

**MEGHALAYA STATE ELECTRICITY BOARD**  
**INFORMATION MANUAL**  
(UNDER RIGHT TO INFORMATION ACT- 2005)

**CHAPTER 1**

**INTRODUCTION:**

**1.1 Right to Information Act 2005.**

The Right to Information Bill was introduced in the Lok Sabha in December 2004. It was passed by both the houses of Parliament in May 2005. The assent of the President was received on 15<sup>th</sup> June and the Act was notified in 'The Gazette of India' on 21<sup>st</sup> June, 2005. The Right to Information Act will become operational by the 12<sup>th</sup> October 2005 after the completion of 120 days from the date of Presidential assent. The Freedom of Information Act passed by the Parliament in 2002 has been repealed.

The Right to Information Act (RTI Act) will cover all levels of government Centre, State, district and local self governing bodies like Panchayats and Municipal bodies. It will also cover non-governmental organizations- i.e. NGOs, Vos and other private bodies- that are financed substantially with public funds provided by the Government. This means every citizen has the right to put in an application requesting information or copies of records held by these bodies and such information should be given by the concerned body.

The citizens' right to information is not explicitly mentioned in the fundamental rights chapter of the Constitution. But in more than 10 cases the Supreme Court of India has declared that the fundamental right to life and liberty [Art.21] and the fundamental right to freedom of speech and expression [Art.19 (1)] include every citizen's fundamental right to access information. Parliament passed the RTI Act to enable all citizens to use their fundamental right to access information from public bodies.

**The main objectives of the RTI Act are –**

- **To promote transparency and accountability in the working of every public authority and**
- **To set up a practical regime for giving citizens access to information that is under the control of public authorities.**

As a step to proactively disclose required information regarding the duties and day-to-day functioning of Meghalaya State Electricity Board, MeSEB Information Manual has been prepared in line with the provision of Sec. 4 in the RTI Act 2005.

## 1.2 Objective of the manual

The main objective of the manual is to proactively publish to the maximum extent of information that will be of interest to the common people so that the need for requesting information becomes minimal. This is in accordance to Sec.4 of RTI Act 2005.

This proactive disclosure of information is aimed at providing to the common people the kinds of information that common people; ordinarily seek while approaching the different offices of the Board.

With a view to providing adequate information to the common people easily, categories of information as listed in 1.4 below are disclosed in this manual so as to bring down to a minimum their need for seeking information through applications.

In near future an enlarged and second edition manual will be published and be incorporated in MeSEB website

## 1.3 Intended users of this manual

The information contained in these manuals is intended for the convenience of the common people who desire for information relating to the Board's functioning, duties and performance. Important information is made accessible for the public through this manual.

The APIOs, PIOs, DAA of MeSEB will keep a copy of the manual at their office for use by the public as and when desire. The manual can also be made available to main libraries of the Government located at District and Sub-Divisional headquarters.

#### 1.4 Organization of this information manual

SI No	CHAPTERS	INFORMATION COVERED BRIEFLY
1	CHAPTER 1	Introduction
2	CHAPTER 2 (Manual 1)	Particulars of Organization, Functions and Duties
3	CHAPTER 3 (Manual 2)	Powers and Duties of Officers
4	CHAPTER 4 (Manual 3)	Rules, Regulation, Instructions, Manual and records for discharging functions
5	CHAPTER 5 (Manual 4)	Arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof
6	CHAPTER 6 (Manual 5)	A statement of the categories of documents that are held by it or under its control
7	CHAPTER 7 (Manual 6)	A statement of boards, council, committee and other bodies constituted as its part.
8	CHAPTER 8 (Manual 7)	The names, designations and other particulars of the Public Information Officers
9	CHAPTER 9 (Manual 8)	Procedure followed in Decision Making Process
10	CHAPTER 10 (Manual 9)	Directory of Officers and Employee
11	CHAPTER 11 (Manual 10)	Details of its Officers and Employees
12	CHAPTER 12 (Manual 11)	Annual Financial Statement for 2005-06.
13	CHAPTER 13(Manual)	The Manner of Execution of Subsidy pogrammes
14	CHAPTER 14 (Manual 13)	Recipients of Concessions, permits or authorization- ( List of Kutir Jyoti consumers)
15	CHAPTER 15 (Manual 14)	Norms set by it for the discharge of its functions
16	CHAPTER 16 (Manual 15)	Information available in an electronic form
17	CHAPTER 17 (Manual 16)	Particulars of the facilities available to citizens for obtaining information
18	CHAPTER 18 (Manual17)A	Frequently Asked Questions (FAQs)
		How to be MeSEB's Supplier of materials?
	CHAPTER 18 (Manual17)B Many useful Information in booklet form	How to apply for a new connection?
		Statement of Accounts 2003-04
		MIS Bulletin July 2005
		List of electrified villages- District wise
		Procedure for installment payment of arrear
		Schemes (ongoing & under process)
		Administration Report 2000-01
		Industrial consumers list
		Books in our Library
		MeSEB at a Glance
		New rural electrification schemes
		Delegation of Power in MeSEB
Technical specification 2003-04-05		
MeSEB, Regulation of Pay-2000 etc		

N.B \* Further detailed information is under process)

## 1.5 Definitions used in the Manual

1. “Board” means, the Meghalaya State Electricity Board constituted for the State of Meghalaya under Section 5 of the Electricity (Supply) Act 1948
2. “Act” means the Indian Electricity Act 1910 as in force from time to time and the Indian Electricity Rules, 2003.
3. “Consumer” means,, any person who is supplied with electrical energy by the Board and included any person whose premises are for the time being connected for the purpose of receiving electrical energy with the works of the Board.
4. “Month” means, the English (Gregorian) calendar month. The period between meter reading date in a particular month and the corresponding meter reading date of the immediately succeeding or preceding month (as the context requires) shall also be regarded as a month for the purpose of billing.
5. “Chief Engineer” means, the Chief Engineer of the Meghalaya State electricity Board.
6. “Engineer” means, the Additional Chief Engineer, Superintending Engineer, Executive Engineer, Asstt. Executive Engineer, Sub-divisional Officer, Resident Engineer, Asstt. Engineer or any other officer of the Board authorized by the Chief Engineer in his behalf.
7. “Consumers’ installations” means, any composite electrical unit including the electric wires, fittings, motors and apparatus erected and wired by or on behalf of the consumer on one and the same premises.
8. “Bulk Supply” means the supply given to-
  - a. A licensee for the purpose of local distribution in his area of supplies and includes the supply of power to other states.
  - b. The industrial and other consumers for industrial/non industrial purpose including residential purpose of his working people if they live within the factory area.
  - c. The consumers having mixed load of domestic, commercial or other types who maintain their own distribution system.
9. “High Tension Consumers” means, all consumers who obtain supply at voltages higher than 400 volts A,C 3 phase 50 cycles per second.
10. “Low Tension Consumers” means, all such consumers who obtain supply from the Board at voltages up to 400 volts A.C. 50 cycles, 3 phases.
11. “Service lines” means, any electric supply line through which energy is supplied or is intended to be supplied.
  - (i) To a single consumer whether from a distributing main or immediately from the (suppliers premises) or,
  - (ii) From a distributing main to a group of consumers on the same premise or adjoining premises supplied from the same point of the distributing main. This distribution main shall ordinarily mean the Low tension distribution unless otherwise specified.
12. “Date of Commencement of Supply” means, the day immediately following the date of expiry of a period of 3 months from the date of intimation by the Board to a consumer of the availability of power or the date of actual availing of supply by the consumer, whichever is earlier.
13. “Low Voltage” (LV) means, the voltage which does not exceed 400 volts A,C, 50 cycles on the normal conditions subject, however to the percentage variation allowed under the Indian Electricity Rules 1956.

14. “High voltage”(HV) means, the voltage higher than 400 volts A.C. 50 cycles but which does not exceed 33,000 volts A.C. 50 cycles on the normal conditions subject, however to the percentage variation allowed under the Indian Electricity Rules 1956.
15. “Extra High voltage”(EHV), means, voltage higher than 33,000 volts A.C. 50 cycles under normal conditions subject, however to the percentage variation allowed under the Indian Electricity Rules 1956.
16. “Connected Load” (CL) means, the aggregate of the manufacturers rating of all the apparatus including portable apparatus on the consumers premises which is supplied with energy. This shall be expressed in kilowatt. If the ratings are in KVA, the same should be converted to kilowatt by multiplying the KVA with a power factor of 0.85, if the same or any apparatus is rated by the manufacturers in HP, the HP rating shall be converted to kilowatt by multiplying it by 0.746.
17. “Contracted Load” means, the connected load which the consumers requires and is so specified in the agreement or in the sanction accorded for this service.
18. “Contracted Demand” (CD), means, the KW/KVA/HP demand specified in the agreement.
19. “Maximum Demand”(MD), means, twice the largest amount of KWH or KVA as the case may be, delivered to the point of supply to consumer during any consecutive period of 30 minutes each in the month.
20. “Power Factor” (pf) means, the ratio of KW hours consumed in the month to the kilovolt ampere-hours registered during the month. The power factor shall be calculated to 2 decimal places.
21. IE Act means Indian Electricity Act 2003
22. PIOs means MeSEB Public Information Officers
23. APIOs means MeSEB Assistant Public Information Officers
24. DAA means MeSEB Departmental Appellate Authority
25. RTI Act means Right To Information Act
26. SIC means State Information Commission
27. SCIC means State Chief Information Commissioner
28. CIC means Central Information Commission
29. CIC means Chief Information Commissioner
30. FAQs means Frequently Asked Questions by the general public
31. MeSEB means Meghalaya State electricity Board
32. DLT means Domestic category of consumer with LT supply
33. CLT means Commercial category of consumer with LT supply
34. ILT means Industrial category of consumer with LT supply
35. GP means General purpose category of consumer with LT supply
36. AP means Agriculture purpose category of consumer with LT supply
37. WSLT means Water Supply category of consumer with LT supply
38. TMLT means Temporary supply category of consumer with LT supply
39. DHT means Domestic category of consumer with HT supply
40. CHT means Commercial category of consumer with HT supply
41. IHT means Industrial category of consumer with HT supply
42. BS means General Bulk Supply category of consumer with HT supply

43. WSHT means Water Supply category of consumer with HT supply
44. TMHT means Temporary supply category of consumer with HT supply
45. EHT means Extra High Tension
46. MC means Monthly Minimum Charge excluding MR
47. MR means Meter rental charges
48. ED means Electricity Duty
49. EE means Executive Engineer
50. AEE means Assistant Executive Engineer
51. SE means Superintending Engineer
52. ACE means Additional Chief Engineer
53. MT means Member Technical of the Board
54. JE means Junior Engineer
55. C means Civil Engineering
56. E means Electrical
57. D means Distribution
58. P&D means Planning and Design
59. Vig means Vigilance
60. GM means General Manager
61. DGM means Deputy General Manager
62. CM means Construction Manager
63. AM means Area Manager
64. HRDC means Human Resources Development Center of MeSEB
65. RE means Rural Electrification
66. COM means Commercial
67. SLDC means State Load Dispatch Center
68. CSO means Chief Security Officer
69. PRO means Public Relation Officer of the Board
70. MM means Material Management
71. CAO means Chief Account Officer
72. AO means Account officer
73. DAO means Divisional Accounts officer
74. JDA means Junior Divisional Accountant
75. CMO means Chief Medical Officer
76. P/H means Power house
77. MIS means Management Information Service
78. HEP means Hydro Electric Project
79. MLHEP means Myntdu Leshaka Hydro Electric Project
80. SHP means Small Hydro Electric Project
81. MTI means Meter Testing and Inspection

**1.6 Contact person in case some body wants to get more information on topics covered in the manual as well as other information also.**

<b>Sl. No.</b>	<b>Type of Information</b>	<b>Contact Person</b>	<b>Address</b>	<b>Phone no.</b>
1	Information relevant to the daily activities in the field level within the respective geographical jurisdiction	Nearest APIOs at Sub-divisional office	Kindly see Chapter 8 (Manual 7)	Kindly see Chapter 8 (Manual 7)
2	Information relating to the functioning of the offices at field level, which are not available with APIOs at District level.	Concerned PIOs at District level	Kindly see Chapter 8 (Manual 7)	Kindly see Chapter 8 (Manual 7)
3	Information concerning different wings of the Board relating to its duties, functioning and performance	Concerned PIOs at Headquarter level	Kindly see Chapter 8 (Manual 7)	Kindly see Chapter 8 (Manual 7)
4	Information not available with PIOs and not included in the manual	Member Secretary, MeSEB, Departmental Appellate Authority,	MeSEB, Integrated Office Complex, Lumjingshai, Short Round Road, Shillong, 793001	0364-2591883(O) 0364-2520258 (R)

**1.7 Procedure and Fee Structure for getting information not available in the manual**

- I. You may apply in writing or electronically in English or Local official language of the area where application is to be made.
- II. It may also be noted that the PIOs will render all assistance to those who cannot write an application.
- III. The fee structure for such information will be as prescribed by the State Governme