



पावर ग्रिड कॉर्पोरेशन ऑफ इंडिया लिमिटेड
Power Grid Corporation of India Limited
सूचना का अधिकार अभिनियम 2005 के अंतर्गत केन्द्रीय लोक सूचना अधिकारी
Central Public Information Officer under the RTI Act, 2005
केन्द्रीय कार्यालय, 'सौदामिनी', प्लॉट नं.2, सेक्टर-29, गुडगांव, हरियाणा-122007
Corporate Centre, 'Saudamini', Plot No. 2, Sector-29, Gurgaon, Haryana-122007



PGCIL/R/2019/50388

दिनांक: 7 October, 2019

Shri Badri Vishal Pandey,
S3 B1/51 DLF COLONY BHOPURA, Ghaziabad, Uttar Pradesh, Pin:201005,

विषय: सूचना का अधिकार अधिनियम, 2005 के तहत जानकारी।

महोदय / महोदया,

कृपया आर.टी.आई. अधिनियम, 2005 के तहत दिनांक 5 September, 2019 को प्रेषित अपने आर.टी.आई. अनुरोध का संदर्भ लें।

उपरोक्त पत्र में बांछित जानकारी अनुलग्नक-1 में संलग्न है।

यदि आप केन्द्रीय लोक सूचना अधिकारी के उत्तर से संतुष्ट न हो तो, केन्द्रीय लोक सूचना अधिकारी के उत्तर की प्राप्ति के 30 दिनों के भीतर पहले अपील प्राधिकारी के सम्मुख अपील की जा सकती है। आरटीआई अधिनियम, 2005 के तहत केन्द्रीय कार्यालय, गुडगांव में अपील प्राधिकारी का विवरण निम्नानुसार है:

श्री संजीव सिंह,

कार्यपालक निदेशक (सी एम जी) एवं अपील प्राधिकारी
केन्द्रीय कार्यालय, पावर ग्रिड कॉर्पोरेशन ऑफ इंडिया लिमिटेड,
"सौदामिनी", प्लॉट नंबर-2, सेक्टर-29, गुडगांव-122001, हरियाणा।
ईमेल आईडी: sanjeev@powergridindia.com
फोन नंबर: 0124-2571962

धन्यवाद,

भवदीय,

f/o

रमेशपाल सिंह

(जसबीर सिंह)

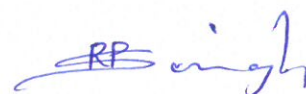
वरिष्ठ महाप्रबंधक (के. आ.) व के. लो. सू. अधिकारी

Email id: cpio.cc@powergrid.co.in

Sub.: Reply of RTI Request received from Shri Badri Vishal Pandey.

Information Sought: (i)	POWERGRID treat whatsapp, telegram, etc. as a valid reporting medium for working?
Reply (i)	No such documented information is available.
Information Sought: (ii)	Trainees (ET,AET,DT,JTT) and Apprentices are authorized to sign a valid document (based on which final decisions are taken e.g. Joint verification reports, store issue vouchers, material receipt certificate, store transfer voucher etc.), which are supposed to be signed by permanent employee of respective cadres?
Reply (ii)	The administrative powers of different levels of employees are documented in the Delegation of Powers (DoP).
Information Sought: (iii)	Duties and responsibilities of Storekeeper and Store In-charge as per section 4 of RTI Act?
Reply (iii)	Indicative duties and responsibilities of Storekeeper as well as store supervisor is enclosed at Annexure-I .
Information Sought: (iv)	Can JE (supervisor) be act as a Store in-charge?
Reply (iv)	Yes, job assignment is done on work / functional requirement basis.
Information Sought: (v)	Provision regarding Acting Allowance paid to employee (in case of unavailability of man power) if he is working above his cadre?
Reply (v)	Acting Allowance is not applicable in case of POWERGRID.
Information Sought: (vi)	Supervisors and technicians are authorized to initiate the note-sheet, please provide service rules?
Reply (vi)	This is not a part of POWERGRID Service Rules.
Information Sought: (vii)	Supervisor and technicians can be a member of different committees (e.g. made for special purpose, investigation, cultural etc.), please provide service rule?
Reply (vii)	Guidelines for constitution of committees for the aforementioned purposes are not a part of POWERGRID Service Rules.
Information Sought: (viii)	Part 14 of our constitution regarding service condition of employee is enforced on the POWERGRID employees? Where can be Service Matters related issues of POWERGRID employees are challenged?
Reply (viii)	As per the RTI Act, 2005, "Information" means any material in any form, including records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form and information relating to any private body which can be accessed by a public authority under any other law for the time being in force". As may be noted, Point No.8 does not come under the aforementioned definition of information.

-----x-----



Storekeeper-S/S

1. Receives requisition/request for items, consolidates and puts up to the superior for further action.
2. Receives material requisition slips and issue material.
3. Update the stock ledgers and other registers and prepares various statement regarding issue/stock.
4. Ensures proper handling and good house keeping in the store as well as outside stockyard.
5. Activities related to stock verification and stores inspection related activities as per the instructions of the Supervisor.
6. Carries out works related to/for transfer of materials.
7. Maintains the stores files/registers/voucher etc.
8. Carries out any other duties/ activity as assigned/ instructed from time to time.

Store Supervisor - S/S

1. Prepares purchase indents and gets the approval from his superiors.
2. Place order with supplier as per the instructions and guidelines, and follow-up the same.
3. Gets the incoming material inspected by the concerned department and takes stock of the same.
4. Ensures proper running of stores and allocates code and classification for the items received.
5. Responsible for proper maintenance and upkeep of store premises.
6. Assists in stock verification and stores inspection activities and gets the reconciliation of stock work done.
7. Prepares various periodic reports regarding purchase/issue/disposal etc.
8. Assists superiors in preparation of stores budget etc.
9. Carries out any other duties/ activity as assigned/ instructed from time to time.

[Handwritten signature]