S.O.	70972	
3	Shri Avnish Dwivedi	S.O.	73457	
4	Shri P.K.Shrivastava	O.A.Gr.II	69832	
5	Shri M.P.Tripathi	O.A.Gr.II	66138	
6	Shri P.K.Dubey	O.A.Gr.II	64383	
7	Shri A.P.Mishra	O.A.Gr.III	62672	
8	Shri C.P.Shukla	O.A.Gr.III	62718	
9	Shri K.P.Shrivastava	O.A.Gr.III	61007	
10	Shri Vijaya Ku. Shrivastava	O.A.Gr.III	62718	
11	Shri R.K.Patel	O.A.Gr.III	62580	
12	Shri R.P.Shrivastava	O.A.Gr.III	49973	
13	Shri G.L.Chourasiya	D.O.A.Gr.I	46666	
14	Shri Vishwanath Shukla	Peon	38590	
15	Smt.Kanti Soni	Peon	32322	

(xii) Budget Allocation and Expenditure statement.

S.No.	Budget Head	Name of Wrok	Year	Allocation	Expenditure

(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

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

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1	First appellate authority	Shri V.K. Jain , S.E.(O&M) Satna	9425425355
2	PIO	Shri Prasant Singh E.E. (O&M) Maihar	9425185349
3	APIO	Shri D.P. Sharma, S.O.	9993463643

Satna (O&M) dn.

¼1½ The Particulars of office their functions and duties.

Name of the office	EE (O&M) EZ. MPPKVVCL, Satna
Address	Premnagar Campus MPPKVVCL, Satna.
Contact No.	9425185348 & 07672-238200

Function:- Operation and maintenance of electricity within jurisdiction of Amarpatan and Ramnagar Tehsil .

Duties:- To maintain the supply, Distribute the electricity and collect the revenue from consumers

S.N.	Name	Designation	Powers & Duties
1	Mr. P K Mishra	E.E. O&M	Controlling of the hole division & Sub. Dn. & D/c
2	Mr. P D Shukla	AE Works	Official Work
3	Mr. Ashish Shukla	Programmer	ERP Work
4	Mr. A K Singh	DA	Controlling of the division Office
5	Mr. R P Tiwari	OA Gr-II	Cashior
6	Mr. Lokesh Singh	OA Gr-II	Incharge of Work Section
7	Mr. R O Mishra	OA Gr-II	Incharge of Revenue Section
8	Mr. S K Khare	OA Gr-II	Incharge of Purchase Section
9	Mr. Shankar singh Tiwari	OA Gr-III	Incharge of Legal/Court Section
10	Mr. Vipin Shriwastva	OA Gr-III	Incharge of Genral Section
11	Mr. K P Lodhi	OA Gr-III	Incharge of Work Section
12	Mr. S K Agrawal	OA Gr-III	Incharge of Revenue Section
13	Mr. Ramesh Mishra	OA Gr-III	Incharge Establishment
14	Mr. U K Singh	OA Gr-III	Incharge Establishment
15	Mr. Hakim Singh	TA Gr-II	Oprator

16	Mr. Mahesh Tiwari	Peon	Official Work
17	Mr. Rambaks Verma	Peon	Official Work
18	Smt. Pushpa Verma	Peon	Official Work
19	Smt. Leela Bai	Peon	Official Work

(III):- Procedure of decision-making process including channels of supervision and accountability.

(IV):- The norms set for discharge of function.

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

Executive Engineer is fully inpowered to make decision and fix the accountability within the jurisdiction of his division.

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(xviii) Statement of the categories:-

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4	Purchase cases , Vehicle engaged on hire, meter readers on contact basis, office building rent cases, labor contract award cases, stationery records	Yes	
5	Revenue information and other records	Yes	
6	Theft cases and court cases records and advocates bills	Yes	
7	Sanction Estimates of works and their work orders records.	Yes	
8	V.I.P. /General Complaints records	Yes	
9	Receipts/dispatched papers records.	Yes	

(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 there of. **No any arrangement**

(xiii) Directory of the Employees

S.No.	Name (S/Shri)	Designation	Contract No.
1	Mr. P K Mishra	E.E. O&M	9425185348
2	Mr. P D Shukla	AE Works	9425184991

3	Mr. Ashish Shukla	Programmer	9479829740
4	Mr. A K Singh	DA	9424619458
5	Mr. Arun Kumar Singh	Steno	9039150793
6	Shri Indrajeet Pandey	OA Gr-II	9713619543
7	Mr. R P Tiwari	OA Gr-II	9424351251
8	Mr. Lokesh Singh	OA Gr-II	9039026036
9	Mr. R O Mishra	OA Gr-II	9406727890
10	Mr. S K Khare	OA Gr-II	9407306305
11	Mr. Shankar singh Tiwari	OA Gr-III	9425426086
12	Mr. Vipin Shriwastva	OA Gr-III	9893925399
13	Mr. K P Lodhi	OA Gr-III	9425167478
14	Mr. S K Agrawal	OA Gr-III	9827374302
15	Mr. Ramesh Mishra	OA Gr-III	9826172200
16	Mr. U K Singh	OA Gr-III	9630176089
17	Mr. Hakim Singh	TA Gr-II	9165818310
18	Mr. Mahesh Tiwari	Peon	9425810045
19	Mr. Rambaks Verma	Peon	9981987396
20	Smt. Pushpa Verma	Peon	8085512204
21	Smt. Leela Bai	Peon	Mob. Not Avl.
22	Smt. Parwati Bai	Sweeper	Mob. Not Avl.

(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	Mr. P K Mishra	E.E. O&M	126000	
2	Mr. P D Shukla	AE Works	105000	
3	Mr. Ashish Shukla	Programmer	45000	
4	Mr. A K Singh	DA	74100	
5	Shri Indrajeet Pandey	OA Gr-II	66716	
6	Shri Arun Kumar Singh	Steno	61622	
7	Mr. R P Tiwari	OA Gr-II	64946	
8	Mr. Lokesh Singh	OA Gr-II	71937	
9	Mr. R O Mishra	OA Gr-II	73846	
10	Mr. S K Khare	OA Gr-II	68464	
11	Mr. Shankar singh Tiwari	OA Gr-III	62944	
12	Mr. Vipin Shriwastva	OA Gr-III	64946	
13	Mr. K P Lodhi	OA Gr-III	48156	
14	Mr. S K Agrawal	OA Gr-III	64946	
15	Mr. Ramesh Mishra	OA Gr-III	64946	
16	Mr. U K Singh	OA Gr-III	58000	
17	Mr. Hakim Singh	TA Gr-II	22169	
18	Mr. Mahesh Tiwari	Peon	33544	
19	Mr. Rambaks Verma	Peon	43894	
20	Smt. Pushpa Verma	Peon	30347	
21	Smt. Leela Bai	Peon	18263	
22	Smt. Parwati Bai	Sweeper	43734	

(xiv) Budget Allocation and Expenditure statement.

S.No.	Budget Head	Name of Wrok	Year	Allocation	Expenditure

(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

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

S.No.	Description of concessions	Ramarks

(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.

(Xiii) Name, Designation and other particulars of PIO

S.No.	Designation	Name and Post	Contract No.
1	First appellate authority	Shri V.K. Jain , S.E.(O&M) Satna	9425425355
2	PIO	Shri P.K. Mishra, E.E. (O&M) Satna	9425185348
3	APIO	Shri A.K. Singh, S.O. Satna	9424619458

EE STM Satna

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

Name of the office	E.E. (STM) EZ. MPPKVVCL, Satna
Address	Prem Nagar Campus MPPKVVCL, Satna.
Contact No.	9425185345 & 07672-238263

Function:- 1-Maintenance of 33/11 KV Sub Station equipments like Power transformer, VCB, Control Panel, Relay, Battery , Battery Charger CT etc. under Satna O&M Circle.

2- Commissioning of Energy Audit ME & Meter installed in 33/11KV S/S & preparation of Energy audit Report of Satna Circle.

3- Commissioning & Checking of LT High Value Consumers.

4- Testing of single phase & three phase LT meter of Rewa Region.

Duties:- Periodically Maintenance of 33/11 KV Sub Station equipments & complaint rectification arises in day to day, preparation of monthly Energy audit Report including commissioning & monthly reading of E.A. ME & Meters ,checking of LT high

Value consumers on the basis of MRI analysis basic & Testing of single phase & three phase LT meter of Rewa Region in LTMT Lab etc.

S.N.	Name	Designation	Powers & Duties
1	Mr. G.K.Dwivedi	Addl. S.E.	Controlling of the hole Division & TSG,LTMT Sub. Dn.
2	Mr. K.K Dubey	A.E.	Look after the work of LTMT Lab. Satna & A.E STM Satna
3	Mr. Kundan Kumar	A.E.(Contracte)	In charge of TSG S/Dn.
4	Mr. J.P.Garg	OA Gr-II	All office work of t LTMT S/Dn. Looking after partially Establishment section work of STM Dn.
5	Mr. B.G.Singh	OA Gr-II	Estt. ,Cash, Purchase,& confidential section work of STM Dn. Preparation of Energy Audit Report etc.
6	Mr. Sapan kumar Chakraborty	OA Gr-III	Work of GPF, T.A. & Medical bill ,of Esst. Section & Telephone, Data Sim of BSNL & Airtel Bill of purchase section,& Work section of STM Dn.
7	Mr. R.N. Verma	OA Gr-III	Receipt & Dispatch section, General section ,Recovery of LT High Value
8	Mr. Ajay Kumar Dubey	T.A.	Oprator , Computer work, MRI & other technical work.
9	Mr. S.B.Singh	T.A.	MRI of Energy Audit meters, MRI & Checking of LT High Value Consumers & Recovery of LT High value Consumers. Commissioning of ME/Meters. All work done in supervision of A.E.(STM)
10	Mr. Santosh Kumar Varman	Sr. Line Attendent	MRI of Energy Audit meters, MRI & Checking of LT High Value Consumers & Recovery of LT High value Consumers. Commissioning of ME/Meters. All work done in supervision of A.E.(STM)

(III):- Procedure of decision-making process including channels of supervision and accountability.

(IV):- The norms set for discharge of function.

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

Executive Engineer is fully in powered to make decision and fix the accountability within the jurisdiction of his division.

(xx) The norms set for discharge of functions:-

As per instructions of E.E. (STM) Satna.

(xxi) Statement of the categories:-

List of documents held under the control of the office.

S.No.	Documents Name	Hard copy	Electronic form
1	Confidential report of Class 4 th Employee	YES	
2	Service records of Class III and IV Employee and their payrolls.	YES	
3	Cash Records of Division office and review of CRA	YES	
4	Purchase cases , Vehicle engaged on hire, meter readers on contact basis, office building rent cases, labor contract award cases, stationery records	Yes	
5	Revenue information and other records	Yes	
6	Theft cases and court cases records and advocates bills	Yes	
7	Sanction Estimates of works and their work orders records.	Yes	
8	V.I.P. /General Complaints records	Yes	
9	Receipts/dispatched papers records.	Yes	

(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 there of. **No any arrangement**

(xv) Directory of the Employees

S.No.	Name (S/Shri)	Designation	Contract No.
1	Mr. G.K.Dwivedi	Addl. S.E.	9425185345
2	Mr. K.K Dubey	A.E.	9425836887
3	Mr. Kundan Kumar	A.E.(Cotracte)	9425194773
4	Mr. J.P.Garg	OA Gr-II	9425810839
5	Mr. B.G.Singh	OA Gr-II	9424763401
6	Mr. Sapan kumar Chakraborty	OA Gr-III	9981526757
7	Mr. R.N. Verma	OA Gr-III	9424351251
8	Mr. Ajay Kumar Dubey	T.A.	9425172703
9	Mr. S.B.Singh	T.A.	9425810496
10	Mr. Santosh Kumar Varman	Sr. Line Attendent	8435600476

(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	Mr. G.K.Dwivedi	Addl. S.E.	161760	
2	Mr. K.K Dubey	A.E.	68050	
3	Mr. Kundan Kumar	A.E.(Cotracte)	29540	

4	Mr. J.P.Garg	OA Gr-II	71937	
5	Mr. B.G.Singh	OA Gr-II	64946	
6	Mr. Sapan kumar Chakraborty	OA Gr-III	64946	
7	Mr. R.N. Verma	OA Gr-III	54289	
8	Mr. Ajay Kumar Dubey	T.A.	34253	
9	Mr. S.B.Singh	T.A.	64197	
10	Mr. Santosh Kumar Varman	Sr. Line Attendent	50806	

(xvi) Budget Allocation and Expenditure statement.

S.No.	Budget Head	Name of Wrok	Year	Allocation	Expenditure

(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

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

S.No.	Description of concessions	Ramarks

(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.

(Xiii) Name, Designation and other particulars of PIO

S.No.	Designation	Name and Post	Contract No.
1	First appellate authority	Shri V.K. Jain , S.E.(O&M) Satna	9425425355
2	PIO	Shri G.K.Dwivedi, Addl. S.E.(STM) Dn.Satna	9425185345
3	APIO	Shri K.K.Dubey A.E.(STM) STM Dn.Satna	9425836887

Addl.S.E.(STM)
M.P.P.k.V.C.L.Satna

EE STC Satna

(xxii) The Particulars of office their functions and duties

Name of the Office	Executive Engineer (STC) Satna
Address	PremnagarSatna
Contact No.	9425185347

Function:- (1) Execution of Construction work like 33/11 KV S/C, Installation PTR,DTR.

(2) To Ensure proper material management for concerned subdivisions.

Duties:-(1) To Ensure timely submission of progress report & other reports desired by higher Authority.

(2) Keep licensing with other department of MPEZ.

(3) To keep monitoring of of office & field related activity.

(xxiii) Powers and duties each employees.

S.No.	Name	Designation	Power and duties
1	Shri K.P. Tiwari	O.A.-I	D.A. Legal, RTI & Accounting related work
2	Shri G.S. Bhatiya	O.A.-II	Purchase, ESSTT.
3	Shri A.N. Garg	O.A.-III	W/S/Cash.
4	ShriRajmani Singh	O.A.-III	Receive/Dispatch, Employee related Salary.
5	Shri H.C Shukla	O.A. STANO	Drafting letter CR.

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

Executive Engineer is fully empowered to make decision and fix the accountability within the jurisdiction of his division.

(xxv) The norms set for discharge of functions:-

As per instructions of E.E. (O&M) Amarpatan

(xxvi) Statement of the categories:-

List of documents held under the control of the office.

S.No.	Documents Name	Hard copy	Electronic form
1	Confidential report of Class 4 th Employee	YES	
2	Service records of Class III and IV Employee and their payrolls.	YES	
3	Cash Records of Division office and review of CRA	YES	
4	Purchase cases , Vehicle engaged on hire, meter readers on contact basis, office building rent cases, labor contract award cases, stationery records	Yes	
5	Revenue information and other records	Yes	
6	Theft cases and court cases records and advocates bills	Yes	
7	Sanction Estimates of works and their work orders records.	Yes	
8	V.I.P. /General Complaints records	Yes	
9	Receipts/dispatched papers records.	Yes	

(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 there of. **No any arrangement**

(xvii) Directory of the Employees

S.No.	Name	Designation	Contact No.
1	Shri K.P. Tiwari	O.A.-I	9425471200
2	Shri G.S. Bhatiya	O.A.-II	9827329274
3	Shri A.N. Garg	O.A.-III	8982708537
4	ShriRajmani Singh	O.A.-III	8983672622
5	Shri H.C Shukla	STENO	9424972158

(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	ShriK.P. tiwri	O.A.Gr.I	74591	
2	ShriG.S. Bhatiya	O.A.Gr.II	64981	
3	ShriA.N. Garg	O.A.Gr.III	61576	
4	ShriR.M. Singh	O.A.Gr.III	47204	
5	ShriH.C. shukla	Steno	66185	

(xviii) Budget Allocation and Expenditure statement.

S.No.	Budget Head	Name of Wrok	Year	Allocation	Expenditure

- (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

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

S.No.	Description of concessions	Ramarks

- (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.

- (Xiii) Name, Designation and other particulars of PIO

S.No.	Designation	Name and Post	Contract No.
1	First appellate authority	Shri V.K. Jain , S.E.(O&M) Satna	9425425355
2	PIO	ShriAmitKumer, E.E. (STC) Satna	9425185347
3	APIO	ShriK.P. tiwari, D.A.(STC) Satna	9425471200

Satna City dn.

- (xxvii) The Particulars of office their functions and duties

Name of the Office	Executive Engineer (City Dn.) Satna
Address	Old Power House, near Panni lal Chowk Satna
Contact No.	9425185344

Function:- (1)Execution of Construction work like 33/11 KV S/C, Installation PTR,DTR.

(2) To Ensure proper material management for concerned subdivisions.

Duties:-(1) To Ensure timely submission of progress report & other reports desired by higher Authority.

(2) Keep licensing with other department of MPEZ.

(3) To keep monitoring of of office & field related activity.

(xxviii) Powers and duties each employees.

S. No	Name	Designation	Power and duties
1	SHRI A.B.S.PILLAI	O.A.Gr-I	D.A.
2	MO.SALEEM KHAN	O.A.Gr-I	RTI & Accounting related REVENUE work
3	SHRI ARUN KU.MISHRA	O.A.Gr-II	MAIN CASH
4	SHRI A.K.NIGAM	O.A.Gr-II	ESSTT.INCHARGE
5	SHRI S.K.SINGH	O.A.Gr.II	Purchase & BILLS
6	SHRI S.K.ACHARYA	O.A.Gr.II	NAGAR NIGAM /COURT
7	SHRI M.S.MISHRA	O.A.Gr.II	CONSUMER COMPLAINT
8	SHRI R.K.MISHRA	O.A.Gr.II	DAIRY SECTION
9	SHRI O.P.AGRAWAL	O.A.Gr.II	KOGAWAN ZONE REVENUE WORK
10	SHRI P.L.URMALIYA	O.A.Gr.II	CASH REVENUE
11	SHRI R.P.SHUKLA	O.A.Gr.II	WORK SECTION
12	SHRI S.K.SHRIVASTAVA	O.A.Gr.II	PATERI ZONE REVENUE
13	SHRI R.K.TIWARI	O.A.Gr.III	PATERI ZONE REVENUE
14	SHRI R.K.MISHRA	O.A.Gr.III	REVENUE SECTION INCHARGE
15	SHRI S.K.YADAV	O.A.Gr.III	ESSTT.SECTION
16	SHRI VIJAY KU.KHARE	O.A.Gr.III	LEGAL SECTION
17	SHRI YASWANT SINGH	O.A.Gr.III	CONF.STENO
18	SMT RAJKUMARI SINGH	O.A.Gr.III	RECIPIIT & DISPATCH
19	SMT MANJULA MISHRA	O.A.Gr.III	PREMNAGAR ZONE REVENUE
20	SHRI R.N.TIWARI	O.A.Gr.III	TRANSPORT NAGAR ZONE REVENUE
21	SHRI R.P.SHRIVASTAVA	O.A.Gr.III	OLD POWER HOUSE ZONE REVENUE
22	SHRI VIRENDRA SINGH	O.A.Gr.III	METER DIARY SECTION REVENUE
23	SHRI U.S.MISHRA	O.A.Gr.III	METER DIARY SECTION
24	SHRI R.K.MISHRA	O.A.Gr.III	REVENUE CASH
25	SHRI R.P.TRIPATHI	O.A.Gr.III	NSC SECTION
26	SHRI S.K.CHATURVEDI	O.A.Gr.III	TC SECTION
27	SHRI S.D.PATEL	O.A.Gr.III	BILL CORRECTION REVENUE
28	SHRI V.K.CHATURVEDI	O.A.Gr.III	BILL CORRECTION REVENUE
29	SHRI ALEEM MOHD.	O.A.Gr.III	COMPUTER WORK RMS
30	SHRI HEERA LAL GUPTA	O.A.Gr.III	COMPUTER WORK RMS
31	SHRI AFSEER ALI HASMI	O.A.Gr.III	COMPUTER WORK RMS
32	SHRI PRAMOD SINGH SENGER	O.A.Gr.III	KOLGAWAN ZONE REVENUE
33	SHRI A.N.MISHRA	S.G.	SECURITY
34	SHRI A.K.VISHWAKARMA	PEON	
35	SHRI S.P.VERMA	PEON	
36	SHRI NARAYANDAS SONI	PEON	
37	SMT PARVATI VERMA	PEON	
38	SMT RAMBAI	PEON	

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

Executive Engineer is fully empowered to make decision and fix the accountability within the jurisdiction of his division.

(xxx) The norms set for discharge of functions:-

As per instructions of E.E. (City Dn.)satna

(xxxi) Statement of the categories:-

List of documents held under the control of the office.

S.No.	Documents Name	Hard copy	Electronic form
1	Confidential report of Class 4 th Employee	YES	
2	Service records of Class III and IV Employee and their payrolls.	YES	
3	Cash Records of Division office and review of CRA	YES	
4	Purchase cases , Vehicle engaged on hire, meter readers on contact basis, office building rent cases, labor contract award cases, stationery records	Yes	
5	Revenue information and other records	Yes	
6	Theft cases and court cases records and advocates bills	Yes	
7	Sanction Estimates of works and their work orders records.	Yes	
8	V.I.P. /General Complaints records	Yes	
9	Receipts/dispached papers records.	Yes	

(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 there of. **No any arrangement**

(xix) Directory of the Employees

S.No.	Name	Designation	Contact No.
1	SHRI A.B.S.PILLAI	O.A.Gr-I	9425810037
2	MO.SALEEM KHAN	O.A.Gr-I	8959589030
3	SHRI ARUN KU.MISHRA	O.A.Gr-II	9425811081
4	SHRI A.K.NIGAM	O.A.Gr-II	8871193057
5	SHRI S.K.SINGH	O.A.Gr.II	9425426466
6	SHRI S.K.ACHARYA	O.A.Gr.II	9407882066
7	SHRI M.S.MISHRA	O.A.Gr.II	9424935106
8	SHRI R.K.MISHRA	O.A.Gr.II	9685169632
9	SHRI O.P.AGRAWAL	O.A.Gr.II	9827044829
10	SHRI P.L.URMALIYA	O.A.Gr.II	9165591597
11	SHRI R.P.SHUKLA	O.A.Gr.II	9407016438
12	SHRI S.K.SHRIVASTAVA	O.A.Gr.II	8989468369
13	SHRI R.K.TIWARI	O.A.Gr.III	-
14	SHRI R.K.MISHRA	O.A.Gr.III	9827372154
15	SHRI S.K.YADAV	O.A.Gr.III	9827649862
16	SHRI VIJAY KU.KHARE	O.A.Gr.III	9039910344
17	SHRI YASWANT SINGH	O.A.Gr.III	9424617695
18	SMT RAJKUMARI SINGH	O.A.Gr.III	9179059576
19	SMT MANJULA MISHRA	O.A.Gr.III	9424907755
20	SHRI R.N.TIWARI	O.A.Gr.III	-
21	SHRI R.P.SHRIVASTAVA	O.A.Gr.III	8103398077

22	SHRI VIRENDRA SINGH	O.A.Gr.III	9630160003
23	SHRI U.S.MISHRA	O.A.Gr.III	9200685615
24	SHRI R.K.MISHRA	O.A.Gr.III	-
25	SHRI R.P.TRIPATHI	O.A.Gr.III	9907680618
26	SHRI S.K.CHATURVEDI	O.A.Gr.III	9424655380
27	SHRI S.D.PATEL	O.A.Gr.III	9993316872
28	SHRI V.K.CHATURVEDI	O.A.Gr.III	9301803575
29	SHRI ALEEM MOHD.	O.A.Gr.III	9424374586
30	SHRI HEERA LAL GUPTA	O.A.Gr.III	9893318267
31	SHRI AFSER ALI HASMI	O.A.Gr.III	9424668847
32	SHRI PRAMOD SINGH SENGER	O.A.Gr.III	07672-237072
33	SHRI A.N.MISHRA	S.G.	-
34	SHRI A.K.VISHWAKARMA	PEON	9993316872
35	SHRI S.P.VERMA	PEON	9425810233
36	SHRI NARAYANDAS SONI	PEON	-
37	SMT PARVATI VERMA	PEON	-
38	SMT RAMBAI	PEON	-

(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	SHRI A.B.S.PILLAI	O.A.Gr-I	76836	
2	MO.SALEEM KHAN	O.A.Gr-I	68671	
3	SHRI ARUN KU.MISHRA	O.A.Gr-II	64946	
4	SHRI A.K.NIGAM	O.A.Gr-II	64946	
5	SHRI S.K.SINGH	O.A.Gr.II	53903	
6	SHRI S.K.ACHARYA	O.A.Gr.II	64946	
7	SHRI M.S.MISHRA	O.A.Gr.II	70120	
8	SHRI R.K.MISHRA	O.A.Gr.II	54917	
9	SHRI O.P.AGRAWAL	O.A.Gr.II	66171	
10	SHRI P.L.URMALIYA	O.A.Gr.II	66716	
11	SHRI R.P.SHUKLA	O.A.Gr.II	63220	
12	SHRI S.K.SHRIVASTAVA	O.A.Gr.II	66716	
13	SHRI R.K.TIWARI	O.A.Gr.III	61380	
14	SHRI R.K.MISHRA	O.A.Gr.III	47006	
15	SHRI S.K.YADAV	O.A.Gr.III	63220	
16	SHRI VIJAY KU.KHARE	O.A.Gr.III	49351	
17	SHRI YASWANT SINGH	O.A.Gr.III	63220	
18	SMT RAJKUMARI SINGH	O.A.Gr.III	56450	
19	SMT MANJULA MISHRA	O.A.Gr.III	63060	
20	SHRI R.N.TIWARI	O.A.Gr.III	63266	
21	SHRI R.P.SHRIVASTAVA	O.A.Gr.III	63220	
22	SHRI VIRENDRA SINGH	O.A.Gr.III	61380	
23	SHRI U.S.MISHRA	O.A.Gr.III	64946	
24	SHRI R.K.MISHRA	O.A.Gr.III	47006	
25	SHRI R.P.TRIPATHI	O.A.Gr.III	49540	
26	SHRI S.K.CHATURVEDI	O.A.Gr.III	63127	
27	SHRI S.D.PATEL	O.A.Gr.III	47076	
28	SHRI V.K.CHATURVEDI	O.A.Gr.III	53170	
29	SHRI ALEEM MOHD.	O.A.Gr.III	63470	

30	SHRI HEERA LAL GUPTA	O.A.Gr.III	63220	
31	SHRI AFSER ALI HASMI	O.A.Gr.III	45717	
32	SHRI PRAMOD SINGH SENGER	O.A.Gr.III	63220	
33	SHRI A.N.MISHRA	S.G.	39091	
34	SHRI A.K.VISHWAKARMA	PEON	37072	
35	SHRI S.P.VERMA	PEON	43894	
36	SHRI NARAYANDAS SONI	PEON	46217	
37	SMT PARVATI VERMA	PEON	26576	
38	SMT RAMBAI	PEON	33500	

(xx) Budget Allocation and Expenditure statement.

S.No.	Budget Head	Name of Wrok	Year	Allocation	Expenditure

(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

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

S.No.	Description of concessions	Ramarks

(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.

(Xiii) Name, Designation and other particulars of PIO

S.No.	Designation	Name and Post	Contract No.
1	First appellate authority	Shri V.K. Jain , S.E.(O&M) Satna	9425425355
2	PIO	Shri G.D.TRIPATHI E.E. (CITY DN.) Satna	9425185344
3	APIO	MO.SALEEM O.A.Gr.I D.A.(CITY) Satna	8959589030