



RTI MANUAL
Proactive Disclosure
(As per section 4(1)b of the RTI Act)

CHHATTISGARH STATE POWER GENERATION COMPANY LIMITED

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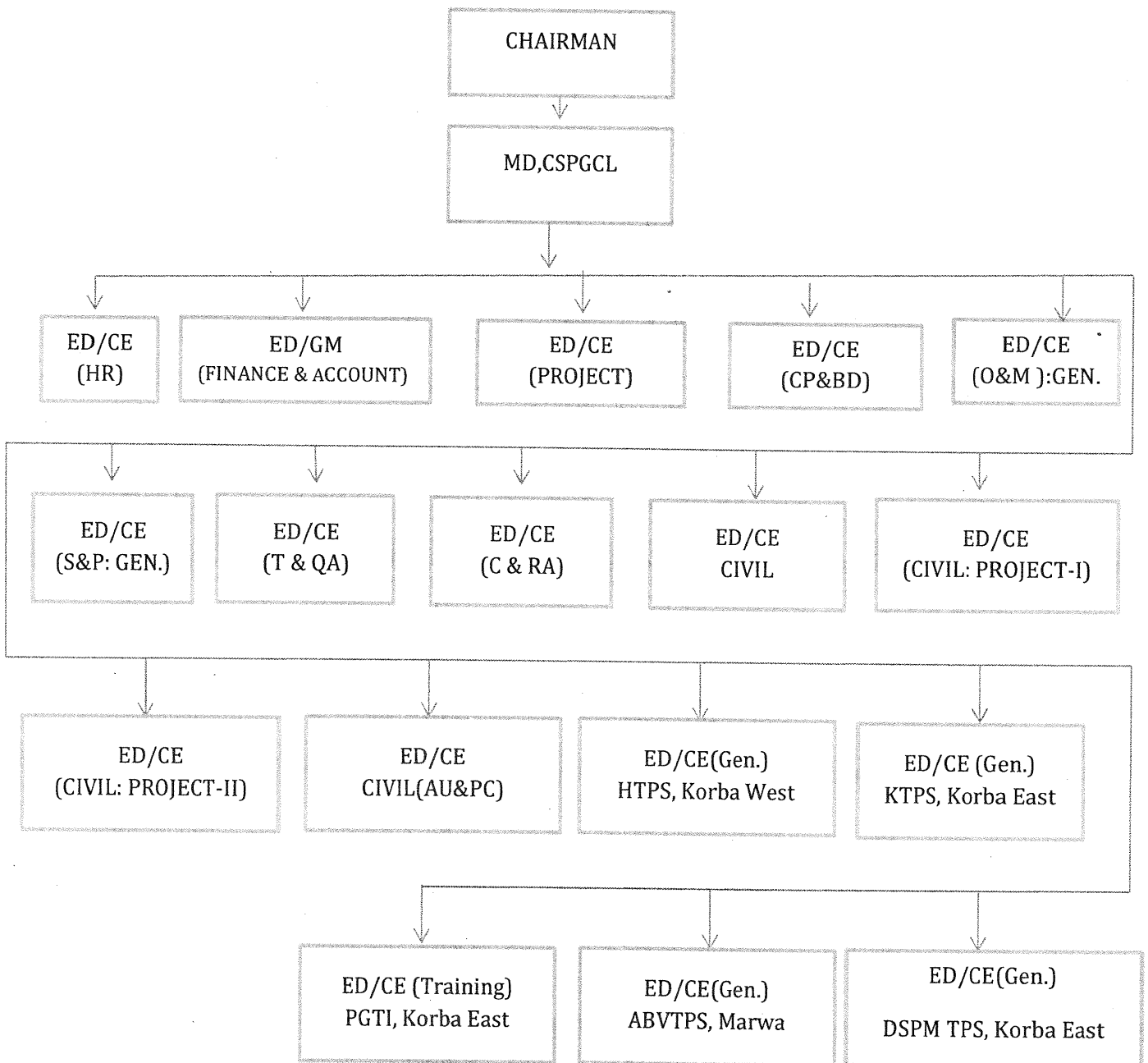
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1. Particulars of organization, functions and duties.

This information is available on the Company's official website <https://cspc.co.in/cspc/cspgcl/index.htm> under the tab "about us" link.

2. Powers and duties of officers and employees.

The organization chart is given below and the work distribution in respective departments/ Power plants is as per duties allocation order available with respective departments/ power plants:-



3. Procedure followed in the decision making process, including channels of supervision and accountability.

The decision making process involves as per organization chart given in previous section.

4. The Norms set for the discharge of functions.

As per Government of Chhattisgarh guidelines and instructions issued by Management of the Company from time to time.

5. Rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.

Rules, regulations, instructions, manuals, records for discharging its functions and implementations of activities under its control are held by the respective Departments / Power plants as given below:-

- a. ED/CE (Human Resources), Raipur;
- b. ED/GM (Finance & Accounts), Raipur;
- c. ED/CE (Project: Generation), Raipur;
- d. ED/CE (Corporate Planning & Business Development), Raipur;
- e. ED/CE (Operation & Maintenance: Generation), Raipur;
- f. ED/CE (Stores & Purchase :Generation), Raipur;
- g. ED/CE (Civil), Raipur;
- h. ED/CE (Civil:Project-1), Raipur;
- i. ED/CE (Civil:Project-2), Raipur;
- j. ED/CE [Civil (Ash Utilization & Pollution Control)], Raipur;
- k. ED/CE (Technical & Quality Assurance), Raipur;
- l. ED/CE (Commercial & Regulatory Affairs), Raipur;
- m. ED/CE (Generation), Hasdeo Thermal Power Station, Korba West;
- n. ED/CE (Generation), Korba Thermal Power Station, Korba East;
- o. ED/CE (Generation), Dr. Shyama Prasad Mukharjee Thermal Power Station, Korba East;
- p. ED/CE (Training), Power Generation Training Institute, Korba East.
- q. ED/CE (Generation), Atal Bihari Vajpayee Thermal Power Station, Marwa, Dist.-Janjgir-Champa.

6. Statement of the categories of documents that are held by it or under its control.

The statement of categories of the documents held by each department/ power plant is available with the respective departments/ power plants as given below:-

- a. ED/CE (Human Resources), Raipur;
- b. ED/GM (Finance & Accounts), Raipur;
- c. ED/CE (Project: Generation), Raipur;
- d. ED/CE (Corporate Planning & Business Development), Raipur;
- e. ED/CE (Operation & Maintenance: Generation), Raipur;
- f. ED/CE (Stores & Purchase :Generation), Raipur;
- g. ED/CE (Civil), Raipur;
- h. ED/CE (Civil:Project-1), Raipur;
- i. ED/CE (Civil:Project-2), Raipur;
- j. ED/CE [Civil (Ash Utilization & Pollution Control)], Raipur;
- k. ED/CE (Technical & Quality Assurance), Raipur;
- l. ED/CE (Commercial & Regulatory Affairs), Raipur;
- m. ED/CE (Generation), Hasdeo Thermal Power Station, Korba West;
- n. ED/CE (Generation), Korba Thermal Power Station, Korba East;
- o. ED/CE (Generation), Dr. Shyama Prasad Mukharjee Thermal Power Station, Korba East;
- p. ED/CE (Training), Power Generation Training Institute, Korba East.
- q. ED/CE (Generation), Atal Bihari Vajpayee Thermal Power Station, Marwa, Dist.-Janjgir-Champa.

7. 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 implementation thereof.

Not applicable, as CSPGCL scope of activities does not involve any public policy formulation or its implementation.

- 8. Statement of the boards, councils, committees and other bodies consisting of two or more persons constituted 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.**

The board of directors of the company is displayed in the website at "Board of Directors" section.

9. Directory of its officers and employees.

Available with CSPGCL official website at “online company directory” section.

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

Available with the company's finance department.

11. Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.

Not applicable to CSPGCL.

12. Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

Not applicable to CSPGCL.

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

Not applicable to CSPGCL.

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

Available in the CSPGCL Website <https://cspc.co.in/cspc/cspgcl/index.htm>

15. Particulars of facilities available to citizens for obtaining, including the working hours of a library or reading room, if maintained for public use.

Not available for public use in CSPGCL.

16. Names, designations and other particulars of the Public Information Officers.

Sr.No	Name & Designation of Asst. Public Information officer	Name & Designation of Public Information officer	Name & Designation of First Appellate Authority
1.	Dr. Tapaslata Sahu, Asst. Manager (HR) CSPGCL Raipur.	Shri Shashi Kumar Patel, Manager (HR), CSPGCL Raipur.	Shri Vinay Dubey, Deputy General Manager (HR), CSPGCL Raipur.

The other public information officers of each department/ power plants are available in the respective departments/ power plants as given below:-

- a. ED/CE (Human Resources), Raipur;
- b. ED/GM (Finance & Accounts), Raipur;
- c. ED/CE (Project: Generation), Raipur;
- d. ED/CE (Corporate Planning & Business Development), Raipur;
- e. ED/CE (Operation & Maintenance: Generation), Raipur;
- f. ED/CE (Stores & Purchase :Generation), Raipur;
- g. ED/CE (Civil), Raipur;
- h. ED/CE (Civil:Project-1), Raipur;
- i. ED/CE (Civil:Project-2), Raipur;
- j. ED/CE [Civil (Ash Utilization & Pollution Control)], Raipur;
- k. ED/CE (Technical & Quality Assurance), Raipur;
- l. ED/CE (Commercial & Regulatory Affairs), Raipur;
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17. Such other information as may be prescribed; and thereafter update these publications every year.

Nil.
