

MEGHALAYA STATE ELECTRICITY BOARD INFORMATION MANUAL

(UNDER RIGHT TO INFORMATION ACT- 2005)

CHAPTER 2 (Manual 1)

Particulars of Organization, Functions and Duties

2.1 Objective/purpose of the MeSEB

The MeSEB was created with the purpose to supply electricity to all the consumers within the state of Meghalaya. It is responsible for Generation, Transmission & Distribution of electrical energy to all consumers.

2.2 Mission/vision Statement of the MeSEB

MeSEB's Mission

“To harness all the 3000MW hydro electric potential and to utilize the huge coal deposit for thermal power generation for the economic development in Meghalaya.”

MeSEB's Vision

“To provide the esteem customers with an quality and reliable electricity supply in a most efficient and economic manner.”

2.3 Brief history of the public authority and context of its formation

The Meghalaya State Electricity Board came into being on 21-01-1975, as a result of the bifurcation of the erstwhile Assam State Electricity Board. The MeSEB was constituted under Section (5) of the Electricity (Supply) Act 1948 by the Government of Meghalaya vide notification No: PE 304/74 dated 21-12-74.

2.4 General duties of the MeSEB

As per provisions of I.E. (Supply) Act 1948, the Board shall be charged with the following general duties, namely:-

- a) To arrange, in co-ordination with the Generating Company or Generating Companies, if any, operating in the State for the supply of electricity that may be required within the State and for the transmission and distribution of the same in the most efficient and economical manner with particular reference to those areas which are not for the time being supplied or adequately supplied with electricity.
- b) To supply electricity as soon as practicable to a licensee or other person requiring such supply if the Board is competent under this Act so to do;
- c) To exercise such control in relation to the generation, distribution and utilization of electricity within the State as is provided for by or under this Act.
- d) To collect data on the demand for, and the use of electricity and to formulate perspective plans in co-ordination with the Generating Company or Generating Companies, if any, operating in the State for the generation, transmission and supply of electricity within the State;
- e) To prepare and carry out schemes for transmission, distribution and generally for promoting the use of electricity within the State and
- f) To operate the generating stations under its control in co-ordination with the Generating Company or Generating Companies, if any, operating in the State and with the Government or any other Board or agency having control over a power system.

2.5 Main activities/functions of the public authority

The Board is responsible for coordinated development of generation, transmission and distribution of electricity in a most efficient and economic manner possible in the State of Meghalaya. In the discharge of this duty the Board operates its own generating plants including its transmission and distribution network.

2.6 List of services being provided by the public authority with a brief write-up on them.

- A. Generation - MeSEB is having six power stations with a total installed capacity of 185.2MW. The average annual generation from these power stations is about 600 MU. This power generated is used to supply power to all the consumers within the state of Meghalaya.
- B. Transmission - The highest transmission voltage of MeSEB is at 132KV and it is being connected to the eastern grid. Through this transmission net work, the power generated or imported is being transferred to the grid sub-station. The transmission networks include the transmission lines and the sub-station within the state of Meghalaya.
- C. Distribution - Distribution net work of MeSEB starts at 33 KV and is subsequently dropped to 11KV & 0.4 KV. The distribution net work is spread through out the state of Meghalaya and is linked between the end consumers and is the means by which the end consumers receive power supply. The distribution net works include all the 33 / 11KV sub-stations 11/ 0.4KV sub-stations and the low tension lines.

- D. Revenue - Revenue collection is another area of activity of the MeSEB. Revenue is collected as charge for the services rendered to the consumers by the MeSEB. Revenue collection is based on tariff charge to different category of consumers. The MeSEB being an autonomous body is depending on revenue for operation, maintenance & investigation for growth.
- E. Commercial - The commercial activity is to strengthen / supplement the revenue activity of the MeSEB. The commercial activity is divided into Energy Audit, Vigilance & MIS.
- F. Rural Electrification - Rural electrification is one of the services provided by MeSEB. With a view to achieve 100% electrification, MeSEB with the assistance of Central Government is trying to achieve this target by the year 2007. It is hope that 100% village electrification will bring about rapid development in the state.
- G. MLHEP - This project is being implemented by MeSEB with the financial pattern of 30% equity & 70 % loan at the estimated cost of Rs. 392.39 crores is scheduled to be commissioned by 2007. The construction work of the project is in progress and is expected to be commissioned within the stipulated date.
- H. Hydro Construction Investigation and Maintenance - To develop the vast hydro potential of Meghalaya, survey & investigation of the prospective site is a pre-requisite. It is necessary to have shelve of projects for developers to chose and this work is being under taken by the MeSEB in earnest.
- I. Others –

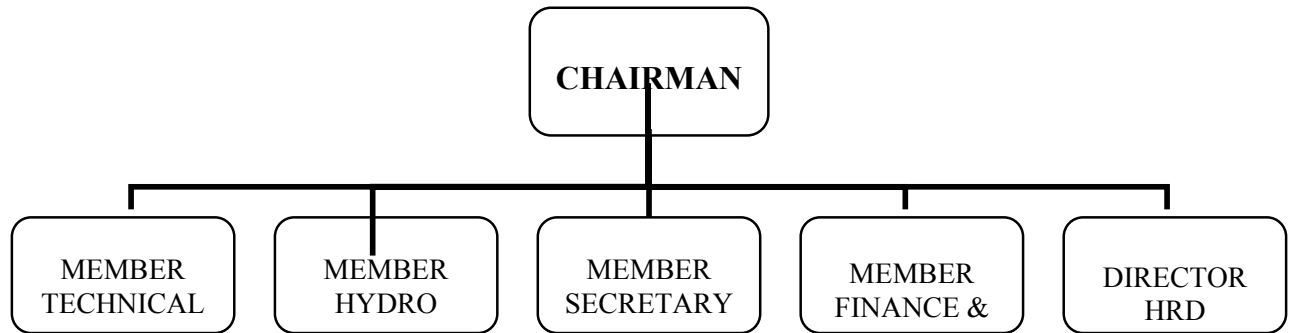
Security: - The security wing of MeSEB is necessary to protect and secure the assets of the MeSEB. The security personnel are partly recruited by the MeSEB and are partly requisition from the State Government in the form of Home Guard personnel.

General Administration: The general administration is responsible for the over-all administration of the MeSEB. Among other administration works like recruitment is one of the activity.

Accounts: The accounts wing of MeSEB is responsible for maintenance of accounts i.e. revenue receipt, expenditure & audit.

2.7 Organization Structure Diagram at various levels.

ORGANISATIONAL STRUCTURE DIAGRAM OF MEGHALAYA STATE ELECTRICITY BOARD



2.8 Expectation of the public authority from the public for enhancing its effectiveness and efficiency.

The MeSEB expect the following from the public so as to enhance the effectiveness and efficiency of the power sector in the state.

1. **Judicious use of Electric Power:** This is necessary to ensure power availability to all consumers. This can be achieved by taking up energy conservation measures i.e. by installing energy efficient lamps, water-pump and all electrical appliances.
2. **Refrain from Illegal use & theft of Power:** Theft of power is a crime and punishable as per IPC. The public are also requested to report cases of theft of material and prejudicial usage of electricity to the nearest PIOs or APIOs.
3. **Public is also expected to cooperate with the Board while undertaking expansion and renovation schemes for improvement of power supply by means of providing space (land) and right of way.**

2.9 Arrangements and methods made for seeking public participation/contribution.

Local Advisory Committee

The arrangement and methods for seeking participation/contribution from the public is provided in the Clause 17 of IE Act 1948. Local Advisory Committee of a particular area to be headed by a Chairman can be constituted with some members. The Chairman of the Board or such other member of the Board as he may be nominated on this behalf shall be ex-officio chairman of a local Advisory Committee.

State Electricity Consultative Council

A State Electricity Consultative Council (SECC) which is constituted in accordance with Section: 16 of the Electricity (Supply) Act, 1948 constituting of about 20 members from different government departments, public and presidents of Board's employees Association and Union is in existence.

The main functions of the SECC is to advise the Board on major question of the policy and schemes, to review the progress of work from time to time, to consider such other matters as the Board may place before it, to consider such matters as the State Government may by rules prescribe in the interest of the public and to place the Annual Financial Statement by the Board before the Council.

2.10 Mechanism available for monitoring the service delivery and public grievance resolution.

- a) As per Section.75 (1) of the Electricity (Supply) Act, 1948, the Board prepare and submit to the State Government of Meghalaya a report giving an account of its activities during the financial years in the form of an Annual Administrative Report. The Annual Administrative Report of MeSEB up to the financial year 2000-2001 is readily available since August 2005.
- b) The grievances of the public relating to power supply is being looked after by the different Assistant Executive Engineers of the distribution wing and a complaint booth with telephone are in existence at the office of the AEE (D) of the respective area. The other grievances are being looked by the different Engineers at field and headquarter level.
- c) Public seeking information and clarification on policy matters can contact Board's Secretariat at Lumjingshai, Shillong.
- d) Any other information required by the public is being supplied by the PRO office located at MeSEB Integrated Office Complex at Lum Jingshai, Shillong.
- e) 80 Public Information officers and 135 Assistant Public Information officers have already been notified by the Board for providing information to the public as per the RTI Act 2005.

2.11 Addresses of the main office and other offices at different levels.

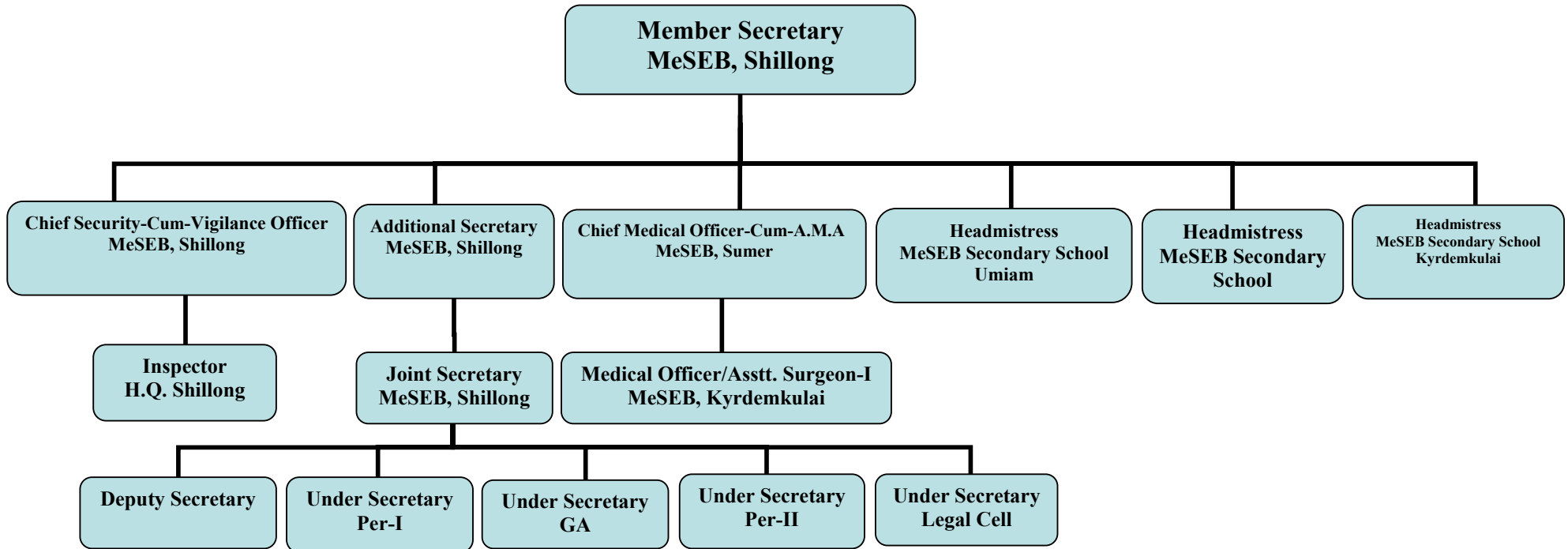
Sl. No.	Office	Designation	Name	Address	Phone no	
					Resident	Office
1	Board's	Chairman	Shri.P.J.Bazeley,IAS	MESEB Lum Jingshai, Shillong	2223695	2590367
2		Member Secretary	Shri.K.K.Wahlang,MCS		2520258	2591992
3		Member Technical	Shri.P.K.Roy		2591935	2590289
4		Member Finance	Shri.D.S.Nongbri		2227296	2590135
5		Member Hydro	Shri.D.P.Bhattacharya		2225641	2591406
6		Principal Secretary,GoM	Shri.B.K.Deb Verma, IAS	Govt.of Meghalaya, main Secretariat, Shillong	2500714	2222016
7		Comm. & Secretary Finance, GOM	Shri.P.K.Srivastava,IAS	Govt.of Meghalaya, main Secretariat, Shillong	2505226	2227572
8	DISTRIBUTION	Chief Engineer (Electrical)	Shri.J. B. Poon	Lum Jingshai, MeSEB	2220978	2590229
9	GENERATION & TRANSMISSION	Chief Engineer (Electrical)	Shri.N.R.Dhar	Lum Jingshai, MeSEB	2536575	2592022
10	RURAL ELECTRIFICATION	Chief Engineer (Electrical)	Shri.A.K.Biswas	MESEB Lum Jingshai, Shillong	2591565	2590540
11	HYDRO PLANNING & MAINTENANCE	Chief Engineer (Civil)	Shri.N.K.Bora		0364-2570317	0364-2570316
12	HYDRO CONSTRUCTION	Chief Engineer (Civil)	Shri.M.Bora		2505845	2591074
13	HRD	Director	Shri.M.C.Dey		2591682	2591277
14	SECURITY	Chief Security Officer	Shri.S.S.Kynjing		2591570	2591202
15	MEDICAL	Chief Medical Officer	Dr.F.R.Rahman		266225	266224
16	GAD	Additional Secretary	Shri.E.K.S.Nongkynrih		2223044	2590196
17	ACCOUNT	Chief Accounts Officer	Shri.D.S.Nongbri	2227296	2590135	
18	OTHER OFFICES	Kindly see at Chapter 10 (Manual 9)				

2.12 Working office hours

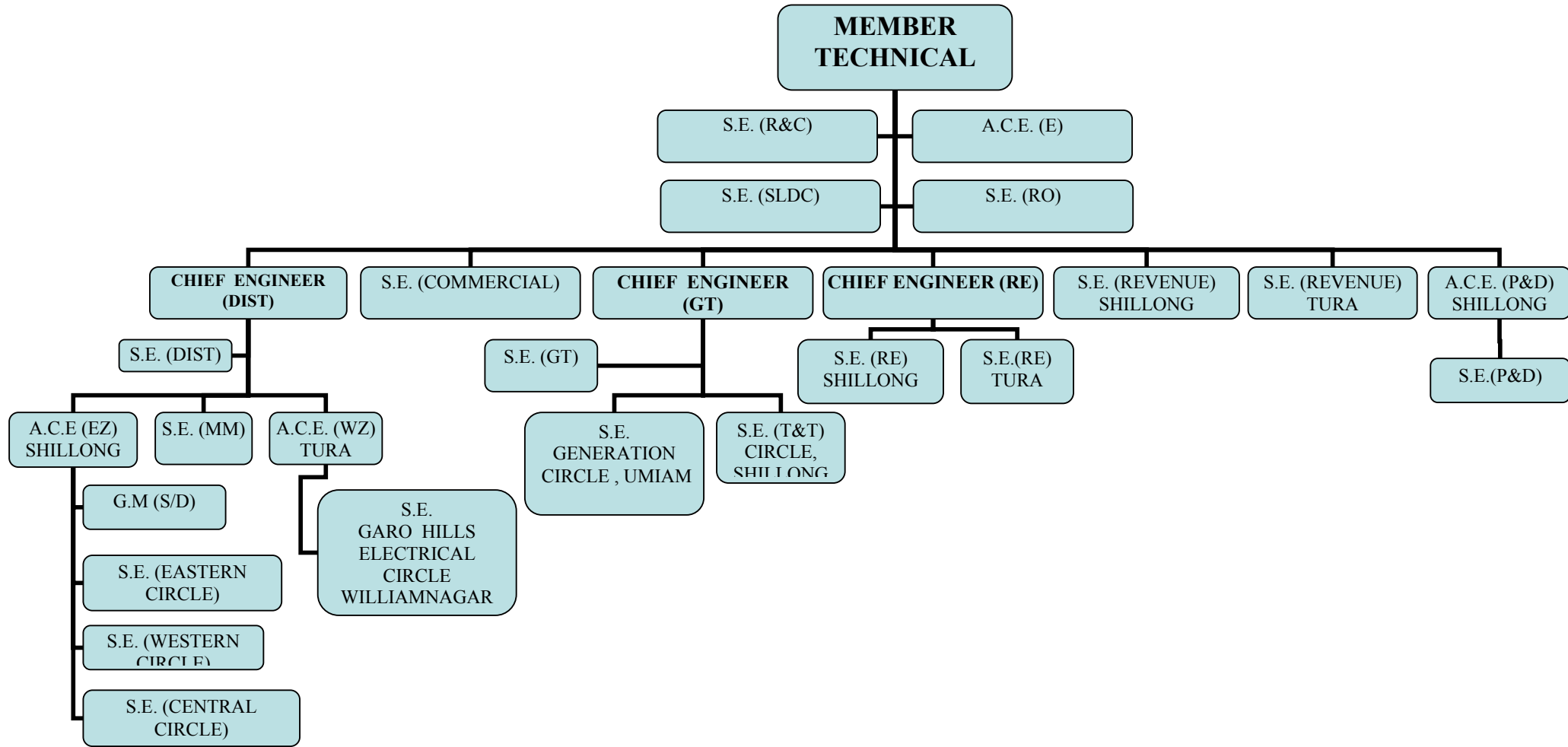
Particulars	Morning hours of the office	Closing hours of the office
Summer timing	10:00 Hours	17:00 Hours
Winter timing	10:00 Hours	16:30 Hours
For employees under Factory Act	8 Hours in a day	

2.13 Duty hours of Engineers for maintaining Power supply - 24 Hour

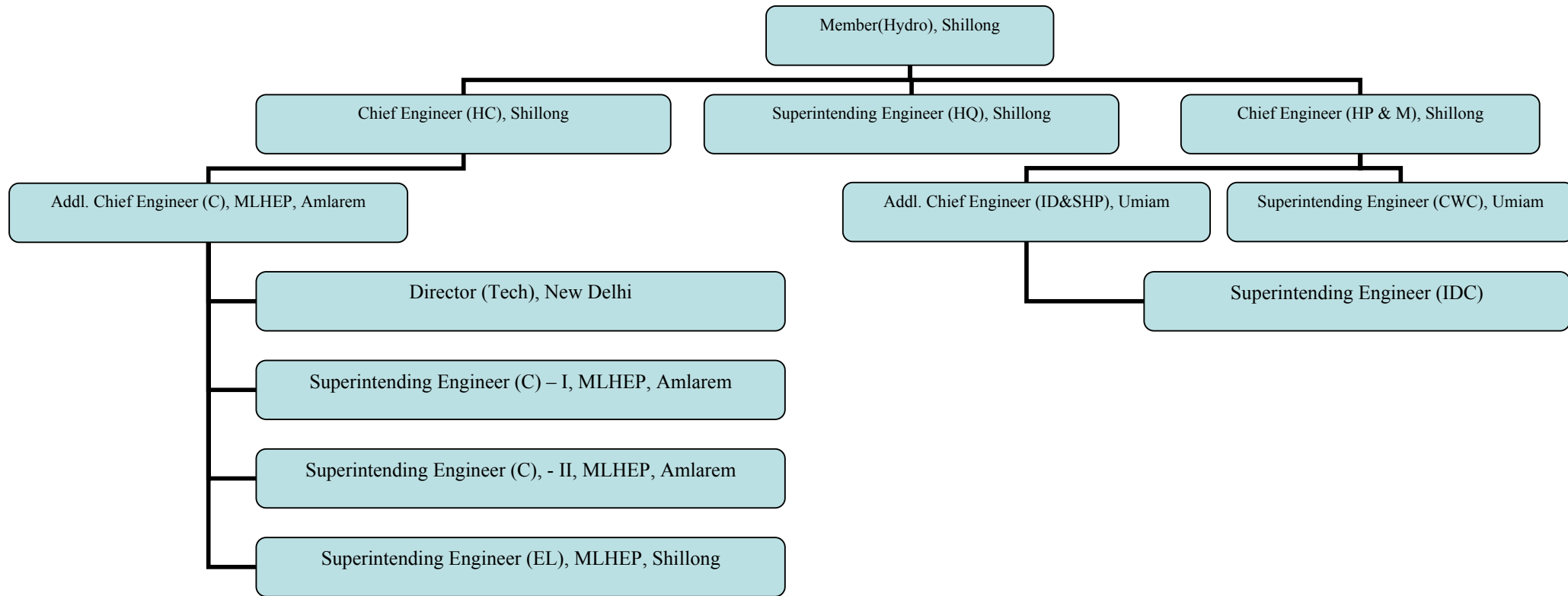
ORGANISATIONAL STRUCTURE DIAGRAM



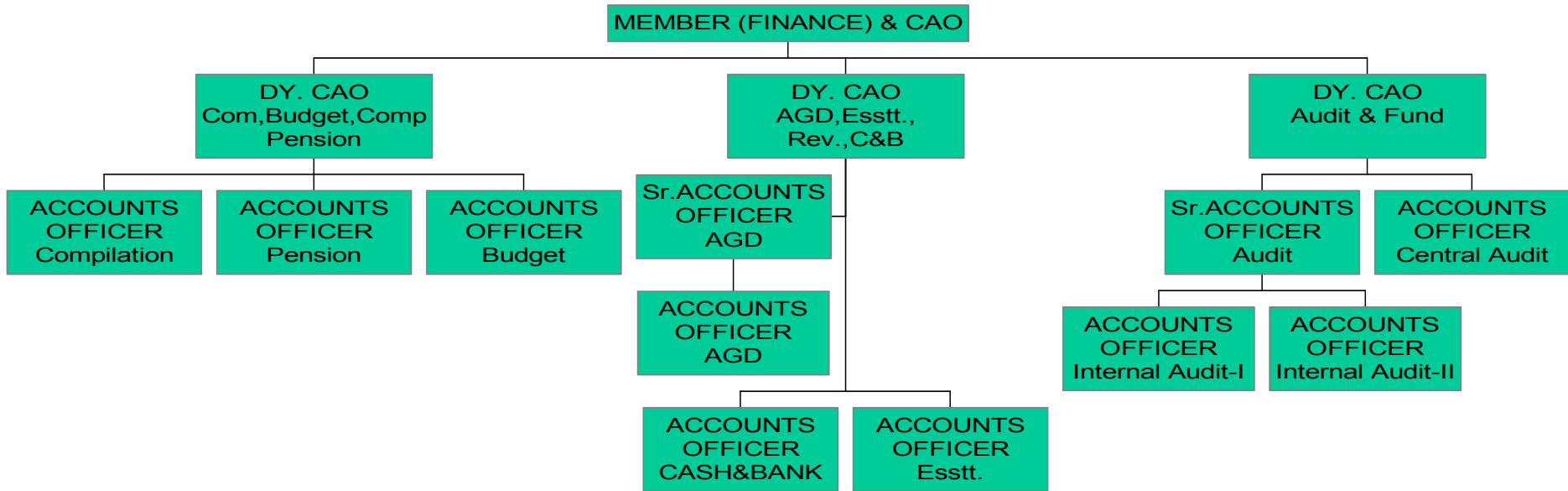
ORGANISATIONAL STRUCTURE OF MEMBER TECHNICAL



ORGANIZATIONAL STRUCTURE DIAGRAM OF MEMBER HYDRO



ORGANISATIONAL STRUCTURE DIAGRAM OF MEMBER (FINANCE) & CHIEF ACCOUNTS OFFICER



**ORGANISATIONAL STRUCTURE DIAGRAM OF
DIRECTOR (HRD)**

