

ODISHA HYDRO POWER CORPORATION LTD. BHUBANESWAR

OHPC LTD.

RTI ACT 2005

RIGHT TO INFORMATION ACT.2005

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OHPC LTD.
Manual – 1
Particulars of organization, functions and duties
[Section 4(1)(b)(i)]

1. Aims and objectives of the organization

To establish, operate, maintain, renovate & modernize hydro, thermal and other form of power generating station besides owning, developing and operating coal mines for supply of fuel to the thermal power stations.

2. VISION

To be a leading power utility in the energy sector through diversified energy portfolio with due care & concern to the environment.

3. MISSION

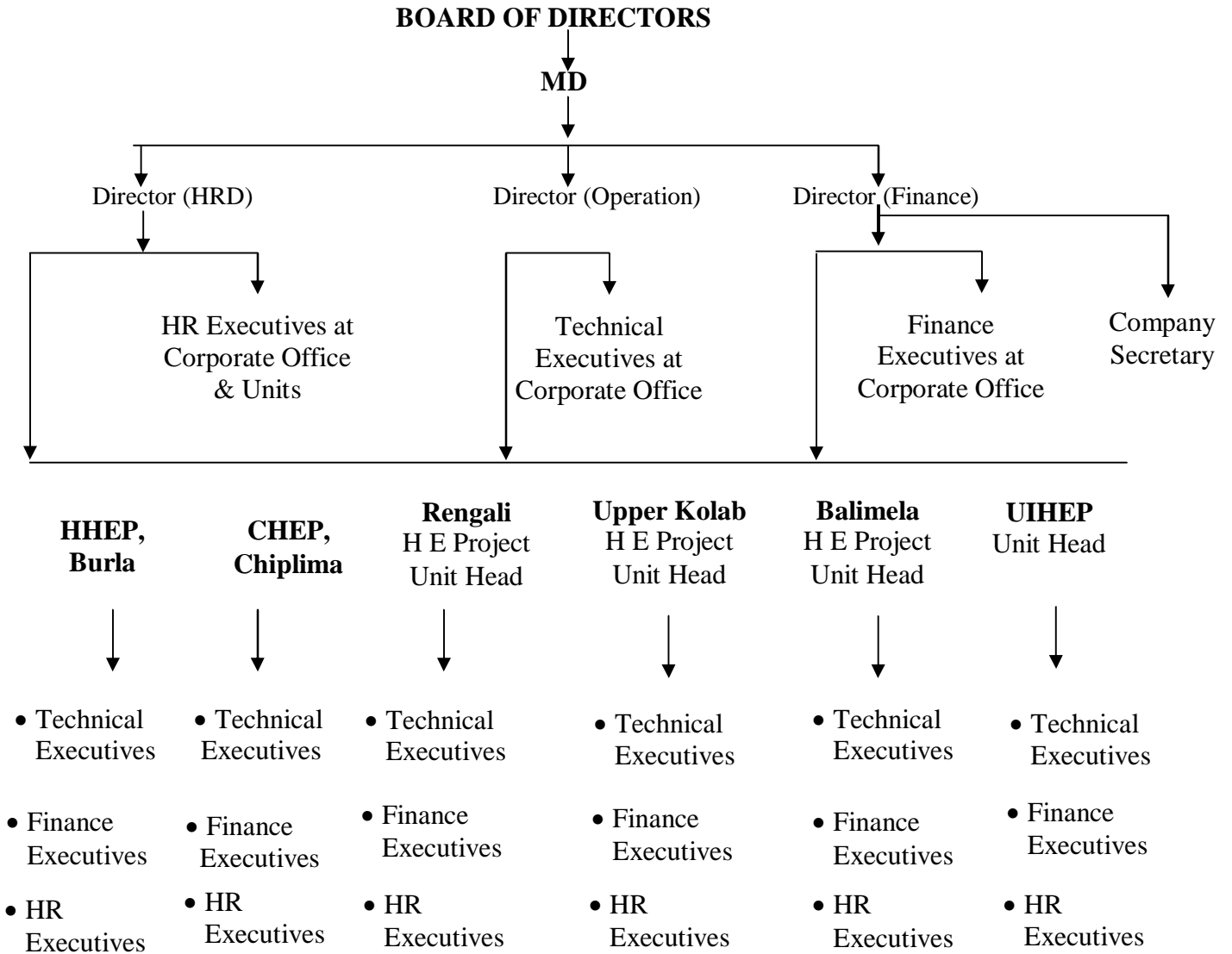
- (i) To develop water resources in the State and elsewhere in the Country while augmenting hydro power generating capacity by setting up new hydro power projects.
- (ii) To adopt state of the art technology for up gradation of the existing hydro power stations to achieve the highest level of efficiency.
- (iii) To establish and operate thermal power plants through joint ventures and also explore the opportunities to develop renewable energy resources viz- small hydro, wind, solar.
- (iv) To develop & operate coal mines allocated jointly in favour of OHPC and other public sector undertakings by the Ministry of Coal, Govt. of India.
- (v) To improve productivity through effective planning and implementation of ERP system with development of robust & concurrent IT infrastructure
- (vi) To professionalize the work force in line with the modern management / technical know how.

4. Brief history and background for its establishment

Consequent to reforms and restructuring the power sector in Odisha under the Reform Act, 1995, Odisha Hydro Power Corporation Ltd. (OHPC), a Government of Odisha undertaking was incorporated under the Companies Act, 1956 on 21st April 1995. Subsequently, thereafter the hydro power assets, owned and operated by the Govt. of Odisha (GoO).

In 14 (Fourteen) years of its functioning, it could complete New/RM&U Projects resulting in capacity addition of 790 MW. The present installed capacity of Hydro stations under OHPC is 2062 MW including 30% share in Machhkund Hydro Electric Project, a joint project of Govt. of Andhra Pradesh and Govt. of Odisha. The efficient management of hydro power stations has resulted in providing the cheapest electricity to the people of Odisha. OHPC plays important role in maintaining Grid discipline under ABT regime for the Eastern Regional Grid by providing peak support.

5. Organization Chart



6. Allocation of Business

Corporate office provided policy guidelines, approvals & looks after overall management and administration including mobilization of resources and allocation to the units. The Units are responsible for the establishment, operation, maintenance, renovation & modernization and expansion of the Power Projects.

7. Duties to be performed to achieve the mission

The respective branches namely technical, finance and human resources are functioning efficiently under the directions of the Board of Directors for achieving the mission.

8. Details of services rendered

a) Operating the following Hydro Power Stations

<u>Sl.No.</u>	<u>Hydro power stations</u>	<u>Installed Capacity (MW)</u>
(i)	Balimela Hydro Electric Project	510.00
(ii)	Hirakud Hydro Electric Project	220.50
(iii)	Chiplima Hydro Electric Project	72.00
(iv)	Rengali Hydro Electric Project	250.00
(v)	Upper Kolab Hydro Electric Project	320.00
(vi)	Upper Indravati Hydro Electric Project	600.00
(vii)	Machkund HE Project	36.00

		2008.50

b) Setting up thermal power plant in joint venture.

According to the directions of the Govt. of Odisha, the Corporation in joint venture with Odisha Mining Corporation Ltd (having 50:50 share) has formed a company namely Odisha Thermal Power Corporation Ltd (OTPC) to set up a 2000 MW thermal power plant. Preliminary works like site selection, schedule of land, approval for water allocation etc are in progress.

c) Development of Baitarni West Coal Block.

The Ministry of Coal(MoC), Govt. of India vide letter dtd. 25.07.2007 have allotted the Baitarni West Coal Block having explored deposit of 602 Million Tonnes of coal jointly in favour of Odisha Hydro Power Corporation Ltd,(OHPC) Gujarat Power Corporation Ltd (GPCL) and Kerala State Electricity Board (KSEB). A joint venture Company namely Baitarni West Coal Company Ltd has been formed under the Companies Act, 1956 on 22.04.2008. The mining plan has been approved by the MoC. The clearances required for the development of the coal block as per the milestones stipulated by the Ministry of Coal (MoC) , Govt of India is in progress.

9. Citizens interaction :

Through news paper advertisement, the public are informed about the tariff proposal of OHPC. The public who are interested, submit their views to the OERC. The public with genuine submissions are given opportunity to participate in the public hearing by the OERC with regard to the fixation of tariff.

10. Postal address of the main office, attached / subordinate office / field units etc.

1. Odisha Hydro Power Corporation Ltd.
1st Floor of Odisha State Police Housing & Welfare Corporation Building
Vani Vihar Chowk, Janpath, Bhubaneswar-751022
2. Unit Head
Hirakud Hydro Electric Project,
At/Po-Burla,
Dist-Sambalpur – 768017
3. Unit Head
Chiplima Hydro Electric Project
At/Po – Chiplima
Dist – Sambalpur – 768017.

4. Unit Head
Rengali Hydro Electric Project
At/Po-Rengali Dam Site,
Dist – Angul – 759105
5. Unit Head
Balimela Hydro Electric Project,
At/Po- Balimela,
Dist – Malkangiri – 764006.
6. Unit Head
Upper Kolab Hydro Electric Project,
At/Po- Bariniput, (Jeypore),
Dist – Koraput – 764006.
7. (a) Unit Head
Upper Indravati Hydro Electric Project,
At/Po-Mukhiguda
Dist – Kalahandi – 766 026.

(b) Chief Construction Engineer & Project Manager
Upper Indravati Hydro Electric Project
At/Po- Khatiguda
Dist – Nawarangpur – 764085

11. Map of office location

The Corporate office of OHPC is located near Vanivihar Chowk behind Dy. Commissioner of Police Office & functioning at Odisha State Police Housing & Welfare Corporation Building. The Units are located at the places mentioned above.

12. Working hours both for office and public

10.00 A.M. to 5 P.M. Monday to Saturday. The Office is closed on Sundays, second Saturdays and holidays declared by OHPC.

13. Public interaction, if any

Public interaction is made in the hearings of the submission / petitions taken up by OERC.

14. Grievance redress mechanism

Forums exist in the Organization at Corporate office and Units for redressal of the grievances. The application with details of grievances may be submitted at the Corporate Office or at the Units which are heard and settled on merit.

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Power and duties of officers and employees
[Section 4(1)(b)(ii)]
Power and duties of officers and staff

Sl No	Designation of Post	Powers Duties				Duties attached
		Administrative	Financial	Statutory	Others	Discipline
1.	Board of Directors	Full Power subject to the approval of the State Government on certain policy issues.				
2.	Managing Director	Chief Executive of the Organization				
3.	Director (Finance)	Head of Finance discipline and exercises control over finance functions				Finance, Accounts & Audit.
4.	Director (Operation)	Head of Technical discipline and exercises control over technical functions.				Operation and maintenance of projects.
5.	Director (HRD)	Head of Human Resources discipline and exercises control over HR functions.				Human Resources, training and development.
6.	Unit Heads	Head of the Units exercise control over the Units.				Admin. of Units
7.	Company Secretary	Statutory Post under the Companies Act' 1956				Corporate Affairs, Project Finance, Audit, Trust management.
The above senior executives are supported by sub-ordinate officers and staff.						

Note : Substantive powers and duties for each position may be defined.

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Procedure followed in decision-making process
[Section 4(1)(b)(iii)]

The decision making process in OHPC is very transparent and effective. The proposals emanating from any branch are thoroughly examined by the finance, technical and HR wings as the case may be. The proposals which involve financial involvement are forwarded to the finance wing for financial concurrence. The decisions are taken by the respective Officials according to the delegation of power of the Corporation or by the Board, as the case may be. Policy guidelines which require approval / concurrence of the State Govt. are forwarded to the State Govt. for approval and only after receipt of the Govt. approval, such proposals are implemented / carried out.

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Norms set for the discharge of function
[Section 4(1)(b)(iv)]

Sl. No	Activity	Time frame / Norm	Remarks
1.	Generation of Power	As decided by SLDC depending upon requirement and peak load.	Quantum of generation mostly depends on rainfall and reservoir level
2.	Maintenance of Hydro Power Stations.	As per the program designed at the beginning of the year	Jointly decided with SLDC
3.	Capital works including renovation, modernization and expansion.	As per the work schedule.	Care taken for no time or cost over run.
4.	Procurement of stores and spares	As per the plan drawn up looking in to the inventory level, requirement and the source of availability.	To ensure proper inventory control and management.
5.	Other activities which require expenditure of revenue nature.	As per the provision in the budget.	To ensure check and balance over such activities.

SLDC : State Load Despatch Centre.

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Rules, regulations, instructions, manuals and records for discharging functions

[Section 3\4 (1) (b) (v)]

List of regulations, instructions, manuals and records

Sl.No.	Name of the act, rules, regulations etc.	Brief gist of the contents	Reference No if any	Price in case of priced publications
1	OHPC Officers Service Regulations,1996	Service Regulations	-	For internal reference / use only.
2	OHPC Officers Service Rules,2000	Service Rules	-	-do-
3	OHPC Non- executives employees Service Rules,2005	Non-executives Service Rules	-	-do-
4	Delegation of Power,1998	Power of the different authorities of OHPC	-	-do-
5	Accounts Manual,2002	Procedure of maintenance and audit of accounts and cost control.	-	-do-
6	Internal Audit Manual,2005	Questionnaire on the effectiveness of the cost centres.	-	-do-

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A statement of the categories of documents that are held by it for under its control
[Section 4(1)(b)(vi)]

A statement of the categories of documents held

Sl. No.	Nature of Record	Details of information available	Unit / Section where available	Retention period, where available
1	Reservoir level	Reservoir level (daily) of dams	Corporate Office	
2	Monthly generation data	Generation of Power in the Units	-do-	
3	Monthly Sale of power	Sale of Power by the Units	-do-	
4	Man in position at Corporate Office and units	Man in position at the end of each month	-do-	
5	Copies of contracts :		-do-	
	(a)	Balimela Extn. 7 th and 8 th Units. ➤ With Power Machines, Russia ➤ With LMZ energy, (India) Ltd.	-do-	Project Completed
	(b)	RM&U of Unit 3 & 4, Burla ➤ With M/s. Voith Siemens, Germany, ➤ With M/s. Siemens, India.	-do-	Project Completed
6	Copies of Loan agreement with PFC	➤ UIHEP ➤ RM&U of 3&4, Burla ➤ Balimela Extension Project.	-do-	

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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 of implementation

[Section 4(1)(b)(vii)]

Sl. No.	Name and address of the Consultative Committees / bodies	Constitution of the committee / body	Role and responsibility	Frequency of meetings
<p>The OHPC Ltd. is incorporated under the Companies Act' 1956. It is a separate legal entity. It is managed by the Board of Directors assisted by sub-ordinate officers. Since its operation with effect from 01.04.1996, it is not dependent upon the state Govt. for any budgetary support. It is self managed with the revenue it generates. It has no direct contact with the public. However, being a state Govt. Undertaking, the policies of the state Govt. as applicable to OHPC are complied with through its Administrative Department Deptt. of Energy.</p>				

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A statement of boards, council, committees and other bodies constituted [Section 4(1)(b)(viii)]

Board of Directors

Sh Rajesh Verma, IAS	Principal Secretary to Govt of Odisha, Deptt Of Energy & CMD, OHPC Ltd.
Sh Srikant Nayak	Director (HRD), OHPC Ltd
Sh Pravakar Mohanty	Director (Finance), OHPC Ltd
Sh A.K.Mishra	Director (Operation) (I/C), OHPC Ltd.
Sh Vijay Arora, IAS	Commissioner-cum-Secretary to Govt., Deptt. of Public Enterprises
Sh Hemant Sharma, IAS	MD GEDCOL, CMD GRIDCO and OPTCL
Sh D. K. Jena, IAS	Additional Secretary to Govt. of Odisha, Finance Department
Mrs Saveeta Mohanty	Professor, XIMB, Bhubaneswar
Sh S. C. Bhadra	Chartered Accountant
Sh Sital Kumar Jena	Ex-Member OERC
Sh Ramesh Chandra Tripathy	Ex-EIC DOWR

Audit Committee

The members of the Audit Committee constituted under the Companies Act' 1956 is comprised of 4(four) Directors including 3(three) independent Directors.

The Audit Committee periodically review the financial result, internal audit, internal control system, audit reports.

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Directory of officers and employees
[Section 4(1)(b)(ix)]

Directory

Name and Designation	Office Phone No.	E mail address
Sh Rajesh Verma, IAS, Chairman	2541315	ohpc.co@gmail.com
Sh Srikant Nayak, Director (HRD)	2541223	
Sh Pravakar Mohanty, Director (Finance)	2541426	
Sh A K Mishra, Director (Operation) (I/C)	2544220	
Sh P P Sahu, SGM (Finance)-cum-CFO	2541291	
Sh B P Mishra, SGM (HRD)	2743171	
Sh S K Tripathy, GM (Ele.)	2542802	
Sh Pranab Kumar Mohanty, CS	2442983	
Sh P K Kar, DGM (Finance)	2540423	
Sh P K Pradhan, DGM (F&A)	2442983	
Sh S C Jena, DGM (HRD)	2541377	
Sh S S Bhoi, DGM (Ele.) Liaison Officer, New Delhi	09953-485674	
Sh D N Patra, Manager (Ele.)	2542802	
Sh H P Mohapatra, Manager (Ele.)	-do-	
Sh S K Panda, Manager (Ele.)	-do-	
Sh A K Behera, Manager (Ele.)	-do-	
Sh Prakash Ku Patra, Manager (Ele.)	-do-	
Sh N Srichandan, Manager (Civil)	2542802	
Sh Pradeepta Mohan Singh, Manager (IT)	2542983	

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The monthly remuneration received by each of the officers and employees, including the system of compensation as provided in the regulations.

[Section4(I)(b)(x)]

Name and Designation	Pay Band	Scale of Pay	Grade Pay
Sh Srikant Nayak, Director (HRD)	PB-4	37,400-67,000/-	9,000/-
Sh Pravakar Mohanty Director (Finance)	PB-4	37,400-67,000/-	9,000/-
Sh A K Mishra, Director (Operation) (I/C)	PB-4	37,400-67,000/-	9,000/-
Sh B P Mishra, SGM (HRD)	PB-4	37,400-67,000/-	8,800/-
Sh P P Sahu, SGM (Finance) -cum-CFO	PB-4	37,400-67,000/-	8,800/-
Sh S K Tripathy, GM (Elec.)	PB-4	37,400-67,000/-	8,700/-
Sh Pranab Kumar Mohanty, CS	PB-3	15,600-39,100/-	7,600/-
Sh P K Kar, DGM (Finance)	PB-3	15,600-39,100/-	7,600/-
Sh P K Pradhan, DGM (F&A)	PB-3	15,600-39,100/-	7,600/-
Sh S C Jena, DGM (HRD)	PB-3	15,600-39,100/-	7,600/-
Sh S S Bhoi, DGM (Ele.) Liaison Officer, New Delhi	PB-3	15,600-39,100/-	7,600/-
Sh D N Patra, Manager (Ele.)	PB-3	15,600-39,100/-	6,600/-
Sh H P Mohapatra, Manager (Ele.)	PB-3	15,600-39,100/-	6,600/-
Sh S K Panda, Manager (Ele.), R&M	PB-3	15,600-39,100/-	6,600/-
Sh A K Behera, Manager (Ele.), C&P	PB-3	15,600-39,100/-	6,600/-
Sh Prakash Ku Patra, Manager (Ele.)	PB-3	15,600-39,100/-	6,600/-
Sh N Srichandan, Manager (Civil)	PB-3	15,600-39,100/-	6,600/-
Sh Pradeepta Mohan Singh, Manager (IT)	PB-3	15,600-39,100/-	6,600/-

Note: Monthly remuneration is calculated as Basic pay + Grade Pay & D.A at the rate applicable from time to time.

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**The budget allocated to each agency
[Section 4(I)(b)(xi)]**

Non-plan budget

Major head	Activities to be performed	Sanctioned budget	Budget estimate	Revised estimate	Expenditure for the last year
There is no budgetary support or allocation by the State Govt. to OHPC					

Plan budget

Name of the plan scheme	Activities to be under taken	Date of commencement	Expected date for completion	Amount sanctioned	Amount disbursed / Spent
There is no budgetary support or allocation by the State Govt. to OHPC					

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**The manner of execution of subsidy program
[Section4(I)(b)(xii)]**

List of institutions given subsidy

Sl. No.	Name and address of the institution	Purpose for which subsidy provided	No. of beneficiaries	Amount of subsidy	Previous years utilization progress	Previous years achievements
Not applicable to OHPC.						

List of individuals given subsidy

Sl. No.	Name and address of the beneficiary	Purpose for which subsidy provided	Amount of subsidy	Scheme and Criterion for selection	No of time subsidy given in past with purpose
Not applicable to OHPC					

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Particulars of recipients of concessions, permits or authorizations granted

[Section 4(I)(b)(xiii)]

Sl. No.	Name and address of the beneficiary	Nature of concession / permit / authorization provided	Purpose for which granted	Scheme and Criterion for selection	No of times similar concession given in past with purpose
1	2	3	4	5	6
Not applicable to OHPC					

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Information available in an electronic form [Section 4(I)(b)(xiv)]

Sl. No.	Activities for which electronic data available	Nature of information available	Can it be shared with public	Is it available on website or is being used as back and data base
1.	Activities of OHPC	Objectives, mission etc.	Yes	On web site
2.	Board of Directors	Constitution of Board	Yes	-do-
3.	Audited balance sheet	Assets & Liabilities position	Yes	-do-
4.	Audited Profit & loss account	Profitability position	Yes	-do-
5.	Daily reservoir level	Water level in Dam	Yes	-do-
6.	Monthly power generation	Generation of Power	Yes	Data base
7.	Monthly sale of power	Sale of power	Yes	-do-
8.	Man in position at the end of each month	Man Power	Yes	-do-

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Particulars of facilities available to citizens for obtaining information [Section 4(1)(b)(xv)]

Facilities available for obtaining information

Sl. No.	Facility available	Nature of Information available	Working hours
1.	Information Counter	To receive application from public	10 AM to 5 PM
2.	Website	All information as contained in manual 14	10 A M to 5 P M
3.	Library	For use of OHPC Officers & Staffs	-do-
4.	Notice board	Current circulars / office orders	-do-

ODISHA HYDRO POWER CORPORATION LTD.

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Name designation and other particulars of Public Information Officers as on 15.05.2014

[Section 4(1)(b)(xvi)]

List of 1st Appellate Authorities, PIOs & APIOs

Sl. No.	Name and Address of the establishment	Designation under RTI Act, 2005	Name / Designation of the Officer in the establishment
1.	Corporate Office Vanivihar Chhak, Janpath, Bhoinagar, Bhubaneswar Pin- 751022.	1st Appellate Authority PIO APIO:- (a) Tech (b) Finance (c) HRD	Sh Bhabani Prasad Mishra, SGM (HRD) Sri S.C.Jena, DGM (HRD) Sri Amarendra Tripathy, AM (El.) Sri J B Nayak. AM (Finance) Ms. Anima Tripathy, DM (HRD)
2.	Hirakud Hydro Electric Project, Burla Dist-Sambalpur Pin-768017	1st Appellate Authority PIO APIO:- (a) Tech (b) Finance (c) HRD	Unit Head Sri Ramani Ranjan Sharma,, AGM (El.) Ms. Sujata Kumari Khandualo, AM (El.) Ms. Arpita Bilung, DM (Finance) Smt. Swadesh Kumar Bal, DM (HRD)
3.	Chiplima Hydro Electric Project, Chiplima Dist-Sambalpur Pin-768017	1st Appellate Authority PIO APIO:- (a) Tech (b) Finance (c) HRD	Unit Head Sri Debashisha Mishra, Manager (El.) Sri Barodakanta Sahoo, AM (El.) Sri N.Ojha, DM (Finance) Sri Prafulla Kumar Lakra, DM (HRD)
4.	Upper Kolab Hydro Electric Project, Bariniput Dist- Koraput. Pin- 764006.	1st Appellate Authority PIO APIO:- (a) Tech (b) Finance (c) HRD	Unit Head Sri Subash Chandra Patra , Manager (El.) Sri Nirmal Kumar Sarangi, DM (El.) Sri Satyanarayana Mohanty, AM (Finance) Sri P. K. Meher, Manager (HRD)
5.	Upper Indravati Hydro Electric Project, Khatiguda, Dist- Nawarangpur Pin-764085.	1st Appellate Authority PIO APIO:- (a) Tech (b) Finance (c) HRD	C.C.E(Civil)-cum-Project Manager Sri Abhimanyu Behera, EE (Civil) Sri G.C.Padhy, SDO (Civil) Sri Suman Mallick, DM (Finance) Sri Keshab Ch. Mohanty, AEE (Civil)
6.	Upper Indravati Hydro Electric Project, Mukhiguda, Dist- Kalahandi Pin- 766026.	1st Appellate Authority PIO APIO (a) Tech (b) Finance (c) HRD	Unit Head Sri N. P. Meher, GM (El.) Sri Fani Mangaraj, DM (El.) Sri Suman Mallick, DM (Finance) Mrs. Saigita Marandi, AM (HRD)
7.	Balimela Hydro Electric Project, Balimela Dist- Malkangiri Pin-764051	1st Appellate Authority PIO APIO (a) Tech (b) Finance (c) HRD	Unit Head Sri Santanu Kumar Dutta, Manager (El.) Sri Jyotirmaya Das, DM (El.) Sri R.K.Sethy, DM (Finance) Sri Suresh Kumar Trikey, DM (HRD)
8.	Rengali Hydro Electric Project, Rengali Dist - Angul Pin-759105c	1st Appellate Authority PIO APIO (a) Tech (b) Finance (c) HRD	Unit Head Sri S. N..Das, AGM (El.) Sri Dillip Kumar Nayak, DM (El.) Sri Mukti Kanta Agasti, AM (Finance) Ms. Priyanka Bardhan, AM (HRD)

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Other information as may be prescribed
[Section 4(1)(b)(xvii)]

All other information as may be prescribed for dissemination shall be collated, tabulated, compiled, collected and provided in the form of manual from time to time.

Not applicable