

MANUAL-1
Particulars of Organization, Functions and Duties
[Section-4(1) (b)(i)]

ABOUT TP SOUTHERN ODISHA DISTRIBUTION LIMITED (TPSODL)

TP Southern Odisha Distribution Limited (TPSODL) is a joint venture between Tata Power and the Government of Odisha with the majority stake being held by Tata Power Company (51%). TPSODL serves a population of 94.38 lacs with Customer Base of 22.71 lacs (as on 31.03.2024) and a vast Distribution Area of 48,751 sq km.

TPSODL carrying business of Distribution and Retail Supply of electricity in the eight districts of Odisha namely Ganjam, Gajapati, Kandhamala, Boudh, Rayagada , Koraput, Nabarangpur and Malkanagiri. There are 135 sections, 51 sub-divisions, 19 divisions and 6 circles and one corporate office functioning under its administrative control and spread over in these districts.

1. City Circle, Berhampur consist of Berhampur Electrical Division-I , Berhampur Electrical Division-II and Berhampur Electrical Division-III.
2. Berhampur Electrical Circle consist of Ganjam North Electrical Division (GNED), Pursottampur Electrical Division (PSED) and Hinjilicut Electrical Division(HED).
3. Aska Electrical Circle consist of Ganjam South Electrical Division (GSED), Aska Electrical Division-I, Aska Electrical Division-II,
4. Bhanjanagar Electrical Circle consists of Bhanjanagar Electrical Division (BNED),Phulbani Electrical Division (PED), Boudh Electrical Division(BoED).
5. Jeypore Electrical Circle consists of Jeypore Electrical Division(JED), Nabarangpur Electrical Division(NED), Malkangiri Electrical Division(MED), Koraput Electrical Division(KED).
6. Rayagada Electrical Circle consists of Paralakhemundi Electrical Division(PKED), Rayagada Electrical Division(RED), Gunupur Electrical Division(GED).

At TP Southern Odisha Distribution Limited, the entire focus is on providing reliable power supply, enhanced customer services and reducing the existing AT&C losses of 25.95% in a systematic manner. All this will be achieved by upgrading the present distribution infrastructure, adopting new technologies and provide various digital services to our customers.

ABOUT THE JOINT VENTURE PARTNERS

GRIDCO Ltd.

GRIDCO Ltd. Incorporated under the provisions of Companies Act 1956, carried on the business of transmission and bulk supply of electricity and other related activities under an exclusive license issued by Odisha Electricity Regulatory Commission. Consequent upon enactment of Electricity Act, 2003, the transmission related activities of the Company were transferred and vested with Odisha Power Transmission Corporation Limited, a wholly owned undertaking of the State Government through Odisha Electricity Reforms (Transfer of Transmission and Related Activities) Scheme, 2005 with effect from 09.06.2005. After separation, GRIDCO is presently engaged in business of bulk purchase and bulk sale of power to the four Distribution Companies inside the State and trading of surplus power through traders to promote exchange of power with neighboring States in the country.

Tata Power

Tata Power is India's largest integrated power company with a growing international presence. The Company together with its subsidiaries and jointly controlled entities has an installed gross generation capacity of 12742 MW in India and a presence in all the segments of power sector, viz Fuel & Logistics, Generation (Thermal, Hydro, Solar and Wind), Transmission, Distribution and Trading.

It has successful public-private partnerships in Generation, Transmission and Distribution in India namely "Tata Power Delhi Distribution Limited" with Delhi Vidyut Board for distribution in North Delhi, 'Powerlinks Transmission Ltd.' with Power Grid Corporation of India Ltd. for evacuation of Power from Tala hydro plant in Bhutan to Delhi and 'Maithon Power Ltd.' with Damodar Valley Corporation for a 1050 MW Mega Power Project at Jharkhand. Tata Power is now serving more than 95 Lakh distribution consumers in India (Mumbai, Delhi, Ajmer, Central Odisha, Western Odisha, Northern Odisha and Southern Odisha)

TPSODL AT A GLANCE AS ON 31.03.2024

A.	Total Consumers	22,70,915
	Rural = 18,73,233, Urban=3,97,682	
	Domestic = 20,91,655 (92.1%), Commercial = 1,04,828 (4.6%), Industrial = 4,822 (0.2%), Irrigation = 37,867 (1.7%), Others = 31,743 (1.4%)	
B.	Total Input (in MU)	4345.37
C.	Total Billing (in MU)	3194.96
D.	Total Billing (in Rupees Cr.)	1788.51
E.	Total Collection (in Rupees Cr.)	1801.24
F.	Total Transmission & Distribution Loss (%)	26%
G.	AT & C Loss (%)	25.95%
H.		
I.	Total number of metered consumers	22,70,915
	Total OK metered consumers	21,69,197
	Total defective metered consumers	1,01,718
J.	Total Villages Electrified	14,165
K.	Total Govt. LI points Energised	0
L.	Total Private points Energised	28829
M.	Total pump sets under BKBY Energised	
O.	Total no. of Offices	
	Circle	6
	Divisions (Excluding 1 Store Division)	19
	Sub-divisions (Excluding 2 store Sub-divisions)	51
	Sections (Excluding 4 store Sections)	135
	Grievance Redressal Forum	4
	Ombudsman	1
	Energy Police Station	10
	Call Centre	6
 <u>TOTAL ASSETS</u>		
(i)	33KV Lines	4240.99
(ii)	11KV Lines	46984.52
(iii)	LT Lines	41483.62
(iv)	33/11KV Sub-stations	251
(v)	33/11KV Transformers	563
(vi)	11/0.4KV and 33/0.4KV Transformers	63303
(vii)	33KV Feeders	148
(viii)	11KV Feeders	928

Vision of TPSODL

" Enriching lives through safe, reliable, sustainable, affordable and customer-centric energy Solutions."

"

Mission of TPSODL

- Keep the customer at the centre of all we do
- Operational excellence through adoption of cutting edge technology & innovation
- Create an empowered, agile and future ready workforce driven by passion & purpose
- Engage with communities to enable sustainable livelihoods
- Leadership with Care' for all stakeholders

Values of TPSODL

SCALE- Safety, Care, Agility, Learning, Ethics

S- Safety is a core value over which no business objective can have a higher priority

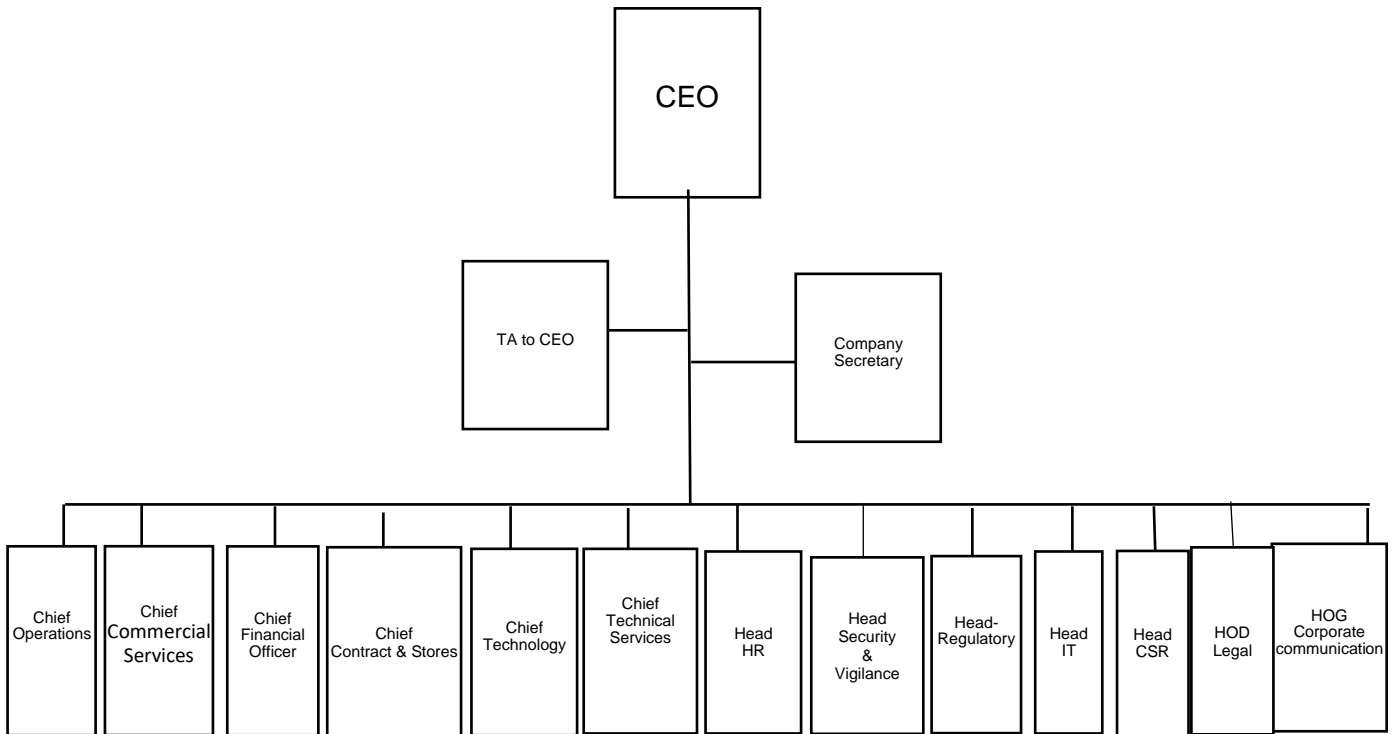
C- Care for Stakeholders, our Environment, Customers and Shareholders - both existing and potential, our Community and our People (our employees and partners)

A- Agility Speed, Responsiveness and being Proactive, achieved through Collaboration and Empowering Employees

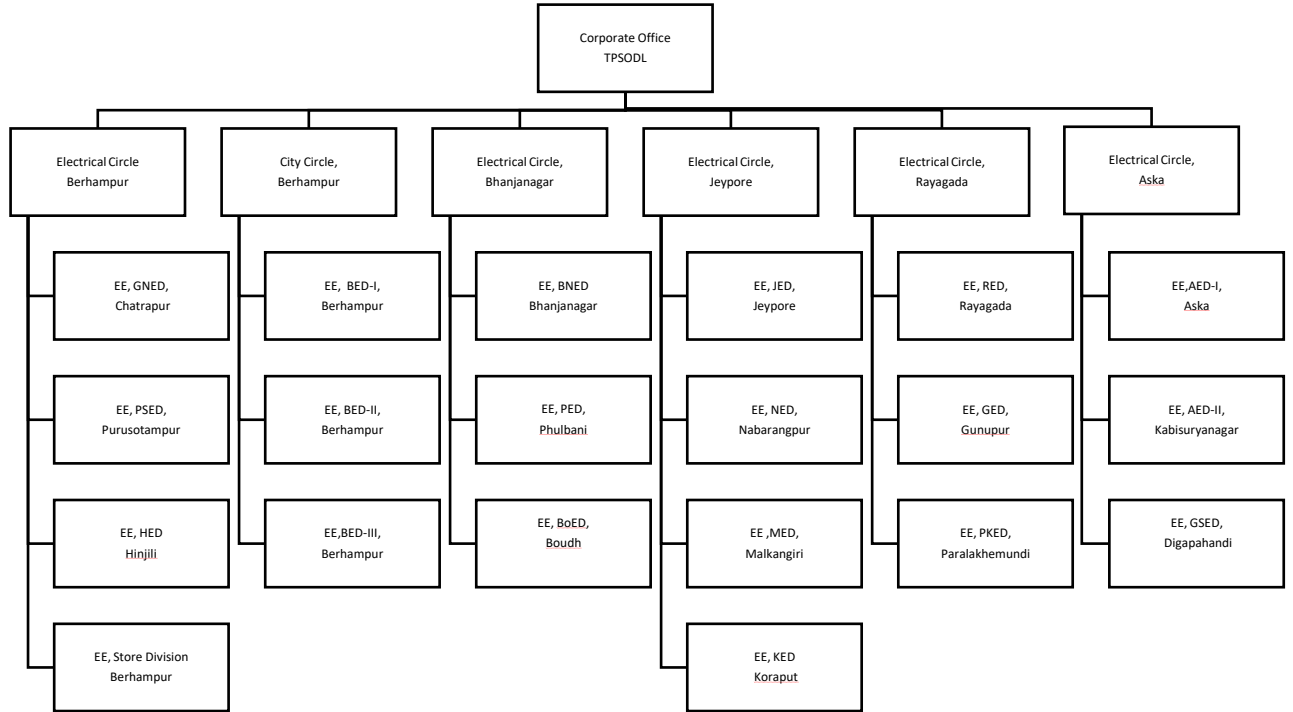
L- Learning, Building future ready skill sets through learning and training. Maximize usage of e-learning platforms

E- Ethics Achieve the most admired standards of Ethics, through Integrity and Mutual Trust

ORGANOGRAM – TPSODL, CORPORATE OFFICE



TPSODL FIELD STATUS



MANUAL-2
Duties and responsibilities of Officers & Employees
[Section-4(1) (b) (ii)]

Sl No	Post	Nature of duty assigned
1	CEO (Chief Executive Officer)	CEO is responsible for day-to-day operation and management of the TPSODL subject to general supervision & ultimate control of Board. He is the functional head of all departments of TPSODL in domain of Commercial, Technical, Financial & regulatory, Contracts, HR & Administration, Legal, IT etc and functions under the direct supervision and control of Board.
2	Chief Financial Officer (CFO)	He is overall head of Finance branch of TPSODL, responsible for all kinds of financial planning, Regulatory and financial management of Organization, exercising control over the day-to-day financial administration of the Organization including management of all employees trusts. He works under direct supervision and control of CEO and Board.
3	Chief-Operations	He is responsible for operation and maintenance of 33/11 KV substations and all types of transformers, Monitoring of Circles, Civil, Engineering, Planning and Quality. He works under direct supervision and control of CEO.
4	Chief- Commercial Services	He is head and responsible for Commerce related functions of the Company. Also responsible for Customer Services and key Consumer groups. He works under direct supervision and control of CEO.
5	Chief -Contract & Stores	He is responsible for day-to-day activities of entire purchase requirement of the Company and Stores Management. He works under direct supervision and control of CEO.
6	Chief-Technology	Overall Head of the Technology/IT operation of the Company. He works under direct supervision and control of CEO.
7	Chief-Technical Services	He is responsible for Projects, Network Engineering & Planning and I&QA(Inspection & Quality Assurance) function. He works under direct supervision and control of CEO.
8	Head-HR	He is overall head of Human Resources, industrial relation, Departmental Proceedings, BA compliance and administrative activities. He works under direct supervision and control of CEO.

9	Head-Regulatory	He is responsible for regulatory related function of the company. He works under direct supervision and control of CEO
10.	Head-Security & Vigilance	He is responsible for developing and implementing comprehensive security policies and procedures to ensure safety and security of employees, assets and facilities. The role also involves conducting risk assessments, managing security personnel, coordination with law enforcement agencies in curbing electricity theft and corruption in the organization. The role further involves carrying out detailed investigations in reported unethical cases and also to act proactively to curb corruption. He works under direct supervision and control of CEO
11.	Head-IT	He is responsible for the overall IT infrastructure of the company. He works under direct supervision and control of CEO.
12.	Head-CSR	He is overall responsible for company's Social Responsibility activities of the Company. He works under direct supervision and control of CEO.
13.	HoD-Legal	He is the overall head of legal functions of the Company. He works under direct supervision and control of CEO.
14.	HoG- Corporate Communication	He is overall responsible for all matters related to internal and external communication on behalf of Company and liasioning with Govt at the local as well as state levels. He works under direct supervision and control of CEO.
15.	Company Secretary	He is overall responsible for all secretarial functions of the Company and ensures day to day compliances under provisions of Company Act, 2013 and allied laws. He works under direct supervision and control of CEO.

MANUAL-3

Procedure Followed in Decision Making Process [Section-4(1) (b) (iii)]

The decision-making process in TPSODL is very transparent and effective. The proposals emanating from any branch are thoroughly examined by the finance, commercial, technical, legal 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 by the Board/CEO, as the case may be. Policy guidelines which require approval are put forward to Board of TPSODL and Regulators, after receipt of the approval such proposals are implemented / carried out.

MANUAL-4

Norms for Discharge of Functions [Section-4(1) (b) (iv)]

Safety, Technical, Commercial and Quality norms are being followed as approved by OERC and other norms are being followed as per Electricity Act & Rules thereunder, OERC Regulations, C.E.A Regulations & Rules and other applicable Regulations for Distribution of Electricity as amended from time to time.

For details, please log on to our website www.tpsouthernodisha.com

MANUAL-5
Rules, Regulations, Instructions, Manuals & Records
for Discharging Functions
[Section-4 (1) (b) (v)]

All Rules, Regulations and Guidelines are being followed as per Electricity Act & Rules, OERC Regulations, C.E.A Regulations & Rules and other applicable Regulations for Distribution of Electricity as amended from time to time.

For transferred employees of SOUTHCO, the GRIDCO Rules, Regulations and Orders are being adopted and followed.

For New Employees of TP Southern Odisha Distribution Limited, the rules, regulations etc, are applicable as followed by Tata Power/TPSODL.

Besides the above, other Statutory Act, Rules, Regulations etc. as applicable to Distribution of Electricity are being followed.

MANUAL-6
Categories of Documents Under Control
[Section-4 (1) (b) (vi)]

TPSODL is adopting the service regulation of Gridco for its erstwhile Southco Utility employees. Some of these documents are as under:

1. Gridco Officers Service Regulation.
2. Gridco Officers Recruitment Policy
3. OSEB Ministerial Service (Methods of Recruitment, Seniority and Promotion in the head Office of the Board) Regulations 1983
4. The Ministerial Services (Methods of Recruitment Seniority and Promotion in the office of the Chief Engineer) Regulations 1982
5. OSEB employees leave Regulations 1983
6. OSEB employees pension (Including old age and Family Pensions) Regulations 1992
7. Certified standing orders of the OSEB, Bhubaneswar (Orissa) under Industrial employment (Standing Orders) Act 1946 as adopted by Gridco.
8. Gridco Rehabilitation assistance Regulations 1997.

Apart from above, erstwhile Southco has framed the following Rules and Regulations for its employees which are applicable as of now :-

1. Southco Officers promotion Policy
2. Southco Funeral Expenses Rule
3. Southco Medical Attendance Rules
4. Enhancement of existing ceiling of 90 days Maternity leave period to 180 days and introduction of Paternity leave for a period of 15 days in line with GoO;
5. Sanction of Gift items to retired employees / workers of Southco;
6. Southco Executive and Non-Executive Transfer Policy

MANUAL-7

Particulars of Arrangement in formulation of Policy [Section-4 (1) (b) (vii)]

- The basic policies of the TPSODL are formulated by Board of Directors (here-in-after referred to as BoD) which is laid down in consonance with the instructions, guidance and policies received from the OERC and Government from time to time.
- The policies and decisions taken by the BoD, which are communicated to CEO who in turn communicates to all concerned departments /functional heads for information. For this purpose, office orders and circulars are issued.
- Different decisions pertaining to different departments of the Company are handled as per the set procedure and policy and in turn with the laid down delegation of powers accorded to CEO by BoD. The matters are processed and reached to the CEO after the decision by BoD and the same is implemented accordingly.

MANUAL-8**Boards, Councils, Committees & Other Bodies Constituted**

[Section-4 (1) (b) (viii)]

TP SOUTHERN ODISHA DISTRIBUTION LIMITED (TPSODL)

CIN: U40109OR2020PLC035195

BOARD OF DIRECTORS AND COMMITTEES THEREOF OF TPSODL AS ON 24-09-2024

Sl No	Name of the Director	DIN	Nature of Director	Date of Appointment/Re-appointment	Member in other Committees of Board
1.	Mr. Manoj Ahuja, IAS	02742969	Chairman-NE	20.07.2024	-
2.	Dr. Praveer Sinha	01785164	NE	01.01.2021	NRC
3.	Mr. Sanjay Kumar Banga	07785948	NE	01.01.2021	AC
4.	Mr. Trilochan Panda	00836793	NE	01.01.2021	AC & NRC
5.	Mr. Sunil Singh	08114215	NE	20.10.2023	AC & CSR
6.	Mr. Kailash Nath Shrivastava, IAS (Retd.)	01584124	ID	29.04.2024	AC & Chairman-NRC
7.	Dr. Aditi Raja	00164313	WD/ID	29.04.2024	AC & Chairperson-CSR
8.	Dr. Arun Kumar Panda, IAS (Retd.)	00786320	ID	29.04.2024	Chairman-AC
9.	Mr. Umakanta Sahoo	08750414	NE	07.06.2021	AC & CSR
10	Mr. Sanjeev Gupta	09180029	NE	28.04.2022	AC
11	Mr. Narendra Nath Misra	00575501	NE	11.04.2023	CSR

Abbreviation used: NE-Non-Executive, ID-Independent Director, WD-Women Director, AC-Audit Committee, NRC-Nomination and Remuneration Committee and CSR-Corporate Social Responsibility Committee.

MANUAL-9

Directory of Officers and employees

[Section-4(1) (b) (ix)]

OFFICE NAME	DESIGNATION	ADDRESS	NAME OF THE HOD	MOBILE NO	e-mail ID
CORPORATE OFFICE	Chief Executive Officer	CORPORATE OFFICE, TPSODL, COURTPETA, BERHAMPUR	Mr. Amit Kumar Garg	9818100575	Amit.garg@tpsouthernodisha.com
	Chief-Operations		Mr. Milind Prabhakar Kulkarni	9223220833	Mpkulkarni@tpsouthernodisha.com
	Chief Financial Officer		Mr. Bijay Kumar Mohanty	9619099925	Bijay.mohanty@tpsouthernodisha.com
	Chief-Commercial Services		Mr. Vijay Prakash Sharma	9818100574	Vijay.sharma@tpsouthernodisha.com
	Chief- Contract and Stores		Mr. Subrata Dey	9818603067	Subrata.dey@tpsouthernodisha.com
	Chief-Technology		Mr. Biman Kumar Ghosh	9818100573	Biman.ghosh@tpsouthernodisha.com
	Chief-Technical Services		Mr. Dnyaneshwar Dharmadhikari	9818100634	Dnyaneshwar.dharmadhikari@tpsouthernodisha.com
	Head-HR		Mr. Sanjeev Kaushik	9971396397	Sanjeev.kaushik@tpsouthernodisha.com
	Head- Security & Vigilance		Mr. Dalvir Singh Bairwal	7400031733	Dalvir.bairwal@tpsouthernodisha.com
	Head-Regulatory		Mr. Soumitry Dey	9029001741	Soumitry.dey@tpsouthernodisha.com
	Head-CMG & MMG		Mr. Saumitro Banerjee	9810281982	Saumitro.banerjee@tpsouthernodisha.com
	Head- DOS		Mr. Kamaldeep Mahajan	9971394846	Kamaldeep.mahajan@tpsouthernodisha.com
	Financial Controller		Mr. Deepak Jain	9958181337	Deepak.jain@tpsouthernodisha.com
	Head-DOS		Mr. Deepak Singh	9971393893	Deepak.singh@tpsouthernodisha.com
	Head (Projects and Plant Engineering)		Mr. Ashok Saraf	9971152954	Ashok.saraf@tpsouthernodisha.com
	Head-Network Engineering & Planning		Mr. Shirish Sharad Dikay	9223311418	Shirish.dikay@tpsouthernodisha.com
	Head-Pre-Audit		Mr. Vijay Kumar	9871798582	Vijay.kumar@tpsouthernodisha.com
	Head-Stores		Mr. Munish Narad	9717435222	Munish.narad@tpsouthernodisha.com
	Head-Procurement		Mr. Manoj Kumar Kharbanda	9971395197	Manoj.kharbanda@tpsouthernodisha.com
	Head-Enforcement		Mr. Shelendra Singh	9971393870	Shelendra.singh@tpsouthernodisha.com
	Head-MMG		Mr. Nitin Marjara	9971394949	Nitin.marjara@tpsouthernodisha.com
	Head-RCM		Mr. Abhinav Aggarwal	9971395336	Abhinav.aggarwal@tpsouthernodisha.com
	Head-Civil		Mr. Upendra Govind Nimkar	9029567999	Upendra.nimkar@tpsouthernodisha.com
	Head-Automation		Ms. Deepa Anant Joshi	9223267390	Deepa.joshi@tpsouthernodisha.com
	Head-IT		Mr. S Sivakumar	9818100725	S.sivakumar@tpsouthernodisha.com
	Head-NEP		Mr. Sk Md Azam	9717710364	Azam.sk@tpsouthernodisha.com
	HoD, Legal		Mr. Sunil Kumar Sabat	9899287773	Sunil.sabat@tpsouthernodisha.com
	Head-Corporate Social Responsibility		Mr. Randhir Kumar	7781002223	Randhir.kumar@tpsouthernodisha.com
	HoG-Corporate Communication		Mr. Jyoti Prakash Mohapatra	9437080048	Jyoti.mohapatra@tpsouthernodisha.com
	Company Secretary		Mr. Jeevanjyoti Nayak	9930268486	Jeevanjyoti.nayak@tpsouthernodisha.com
	Sr. General Manager-Finance		Mr. Laxmidhar Upadhyaya	9437959929	Laxmidhar.upadhyaya@tpsouthernodisha.com
	Chief Engineer-Govt. Project		Mr. Ch. Netaji Subudhi	9437959751	Netaji.subudhi@tpsouthernodisha.com
Chief Engineer - MRT	Mr. Pratap Keshari Sahoo	8114395703	Pratap.sahoo@tpsouthernodisha.com		
General Manager - Finance	Mr. Sangram Sahu	9537575002	Sangram.sahu@tpsouthernodisha.com		

CITY CIRCLE

OFFICE NAME	DESIGNATION	ADDRESS	NAME OF THE HOD	MOBILE NO	e-mail ID
City Electrical Circle, BERHAMPUR	SUPERINTENDING ENGINEER	Bidyutpuri Colony, BERHAMPUR	Mr. Nrusingh Narayan Panda	9124557292	nrasingh.panda@tpsouthernodisha.com
BED-I, Berhampur	SUPERINTENDING ENGINEER	Courtpeta, BERHAMPUR	Mr. Prabhat Ku Kar	9437959755	prabhat.kar@tpsouthernodisha.com
BED-II, BERHAMPUR	Executive Engineer	Corporation Road, BERHAMPUR	Ms. Archana Dhar	9437959802	Archana.Dhar@tpsouthernodisha.com
BED-III, BERHAMPUR	SUPERINTENDING ENGINEER	Bidyutpuri Colony, BERHAMPUR	Mr. Debesh Ranjan Panda, SE/AGM	9437480014	debesh.panda@tpsouthernodisha.com

BERHAMPUR CIRCLE

Electrical Circle, Berhampur	SUPERINTENDING ENGINEER	Bidyutpuri Colony, BERHAMPUR	Mr. Chandan Das	8114395710	chandan.das@tpsouthernodisha.com
GNED, CHATRAPUR	Executive Engineer	CHATRAPUR	Mr.Rakesh Kumar Patra	9437959788	Rakesh.patro@tpsouthernodisha.com
PSED, Purushottampur	Executive Engineer	PURUSOTTAMPUR	Mr. Biswa Ranjan Mohapatra	9437570024	biswa.mahapatra@tpsouthernodisha.com
HED, Hinjili	Executive Engineer	HINJILICUT	Mr Gopal Krushna Panda	9437581279	gopal.panda@tpsouthernodisha.com
STORE DIVISION	Executive Engineer, Store	NH, Near Khajuria, Berhampur	Mr. Amiya Ranjan Dalai	9124557279	Amiya.Dalai@tpsouthernodisha.com

ASKA CIRCLE

Electrical Circle, Aska	SUPERINTENDING ENGINEER	COLLEGE SQUARE, ASKA	Mr. Priyadarsi Behera	9437959949	priyadarsi.behera@tpsouthernodisha.com
GSED, DIGAPAHANDI	Executive Engineer	DIGAPAHANDI	Mr. Biswa Narayan Rout	9437959762	biswanarayana.rout@tpsouthernodisha.com
AED - I, ASKA	Executive Engineer	ASKA	Mr. Jagatjit Das Mohapatra	9437959813	Jd.Mohapatra@tpsouthernodisha.com
AED -II, Kabisuryanagar	AGM / SE-II	KABISURJYA NAGAR	Mr. Ganga Gouri Prasad Pattnaik	9437570493	ganga.patnaik@tpsouthernodisha.com

BHANJANAGAR CIRCLE

Electrical Circle, Bhanjanagar	SUPERINTENDING ENGINEER	BHANJANAGAR	Mr Abhijit Padhi	9437959752	abhijit.padhi@tpsouthernodisha.com
BNED, BHANJANAGAR	Executive Engineer	BHANJANAGAR	Mr. Tapan Kumar Suar	9437959901	Tapan.Suar@tpsouthernodisha.com
PED, PHULBANI	AGM/ SE-II	PHULBANI	Mr. Manoj Kumar Mohanty, SE/AGM	9437959915	manoj.mohanty@tpsouthernodisha.com
BoED, BOUDH	Executive Engineer	BOUDH	Mr. Amarendra Kumar Sahoo, EE	9437959905	amarendra.sahoo@tpsouthernodisha.com

RAYAGADA CIRCLE

Electrical Circle, Rayagada	SUPERINTENDING ENGINEER	RAYAGADA	Mr. Narottama Patnaik	9437959810	narottama.patnaik@tpsouthernodisha.com
PKED, PARLAKHEMUNDI	Executive Engineer	PARLAKHEMUNDI	Mr. Rajendra Behera	9437959975	rajendra.behera@tpsouthernodisha.com
RED, RAYAGADA	Executive Engineer	RAYAGADA	Mr. Susanta Kumar Sahu	9437959959	Susanta.Sahu@tpsouthernodisha.com
GED, GUNUPUR	Executive Engineer	GUNPUR	Mr. Sunil Kumar Rout	94377570293	sunil.rout@tpsouthernodisha.com

JEYPORE CIRCLE

Electrical Circle, Jeypore	SUPERINTENDING ENGINEER	JEYPORE	Mr Manmatha Nath Mishra, DGM	9437959849	manmath.mishra@tpsouthernodisha.com
JED,JEYPORE	Executive Engineer	JEYPORE	Mr Varun Choudhury	9437959868	varun.choudhury@tpsouthernodisha.com
NED, NABARANGAPUR	Executive Engineer	NABARANGAPUR	Mr. Ashok Kumar Rout	9437959619	Ashok.Rout@tpsouthernodisha.com
MED, MALKANGIRI	Executive Engineer	MALKANGIRI	Mr. Ashis Kumar Jena,	9437959846	Ashis.Jena@tpsouthernodisha.com
KED,KORAPUT	Executive Engineer	KORAPUT	Mr. Bhagaban Pradhan	9437570037	bhagaban.pradhan@tpsouthernodisha.com

GRF Details

President GRF, Berhampur	City Circle and Berhampur Circle	Ms. Aparna.Raut	9437959966	Aparna.Raut@tpsouthernodisha.com
President GRF, Bhanjanagar	Aska Circle and Bhanjanagar Circle	Mr. Mohammed Sarwar Sadique	9437484869	Sarwar.sadique@tpsouthernodisha.com
President GRF , Rayagada	Rayagada Circle	Mr. Pratap Keshari Nayak	9437127425	Pratap.Nayak@tpsouthernodisha.com
President GRF, Jeypore	Jeypore Circle	Mr. T. Tapanrasmi Subudhi	9437959639	T.Tapanrasmi.Subudhi@tpsouthernodisha.com

MANUAL-10

Monthly Remuneration & Compensation of Officers & Employees

[Section-4(1) (b) (x)]

Pay matrix for Non- executives of Erstwhile Southco UTILITY Employees now TPSODL								
Scale of Pay of (Old)	4440-14680	5200-20200						9300-34800
Grade Pay	1780	1930	2130	2430	2530	2830	3330	4200
level	1	2	3	4	5	6	7	8
1	17200	19900	22700	25500	26400	29200	31400	35400
2	17700	20500	23400	26300	27200	30100	32300	36500
3	18200	21100	24100	27100	28000	31000	33300	37600
4	18700	21700	24800	27900	28800	31900	34300	38700
5	19300	22400	25500	28700	29700	32900	35300	39900
6	19900	23100	26300	29600	30600	33900	36400	41100
7	20500	23800	27100	30500	31500	34900	37500	42300
8	21100	24500	27900	31400	32400	35900	38600	43600
9	21700	25200	28700	32300	33400	37000	39800	44900
10	22400	26000	29600	33300	34400	38100	41000	46200
11	23100	26800	30500	34300	35400	39200	42200	47600
12	23800	27600	31400	35300	36500	40400	43500	49000
13	24500	28400	32300	36400	37600	41600	44800	50500
14	25200	29300	33300	37500	38700	42800	46100	52000
15	26000	30200	34300	38600	39900	44100	47500	53600
16	26800	31100	35300	39800	41100	45400	48900	55200
17	27600	32000	36400	41000	42300	46800	50400	56900
18	28400	33000	37500	42200	43600	48200	51900	58600
19	29300	34000	38600	43500	44900	49600	53500	60400
20	30200	35000	39800	44800	46200	51100	55100	62200
21	31100	36100	41000	46100	47600	52600	56800	64100
22	32000	37200	42200	47500	49000	54200	58500	66000
23	33000	38300	43500	48900	50500	55800	60300	68000
24	34000	39400	44800	50400	52000	57500	62100	70000
25	35000	40600	46100	51900	53600	59200	64000	72100
26	36100	41800	47500	53500	55200	61000	65900	74300
27	37200	43100	48900	55100	56900	62800	67900	76500
28	38300	44400	50400	56800	58600	64700	69900	78800
29	39400	45700	51900	58500	60400	66600	72000	81200
30	40600	47100	53500	60300	62200	68600	74200	83600
31	41800	48500	55100	62100	64100	70700	76400	86100
32	43100	50000	56800	64000	66000	72800	78700	88700
33	44400	51500	58500	65900	68000	75000	81100	91400
34	45700	53000	60300	67900	70000	77300	83500	94100
35	47100	54600	62100	69900	72100	79600	86000	96900
36	48500	56200	64000	72000	74300	82000	88600	99800
37	50000	57900	65900	74200	76500	84500	91300	102800
38	51500	59600	67900	76400	78800	87000	94000	105900
39	53000	61400	69900	78700	81200	89600	96800	109100
40	54600	63200	72000	81100	83600	92300	99700	112400

PAY MATRIX FOR ERSTWHILE EXECUTIVES OF SOUTHCO UTILITY NOW TPSODL

Pay Band (Old)	9300-34800	15600-39100			37400-67000		
Grade Pay	4600	5400	6600	7600	8700	8800	9000
Existing Grade	E-2	E-3 & E-4	E-5 & E-6	E-7	E-8	E-9	E-10
Level (New)	EE-1	EE-2	EE-3	EE-4	EE-5	EE-6	EE-7
1	44900	56100	67700	78800	123100	127100	135100
2	46200	57800	69700	81200	126800	130900	139200
3	47600	59500	71800	83600	130600	134800	143400
4	49000	61300	74000	86100	134500	138800	147700
5	50500	63100	76200	88700	138500	143000	152100
6	52000	65000	78500	91400	142700	147300	156700
7	53600	67000	80900	94100	147000	151700	161400
8	55200	69000	83300	96900	151400	156300	166200
9	56900	71100	85800	99800	155900	161000	171200
10	58600	73200	88400	102800	160600	165800	176300
11	60400	75400	91100	105900	165400	170800	181600
12	62200	77700	93800	109100	170400	175900	187000
13	64100	80000	96600	112400	175500	181200	192600
14	66000	82400	99500	115800	180800	186600	198400
15	68000	84900	102500	119300	186200	192200	204400
16	70000	87400	105600	122900	191800	198000	210500
17	72100	90000	108800	126600	197600	203900	216800
18	74300	92700	112100	130400	203500	210000	
19	76500	95500	115500	134300	209600	216300	
20	78800	98400	119000	138300	215900		
21	81200	101400	122600	142400			
22	83600	104400	126300	146700			
23	86100	107500	130100	151100			
24	88700	110700	134000	155600			
25	91400	114000	138000	160300			
26	94100	117400	142100	165100			
27	96900	120900	146400	170100			
28	99800	124500	150800	175200			
29	102800	128200	155300	180500			
30	105900	132000	160000	185900			
31	109100	136000	164800	191500			
32	112400	140100	169700	197200			
33	115800	144300	174800	203100			
34	119300	148600	180000	209200			
35	122900	153100	185400				
36	126600	157700	191000				
37	130400	162400	196700				
38	134300	167300	202600				
39	138300	172300	208700				
40	142400	177500					

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Budget Allocated to each Agency

[Section-4 (1) (b) (xi)]

The Annual Revenue Requirement was placed before Hon'ble OERC. On receipt of approval of Revenue Requirement and notification of the RST Order for FY 2024-25, the same is being followed strictly. Revenue Requirement Approved by Hon'ble OERC for the FY 2024-2025 as under:

REVENUE REQUIREMENT OF TPSODL FOR THE FY 2024-25

Expenditure	TPSODL		Rs. In Crores
	Approved 2023-24	Proposed 2024-25	Approved 2024-25
Cost of Power Purchase	1033.20	1032.68	984.80
Transmission Cost	118.08	118.02	118.18
SLDC Cost	0.76	0.76	0.97
Total Power Purchase, Transmission & SLDC Cost (A)	1,152.04	1,151.46	1,103.94
Employee Costs	526.00	575.39	501.36
Repair & Maintenance exp.	152.57	194.00	165.24
Administrative & General Expenses	112.66	131.40	120.54
Provision for Bad & Doubtful Debts	19.91	20.77	20.24
Depreciation	52.15	99.03	67.15
Interest on loan including Interest on S.D	63.78	100.50	82.36
Total Operation & Maintenance & other Cost	927.06	1,121.09	956.88
Less: Employee cost capitalised	30.24	35.90	35.90
Less: Interest capitalised	4.00	-	-
Return on Equity	39.67	90.26	73.12
Tax on ROE	-	30.36	20.11
Carrying Cost on Regulatory Asset/ Liability	-	-	-
Total Distribution Cost	932.49	1,205.81	1,014.21
Less: Miscellaneous Receipt/Non tariff Income	55.82	54.62	54.61
Net Distribution Cost (B)	876.67	1,151.19	959.60
Total Revenue Requirement (A+B)	-	2,302.65	2,063.54
Expected Revenue (Full year)	1990.77	2077.15	2023.54
GAP (+ Surplus/- Deficit)	-	- 225.50	- 40.00

MANUAL-12

Manner of Execution of Subsidy Programmes

[Section-4 (1) (b) (xii)]

There is no such direct subsidy being provided by State Govt to the utility. OERC while determining Retail Supply Tariff for each year used to fix the tariff of consumers like Kutirjyoti (BPL etc), Domestic, Irrigation, street Light etc in such a manner that they are being cross subsidized by other category of consumers like General purpose, Large Industry, Mini steel Plant, Power Intensive Industries, Railway Traction etc. However, State Govt. directly as well as in collaboration with Central Govt has implemented following capital investment scheme for Strengthening Transmission & Distribution system which is beneficial to the electrical consumers of the entire state.

The details about Project already implemented/under implementation are as under:

1. CAPEX (Capital Expenditure)

Objectives of CAPEX Project was to improve Distribution Network System, Improvement in Reliability of Power Supply and Reduction of Loss. TPSODL (Erstwhile Southco utility) was the Project Implementing Agency.

The scheme has been closed.

2. DESI (Development Program for Energy System Improvement)

Objectives of DESI Project is to cater the load growth of newly charged RGGVY Consumers and for improvement of Distribution System in RGGVY areas upgrading the wire as well as transformers and putting additional lines and transformers. TPSODL/ Concerned District Administration was the Project Implementing Agency.

The scheme has been closed.

3. RLTAP (Revised Long Term Action Plan)

RLTAP Project was a Special Plan for KBK Districts for Installing 33/11 KV S/s. for Power Supply to most difficult areas where- No other 33/11 KV S/s is existed, Low Load Demand, Hilly Areas and Tribal Pockets is existed. Scope under the project is for up gradation of Existing 33/11 KV Transformers, up gradation of conductor of Feeders for better quality Power Supply to Rural & Tribal Pockets, Power Supply will be transmitted through EHT towers (220 or 132 KV) on 33 or 11 KV for areas

cut off due to Large Reservoirs. TPSODL/ Concerned District Administration was the Project Implementing Agency.

The scheme has been closed.

4. DHH (District Head Quarter Hospital)

Objectives of DHH Project is to improve the Distribution System for Reliable and Quality Power Supply to District Head Quarters Hospitals. Project includes Construction of 33 or 11 KV dedicated Line from 33 / 11 KV S/s. to DHH and Installation of new 33/0.4 KV or 11kv S/s.

5. RGGVY (Rajeev Gandhi Gramin Vidyutikaran Yojana)

Objectives of RGGVY Project is to provide access to electricity to all rural households (Population > 100) and all BPL households in all rural habitations in the villages should be covered for electrification under the project as per the KutirJyoti norms. Apart from the universal obligation to provide Electricity to all consumers on demand, the project shall provide for electric connection to un-electrified public places like schools, panchayat office, community/ govt. health centres / dispensaries etc. The project has provision of 33/11 KV sub-stations of adequate capacity and lines in blocks where these do not exist. The project shall have provisions for setting-up of at least one Distribution transformer (DT) in the village where these do not exist. As per the agreement, Discom to ensure the management of rural Distribution through franchisee who could be Non-Governmental Organisations (NGOs), Users Association, Cooperatives or individual entrepreneurs, the Panchayat institutions would be associated. NTPC, NHPC & PGCIL are the Project Implementing Agency.

The scheme has been closed.

6. BGJY (Biju Grama Jyoti Yojana)

Objectives of BGJY Project is for Electrification of Villages / habitations which were not covered under the RGGVY. All habitations having population of less than 100 included for implementation under BGJY Scheme. The Concerned District Administration is the Project Implementing Agency. For BGJY 2021-22 Onwards TPSODL is the Project Implementing Agency.

7. BSVY (Biju Saharanchala Vidyutikaran Yojana) / OSBY (Odisha Saharanchala Bidyutikaran Yojana)

Objectives of BSVY project is to provide Electricity on the pattern of Kutir Jyoti within a cost of ₹ 3000/- only per household to BPL families. This is state plan scheme. The Concerned District Administration is the Project Implementing Agency.

8. Strengthening of Lines of Elephant Corridor

Objective is to strengthen the infrastructure of DISCOM to avoid electrocution of Elephants and to focus on Elephant corridor areas. TPSODL is the Project Implementing Agency.

9. ODISHA DISTRIBUTION SYSTEM STRENGTHENING PROJECT (ODSSP-I, II, III)

- The Odisha Distribution System Strengthening Project (ODSSP) previously known as Infrastructure Development and Capacity Building on Electrification Work & Preparation of Road Map was introduced for strengthening of Distribution system, reduction of T&D loss & AT & C loss and to give quality power supply to the consumers by construction of 33/11 kv sub stations and control of 33 kv/11 kv line.
- Due to poor financial condition of the Discoms, it was decided by Govt of Odisha to fund this project.
- In this project additional 97 Nos. of 33/11KV Primary Sub-station are to be installed under 08 nos of District under TPSODL (erstwhile SOUTHCO Utility) area. OPTCL is the Project Implementing Agency.

10. DEENDAYAL UPADHYAYA GRAM JYOTI YOJANA SCHEME (DDUGJY)

Govt. of India has launched Deendayal Upadhyaya Gram Jyoti Yojana (DDUGJY) for the rural areas. The project cost is Rs.1003.92 Crore and duration of work complete on 2019. The existing programme of cover the RGGVY-12th project as approved by CCEA (Cabinet Committee on Economic Affairs) dated 01.08.2013 for completion of the targets laid down under RGGVY for 12th and 13th Plans by subsuming RGGVY in DDUGJY and carrying forward the approved outlay for

RGGVY to DDUGJY; Apart from that all left over UE/PE village/habitation electrification work shall be proposed

-12th plan project work is submerged under the broad scope of DDUGJY. The following components:

- (i) Separation of agriculture and non-agriculture feeders facilitating judicious restoring of supply to agricultural & non- agricultural consumers in the rural areas;
- (ii) Strengthening and augmentation of sub-transmission & distribution (ST&D) infrastructure in rural areas, including metering at distribution transformers, feeders and consumers end.

PGCIL/ NTPC/ NHPC was the Project Implementing Agency.

DDUGJY(New) under the scheme infrastructure development works and household electrification are being carried. The Project cost is Rs. 395.08 Cr. and OPTCL was the PIA.

The scheme has been closed.

11.DDG SCHEME (DECENTRALISED DISTRIBUTED GENERATION):-

The villages which are not electrified through conventional method are to be electrified under this scheme through Solar Energy. OREDA was the executing agency for electrification of this village.

The scheme has been closed.

12. INTEGRATED POWER DEVELOPMENT SCHEME (IPDS)

Govt. of India has launched Integrated Power Development Scheme (IPDS) for the Urban local areas. The following components:

- (i) Strengthening of Sub-transmission and Distribution network in urban areas.
- (ii) Metering of distribution transformers/ feeders/ consumers in urban area and,
- (iii) Rooftop Solar Project, installation of solar panels and smart/net meters as a mandatory component under IPDS.

Continuing IT enablement of distribution sector and distribution network strengthening as per the norms of the ongoing scheme of RAPDRP by subsuming the same in IPDS. OPTCL was the Project Implementing Agency.

The scheme has been closed.

13.Odisha Dedicated Agriculture and Fisheries Feeder Project (ODAFFP)

Under the scheme for black water agriculture wherein dedicated HT feeder with distribution substations constructed under the State Govt. Scheme. OPTCL is the Project Implementing Agency.

14.Shifting of lines and substations from Schools and Anganwadi Kendras.

Govt. of Odisha lunched this scheme wherein existing lines and substations inside schools and Anganwadi Kendras are shifted to outside the premises. TPSODL is the Project Implementing Agency.

15. Socio Economic Transformation and Upliftment Scheme (SETU)

Under the scheme, infrastructure development and electrification of Un-electrified Households is carried out in swaviman anchala of Malkangiri district of Odisha. TPSODL is the Project Implementing Agency.

16. Soubhagya Scheme:

While inching towards achieving 100% village electrification, Scheme also focused in achieving electrification of all un-electrified households in the country. TPSODL (Erstwhile Southco Utility) was the Project Implementing Agency.

The scheme has been closed.

17. ODSSP PHASE-IV

- The Odisha Distribution System Strengthening Project Phase-I,II & III (ODSSP-I,II,III) was introduced for strengthening of Distribution system, reduction of T&D loss & AT & C loss and to provide quality power supply to the consumers by construction of 33/11 KV sub stations.
- In this project additional 25 Nos. of 33/11KV Primary Sub-station are to be installed in 08 nos of District under TPSODL (erstwhile SOUTHCO Utility) area along with that 17 Nos. of Independent 33KV Line to be constructed for reliability of power supply.
- The Project cost is 468.91 Cr. and TPSODL is the Project Implementing Agency.

18. SPECIAL ASSISTANCE TO STATES FOR CAPITAL EXPENDITURE (SACI)

- Objectives of SACI scheme is to improve the Distribution Network System, Improvement in Reliability of Power Supply and Reduction of Loss in Gajapati,

Kandhamala, Rayagada, Koraput, Nabarangpur and Malkangiri District under TPSODL. The Project cost is Rs. 200 Cr. & TPSODL is the Project Implementing Agency.

19. IEC ACTIVITIES:

- Under this scheme, the objective is to create public awareness through social messages for adoption of Electrical Safety and Energy conservation measures. TPSODL is the Project Implementing Agency.

20. CHIEF MINISTER POWER DEVELOPMENT PROJECT (CMPDP/ ODSSP-V) / MMSBJ (Mukhya Mantri Shakti Bikash Jojana)

- The Odisha Distribution System Strengthening Project Phase-I, II & III and ODSSP-IV was introduced for strengthening of Distribution system, reduction of T&D loss & AT & C loss and to provide quality power supply to the consumers constructing 33/11 KV sub stations.
- Accordingly, ODSSP Ph-V/ CMPDP has been formulated to take up further system improvement works such as up-gradation of Distribution Transformers, replacement of old damaged Conductors, strengthening of existing 33KV & 11KV lines, construction of new 33KV & 11KV lines, conversion of single-phase LT network to 3 Phase, installation of line voltage regulator transformers along with construction of new PSSs in needy areas.
- The Project cost is 326.48 Cr. and TPSODL is the Project Implementing Agency.

21. STATE DISASTER MITIGATION FUND (SDMF)

- The objective of the scheme is for execution of Disaster Mitigation Projects out of SDMF towards Cyclone (Structural Activities), Flood (Structural Activities) and Non-Structural Activities.
- The Project cost is 46.171 Cr. and TPSODL is the Project Implementing Agency

22. PRADHAN MANTRI - ANUSUCHIT JAATI ABHYUDAY YOJANA (PM-AJAY)

The Pradhan Mantri Anusuchit Jaati Abhyuday Yojana (PM-AJAY) is a government initiative aimed at uplifting Scheduled Caste (SC) communities in India. Launched in 2021-22, it merges three existing schemes to promote employment, education, and infrastructure in SC-majority villages, targeting comprehensive development

for around 6 lakh beneficiaries. The scheme focuses on increasing income through livelihood projects, improving socio-economic indicators, and enhancing literacy rates among SC populations, the project shall provide for electric connection un-electrified SC communities.

23. PRADHAN MANTRI JANJATIYA UNNAT GRAM ABHIYAN (PMJUGA)

The Pradhan Mantri Janjatiya Unnat Gram Abhiyan envisions the comprehensive development of tribal areas and communities by addressing critical gaps in infrastructure, healthcare, education, and livelihoods. Through a coordinated approach and convergence of various Government of India schemes, the mission aims to ensure holistic, sustainable, and inclusive growth, empowering tribal communities to thrive and flourish in a SATURATION Mode.

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Particulars of Recipients of Concessions, Permits or Authorizations Granted

[Section-4 (1) (b) (xiii)]

No concession, permits, or authorization are granted on behalf of TPSODL to any beneficiary, except as per tariff order issued by OERC.

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Information Available in an Electronic Form

[Section-4 (1) (b) (xiv)]

Please log on to our website www.tpsouthernodisha.com for details such as new connection, payment option, customer portal, reported theft, tenders, news & events etc.

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Particulars of Facilities Available to Citizens for Obtaining Information

[Section-4 (1) (b) (xv)]

Sl. No.	Facility available	Nature of Information available	Working hours
1	Notice Board	Tender / Quotation Call Notice, Auction Sale Notice and Advertisement for engagement of Personnel through agencies.	10 A. M to 5.30 P.M.
2	RTI Application (FORM-A) / IST Appeal (FORM-D)	Form	10 A. M to 5.30 P.M.
3	Printed Manual available	Hard Copy	
4	Website of the Public Authority	www.tpsouthernodisha.com	
5	System of issuing of copies of documents	By Email/Indian Postal Service	

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**Names, Designations & Other Particulars of Public Information Officers and
First Appellate Authority
Section-4(1) (b) (xvi)]**

TPSODL has as many as twenty-seven numbers of Public Authorities in respect of which, twenty-seven numbers of Public Information Officers and Seven First Appellate Authorities thereof have been designated as such. The details are given hereunder.

NAME AND ADDRESS OF THE PIO AND FAA AT DIFFERENT OFFICES OF TPSODL					
Sl. No	Name of the Office / Unit	Name of the PIO	Designation	PHONE NO	Name and designation of First Appellate Authority
1	Electrical Circle, Aska	Padmanava Swain	AGM (F)	9437570195	Mr. Priyadarsi Behera, SE, Electrical Circle, Aska 9437959949
2	AED-I, Aska	Sanjay Kumar Nayak	Team-Lead- R & B -HOG-Com	7894414256	
3	AED-II, Kabisuryanagar	Golak Bihari Das	Dy. Manager (F)	9437959907	
4	GSED, Digapahandi	G.V.S. Rajendra	Dy. Manager (F)	9437570189	
5	City Circle, Berhampur	Jatindra Kumar Sahoo	AGM (F)	9437959644	Mr. Nrusingh Narayan Panda, SE City Circle, Berhampur 9124557292
6	BED No-I, Berhampur	Ashwini Kumar Patro	Manager (F)	9437959806	
7	BED No-II, Berhampur	Nishi Kanta Mishra	Dy. Manager (F)	9437959640	
8	BED No-III, Berhampur	Ms. Suprabha Rath	Dy. Manager (F)	8114395734	
9	Electrical Circle, Bhanjanagar	Rabindra Nath Pradhan	DGM(F)	9437959602	Mr. Abhijit Padhi, SE ,Electrical Circle, Bhanjanagar 9437959752
10	BNED, Bhanjanagar	Biswaranjan Senapati	Team Lead-RCM	9937041846	
11	PED, Phulbani	Aniruddha Hazra	HOG-Commercial	9558206940	
12	BOED, Boudh	Nitin Mehta	HOG-Commercial	9981142223	
13	Electrical Circle, Rayagada	Pratap Keshori Mohapatra	AGM (F)	9437959607	Mr Narottama Patnaik, SE Electrical Circle, Rayagada 9437959810
14	RED, Rayagada	Amit Kumar Shukla	Team Lead-RCM	8076055115	
15	PKED, Paralakhemundi	Subhransu Sekhar Mohanty	Dy. Manager(F)	9437959971	
16	GED, Gunupur	Naveen Kumar Chaduvula	HOG-Commercial	9676183953	
17	Electrical Circle, Jeypore	Pramoda Kumar Panda	AGM (F)	9437570205	Mr Manmatha Nath Mishra, SE Electrical Circle, Jeypore 9437959849
18	JED, Jeypore	Ved Prakash Prasad	Team Lead	9595230022	
19	MED, Malkangiri	Animesh Basak	HOG-Commercial	9051030006	
20	NED, Nawarangapur	Pramod Kumar Behera	Team Lead-RCM- HOG-Com	7894959503	
21	KED, Koraput	Sunil Kumar Rath	Asst. Manager (F)	9437582037	

Sl. No	Name of the Office / Unit	Name of the PIO	Designation	PHONE NO	Name and designation of First Appellate Authority
22	Electrical Circle, Berhampur	Sunanda Dash	AGM(F)	9437555002	Mr. Chandan Das, SE Electrical Circle, Berhampur 8114395710
23	GNED, Chatrapur	Vinod Kumar Bisen	Team Lead-RCM	9977701331	
24	PSED, Purushottampur	Abhayananda Panda	Team Lead-Commercial	9337666555	
25	HED, Hinjilicut	Kiran Kumar Nalla	Dy. Manager (F)	9437959645	
26	Electrical Store Division, Berhampur	Saroj Kumar Sahu	Manager (F)	9437959643	
27	Corporate Office, TPSODL	Raju Prasad Patnaik	Manager (Legal)	9437480041	Mr. Vijay Parkash Sharma, Chief-Commercial, Corporate/ Regd. Office, TPSODL, Berhampur 9818100574

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Other Useful Information [Section-4 (1) (b) (xvii)]

Procedure and fee structure: Procedure and fee structure for getting information are similar to all other organization of Government of Odisha. Schedule fee /amount to be charged for providing information.

- A. Application fee : Rate to be charged & mode of deposit
 - (i). Application fee of Rs. 10/- in cash / Treasury challan along with Information application in Form-A.
 - (ii) Court fees of Rs.20/- for 1st Appeal in Form-D
- B. Amount to be charged for providing information-> As per Rule 4 & 7 of Orissa RTI Rules,2005 as amended from time to time.