

Obligations of Public Authorities



Manuals under Right to Information Act, 2005
English Version

PUNJAB STATE ELECTRICITY REGULATORY COMMISSION

Plot No. 03, SECTOR 18-A, Madhya Marg

CHANDIGARH - 160018

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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, Plot No. 03, Sector 18-A,
Madhya Marg, Chandigarh – 160018.

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:

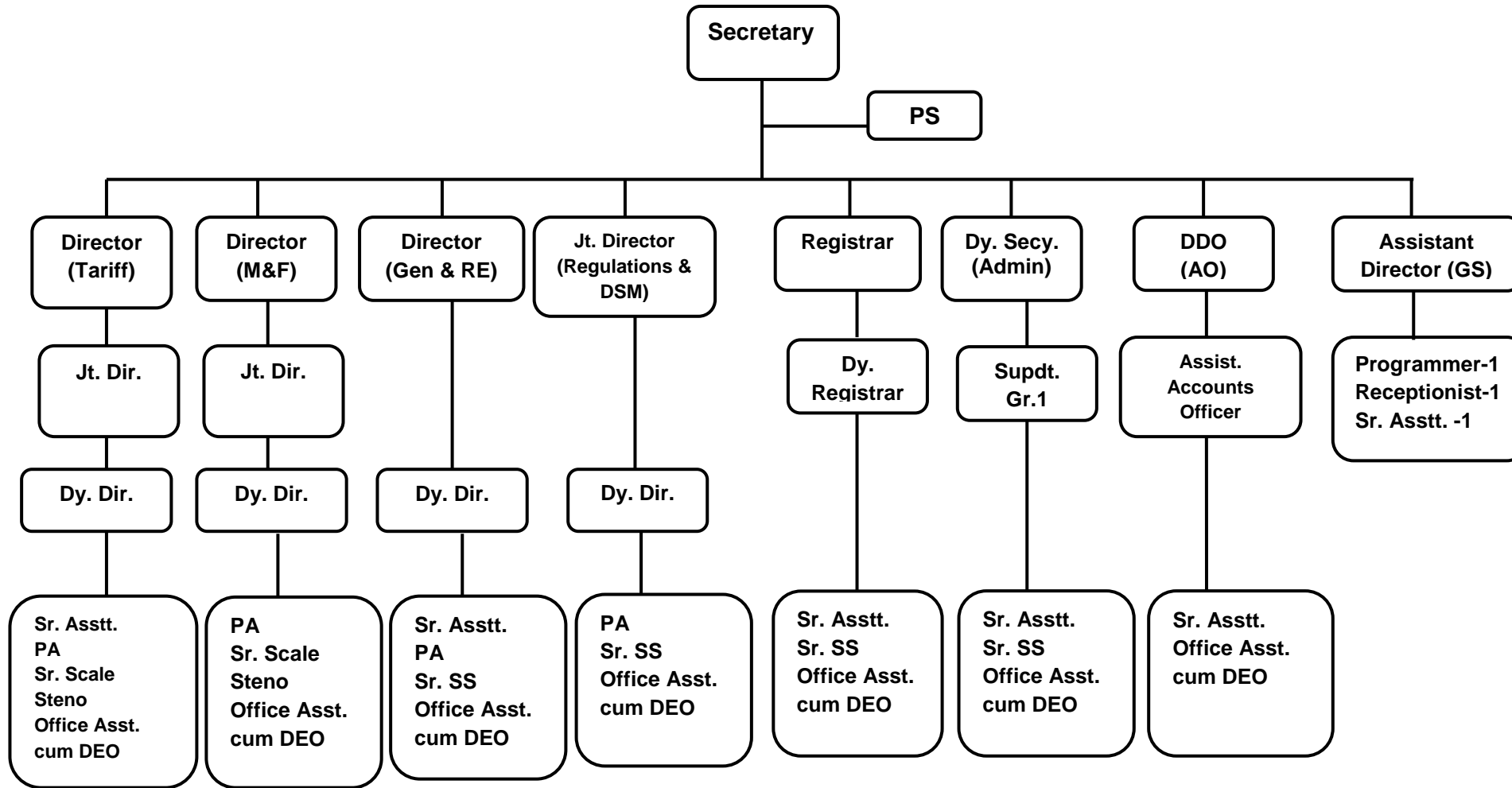
- 1.4.1 determine the tariff for generation, supply, transmission and wheeling of electricity, wholesale, bulk or retail, as the case may be, within the State: Provided that where open access has been permitted to a category of

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- 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	<p>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</p>
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	<p>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 .</p>

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 Gop, 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 Gop, 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
88	Appointment of Sh. Virinder Singh as Ombudsman, Electricity Punjab	PSERC/Secy./Regu./122 Dt. 19 th , Sept, 2017	20 th Sep, 2017
89	State Advisory Committee	PSERC/Secy./Regu./123 Dt. 21 st , December, 2017	21 st December, 2017
90	State Advisory Committee	PSERC/Secy./Regu./124 Dt. 30 th , January, 2018	30 th January, 2018
91	PSERC Electricity Supply Code and Related Matters	PSERC/Secy./Regu./125 Dt. 17 th , May, 2018	17 th , May, 2018
92	PSERC Electricity Supply Code and Related Matters	PSERC/Secy./Regu./126 Dt. 6 th , June, 2018	6 th , June, 2018
93	PSERC (Accounting Policy and Procedures) 1 st Amendment Regulations 2018	PSERC/Secy./Regu./127 Dt. 14 th , June, 2018	14 th , June, 2018
94	Electricity Supply Code & Related Matters.	PSERC/Secy./Regu./128 Dt. 27 th , June, 2018	27 th , June, 2018
95	PSERC (Terms and Conditions for Determination of Generation, Transmission, Wheeling and Retail Supply Tariff) (2 nd Amendment) Regulations, 2018	PSERC/Secy./Regu./129 Dt. 8 th , August, 2018	8 th , August, 2018
96	PSERC Constitutes a Supply Code Review Panel	PSERC/Secy./Regu./130 Dt. 13 th , August, 2018	13 th , August, 2018
97	Consumer Complaint Handling Procedure (CCHP) Regulation 2022 Regulations, 2016	PSERC/Secy./Regu./131 Dt. 31 th , August, 2018	31 th , August, 2018
98	Intra-State transmission Projects costing more than Rs. 50 Crore shall be developed by State Govt./STU through tariff based competitive bidding.	PSERC/Secy./Regu./132 Dt. 5 th , November, 2018	5 th , November, 2018
99	State Advisory Committee	PSERC/Secy./Regu./133 Dt. 19 th , December, 2018	19 th , December, 2018
100	PSERC (Renewable Purchase Obligation and its Compliance) Amendment-2) Regulations, 2018	PSERC/Secy./Regu./134 Dt. 2 nd , January, 2019	2 nd , January, 2019
101	PSERC (Forecasting, Scheduling, Deviation Settlement and Related Matters of Solar and Wind Generation Sources) Regulations, 2019	PSERC/Secy./Regu./135 Dt. 7 th , January, 2019	7 th , January, 2019
102	PSERC (Punjab State Grid Code) (1 st Amendment) Regulations, 2019	PSERC/Secy./Regu./136 Dt. 7 th , January, 2019	7 th , January, 2019

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	Sh. Rajesh Sharma
All accounting records	Drawing and Disbursing Officer	Sh. Roshan Lal, DDO
All administrative records	Deputy Secretary, Admn.	Ms. Ruchy Dev, DS/Admn.

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

Sr. No.	Name and Address	Designation
1.	Ms. Kusumjit Sidhu, Chairperson, PSERC, SCO 220-221, Sector-34-A, Chandigarh.	Ex-officio Chairperson
2.	Er. S.S. Sarna, Member, PSERC, SCO 220-221, Sector-34-A, Chandigarh.	Ex-officio Member
3.	Er. Anjuli Chandra, Member, PSERC, SCO 220-221, Sector-34-A, Chandigarh.	Ex-officio Member
4.	Principal Secretary, Department of Power, Government of Punjab, Chandigarh.	Member
5.	Principal Secretary, Food & Supplies and Consumer Affairs, Government of Punjab, Chandigarh.	Ex-officio Member
6.	Principal Secretary, New and Renewable Sources of Energy (NRSE) Govt. of Punjab Chandigarh.	Member
7.	Smt. Parneet Mahal Suri, Secretary, PSERC, SCO 220-221, Sector-34-A, Chandigarh.	Ex-officio Secretary
8.	Labour Commissioner, Deptt. of Labour & Employment, Government of Punjab, Chandigarh	Member
9.	Chairman-cum-Managing Director, PSPCL, Mall, Patiala.	Member
10.	Chairman-cum-Managing Director, PSTCL, The Mall, Patiala	Member
11.	Chief Electrical Engineer/ Representative, Northern Railway, Baroda House, New Delhi-110001	Member
12.	Chief Engineer, Punjab Agriculture University, Ludhiana	Member
13.	Director, Local Govt. Deptt., Punjab, Chandigarh	Member
14.	Director, Agriculture, Department of Agriculture, Govt. of Punjab, Chandigarh.	Member
15.	Mr. Nitin Bhatt, Regional Manager, Punjab/Haryana, Chandigarh Energy Efficiency Services Limited 4 th Floor, IWAI Building, A-13, Sector-1, Noida-201301.	Member
16.	Chairman, CII, Punjab State Council, Sector 31-A, Chandigarh	Member
17.	Chairman, PHDCCI, Punjab Committee, Sector 31-A, Chandigarh.	Member

Sr. No.	Name and Address	Designation
18.	Chairman, Farmers' Commission for the State of Punjab. Punjab Mandi Bhawan, Sector 65-A, Phase XI, Mohali Punjab	Member
19.	Indian Energy Exchange Limited, Fourth Floor, TDI Centre, Plot No - 7, Jasola, New Delhi – 110025	Member
20.	S. Bhupinder Singh Mann, Ex-MP, (Rajya Sabha) National President (BKU), Chairman National Kisan Coordination Committee. Outside Qazi Mori Gate, Batala District Gurdaspur.	Member
21.	Sh. P.P. Singh, Vice President (E&U) Nahar Fibers, Ludhiana.	Member
22.	Sh. Vijay Talwar, State Vice-President-cum-Co Chairman, National Power Committee, Laghu Udyog Bharti (Pb. Chapter) 1051, Dada Colony, Industrial Area, Jalandhar-144004.	Member
23.	Sh. P.S. Viridi, President, The Consumer Protection Federation (Regd.) Kothi No. 555, Phase-1, Sector-55, SAS Nagar (Mohali).	Member
24.	Sh. Mohinder Gupta, President, Mandi Gobindgarh, Induction Furnaces Association, Gobindgarh.	Member

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	2540072	chairpersonpsercchd@gmail.com
2	Member	Er. S.S. Sarna	2540104	member1psercchd@gmail.com
3	Member	Ms. Anjuli Chandra	2540107	member2psercchd@gmail.com
4	Secretary	Ms. Parneet M. Suri	2540066	secretarypsercchd@gmail.com
5	Director (Tariff)	Er. J.K. Vaid	2540142	directortariffpsercchd@gmail.com
6	Director (M & F)	Er. Rakesh Puri	2540139	directorfinancepsercchd@gmail.com
7	Director(RE)	Er. I.M. Singh	2540056	directorrepsercchd@gmail.com
8	Registrar	Sh. Rajesh Sharma	2861830	registrarpsercchd@gmail.com
9	Joint Director (Tariff)	Er. A.S. Kang	2861811	directortariffpsercchd@gmail.com
10	Joint Director (Regulations)	Er. H.S. Bedi	2861809	directorregpsercchd@gmail.com
11	Joint Director (M & F)	Sh. Maninder Singh	2861819	directorfinancepsercchd@gmail.com
12	Dy. Director (Tariff)	Er. Sanjiv Garg	2861823	directortariffpsercchd@gmail.com
13	Dy. Director (RE)	Er. Rajesh Gupta	2861820	directorrepsercchd@gmail.com
14	Dy. Director (RE)	Er. Raghvinder Singh	2861821	directorrepsercchd@gmail.com
15	Dy. Registrar	Ms. Sheetal Sharma	2861824	registrarpsercchd@gmail.com
16	DDO	Sh. Roshan Lal	2861828	
17	Dy.Secy./Admn.	Ms. Ruchy Dev	2861825	dsadmnpsercchd@gmail.com

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

	Name Sh./Smt./Ms.	Designation	Pay Band/Level in 7th CPC (Rs.)	Monthly salary (Nov.-2018) Rs.
1	Kusumjit Sidhu	Chairperson	Rs. 2,25,000/- less pension Pay band Level-1, Cell 17	203625
2	S.S. Sarna	Member	Level-7, Cell 15 Less pension	161220
3	Anjali Chandra	Member	Level-4, Cell 15 Less pension	148865
4	Parneet Mahal Suri	Secretary	Level 10, Cell-14	253667
5	Inder Mohan Singh	Director	Lumpsum 1,00,000	127131
6	J. K. Vaid	Director	Lumpsum 1,00,000	101200
7	Rakesh Puri joined on 05.11.2018	Director	Rs. 41300-67000 +9600 (Grade Pay)	198590
8	Maninder Singh	Jt. Director	Rs.41300-67000 +9600 (Grade pay)	200289
9	Avtar Singh Kang	Jt. Director	Rs.41300-67000 + 9600 (Grade pay)	213204
10	Harbinder Singh Bedi	Jt. Director	Lumpsum Rs.80000	114374
11	Rajesh Sharma joined On 5.11.18	Registrar	Lumpsum Rs.80000	81000
12	Rajesh Gupta	Dy. Director	Rs.41300-67000 + 9600 (Grade pay)	207004
13	Raghvinder Singh	Dy. Director	Level 11	121254
14	Parminder Singh Walia	Dy. Director	Lumpsum Rs.60000	61000
15	Sanjeev Kumar Garg	Dy. Director	Rs.41300-67000 + 9600 (Grade pay)	159394
16	Ruchy Dev	Dy. Secretary/Admn.	Lumpsum Rs.60000	70984
17	Sheetal Sharma	Dy. Registrar	Lumpsum Rs.60000	70984
18	Harbhajan Singh	Asstt. Director/GS	Lumpsum Rs.45000	46000
19	DDO	--	--	--
20	Mohinder Singh Mavi	Sr. PS	Lumpsum Rs.40000	50891
21	Dalbir Singh Jatana	PS	Lumpsum Rs.40000	41000
22	Surinder Kumar	Supdt./Admn	Lumpsum Rs.35000	36000
23	Prem Kumar Sharma	PS	Lumpsum Rs.35000	36000
* Contractual Staff of Group B & C is drawing salary as per PSERC (Appointment & Service Conditions of Employees) 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 expenditure
- 11.4 Revised Budget for each agency
- 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 2018-19 are detailed below:

Punjab State Electricity Regulatory Commission

Sr. No.	Group Head	2018-19 (Rs. in Lakhs)
1	Pay & Allowances	430.00
2	Medical	03.00
3	Rent of Building	94.00
4	Office Expenses	375.00
5	TA	15.00
6	Telephone/Internet	06.50
7	POL	14.00
8	Water	01.00
9	Electricity Charges	09.00
	Total	947.50

Ombudsman, Electricity, Punjab

Sr. No.	Head of account	2018-19 (Rs. in Lakhs)
1	Pay & Allowances/Medical & Other allowances	45.42
2	TA	0.40
3	Telephone/Internet	0.50
4	Office Expenses	6.10
	Total	52.42

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
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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.gov.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, Site No.3, Sector 18-A, Madhya Marg, Chandigarh, 160018.

15.2 Details of information made available: Manual 1 to 17

15.3 Working hours of the facility: 9:00 AM to 5:00 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, Plot No. 03, Sector 18A, Madhya Marg, Chandigarh. 160018	Off: 0172- 2861824	registrarpsercchd@gmail.com
Appellate Authority	Ms. Parneet M. Suri	Secretary	-do-	Off: 0172- 2540066	secretarypsercchd@gmail.com

Web: www.pserc.gov.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.gov.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 ਪ੍ਰਬੰਧਕੀ ਵਿਭਾਗ ਦੁਆਰਾ ਸਾਲ 2016 ਦੀ ਸਾਲਾਨਾ ਰਿਪੋਰਟ)

To be submitted by every Administrative Department to SICP (ਹਰੇਕ ਪ੍ਰਬੰਧਕੀ 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)																
						Section 8(1) (ਧਾਰਾਵਾਂ 8(1))											Others Sections (ਹੋਰ ਧਾਰਾਵਾਂ)					
						(a)	(b)	(c)	(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) _____