

Obligations of Public Authorities



Manuals under Right to Information Act, 2005
English Version

PUNJAB STATE ELECTRICITY REGULATORY COMMISSION
SCO 220-221, SECTOR 34-A,
CHANDIGARH

Web: www.pserc.in email: secretarypsercchd@gmail.com

INDEX

| Sr. No. | Content | Page No. |
|---------|---|----------|
| 1 | Manual – 1: Particulars of the Public Authority | 3 |
| 2 | Manual – 2: Powers & duties of officers & employees | 6 |
| 3 | Manual – 3: Procedure followed in decision making | 8 |
| 4 | Manual – 4: Norms for discharge of functions | 10 |
| 5 | Manual – 5: Rules, regulations, instructions, manuals and records held by the department or under its control or used by its employees for discharging its functions | 11 |
| 6 | Manual – 6: Categories of documents held by the authority or which are under its control | 21 |
| 7 | Manual – 7: 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 administration thereof | 22 |
| 8 | Manual – 8: The statement of the boards, councils, committees and other bodies consisting as its part or for the purpose of its advice and as to whether meetings of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public | 23 |
| 9 | Manual – 9: Directory of officers and employees | 25 |
| 10 | Manual – 10: Monthly remuneration received by each of its officers and employee including the system of compensation as provided in its regulations | 26 |
| 11 | Manual – 11: The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made | 27 |
| 12 | Manual – 12: The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes | 28 |
| 13 | Manual – 13: Particulars of recipients of concessions, permits or authorizations granted by it | 29 |
| 14 | Manual – 14: Details in respect of the information, available to or held by it, reduced in an electronic form | 30 |
| 15 | Manual – 15: The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use | 31 |
| 16 | Manual – 16: The names, designation and other particulars of the Public Information Officer and Appellate Authority | 32 |
| 17 | Manual – 17: Such other information as may be prescribed | 33 |

Note: The manuals in Punjabi versions are not readily available, however, the Punjabi version of the same will be uploaded to the website as soon as is it available.

Manual 1 : Particulars of the Public Authority

1.1 Name and address of the organisation:

Punjab State Electricity Regulatory Commission, SCO 220-221, Sector 34-A, Chandigarh – 160022.

1.2 Head of the organisation:

Ms. Kusumjit Sidhu, Chairperson
Punjab State Electricity Regulatory Commission.

1.3 Key Objectives:

- 1.3.1 determine the tariff for generation, supply, transmission and wheeling of electricity, wholesale, bulk or retail, as the case may be, within the State: Provided that where open access has been permitted to a category of consumers under section 42, the State Commission shall determine only the wheeling charges and surcharge thereon, if any, for the said category of consumers;
- 1.3.2 regulate electricity purchase and procurement process of distribution licensees including the price at which electricity shall be procured from the generating companies or licensees or from other sources through agreements for purchase of power for distribution and supply within the State;
- 1.3.3 facilitate intra-State transmission and wheeling of electricity;
- 1.3.4 issue licences to persons seeking to act as transmission licensees, distribution licensees and electricity traders with respect to their operations within the State;
- 1.3.5 promotes cogeneration and generation of electricity from renewable sources of energy by providing suitable measures for connectivity with the grid and sale of electricity to any person, and also specify, for purchase of electricity from such sources, a percentage of the total consumption of electricity in the area of a distribution licensee;
- 1.3.6 adjudicate upon the disputes between the licensees and generating companies and to refer any dispute for arbitration;
- 1.3.7 levy fee for the purposes of the Electricity Act, 2003;
- 1.3.8 specify State Grid Code consistent with the Grid Code specified under clause (h) of sub-section (1) of section 79 of Electricity Act, 2003;
- 1.3.9 specify or enforce standards with respect to quality, continuity and reliability of service by licensees;
- 1.3.10 fix the trading margin in the intra-State trading of electricity, if considered, necessary;
- 1.3.11 discharge such other functions as may be assigned to it under the Electricity Act, 2003

1.4 Functions and Duties:

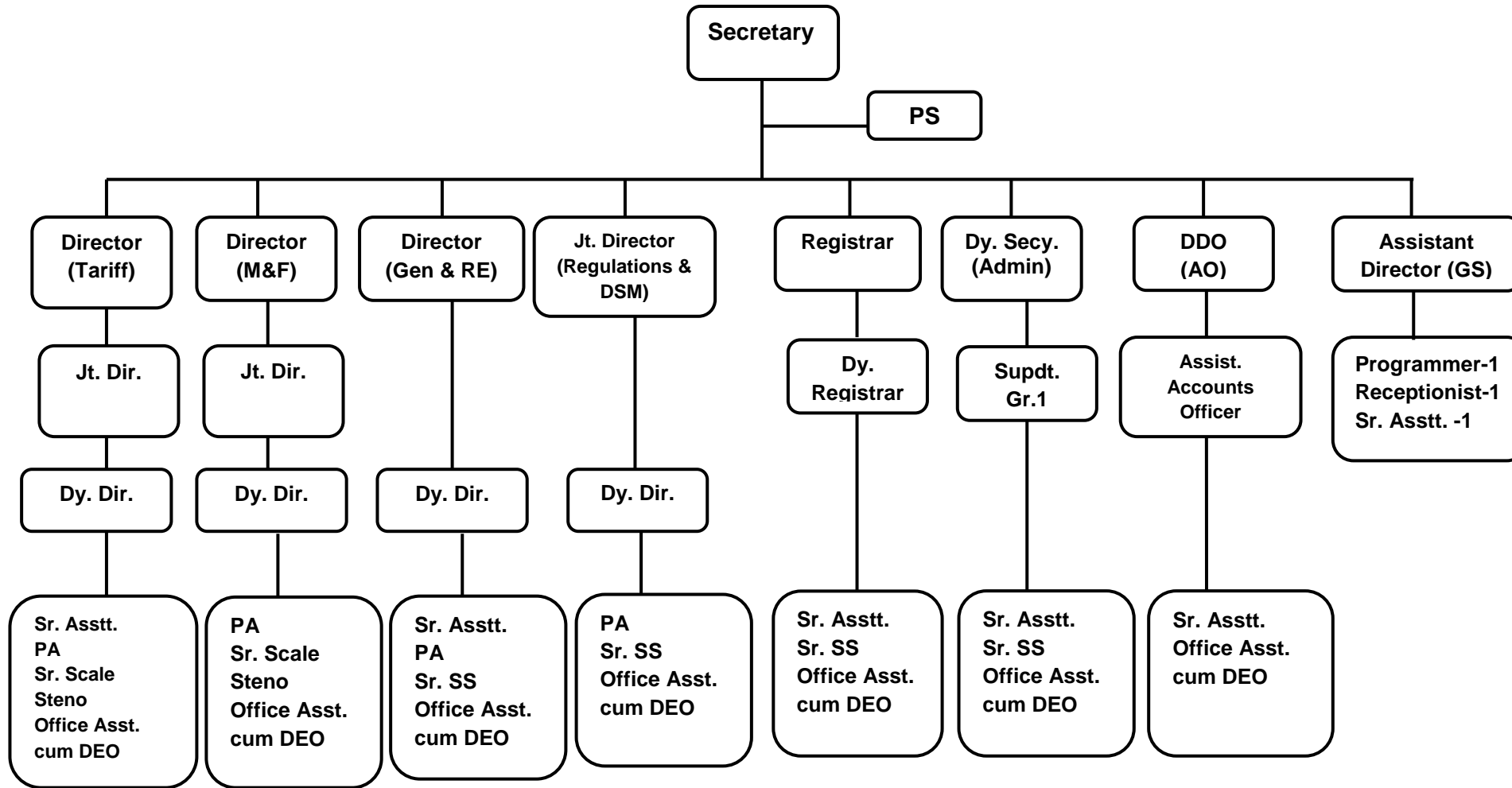
- 1.4.1 determine the tariff for generation, supply, transmission and wheeling of electricity, wholesale, bulk or retail, as the case may be, within the State: Provided that where open access has been permitted to a category of

consumers under section 42, the State Commission shall determine only the wheeling charges and surcharge thereon, if any, for the said category of consumers;

- 1.4.2 regulate electricity purchase and procurement process of distribution licensees including the price at which electricity shall be procured from the generating companies or licensees or from other sources through agreements for purchase of power for distribution and supply within the State;
- 1.4.3 facilitate intra-State transmission and wheeling of electricity;
- 1.4.4 issue licences to persons seeking to act as transmission licensees, distribution licensees and electricity traders with respect to their operations within the State;
- 1.4.5 promotes cogeneration and generation of electricity from renewable sources of energy by providing suitable measures for connectivity with the grid and sale of electricity to any person, and also specify, for purchase of electricity from such sources, a percentage of the total consumption of electricity in the area of a distribution licensee;
- 1.4.6 adjudicate upon the disputes between the licensees and generating companies and to refer any dispute for arbitration;
- 1.4.7 levy fee for the purposes of the Electricity Act, 2003;
- 1.4.8 specify State Grid Code consistent with the Grid Code specified under clause (h) of sub-section (1) of section 79 of Electricity Act, 2003;
- 1.4.9 specify or enforce standards with respect to quality, continuity and reliability of service by licensees;
- 1.4.10 fix the trading margin in the intra-State trading of electricity, if considered, necessary;
- 1.4.11 discharge such other functions as may be assigned to it under the Electricity Act, 2003

1.5 Organisation Chart:

Organisational Structure of Commission



Manual 2: Powers & duties of officers & employees

| Sr. No. | Name of section | Powers & Duties |
|---------|-------------------------------|---|
| 1 | Director Tariff | <ul style="list-style-type: none"> i. Technical part of the ARR and Power Purchase determination of Tariff and issuance of Tariff Order. ii. Creation of Data Bank relating to ARR for the last 10 years iii. To study issue affecting ARR. iv. T&D Losses v. PAF/PLF vi. Approval of Multi Year Tariff vii. Approval of Intra State ABT. viii Consumer Interest. ix. Capacity Building of Consumer Group. x. Improvement in cost accounting procedures to check the genuineness of the data supplied by the PSPCL/ PSTCL. xi. Bad Debt and write offs xii. Evaluation of AP consumption xiii. Application of Multi Year Tariffs. xiv. Application of Intra-State ABT. xv. Working out transmission charges ,distribution/wheeling charges and other charges payable by Open Assess Customer. xvi. Follow up action on Appellate Orders relating his directorate xvii. Any other work specially assigned by the Chairperson. |
| 2 | Director Monitoring & Finance | <ul style="list-style-type: none"> i. All work relating to compliance of discussions by the PSPCL/ PSTCL including review meetings with PSPCL/PSTCL. ii. Approval of Power procurement process/PPAs under Section 86(1)(b) of the Electricity act 2003. iii. Monitoring of Agricultural Consumptions iv. Power Sector Reforms v. Monitoring of Consultants vi. Follow up of FOR and FOIR/Board meetings. vii. Advisory Committee. viii. Redressal of consumer grievances ix. Financial issues relating to Tariff Order x. Power Sector Reforms xi. Employee cost, R&M expenses, A&G expenses, Return of Equity, Non Tariff Issues and revenue from Tariff and any left out items of ARR(Non Technical) xii. Follow up action of APTEL orders relating to his directorate xiii. Any other work specially assigned by the Chairperson. |
| 3 | Director, Gen./ Renewable | <ul style="list-style-type: none"> i. NRSE policy related matters. ii. Petitions pertaining to new power projects. iii. Agreement/project related matters. iv. Any other work specially assigned by the Chairperson. |
| 4 | Jt. Director/ Regulations | <ul style="list-style-type: none"> i. All matters relating to framing & review etc of regulations and matters relating to national Tariff Policy, National Electricity Policy & CERC. ii. Framing Regulations as per Electricity Act. iii. Supply Code & related matters Regulations iv. Revision of ACD Rates v. Single Point supply to Corporative Group Housing Societies. vi. Code of practice for Payment of Bills. vii. Schedule of General Charges viii. Multi-Year Tariff principles. ix. Regulations for Intra State Trading. |

| | | |
|----|--------------------------------------|---|
| | | <p>x. Conformance to national Tariff Policy, National electricity Policy and CERC guidelines.</p> <p>xi. Open Access</p> <p>xii. Inter State ABT</p> <p>xiii. Monitoring of consultants.</p> <p>xiv. Issue of Licenses \</p> <p>xv. Necessity of issuing any directions under Section 23 of the Electricity Act 2003.</p> <p>xvi. Procedure for issuing directives and status of Directives already issued vis-a-vis Section 129 & 130 of the Act 2003.</p> <p>xvii. Correspondence regarding State Grid Code & SLDC.</p> <p>xviii. Any other work specially assigned by the Chairperson</p> |
| 4. | Registrar | <p>i. All work relating to processing of petitions, appellate proceedings and all other legal matters.</p> <p>ii. Designated as PIO under Right to Information Act 2005.</p> <p>iii. Filing reply to Writ petitions and defence of court cases in Hon'ble Supreme Court, Punjab & Haryana High Court, Appellate Tribunal, and other subordinate courts</p> <p>iv. Any other work specially assigned by the Chairperson .</p> |
| 5. | DS/Admin | In charge of administration including Staff matters, expenditure, sanctions, confirmation for participation in seminar /conferences/meetings, Budget of PSERC and Ombudsman ,settlement of audit paras, despatch & Diary, purchase of service stamps |
| 6 | Asstt. Director/ General Services | <p>In charge of General Section</p> <p>i. to look after housekeeping,</p> <p>ii. security,</p> <p>iii. up-keep and maintenance of staff cars /POL.</p> <p>iv. upkeep of the Commission building</p> <p>v. Payment of electricity & water charges bills</p> <p>vi. Maintenance and upkeep of telephone /mobile</p> <p>vii. Up keep and maintenance of ACs.</p> <p>viii Purchase and upkeep of Computers</p> <p>ix. Petty purchase for day to day official use.</p> <p>x. Purchase/payment of newspapers.</p> <p>xi. Library/updating of library/purchase of books etc</p> <p>xii. Purchase of stationery /furniture</p> <p>xiii. Imprest</p> <p>xiv Purchase & maintenance of Photostat machines</p> <p>xv. Public hearings in connection with Tariff</p> <p>xvi. Maintenance of web sites</p> |
| 7 | Accounts Officer | In charge of drawl & disbursement of salaries, bills and other expenditure ,preparation of accounts and submission of schedules etc to parent offices of the officers/ staff , release of funds to Ombudsman and reimbursement of funds released to Ombudsman from PSPCL, Income tax, payment Medical/telephone & other bills . |

Manual 3: Procedure followed in decision making

3.1 Process of decision making:

As per Regulation 11 of the Punjab State Electricity Regulation Commission (Conduct of Business) Regulations, 2005 the petitions filed in the Commission are scrutinized by the Registrar of the Commission. In case there is any defect in the filing, the petition is returned to be re-filed within the specified time. Any person aggrieved from an order of defect in filing, can appeal before the Secretary of the Commission. After scrutiny, the petition is entered in the Register maintained for the purpose and is put up before the Commission for admission. The Commission may admit the petition for hearing without requiring the attendance of the party but shall not pass an order refusing admission without giving the parties concerned an opportunity of being heard. After admission of the petition by the Commission, notices are sent to the other party/parties. The other party/parties are given opportunity for filing the reply. Where the other party states additional facts, the Commission may allow the petitioner to file rejoinder. After the pleadings of parties are complete, hearings in the petitions are held. In cases of public importance, public hearings are also held. After hearing the parties, the Commission finally decides the matter by passing an order giving detailed reasons for the same.

All orders of the Commission are appealable in the Appellate Tribunal for Electricity set up by the Government of India at New Delhi.

3.2 Final decision making authority:

Commission.

3.3 Related provisions acts and rules etc:

| Sr.No. | Description | Date of Notification |
|---------------|--|-----------------------------|
| 1 | The Central Electricity Regulatory Commission (Salary, Allowances and other conditions of Service of Chairperson and Members) Rules, 2004. | 8.3.2004 |
| 2 | The Fees for Making Application for Grant of Licence Rules, 2004. | 23.3.2004 |
| 3 | The National Electricity Plan Notification Rules, 2004. | 6.4.2004 |
| 4 | Appeal to the Appellate Authority Rules, 2004. | 16.4.2004 |
| 5 | The Appellate Tribunal for Electricity (Salaries, Allowances and other Conditions of Service of Chairperson and Members) Rules, 2004. | 13.4.2004 |
| 6 | Procedure for conducting Inquiry against a Member of Appropriate Commission Rules, 2004. | 21.6.2004 |
| 7 | The Means of Delivery of Notice, Order or Document Rules, 2004. | 21.6.2004 |
| 8 | The Procedure for Holding Inquiry by Adjudicating Officer Rules, 2004. | 31.8.2004 |
| 9 | The Electricity Rules, 2005. | 8.6.2005 |
| 10 | The Electricity (Procedure for Previous Publication) Rules, 2005. | 9.6.2005 |

| | | |
|----|--|------------|
| 11 | The Intimation of Accidents (Form and Time of Service of Notice) Rules, 2005. | 1.1.2005 |
| 12 | The Forum of Regulators Rules, 2005. | 16.2.2005 |
| 13 | The National Load Despatch Centre Rules, 2005. | 2.3.2005 |
| 14 | The Appellate Tribunal for Electricity (Salaries, Allowances and other Conditions of Service of the Officers and employees) Rules, 2004. | 28.10.2004 |
| 15 | The Distribution of Electricity License(Additional requirements of capital adequacy, creditworthiness and code of conduct) Rules, 2005. | 23.3.2005 |
| 16 | The Works of Licensees Rules 2006 | 18.4.2006 |
| 17 | The qualifications, powers and functions of Chief Electrical Inspector and Electrical Inspectors Rules, 2006 | 17.8.2006 |
| 18 | The Appellate Tribunal for Electricity (Procedure, Form, Fee and Record of Proceedings) Rules, 2007 | 22.1.2007 |

3.4 Time limit for taking a decision:

As per provisions of Electricity Act, 2003 and Regulations of the Commission

3.5 Channels for supervision and accountability:

The work of the subordinate officer/official is supervised by the next level in the administrative hierarchy.

Manual 4: Norms for discharge of functions:

- 4.1 Nature of functions/services offered
- 4.2 Norms/Standards for functions/service delivery
- 4.3 Time-limit for achieving the targets
- 4.4 Reference document prescribing the norms

| Sr. No. | 4.1 Nature of functions/services offered | 4.2 Norms/ Standards for functions/ service delivery | 4.3 Time-limit for achieving the targets | 4.4 Reference document prescribing the norms |
|---------|--|---|--|--|
| 1 | <p>(a) determine the tariff for generation, supply, transmission and wheeling of electricity, wholesale, bulk or retail, as the case may be, within the State: Provided that where open access has been permitted to a category of consumers under section 42, the State Commission shall determine only the wheeling charges and surcharge thereon, if any, for the said category of consumers;</p> <p>(b) regulate electricity purchase and procurement process of distribution licensees including the price at which electricity shall be procured from the generating companies or licensees or from other sources through agreements for purchase of power for distribution and supply within the State;</p> <p>(c) facilitate intra-State transmission and wheeling of electricity;</p> <p>(d) issue licences to persons seeking to act as transmission licensees, distribution licensees and electricity traders with respect to their operations within the State;</p> <p>(e) promotes cogeneration and generation of electricity from renewable sources of energy by providing suitable measures for connectivity with the grid and sale of electricity to any person, and also specify, for purchase of electricity from such sources, a percentage of the total consumption of electricity in the area of a distribution licensee;</p> | <p>The Commission has framed Punjab State Electricity Regulatory Commission (Conduct of Business) Regulations, 2005</p> | <p>120 days As provided in Electricity Act, 2003</p> | <p>Detail of the documents provided in Manual no. 3 (3.3) may kindly be read as part of this reference</p> |

Manual 5: Rules, regulations, instructions, manuals and records held by the department or under its control or used by its employees for discharging its functions:

5.1 Title and nature of the record/manual/instruction gist of contents:

Central Government has framed Rules and issued Orders and Resolutions.

Rules framed by the Central Government:-

| Sr.No. | Description | Date of Notification |
|---------------|--|-----------------------------|
| 1 | The Central Electricity Regulatory Commission (Salary, Allowances and other conditions of Service of Chairperson and Members) Rules, 2004. | 8.3.2004 |
| 2 | The Fees for Making Application for Grant of Licence Rules, 2004. | 23.3.2004 |
| 3 | The National Electricity Plan Notification Rules, 2004. | 6.4.2004 |
| 4 | Appeal to the Appellate Authority Rules, 2004. | 16.4.2004 |
| 5 | The Appellate Tribunal for Electricity (Salaries, Allowances and other Conditions of Service of Chairperson and Members) Rules, 2004. | 13.4.2004 |
| 6 | Procedure for conducting Inquiry against a Member of Appropriate Commission Rules, 2004. | 21.6.2004 |
| 7 | The Means of Delivery of Notice, Order or Document Rules, 2004. | 21.6.2004 |
| 8 | The Procedure for Holding Inquiry by Adjudicating Officer Rules, 2004. | 31.8.2004 |
| 9 | The Electricity Rules, 2005. | 8.6.2005 |
| 10 | The Electricity (Procedure for Previous Publication) Rules, 2005. | 9.6.2005 |
| 11 | The Intimation of Accidents (Form and Time of Service of Notice) Rules, 2005. | 1.1.2005 |
| 12 | The Forum of Regulators Rules, 2005. | 16.2.2005 |
| 13 | The National Load Despatch Centre Rules, 2005. | 2.3.2005 |
| 14 | The Appellate Tribunal for Electricity (Salaries, Allowances and other Conditions of Service of the Officers and employees) Rules, 2004. | 28.10.2004 |
| 15 | The Distribution of Electricity License(Additional requirements of capital adequacy, creditworthiness and code of conduct) Rules, 2005. | 23.3.2005 |
| 16 | The Works of Licensees Rules 2006 | 18.4.2006 |
| 17 | The qualifications, powers and functions of Chief Electrical Inspector and Electrical Inspectors Rules, 2006 | 17.8.2006 |
| 18 | The Appellate Tribunal for Electricity (Procedure, Form, Fee and Record of Proceedings) Rules, 2007 | 22.1.2007 |

Orders issued by the Central Government

1. Electricity (Removal of Difficulties) Order, 2005 notified on 8.6.2005.
2. Electricity (Removal of Difficulties) Second Order, 2005 notified on 8.6.2005.
3. Electricity (Removal of Difficulty) Third Order, 2005 notified on 8.6.2005.
4. Electricity (Removal of Difficulty) Fourth Order, 2005 notified on 8.6.2005.
5. Electricity (Removal of Difficulty) Fifth Order, 2005 notified on 8.6.2005.
6. Electricity (Removal of Difficulty) Sixth Order, 2005 notified on 8.6.2005.
7. Electricity (Removal of Difficulty) Seventh Order, 2005 notified on 8.6.2005.

8. Electricity (Removal of Difficulties) Eighth Order, 2005 notified on 9.6.2005.
9. Electricity (Removal of Difficulties) Ninth Order, 2005 notified on 9.6.2005.

Resolutions issued by the Central Government:-

| Sr No. | Resolution | Date |
|--------|--|--------------------------------------|
| 1 | Establishing North Eastern Regional Power Committee | 25.5.2005 |
| 2 | Establishing Eastern Regional Power Committee | 25.5.2005 |
| 3 | Establishing Western Regional Power Committee | 25.5.2005 |
| 4 | Establishing Southern Regional Power Committee | 25.5.2005 |
| 5 | Establishing Northern Regional Power Committee | 25.5.2005 |
| 6 | Guidelines for determination of tariff by bidding process for procurement of power by Distribution Licensees | <u>19.1.2005</u> <u>30.3.2006</u> |
| 7 | National Electricity Policy | 12.2.2005 |
| 8 | National Tariff Policy | 6.1.2006 28.3.2006 |
| 9 | Constitute a Coordination Forum for smooth and coordinated development of the Power System | 19.2.2008 |

Punjab Government has framed Rules and issued Notifications:

Rules framed by the Government of Punjab:-

| Sr. No. | Description | Date of Notification |
|---------|---|----------------------|
| 1 | The Fees for Making Application for grant of license Rules, 2004 | 29.12.2004 |
| 2 | The Punjab State Electricity Regulatory Commission Fund Rules 2006 | 28.7.2006. |
| 3 | The Punjab Holding of Enquiry by Adjudicating Officer Rules 2008 | 15.2.2008 |
| 4 | The Punjab Electricity (Manner of Service of the Order of Provisional Assessment and Means of Delivery of Notice, Order or Document) Rules 2009 | 25.8.2009 |
| 5 | The Punjab Works of Licensees Rules 2008 | 31.12.2008 |
| 6 | The Punjab Intimation of Accidents (Form and Time of Service of Notice) Rules 2009 | 25.8.2009 |

Notifications issued by the Punjab Government:-

| Sr. No. | Description | Date of Notification |
|---------|--|----------------------|
| 1. | Notification of Govt. of Punjab constituting coordination Forum for smooth and coordinated development of the Power System in the State. | 7.4.2004 |
| 2. | Notification of Govt. of Punjab – Designation of Officers of PSEB for checking in their respective distribution area of the PSEB for LT and HT consumers. | 27.12.2004 |
| 3. | Notification of Govt. of Punjab – Designation of Officers of PSEB as Enforcement Officer to enter the consumer premises for checking/inspecting. | 10.1.2005 |
| 4. | Notification of GoP, Dept. of Power declaring area in the State of Punjab not falling under any 'municipal area' as defined in the Punjab Municipal Corporation Act 1976 or in the Punjab Municipal Act 1911 will be deemed to be rural area under this section. | 27.12.2005 |

| | | |
|----|---|-----------|
| 5. | Notification of Gov, Dept. of Power designating the officers of the State Govt. as Appellate Authority for the purpose of deciding the appeals under Section 127 of the Electricity Act 2003 against the order of the Assessing Officer made by them under Section 126 of the said Act. | 9.3.2006 |
| 6. | Notification of Gov, Dept. of Power reg. amending the compounding charges for fixation of new rates of compounding the offence of theft of Electricity | 22.3.2006 |
| 7. | Notification of GoP, Department of Home Affairs & Justice to constitution all the courts of Additional Sessions Judge of every Session Division in the State of Punjab as Special Courts for the purpose of speedy trial of the offences | 3.12.2008 |
| 8. | Notification of GoP, DoP - Policy for Voluntary Disclosure of unauthorized extension in load by AP consumers | 30.9.2009 |

Regulations framed by Punjab State Electricity Regulatory Commission:-

| Sr No. | Name of Regulation | PSERC Notification No. and date | Date of notification in the Punjab Govt. Gazette |
|--------|---|---|--|
| 1 | Punjab State Electricity Regulatory Commission (Fee) Regulations, 2005 | No.PSERC/Secy/12 dt. January 18, 2005 | January 28, 2005 |
| 2 | Punjab State Electricity Regulatory Commission (Conduct of Business) Regulations, 2005 | No.PSERC/Secy/Regu.13 dt. March 7, 2005 | April 22, 2005 |
| 3 | Punjab State Electricity Regulatory Commission (Procedure for filing Appeal before the Appellate Authority) Regulations, 2005 | No.PSERC/Secy/Regu.14 dt. March 7, 2005 | April 22, 2005 |
| 4. | Punjab State Electricity Regulatory Commission (Income of Other Businesses) Regulations, 2005 | No.PSERC/Secy/Reg.16 dt. May 30, 2005 | June 10, 2005 |
| 5 | Punjab State Electricity Regulatory Commission (Open Access) Regulations, 2005 | No.PSERC/Secy/Regu.18 dt. August 9, 2005 | August 26, 2005 |
| 6 | Punjab State Electricity Regulatory Commission (Forum and Ombudsman) Regulations, 2005 | No.PSERC/Secy/Regu.19 dt. August 17, 2005 | September 9, 2005 |
| 7 | Punjab State Electricity Regulatory Commission (State Advisory Committee) Regulations, 2005 | No.PSERC/Secy/Regu.21 dt. November 21, 2005 | December 2, 2005 |
| 8 | Punjab State Electricity Regulatory Commission (Accounting Policy & Procedures) Regulations, 2005 | No.PSERC/Secy/Regu.22 dt. November 21, 2005 | December 2, 2005 |
| 9 | Punjab State Electricity Regulatory Commission (Engagement of Consultants) Regulations, 2005 | No.PSERC/Secy/Regu.23 dt. November 21, 2005 | December 2, 2005 |
| 10 | Punjab State Electricity Regulatory Commission (Terms and Conditions for Determination of Tariff) Regulations, 2005 | No.PSERC/Secy/Regu.24 dt. November 21, 2005 | December 2, 2005 |
| 11 | Punjab State Grid Code-2006 | No.PSERC/Secy/Regu.26 | March 24, 2006 |

| | | | |
|----|--|--|--------------------|
| | | dt. March 9, 2006 | |
| 12 | Punjab State Electricity Regulatory Commission (Intra-State Electricity Trading) Regulations, 2006 | No.PSERC/Secy/Regu.2B dt. July 4, 2006 | July 14, 2006 |
| 13 | Punjab State Electricity Regulatory Commission (Conduct of Business) (1 st Amendment) Regulations, 2006 | No.PSERC/Secy/Regu.28 dated September 7, 2006 | September 22, 2006 |
| 14 | Punjab State Electricity Regulatory Commission (Electricity Supply Code and Related Matters) Regulations, 2007 | No.PSERC/Secy/31 dated June 29, 2007 | July 27, 2007 |
| 15 | Punjab State Electricity Regulatory Commission (Procedure for filing appeal before the Appellate Authority) (1 st Amendment) Regulations, 2007 | No.PSERC/Secy/Regu.32 dated July 16, 2007 | July 27, 2007 |
| 16 | Punjab State Electricity Regulatory Commission (Fee) (1 st Amendment) Regulations, 2007 | No.PSERC/Secy/Regu.33 dated August 23, 2007 | August 31, 2007 |
| 17 | Punjab State Electricity Regulatory Commission (Open Access) (1 st Amendment) Regulations, 2007 | No.PSERC/Secy/Regu.34 dated August 31, 2007 | September 7, 2007 |
| 18 | Punjab State Electricity Regulatory Commission (Forum and Ombudsman) (1 st Amendment) Regulations, 2008 | .PSERC/Secy/Regu.-37 dated April 10, 2008 | April 25, 2008 |
| 19 | Punjab State Electricity Regulatory Commission (Single Point Supply to Co-operative Group Housing Societies/Employers) Regulations, 2008 | PSERC/Secy/Regu.-38 dated May 13, 2008 | May 30, 2008 |
| 20 | Punjab State Electricity Regulatory Commission (Terms and Conditions for Determination of Tariff) (1 st Amendment) Regulations, 2009 | PSERC/Secy/Regu.-42 dated July 27, 2009 | July 31, 2009 |
| 21 | Punjab State Electricity Regulatory Commission (Open Access) (Second Amendment) Regulations, 2009 | No.PSERC/Secy/Regu.44 dated December 1,2009 | December 11, 2009 |
| 22 | Punjab State Electricity Regulatory Commission (Harnessing of Captive Power Generation) Regulations, 2009 | No.PSERC/Secy/Regu.45 dated December 16,2009 | December 25, 2009 |
| 23 | Punjab State Electricity Regulatory Commission (Single Point Supply to Co-operative Group Housing Societies/Employees) (1 st Amendment) Regulations, 2010 | PSERC/Secy/47 dated 22.02.2010 | February 26, 2010 |
| 24 | Punjab State Electricity Regulatory Commission (Electricity Supply | PSERC/Secy/48 dated 24.05.2010 | June 4, 2010 |

| | | | |
|----|--|---|---------------|
| | Code and Related Matters) (1st Amendment) Regulations, 2010 | | |
| 25 | Punjab State Grid Code (1st Amendment) - 2010 | PSERC/Secy/Regu.49 dated 24.06.2010 | July 2, 2010 |
| 26 | Punjab State Electricity Regulatory Commission (Open Access) (Third Amendment) Regulations, 2010 | No.PSERC/Secy/Regu.50 dated July 15, 2010 | July 23, 2010 |
| 27 | Punjab State Electricity Regulatory Commission (Forum and Ombudsman) (Second Amendment) Regulations, 2010 | No.PSERC/Secy/52 dated 26.8.2010 | Sept, 3, 2010 |
| 28 | PSERC (Renewable purchase obligation & its compliance) Regulations, 2011 | No.PSERC/Secy/55 dated 3.6.2011 | June,10,2011 |
| 29 | PSERC (Terms & Conditions for Intra-State Open Access) Regulations, 2011 | No.PSERC/Secy/57 dated 1.7.2011 | July, 1, 2011 |
| 30 | Advisory Committee Members | No.PSERC/Secy/59 dated 26.8.2011 | Sept. 2, 2011 |
| 31 | PSERC (Fee) (2 nd Amendment) Regulations, 2011 | No.PSERC/Secy/Regu.60 dated 18 th October 2011 | Oct. 21,2011 |
| 32 | Standards of Performance by the Licensee as envisaged in Regulation 26 of the PSERC (Electricity Supply Code and Related Matters) Regulations, 2007 | No.PSERC/Secy/Regu.61 dated 2 nd Dec 2011 | Dec.5,2011 |
| 33 | PSERC (Forum and Ombudsman) (Third Amendment) Regulations, 2011 | No.PSERC/Secy/Regu.62 dated 6 th Dec.2011 | Dec.16,2011 |
| 34 | PSERC (Electricity Supply Code and Related Matters) (2 nd Amendment) Regulations, 2011 | No.PSERC/Secy/Regu.63 dated 29 Dec.2011 | Jan,6,2012 |
| 35 | PSERC (Demand Side Management) Regulations, 2012 | No.PSERC/Secy/Regu.65 dated 16 March 2012 | March 23,2012 |
| 36 | Amendments in the procedure for payment of compensation in the event of failure to meet the Standard of Performance by the Licensee as envisaged in Regulation 26 of the PSERC (Electricity Supply Code and Related Matters) Regulations, 2007 | No.PSERC/Secy/Regu.66 dated 30 th March 2012 | April 6,2012 |
| 37 | PSERC (Terms and Conditions for intra-State Open Access) (1 st Amendment) Regulations, 2012 | No.PSERC/Secy/Reg/67 dated 4 th May 2012 | May 4,2012 |
| 38 | Regarding nomination of Shri R.S.Sachdeva, Co-Chairman, Punjab Committee, PHD Chamber of Commerce & Industry, PHD House, Sector 31-A, Chandigarh and Managing Director, Hi-tech Industries Ltd., Phase IX, Mohali | No.PSERC/Secy/68 dated 12.07.2012 | 20.07.2012 |

| | | | |
|----|--|--|------------|
| | as Member of the committee for feasibility clearances at the Head Office level of PSPCL, as envisaged in Regulation 5.5 of the Punjab State Electricity Regulatory Commission (Electricity Supply Code and Related Matters) Regulations, 2007 | | |
| 39 | Punjab State Electricity Regulatory Commission (Conduct of Business) (Second Amendment) Regulations, 2012 | No.PSERC/Secy/Regu.69 dated 08.08.2012 | 09.08.2012 |
| 40 | Punjab State Electricity Regulatory Commission (Electricity Supply Code and Related Matters) (3 rd Amendment) Regulations, 2012 | No.PSERC/Secy/Reg-70 dated 13.08.2012 | 13.08.2012 |
| 41 | Punjab State Electricity Regulatory Commission (Engagement of Consultants) Regulations, 2012 | No.PSERC/Secy / Reg-71 dated 16.08.2012 | 17.08.2012 |
| 42 | Regarding constituting the State Advisory Committee of Punjab State Electricity Regulatory Commission under Section 87 read with Section 181 of the Electricity Act, 2 (36 of 2003) | No.PSERC/ Secy/ Reg-72 dated 27.08.2012 | 31.08.2012 |
| 43 | Regarding making amendments in the procedure for payment of compensation in the event of failure to meet the Standards of Performance by the Licensee as envisaged in Regulation 26 of the Punjab State Electricity Regulatory Commission (Electricity Supply Code and Related Matters) Regulations, 2007 and enforce the provisions for payment of compensation in the event of failure on the part of the Licensee to meet the Standards of Performance notified vide Notification dated 2 nd December, 2011 and amended vide Notification dated 30 th March, 2012 | No.PSERC / Secy/ Regu-73 dated 28.08.2012 | 31.08.2012 |
| 44 | Punjab State Electricity Regulatory Commission (Terms and Conditions for Determination of Tariff) (Second Amendment) Regulations, 2012 | No.PSERC / Secy / Regu-74 dated 17.09.2012 | 18.09.2012 |
| 45 | Punjab State Electricity Regulatory Commission (Power Purchase and Procurement Process of Licensee) Regulations, 2012 | No.PSERC / Secy/ Regu-75 dated 23.10.2012 | 23.10.2012 |
| 46 | Punjab State Electricity Regulatory Commission (Forum & Ombudsman) (4 th Amendment) | No.PSERC / Secy/ Regu-76 dated 12.11..2012 | 16.11.2012 |

| | | | |
|----|--|--|------------|
| | Regulations, 2012 | | |
| 47 | Punjab State Electricity Regulatory Commission (Terms & Conditions for intra-State Open Access) (2nd Amendment) Regulations, 2012 | No.PSERC /Secy / Regu-77 dated 13.12..2012 | 14.12.2012 |
| 48 | Regarding constituting a Demand Side Management Consultation Committee (DSM-CC) | No.PSERC/Secy/78 dated 04.01.2013 | 11.01.2013 |
| 49 | Corrigendum of notification No.PSERC / Secy./78 dated 4 th January, 2013 regarding constituting Demand Side Management Consultation Committee (DSM-CC) | No.PSERC/Secy/79 dated 21.01.2013 | 25.01.2013 |
| 50 | Punjab State Electricity Regulatory Commission (Punjab State Grid Code) Regulations, 2013 | No.PSERC/ Secy/ Regu.80 dated 14.02.2013 | 14.02.2013 |
| 51 | Punjab State Electricity Regulatory Commission (Conduct of Business) (Third Amendment) Regulations, 2013 | PSERC/Secy/Regu.81 dated 07.05.2013 | 08.05.2013 |
| 52 | Punjab State Electricity Regulatory Commission (Electricity Supply Code and Related Matters) (4 th Amendment) Regulations, 2013 | PSERC/Secy/Reg.82 dated 21.06.2013 | 21.06.2013 |
| 53 | Regarding designating the officers of the Punjab State Power Corporation Limited (PSPCL)/Licensee to act as authority for the discharge of functions as envisaged in Reg. 37.2 (c) (i) of the Punjab State Electricity Regulatory Commission (Electricity Supply Code and Related Matters) Regulations, 2007 | PSERC/Secy/Regu.83 dated 01.08.2013 | 01.08.2013 |
| 54 | To stay the operation of amendment to sub clause (c) of the Regulation 21.2 of PSERC (Electricity Supply Code & Related Matters) 4th amendment Regulation, 2013 appearing at Sr. No. (3) of the notification No. PSERC/Secy/Reg. 82 dated 21 June, 2013 till further orders | PSERC/Secy/Regu.84 dated 16.08.2013 | 16.08.2013 |
| 55 | Regarding extension in the term of the Supply Code Review Panel constituted vide Notification no.PSERC/Secy/54 dated 13.4.2011 published in Punjab Government Gazette on 29.04.2011 | PSERC/Secy/Regu.85 dated 23.08.2013 | 26.08.2013 |
| 56 | Regarding constituting the State Advisory Committee effective for | PSERC/Secy/Regu.86 dated 02.09.2013 | 02.09.2013 |

| | | | |
|----|--|---|------------|
| | one year from the date of publication of this notification in the Punjab Government official Gazette | | |
| 57 | Regarding Punjab State Electricity Regulatory Commission (Terms & Conditions for Intra-state Open Access) (3 rd Amendment) Regulations, 2013 | PSERC/Secy/Reg./87 dated 02.09.2013 | 02.09.2013 |
| 58 | 'Consumers Complaint Handling Procedure' (CCHP) | PSERC/Secy/Regu.88 dated 04.10.2013 | 07.10.2013 |
| 59 | Regarding Punjab State Electricity Regulatory Commission (Forum and Ombudsman) (5 th Amendment), Regulations, 2013 | PSERC/Secy/Regu.89 dated 20.11.2013 | 21.11.2013 |
| 60 | Regarding Punjab State Electricity Regulatory Commission (Electricity Supply Code and Related Matters) (5 th Amendment) Regulations, 2013 | PSERC/Secy./Reg.90 dated 10.12.2013 | 11.12.2013 |
| 61 | Regarding constitution of Supply Code Review Panel in terms of provisions of Regulation 4.1 of Punjab State Electricity Regulatory Commission (Electricity Supply Code and Related Matters) Regulations, 2007 as amended from time to time | No.PSERC/Secy/Regu./91 dated 27.03.2014 | 28.03.2014 |
| 62 | Punjab State Electricity Regulatory Commission (Conduct of Business) (Fourth Amendment) Regulations, 2014 | No.PSERC/Secy/Regu./92 dated 14.05.2014 | 14.05.2014 |
| 63 | Regarding appointment of Ombudsman, Electricity, Punjab | No.PSERC/Gen-349/7067/93 dated 16.06.2014 | 23.06.2014 |
| 64 | Punjab State Electricity Regulatory Commission (Terms and Conditions for Determination of Generation, Transmission, Wheeling and Retail Supply Tariff) Regulations, 2014 | No.PSERC/Secy/Regu.-94 dated 01.07.2014 | 01.07.2014 |
| 65 | Regarding constitution of the State Advisory Committee | No. PSERC/Secy/95 dated 26.08.2014 | 26.08.2014 |
| 66 | Punjab State Electricity Regulatory Commission (Terms & Conditions for Intra-state Open Access) (4 th Amendment) Regulations, 2014 | No.PSERC/Secy/96 dated 17.09.2014 | 18.09.2014 |
| 67 | Punjab State Electricity Regulatory Commission (Electricity Supply Code and Related Matters) Regulations, 2014, in short Supply Code 2014 | No.PSERC/Secy/Regu/97 dated 05.11.2014 | 05.11.2014 |
| 68 | Regarding constitution of a Supply | PSERC/Secy/Regu./98 | 08.12.2014 |

| | | | |
|----|--|---|----------------------------------|
| | Code Review Panel | Dated 08.12.2014 | |
| 69 | Punjab State Electricity Regulatory Commission (State Advisory Committee) (1 st Amendment) Regulations, 2015 | No.PSERC/Secy./Reg./99 Dated 15.01.2015 | 15.01.2015 |
| 70 | PSERC (Renewable Purchase Obligation and its Compliance Amendment-I) Regulations, 2015 | PSERC/Secy./Regu.100 Dt. May 6 th , 2015 | 6 th May, 2015 |
| 71 | PSERC (Grid Interactive Rooftop Solar Photo Voltaic Systems based on Net Metering) Regulations, 2015 | PSERC/Secy./Regu.101 Dt. May 7 th , 2015 | 7 th May, 2015 |
| 72 | Regarding effective date for enforcement of Punjab State Electricity Regulatory Commission (Terms & Conditions for determination of Generation, Transmission, Wheeling and Retail Supply Tariff)Regulations, 2014 notified vide notification no.PSERC/Secy./Regu.94 dt. 01.07.2014. | PSERC/Secy./Regu.102 Dt. May 28 th , 2015 | 27 th May, 2015 |
| 73 | PSERC (Terms & Conditions for Intra State Open Access),(5 th Amendment), Regulations, 2015 | PSERC/Secy./Regu.103 Dt. June 1 st , 2015 | 1 st June, 2015 |
| 74 | PSERC (Terms & Conditions for Determination of Tariff) (3 rd Amendment) Regulations, 2015 | PSERC/Secy./Regu.104 Dt. June 16 th , 2015 | 16 th June, 2015 |
| 75 | PSERC (Terms & Conditions for Determination of Tariff) ,(4 th Amendment) Regulation, 2015 | PSERC/Secy./Regu.105 Dt. August 11 th , 2015 | 12 th August, 2015 |
| 76 | Consumer Complaint Handling Procedure (CCHP) 1 st Amendment 2015. | PSERC/Secy./Regu.107 Dt. September 16 th , 2015 | 16 th September, 2015 |
| 77 | PSERC (Terms & Conditions for Determination of Tariff) ,(5 th Amendment) Regulation, 2015 | PSERC/Secy./Regu.108 Dt. October 15 th , 2015 | 16 th October, 2015 |
| 78 | PSERC (Appointment & Service Conditions of Employees) Regulations, 2015. | PSERC/Secy./Regu.109 Dt. December 24 th , 2015 | 24 th December, 2015 |
| 79 | PSERC (Terms & Conditions for Intra State Open Access) (6 th Amendment) Regulations, 2016 | PSERC/Secy./Regu.110 Dt. January 21 st , 2016 | 21 st January, 2016 |
| 80 | Punjab State Electricity Regulatory Commission (Terms & Conditions for determination of Generation, Transmission, Wheeling and Retail Supply Tariff) (1 st Amendment) Regulations 2016. | PSERC/Secy./Regu.111 Dt. February 3 rd , 2016 | 4 th February, 2016 |
| 81 | PSERC (Terms & Conditions for Intra State Open Access) (7 th Amendment) Regulations, 2016 | PSERC/Secy./Regu.112 Dt. February 3 rd , 2016 | 4 th February, 2016 |
| 82 | PSERC (Electricity Supply Code & Related matters) (1 st Amendment) Regulations, 2016. | PSERC/Secy./Regu.114 Dt. June 22 nd ,2016 | 23 rd June, 2016 |
| 83 | PSERC Consumer Complaint Handling Procedure (CCHP) 2nd Amendment, 2016 | PSERC/Secy./Regu.115 August 12 th , 2016 | 12 th August, 2016 |

| | | | |
|----|---|--|---------------------------------|
| 84 | PSERC (Electricity Supply Code & Related matters) 2nd Amendment Regulations, 2016. | PSERC/Secy./Regu.116 Dt. October 5 th , 2016 | 5 th October, 2016 |
| 85 | PSERC (Forum and Ombudsman) Regulations, 2016. | PSERC/Secy./Regu.117 Dt. December 26 th , 2016 | 29 th December, 2016 |
| 86 | PSERC (Electricity Supply Code & Related matters) 3rd Amendment Regulations, 2017 | PSERC/Secy./Regu.119 Dt. March 21 st , 2017 | 22 nd March, 2017 |
| 87 | Consumer Complaint Handling Procedure (CCHP) 3 rd Amendment Regulations, 2017. | PSERC/Secy./Regu.121 Dt. June 14 th , 2017 | 15 th June, 2017 |

Records: -

Records of the petitions filed before the Commission, pleadings of the parties and orders passed thereon are kept in the office of Registrar of the Commission. All expenditure and accounting records are under the control of the Drawing and Disbursing Officer. Administrative records are under control of the Joint Secretary Administration or Deputy Director, Media.

Manual 6: Categories of documents held by the authority or which are under its control:

6.1 Title of the document

6.2 Category of document

6.3 Custodian of the document

| Name of the Document | Procedure to obtain the Document | Held by/Under Control of |
|---|---|---------------------------------|
| Rules and Regulations framed by the Central Government and the Punjab Government relevant to the Commission, Regulations framed by the PSERC and the records of the petitions filed before the Commission, pleadings of the parties and orders passed thereon | Registrar | ---- |
| All accounting records | Drawing and Disbursing Officer | Sh. Kanti Prasad |
| All administrative records | Joint Secretary, Administration or Asstt. Dir./GS | Sh. Harbhajan Singh, AD/GS |

Manual 7: 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 administration thereof:

7.1 Relevant rules, circulars etc.

As detailed in Manual No. 5.

7.2 Arrangement for consultation with or representation by the members of the public in policy formulation/policy implementation

On matters of public importance, Punjab State Electricity Regulatory Commission issues public notices for inviting comments/objections from the public and holds public hearings for eliciting views of the public before finalization of its views thereon. State Advisory Committee, which includes members of public, also stands notified and assists the Commission in discharge of its functions. Further, the Commission also invites representatives of Consumer Associations for public hearings before determination of tariff and other issues affecting general public.

Manual 8: The statement of the boards, councils, committees and other bodies consisting as its part or for the purpose of its advice and as to whether meetings of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public:

8.1

| Name of the Board/ Council/ Committee | Member Name | Designation | Address | Contact Details (E-mail, phone, fax, mobile no.) |
|--|--|----------------------------|--|---|
| State Advisory Committee | Ms. Kusumjit Sidhu | Ex. Officio Chairperson | PSERC, SCO 220-221, Sector 34-A, CHD | |
| | Er. S.S. Sarna | Ex. Officio Member | PSERC, SCO 220-221, Sector 34-A, CHD | |
| | Ms. Anjuli Chandra | Ex. Officio Member | PSERC, SCO 220-221, Sector 34-A, CHD | |
| | Secretary, Food & Supplies & Consumer Affairs, Government of Punjab, Chandigarh. | Ex. Officio Member | Civil Secretariat, Chandigarh | |
| | Secretary, Department of Power | Member | Civil Secretariat-2, Sector – 9 CHD | |
| | Labour Commissioner, Department of Labour and Employment | Member | Government of Punjab, Chandigarh. | |
| | Chairman, C.I.I., Punjab State Council | Member | Sector 31-A, Chandigarh | |
| | Chairman, PHDCCI, Punjab Committee. | Member | Sector 31-A, Chandigarh | |
| | Chief Electrical Engineer / Representative Northern Railways | Member | Baroda House, New Delhi- 110001 | |
| | Director Agriculture, Department of Agriculture | Member | Government of Punjab, Chandigarh. | |
| | Director, Local Govt. Dept. | Member | Punjab, Chandigarh | |
| | Director/Finance & Commercial | Member | PSTCL, The Mall, Patiala. | |
| | Director/Distribution | Member | PSPCL, The Mall, Patiala. | |
| | Chief Engineer/ARR & TR | Member | PSPCL, The Mall, Patiala. | |
| | Sh. S.K. Anand, Ex. Member, | Member | PSEB, 68, Ajit Nagar, Patiala. | |
| | Chief Engineer PAU, Ludhiana | Member | | |
| | Prof. R.S. Ghuman, Chair Professor, | Member | Centre for research in | |

| | | | | |
|--|--|--------|---|--|
| | Nehru SAIL Chair and Head Panchayati Raj Unit | | Rural and Industrial Development (CRRID), Sector – 19 A, Chandigarh | |
| | Sh. Pishora Singh, President, Bhartiya kisan Union (EKTA) Sidhupur | Member | | |
| | Chief Project Manager, Rural Electrification Corporation Ltd., | Member | REC Project Office, Bay 7-8, Sector 2, Panchkula | |
| | Shri Bhagwan Bansal Punjab Cotton Factory, Ginners Association Regd. | Member | Shop 109, New Grain Market, Mukatsar | |
| | Shri Jagtar Singh, Director Social Work & Rural Development Centre | Member | VPO Nurpur Bedi, District Ropar | |
| | Er. Suresh Kumar Gupta (Ex-Member, PSEB) | Member | Mayur Enclave, Near Kaintal School, Bhupendra Road, Patiala. | |
| | Chief Executive Officer, PEDA | Member | Plot No.1, Sec 33-A, Chandigarh. | |
| | Er. A. S. Pabla (Ex-Chief Engineer, PSEB) | Member | H.No. 69, Phase-III A, SAS Nagar, Mohali | |

8.2 Composition Powers & functions:

Detail has already been provided in Manual No. 1

8.3 Whether their meetings are open to the public?

Yes

8.4 Whether the minutes of the meeting are open to the public?

Yes

8.5 Place where the minutes, if:

PSERC office or any other place mentioned at the time of meeting

8.6 Open to the public is available?

YES

Manual 9: Directory of officers and employees:

| Sr. No. | Designation | Name | Phone No. | Email Address |
|----------------|------------------------------|-----------------------|------------------|-----------------------------------|
| 1 | Chairperson | Ms. Kusumjit Sidhu | 2611991 | chairpersonpsercchd@gmail.com |
| 2 | Member | Er. S.S. Sarna | 2669799 | member1psercchd@gmail.com |
| 3 | Member | Ms. Anjuli Chandra | 2613297 | member2psercchd@gmail.com |
| 4 | Secretary | Ms. Parneet M. Suri | 2648321 | secretarypsercchd@gmail.com |
| 5 | Director (Tariff) | Er. I.M. Singh | 4666412 | directortariffpsercchd@gmail.com |
| 6 | Director (M & F) | -- | 2601255 | directorfinancepsercchd@gmail.com |
| 7 | Director(RE) | --- | 2603179 | directorrepsercchd@gmail.com |
| 8 | Registrar | -- | | registrarpsercchd@gmail.com |
| 9 | Joint Director (Tariff) | Er. A.S. Kang | 5135511 | |
| 10 | Joint Director (Regulations) | Er. H.S. Bedi | 2623001 | directorregpsercchd@gmail.com |
| 11 | Joint Director (M & F) | Sh. Maninder Singh | 5135510 | |
| 12 | Dy. Director (Tariff) | Er. Jaswinder Singh | 5135518 | |
| 13 | Dy. Director (RE) | Er. Rajesh Gupta | 5135521 | |
| 14 | Dy. Director (RE) | Er. Raghuvinder Singh | 5135522 | |
| 15 | Dy. Registrar | Ms. Sheetal Sharma | 5135524 | |
| 16 | DDO | Sh. Kanti Prasad | 5135528 | |
| 17 | Dy.Secy./Admn. | Ms. Ruchy Dev | 5135525 | dsadmnpsercchd@gmail.com |

Manual 10: Monthly remuneration received by each of its officers and employee including the system of compensation as provided in its regulations:

PUNJAB STATE ELECTRICITY REGULATORY COMMISSION

List of officers working in PSERC

| Sr.No. | Name (S/Shri/Ms.) | Designation | Pay Band / Level in 7th CPC (Rs.) | Monthly Salary (Aug.17) (Rs.) |
|--------|-----------------------|---------------------|-------------------------------------|-------------------------------|
| 1 | Kusumjit Sidhu | Chairperson | Rs.80000/- (Basic Pay) less Pension | 1,07,800 |
| 2 | S.S. Sarna | Member | Level 15 less Pension | 1,47,908 |
| 3 | Anjuli Chandra | Member | Level 15 less Pension | 1,36,388 |
| 4 | -- | Secretary | -- | -- |
| 5 | Parneet Mahal Suri | Director (M&F) | Level 14 | 2,34,840 |
| 6 | -- | Director/RE | -- | -- |
| 7 | Inder Mohan Singh | Director/Tariff | Lumpsum Rs.100000 | 1,16,640 |
| 8 | Avtar Singh Kang | Jt. Director/Tariff | Rs.41300-67000 +9600 (Grade Pay) | 2,13,204 |
| 9 | Maninder Singh | Jt. Director/M&F | Rs.41300-67000 +9600 (Grade Pay) | 1,89,334 |
| 10 | Harbinder Singh Bedi | Jt. Director/Regu | Lumpsum Rs.80000 | 98,200 |
| 11 | Rajesh Gupta | Dy. Director/RE | Rs.41300-67000 +9600 (Grade Pay) | 2,07,004 |
| 12 | Raghvinder Singh | Dy. Director/RE | Level 11 | 1,16,784 |
| 13 | Jaswinder Singh | Dy. Director/Tariff | Rs.41300-67000 +9600 (Grade Pay) | 1,50,543 |
| 14 | Parminder Singh Walia | Dy. Director/M&F | Rs.41300-67000 +9600 (Grade Pay) | 1,20,068 |
| 15 | Ruchy Dev | Dy. Secretary/Admn | Lumpsum Rs.60000 | 65,800 |
| 16 | Sheetal Sharma | Dy. Registrar | Lumpsum Rs.60000 | 65,800 |
| 17 | Kanti Prasad | DDO | Level 10 | 1,04,744 |
| 18 | Indu Gupta | AO | Level 9 | 1,06,514 |
| 19 | Mohinder Singh Mavi | Sr. PS | Lumpsum Rs.40000 | 44,200 |
| 20 | -- | Sr. PS | Lumpsum Rs.40000 | -- |
| 21 | -- | PS | Lumpsum Rs.35000 | -- |

* Contractual Staff of Group B & C is drawing salary as per PSERC (Staff) Regulations, 2015 and outsourced staff including Group D is drawing pay as per DC rates.

Manual 11: The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:

11.1 Total Budget for the Public Authority

11.2 Budget for each agency and plan & programmes:

11.3 Proposed expenditures:

11.4 Revised budget for each agency, if any:

11.5 Report on disbursements made and place where the related reports are available:

There is no organization under the control of Punjab State Electricity Regulatory Commission and there is no scheme or project associated or floated by the Commission. However, head-wise budget estimates for the year 2017-18 are detailed below:-

Punjab State Electricity Regulatory Commission

| Sr.No. | Group Head | 2017-18 (Rs. in lakh) |
|--------|---------------------|--------------------------|
| 1. | Pay and Allowances | 560.00 |
| 2. | Medical | 06.00 |
| 3. | Rent of Building | 92.50 |
| 4. | Office expenses | 150.00 |
| 5. | T A | 15.00 |
| 6. | Telephone/ Internet | 08.00 |
| 7. | POL | 18.00 |
| 8. | Water | 0.50 |
| 9. | Electricity Charges | 10.00 |
| | Total: | 860.00 |

Ombudsman, Electricity, Punjab

| Sr No. | Head of Accounts | 2017-18 (Rs. in lakh) |
|--------|---|--------------------------|
| 1. | Pay & allowances/ Medical & other allowances | 44.61 |
| 2. | T.A. | 0.10 |
| 3. | Telephone | 0.70 |
| 4. | Office expenses/ Contingency | 6.90 |
| | Total: | 52.31 |

Manual 12: The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:

12.1 Name of the programme or activity

NA

12.2 Objective of the program

NA

12.3 Procedure to avail benefits

NA

12.4 Duration of the programme/scheme

NA

12.5 Physical and financial targets of the program

NA

12.6 Nature/scale of subsidy/amount allotted

NA

12.7 Eligibility criteria for grant of subsidy

NA

| Name of the programme or activity | Objective of the programme | Procedure to avail benefits | Duration of the programme/scheme | Physical and financial targets of the programme | Nature/scale of subsidy/amount allotted | Eligibility criteria for grant of subsidy |
|-----------------------------------|----------------------------|-----------------------------|----------------------------------|---|---|---|
| | | | | | | |

NA

12.8 Details of beneficiaries of subsidy program (Number, Profile etc.):

NA

The Commission does not execute any subsidy programmes.

Manual 13: Particulars of recipients of concessions, permits or authorizations granted by it:

13.1 Concessions, permits or authorizations granted by Public Authority

13.2 For each concession, permit or authorization granted

13.3 Eligibility criteria

13.4 Procedure for getting the concessions/grant and/or permits or authorizations

13.5 Name and address of the recipients given concessions/permits or authorizations

13.6 Date of award of concessions/permits or authorizations

| Concessions , permits or authorizations granted by Public Authority | Eligibility criteria | Procedure for getting the concessions/ grant and/or permits or authorizations | Name and address of the recipients given concessions/ permits or authorizations | Date of award of concessions/ permits or authorizations | For each concession, permit or authorization granted |
|---|----------------------|---|---|---|--|
|---|----------------------|---|---|---|--|

The Commission does not grant concessions, permits or authorizations. It only grants licence for generation, transmission, distribution or trading in electricity under Section 14 of the Electricity Act, 2003. For this purpose, the Conduct of Business Regulations provides detailed guidelines for procedure to be followed as well as the General Conditions of such licensees.

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

14.1 Details of information available in electronic form:

14.2 Name/title of the document/record/other information:

14.3 Location where available:

All regulations of the Commission as well as all orders passed by the Commission are posted on the website "**www.pserc.in**". Besides this it is also available with the Registrar in the office of the Commission.

Manual 15: The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use:

15.1 Name & location of the facility:

Punjab State Electricity Regulatory Commission, SCO 220-221, Sector 34-A,
Chandigarh

15.2 Details of information made available: Manual 1 to 17

15.3 Working hours of the facility: 9:30 AM to 5:30 PM

15.4 Contact person & contact details (Phone, fax, email) Manual 16

Although, the library has been maintained by the Commission but the same is not for the use of general public. Only the employees of the Commission can use the library for making references to the various Rules and Acts followed by the Commission.

Manual 16: The names, designation and other particulars of the Public Information Officer and Appellate Authority

16.1 Name and designation of the Public information officer, Assistant Public Information Officer(s) & Appellate Authority Address, telephone numbers and email ID of each designated official

| | Name | Designation | Address | Telephone Nos. | email |
|------------------------|------------------------|--------------------|--|-----------------------|--|
| PIO | Ms. Sheetal Sharma | Dy. Registrar | Punjab State Electricity Regulatory Commission, SCO.220-221, Sector 34A, Chandigarh. | Off: 0172- 5135524 | registrarpsercchd@gmail.com |
| Appellate Authority | Ms. Parneet M. Suri | Secretary | -do- | Off: 0172- 2648321 | secretarypsercchd@gmail.com |

Web: www.pserc.in email: secretarypsercchd@gmail.com

Manual 17: Such other information as may be prescribed.

17.1 Citizen's charter of the public authority:

The citizen charter is available on the website of PSPCL (www.pspcl.in).

17.2 Grievances redressal mechanisms

Available of our website www.pserc.in

17.3 Details of applications received under RTI and information provided

The information as to the disposal of the RTI Applications in the year 2016 is as under:-

Proforma B (ਪ੍ਰੋਫਾਰਮਾ-ਬੀ)

Department (ਦਫਤਰ) : Punjab State Electricity Regulatory Commission (ਪੰਜਾਬ ਰਾਜ ਬਿਜਲੀ ਰੈਗੂਲੇਟਰੀ ਕਮਿਸ਼ਨ)

Period (ਅਵੱਧੀ) : 1.1.2016 to 31.12.2016

Proforma for Annual Return of the 1st Appellate Authorities to the State Information Commission, Punjab - Right to Information Act, 2005 (ਪਹਿਲੀ ਐਪੀਲੇਟ ਆਥਾਰਟੀ ਦੇ ਤੌਰ ਤੇ ਪਹਿਲੀ ਅਪੀਲਾਂ ਦਾ ਫੈਸਲਾ ਕਰਨ ਲਈ ਪ੍ਰੋਫਾਰਮਾ-ਰਾਇਟ ਟੂ ਇਨਫਾਰਮੇਸ਼ਨ ਐਕਟ, 2005)

| 1 | 2 | 3 | 4 | 5 | 6 | | | | 7 | 8 | 9 | 10 |
|----------------------|--|--|-----------------------------------|---|-------------------------------------|-------------------------------------|--|-----------------|--|--|--|--|
| Sr. No. (ਲੜੀ ਨੰ:) | Designation of Public Authority (ਲੋਕ ਅਥਾਰਟੀ ਦਾ ਆਹੁਦਾ) | Designation of First Appellate Authority (ਪਹਿਲੀ ਐਪੀਲੇਟ ਆਥਾਰਟੀ ਦਾ ਆਹੁਦਾ) | Previous Balance (ਪਿਛਲਾ ਬਕਾਇਆ) | Total No. of 1 st Appeals instituted (ਪਹਿਲੀ ਅਪੀਲ ਦਾਖਲ ਹੋਣ ਦੀ ਕੁਲ ਗਿਣਤੀ) | Within 30 days (30 ਦਿਨਾਂ ਦੇ ਵਿਚ) | Within 45 days (45 ਦਿਨਾਂ ਦੇ ਵਿਚ) | More than 45 days (45 ਦਿਨਾਂ ਤੋਂ ਵੱਧ ਸਮੇਂ ਵਿਚ) | Total (ਕੁੱਲ) | Number of appeals pending (ਪੈਂਡਿੰਗ ਅਪੀਲਾਂ ਦੀ ਗਿਣਤੀ) | Number of appeals rejected (ਖਾਰਜ ਅਪੀਲਾਂ ਦੀ ਗਿਣਤੀ) | Number of appeals accepted (ਸਵੀਕਾਰ ਕੀਤੀਆਂ ਗਈਆਂ ਅਪੀਲਾਂ ਦੀ ਗਿਣਤੀ) | Reasons, if the appeals were not decided within time. (ਜੇਕਰ ਅਪੀਲਾਂ ਦਾ ਫੈਸਲਾ ਸਮੇਂ ਸਿਰ ਨਹੀਂ ਕੀਤਾ ਗਿਆ ਤਾਂ ਉਸਦੇ ਕਾਰਨ) |
| 1 | | | | | | | | | | | | |
| 1 | Dy.Registrar-cum-P.I.O. PSERC SCO 220-221, Sector 34-A, Chandigarh | Secretary PSERC SCO 220-221, Sector 34-A, Chandigarh | Nil | 1 | 1 | - | - | - | 1 | - | 1 | N.A. |


Public Information Officer

FORM – 2 (ਫਾਰਮ-2)

ANNUAL REPORT FOR THE YEAR 2016 FOR EACH ADMINISTRATIVE DEPARTMENT (PUBLIC AUTHORITY WISE)

(ਹਰੇਕ ਪਬਲਿਕ ਵਿਭਾਗ ਦੁਆਰਾ ਸਾਲ 2016 ਦੀ ਸਾਲਾਨਾ ਰਿਪੋਰਟ)

To be submitted by every Administrative Department to SICP (ਹਰੇਕ ਪਬਲਿਕ ਵਿਭਾਗ ਦੁਆਰਾ ਰਾਜ ਸੂਚਨਾ ਕਮਿਸ਼ਨ ਨੂੰ ਭੇਜਣ ਲਈ)

Department Punjab State Electricity Regulatory Commission (ਪੰਜਾਬ ਰਾਜ ਬਿਜਲੀ ਰੈਗੂਲੇਟਰੀ ਕਮਿਸ਼ਨ)

Period From: 01-01-2016 To 31-12-2016
DD-MM-YYYY DD-MM-YYYY

| Sr No. (ਲੜੀ ਨੰ.) | Name of Public Authorities with the Department | Public authorities who have filed annual returns (Yes/No) (ਉਹ ਪਬਲਿਕ ਅਥਾਰਟੀ ਜਿਹਨਾਂ ਨੇ ਸਾਲਾਨਾ ਰਿਪੋਰਟ ਭੇਜੀ ਹੈ (ਹਾਂ/ਨਹੀਂ)) | Number of requests received (ਪ੍ਰਾਪਤ ਬਿਨੈ ਪੱਤਰ ਦੀ ਗਿਣਤੀ) | Decisions where applications for information rejected (ਫੈਸਲੇ ਜਿਹਨਾਂ ਅਧੀਨ ਬੇਨਤੀਆਂ ਖਾਰਜ ਕੀਤੀਆਂ ਗਈਆਂ) | Number of cases where disciplinary action taken against any officer in respect of administration of RTI Act (ਅਨੁਸ਼ਾਸਨੀ ਕਾਰਵਾਈ ਕੀਤੇ ਗਏ ਕੇਸਾਂ ਦਾ ਨੰਬਰ) | Number of times various provision were invoked while rejecting requests (ਕਿੰਨੀ ਵਾਰੀ ਕਾਰਵਾਈ, ਸੂਚਨਾ ਅਧਿਕਾਰ ਐਕਟ ਦੀ ਧਾਰਾਵਾਂ ਨੂੰ ਬੇਨਤੀ ਖਾਰਜ ਕਰਨ ਲਈ ਵਰਤੋਂ ਕੀਤੀ ਗਈ) | | | | | | | | | | | | | | Total Registration fee collected (Rs.) (ਕੁਲ ਰਜਿਸਟਰੇਸ਼ਨ ਫੀਸ) | Total additional fee collected (Rs.) (ਕੁਲ ਅਤਿਰਿਕਤ ਫੀਸ) | Total penalty levied & collected (Rs.) (ਕੁਲ ਜੁਰਮਾਨਾ) |
|---------------------|--|---|---|--|--|---|-----|---|-----|-----|-----|-----|-----|-----|-----|----|-------------------------------|----|--------------|--|---|---|
| | | | | | | Relevant Sections of RTI Act 2005 (ਸੂਚਨਾ ਅਧਿਕਾਰ ਐਕਟ 2005 ਦੀ ਸਬੰਧਤ ਧਾਰਾਵਾਂ) | | | | | | | | | | | Others Sections (ਹੋਰ ਧਾਰਾਵਾਂ) | | | | | |
| | | | | | | Section 8(1) (ਧਾਰਾਵਾਂ 8(1)) | | | | | | | | | | | Others Sections (ਹੋਰ ਧਾਰਾਵਾਂ) | | | | | |
| | | | | | | (a) | (b) | © | (d) | (e) | (f) | (g) | (h) | (i) | (j) | 9 | 11 | 24 | Others (ਹੋਰ) | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | |
| 1 | Dy.Registrar PSERC SCO 220-221, Sector 34-A, Chandigarh | Yes | 34 | 12 | Nil | - | - | - | - | - | - | - | - | - | - | - | - | 12 | 300 | 1738 | Nil | |


Public Information Officer

- 17.4 List of completed schemes/projects/programmes: NA
- 17.5 List of schemes/projects/programmes underway: NA
- 17.6 Details of all contracts entered into including name of the contractor, amount of contract and period of completion of Contract:-

| Project/Scheme/Programmes Name | Details of Project | Name of Contractor | Amount of Contract | Completion of Contract/Duration |
|--------------------------------|--------------------|--------------------|--------------------|---------------------------------|
|--------------------------------|--------------------|--------------------|--------------------|---------------------------------|

NA

17.7 Any other information

FORM 'A'

Form of application for seeking information under the Right to information Act, 2005

I.D No. _____

(For official use)

To

The Public Information officer,

Authority Name

City

1. Full Name of the Applicant _____
2. Father's/Spouse's name _____
3. Permanent Address _____
4. Correspondence Address _____
5. Particulars of information required
 - a. Subject matter of information: _____
 - b. The period to which the information relates _____
 - c. Specify details of information required _____
 - d. Whether information is required by post or in person _____
(The actual postal charges shall be included in providing information)
 - e. In case by post (Ordinary, Registered or Speed post.) _____
6. Is this information not made available by the Public Authority under voluntary disclosure?
7. Do you agree to pay the required fee? _____
8. Have you deposited application fee? (If yes, details of such deposit)
9. Whether belongs to Below Poverty Line category? If yes, have you furnished the proof of the same with applicant?
Place : _____
Date : _____

Full Signature of the applicant and Address
E-mail address, if any.....
Tel.No. (Office).....
(Residence).....

Note: (i) Reasonable assistance can be provided by the competent authority in filling up the for Form A.

(ii) Please ensure that the Form A is complete in all respect and there is no ambiguity in providing the details of information required.

ACKNOWLEDGEMENT OF APPLICATION IN FORM-A

I.D.No. _____

Date: _____

1. Received an application in Form A from Shri/Ms. _____ resident of _____ under the Right to Information Act, 2005.
2. The information is proposed to be given normally within 30 days from the date of receipt of application and in case it is found that the information asked for cannot be supplied, the rejection letter shall be issued stating reason thereof.
3. The applicant is advised to contact Shri. _____ between 11 A.M to 1 P.M.
4. In case the applicant fails to turn up on the scheduled date(s), the Competent Authority shall not be responsible for delay, if any
5. The applicant shall have to deposit the balance fee, if any, with authorized person before collection of information.

Signature and Stamp of the
Public Information Officer
PICT

Dated:.....

E-mail address: _____
Web-site: _____
Tel. No. _____

Form 'B'
TRANSFER OF APPLICATION FORM

Form _____

Date:.....

To,

Sir/Madam,

Please refer to your application; I.D.No. _____ Dated _____ addressed to the Undersigned regarding supply of information on _____

2. The requested information does not fall within the jurisdiction of this Corporation and Therefore, your application is being referred herewith to Shri _____

4. This is supersession of the acknowledgement given to your on _____

Yours faithfully,
Public Information officer

E-Mail address: _____

Web-site _____

Tel. No. _____

Form 'C'
Rejection Order
[See rule 8 & 9]

Form _____

Dated:.....

To,

Sir/Madam,

Please refer to your application; I.D.No. _____ dated _____ addressed to the undersigned regarding supply of information on _____

2. The information asked for cannot be supplied due to following reasons:-

i).....

ii).....

3. As per Section 7(8) of Right to Information Act,2005, you may file an appeal to the Appellate authority within 30 days of the issue of this order

Yours faithfully,

Public Information Officer

E-mail address: _____

Web-site: _____

Tel. No. _____

FORMAT OF REGISTER TO BE MAINTAINED BY THE COMPETENT AUTHORITY

| I.D. No. | Name and Address of Applicant | Date of Receipt of Application in Form A | Type of Information asked | Particulars of fees deposited | | | Status of Disposal of application | | | | |
|----------|-------------------------------|--|---------------------------|-------------------------------|-----------|------|-----------------------------------|--------------------|-------------|-------------------------|--|
| | | | | Amt. | Recpt no. | Date | Information | | Application | | |
| | | | | | | | Supplied | Partially Supplied | Rejected | Returned to Application | |
| | | | | | | | | | | | |

Publish all relevant facts while formulating important policies or announcing the decisions which effect public:

- a) _____
- b) _____
- c) _____
- d) _____
- e) _____
- f) _____
- g) _____

19. Provide reasons for its administrative or quasi-judicial decisions to affected persons.

- a) _____
- b) _____
- c) _____
- d) _____
- e) _____
- f) _____
- g) _____