

The Manual of Information
Under The Right to Information Act, 2005



**THE WEST BENGAL POWER DEVELOPMENT CORPORATION LIMITED,
3/C, L. A. Block, Bidyut Unnayan Bhaban, Sector-III,
Bidhanagar, Kolkata-700 098.**

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INDEX

Chapter No.	Content	Page No.
I	Particulars of the Organization, functions and duties	2-4
II	Powers and duties of officers and employees	5
III	The Procedure followed in the decision making process, including channels of supervision and accountability	6-7
IV	Norms set by the Company for discharge of its functions	8
V	The rules, regulations, instructions, manuals and records held by the Company or under its control or used by its employees for discharging its function	9-10
VI	A statement of the categories of documents that are held by the Company or under its control	11-12
VII	The 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	13
VIII	A 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	14
IX	A directory of officers and employees	15
X	The monthly remuneration received by each of the officers and the employees, including the system of compensation as provided in its regulation	16
XI	The budget allocated to each agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made	17
XII	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes	18
XIII	Particulars of recipients of concessions, permits or authorizations granted by the Company	19
XIV	Details in respect of the Information, available to or held by the Company, reduced in an electronic form	20
XV	The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.	21
XVI	The names, designations and other particulars of the Public Information Officers	22
XVII	Such other information as may be prescribed	23

CHAPTER - I

1. Particulars of the Organization, functions and duties.

(Clause (b) (i) of sub-section 1 of Section 4 of the Right to Information Act, 2005.)

I. Organization: The West Bengal Power Development Corporation Limited (WBPDC), registered in the year 1985 is a fully owned Govt. of West Bengal Enterprise. WBPDC generates electricity from its five thermal power stations located in five districts of West Bengal at Kolaghat, Bakreswar, Bandel, Santaldih and Sagardighi with a total installed capacity of 4865 MW.

The West Bengal Power Development Corporation Limited incorporated under the Company's Act, 1956 having its registered & Corporate Office at Bidyut Unnayan Bhaban Plot- 3/C, LA-Block, Sector-III, Bidhannagar, Kolkata-700 098 on and from 27th October, 2008 (Monday) after shifting the office from New Secretariat Building, Kolkata - 700001. The Company is non-listed Govt. Company. The provisions of corporate governance as per listing agreement do not apply to the Company. WBPDC follows the Corporate Governance Voluntary Guidelines issued by the Ministry of Corporate Affairs, Govt. of India.

The WBPDC is committed to facilitate availability of electricity for accelerated growth and for enrichment of quality of life of the rural and urban population of West Bengal. WBPDC meets nearly 56 percent of the total power requirement of the state of West Bengal. The installed generation capacity of the Power plants/projects under WBPDC is as under:

Sl. No.	Name of the Power Plants/Projects	Capacity (MW)
1.	Kolaghat Thermal Power Station	1260
2.	Bandel Thermal Power Station	455
3.	Bakreshwar Thermal Power Project	1050
4.	Santaldih Thermal Power Station	500
5.	Sagardighi Thermal Power Project	1600
	Total Capacity	4865

The Govt. of India allotted six nos. of coal mines to WBPDC on 31.03.2015 for extraction of coal for end use of generation of power.

Sl. No.	Name of the Coal Mine	District	State
1.	Pachhvara (North)	Pakur	Jharkhand
2.	Gangaramchak and Gangaramchak-Bhadulia	Birbhum	West Bengal
3.	Barjore	Birbhum	West Bengal
4.	Kasta (East)	Birbhum	West Bengal
5.	Barjora (North)	Bankura	West Bengal
6.	Tara (East & West)	Burdwan	West Bengal

General Information of the Company:

Registered & Corporate Office:

The West Bengal Power Development Corporation Ltd

BIDYUT UNNAYAN BHABAN
Block- LA, Plot No. 3/C, Sector-III,
Bidhannagar, Kolkata- 700098.
Phone: (033) 23350571 / 23393100
Fax: (033) 23393186 / 23393286 / 23393197

Email: wbpdcl@wbpdcl.co.in

Plants:

Bakreswar Thermal Power Station

The West Bengal Power Development
Corporation Ltd
P.O BkTPP, Dist. Birbhum, Pin:- 731104

Email: gmbktpp@wbpdcl.co.in

Bandel Thermal Power Station

The West Bengal Power Development
Corporation Ltd
P.O Tribeni, Dist. Hooghly, Pin:- 712503.

Email: gmbtps@wbpdcl.co.in

Kolaghat Thermal Power Station

The West Bengal Power Development
Corporation Ltd

P.O Mecheda, Dist. East Midnapore,
Pin. 721137.

Email: gmktps@wbpdcl.co.in

Sagardighi Thermal Power Project

The West Bengal Power Development
Corporation Ltd

P.O. Monigram, P.S. Sagardighi Dist.
Murshidabad, Pin:- 742237

Email: gmsgtpp@wbpdcl.co.in

Santaldih Thermal Power Station

The West Bengal Power Development
Corporation Ltd

P.O Santaldih Thermal Plant, Dist. Purulia,
Pin. 723146.

Email: gmstps@wbpdcl.co.in

Functions and Duties:

Company's Vision , Mission

Vision

To be the best Power generating company in the country

Mission

Produce quality electricity in compliance with regulatory requirements in the most consistent & efficient manner, at a reasonable and competitive price, through eco-friendly operations.

Undertake capacity addition by adopting modern technology.

Business of the Company: The function of WBPDC is to generate electricity as defined under section 2(28) of the Electricity Act, 2003 to suffice the rising demand of electricity in the State and to produce reliable electricity with given regulatory returns, in the most efficient, economical and environmentally sustainable manner at competitive prices, supplying to the Grid according to schedule, managing and enhancing capacity to meet demand, in order to satisfy its stakeholders.

WBPDC sell its entire generation of electricity to West Bengal State Electricity Distribution Company Limited another Govt. of West Bengal Enterprise at a tariff approved by West Bengal Electricity Regulatory Commission.

CHAPTER - II

2. Powers and duties of officers and employees.

(Clause (b) (ii) of sub-section 1 of Section 4 of the Right to Information Act, 2005.)

The Officers and employees of WBPDCCL carry out the business operation of the Company as per set out norms and objectives inter alia instructions from the superior as and when necessary in the interest of the Company. However, while discharging the respective duties and responsibilities, the officers and employees of the Company are also complying with the applicable provisions of the applicable statutes and rules and regulations framed thereunder.

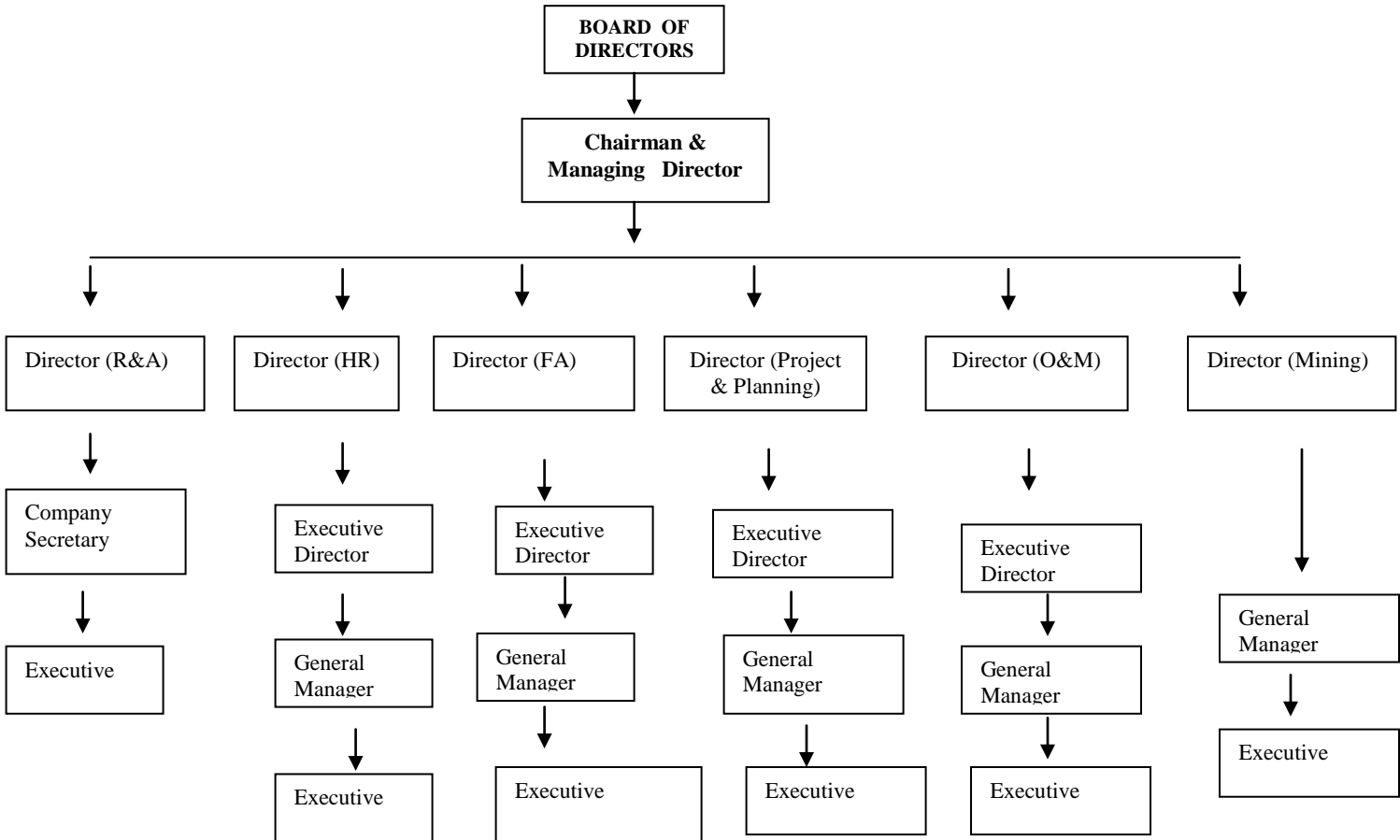
The West Bengal Power Development Corporation Limited has defined and delegated respective executive powers for the Officers at different levels of the Company and the duties of the Company are assigned accordingly from time to time as per requirement.

CHAPTER - III

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

(Clause (b) (iii) of sub-section 1 of Section 4 of the Right to Information Act, 2005.)

The Flowchart showing the channel of hierarchy maintained in the decision making process.



The overall management of the Company bestowed with Board of Directors of the company. However, since WBPDCCL is Government of West Bengal Enterprise, the Board of Directors is also accountable to the Government of West Bengal.

Keeping in mind the best practices of corporate governance ensuring transparency and speed of decision making process, several sub committees of the Board have also been constituted with specific functions and powers.

The Chairman & Managing Director has been bestowed with the management of the affairs of the Company supported by functional directors and other executives of the Company in exercising their respective duties and responsibilities as per set out policies and delegation of power.

However, Executives perform their duties and do take decisions on routine/establishment matters/financial matters/operational matters etc, at various levels by following the delegation of Powers entrusted to respective executives and as per Regulations of the Company including channels of supervision and accountability as decided by the Company from time to time.

CHAPTER - IV

4. The Norms set by the Company for the discharge of its functions

(Clause (b) (iv) of sub-section 1 of Section 4 of the Right to Information Act, 2005.)

The Company has well defined procedures and guidelines for discharging various functions, few of which are highlighted below:

a. Delegation of power:

The norms set for the discharge of the functions of the Officers have been well defined under Delegation of Power framed by the Company. The functional Directors/ Executives of the Company at various levels discharge their functions and responsibilities within the powers delegated to them.

b. Policies/ Guidelines/ Directives of Competent authority:

The norms for discharging the functions of the Company are also based on directives issued by the competent authority from time to time in relation to Operational and organizational needs as well as Social obligations of the Company.

c. Guidelines of the Govt. of West Bengal/ Govt. of India:

WBPDCCL being a Govt. of West Bengal Enterprise follows the guidelines/directives issued by Govt. of West Bengal time to time. WBPDCCL also adheres to the directives of the Govt. of India wherever applicable.

d. Guidelines of Vigilance Commission:

WBPDCCL has its own Vigilance Manual to deal with vigilance issues. However, WBPDCCL being a Govt. of West Bengal enterprise also refers the guidelines of State Vigilance Commission/ Central Vigilance Commission, whenever necessary.

e. Compliance of Provisions of statutes, etc.:

WBPDCCL also require complying with the provisions of all applicable statutes and rules and regulations.

CHAPTER - V

5. The Rules, Regulations, instructions, manuals and records, held by the Company or under its control or used by its employees for discharging its functions:

(Clause (b) (v) of sub-section 1 of Section 4 of the Right to Information Act, 2005.)

Some of the important Internal rules, regulations, manuals and records, which are used by the employees of the Company in discharge of their functions are given below:

a. Company affairs

- i. The Company's Act, 2013.
- ii. Memorandum & Articles of Association.
- iii. Government Guidelines issued from time to time.
- iv. Decision of the Board meetings as contained in the Minute Books/Resolution.
- v. Operating Norms fixed by State Electricity Regulatory Commission including determination of tariff (Power for sale).
- vi. Annual Reports

b. Finance & Accounts

- i. Accounting Policies
- ii. Accounting Standards
- iii. Accounting Manual
- iv. Delegation of Powers
- v. Rules and Regulations pertaining to Finance and Accounts Department
- vi. Rules, set out under different statutes applicable to the functions of Finance and Accounts

c. Contracts, Project & Planning.:

- i. Detailed Project Report/ Feasibility Report
- ii. Tender Document
- iii. Tender Specification and Drawings
- iv. Contract Document, Agreement, MoU, etc
- v. WBPDC's Policy & Procedure for Blacklisting and Debarment of agencies from Business Dealings.

d. Plant Operation & Maintenance:

- i. Operation Manuals
- ii. Documents containing information pertaining to generation of electricity and allied activities
- iii. Guidelines for operation and maintenance activities issued by the competent authority from time to time
- iv. Safety Policy
- v. Drawing of the machineries and installations of the power plants.

e. Human Resources:

- i. WBPDCCL (Employees' Service) Regulations, 1990.
- ii. WBPDCCL Recruitment and Promotion Rules, 2017
- iii. Reservation policy for recruitment of SC/ST, OBC, Physically Handicapped etc., as per norms of the Govt. of West Bengal time to time.
- iv. Delegation of Power.
- v. Personal Files.
- vi. Various internal policies.
- vii. Rules & Regulations pertaining to HR department
- viii. Statutory Regulations
- ix. Training Policy
- x. Vigilance Manual

f. Corporate Social Responsibility:

- i. Corporate Social Responsibility Policy for WBPDCCL, 2013

g. Mines:

- i. Allotment Order of Coal Mines.
- ii. Allotment Agreement
- iii. Mine Plan
- iv. Coal Mining Agreement with Mine Developer & Operator.

CHAPTER - VI

6. A Statement of the Categories of documents that are held by the Company or under its control:

(Clause (b) (vi) of sub-section 1 of Section 4 of the Right to Information Act, 2005.)

Some of the important documents that are being held by the Company are given below:

A. Documents pertaining to incorporation;

- i. Memorandum & Articles of Association.
- ii. Statutory registers under the Companies Act, 1956 & 2013
- iii. Statutory registers under other applicable Acts and rules & regulations.
- iv. Annual reports.
- v. Annual returns.
- vi. Return & Forms filed with the Registrar of Companies, etc.

B. Documents pertaining to general meetings/Board Meeting & meeting of different Committees:

- i. Notices and Minutes of the general meetings.
- ii. Notice, minutes & Resolution of Board Meetings,
- iii. Notice & minutes of meetings of the different committees constituted for the functional requirement of the Company.

C. Matters pertaining to Finance & Accounts

- i. Books of Accounts
- ii. Annual Accounts
- iii. Delegation of Power - Financial
- iv. Statutory Registers and Returns
- v. Documents pertaining to payment of different taxes
- vi. Vouchers/ Ledger, etc.
- vii. Fixed Asset Register
- viii. Loan Register
- ix. Investment Register

D. Documents pertaining to Contracts, commercial etc.:

- i. Purchase Documents.
- ii. Contract Documents/Agreements, MoU etc.
- iii. Tender Documents
- iv. Tender Specifications & drawings for projects.
- v. Approved drawings and documents.
- vi. Drawings of plants, machines & installation of the Power plants.

E. Documents pertaining to plant operations:

- i. Operational Manuals.
- ii. Documents containing information pertaining to generation of electricity and allied activities.

- iii. Safety Policy

F. Documents pertaining to projects:

- i. Detailed Project report/Feasibility reports (as applicable) of projects.
- ii. Documents relating to clearance and approval of competent Authorities.
- iii. Govt. Clearance/approval.
- iv. Contracts/ Agreement/ MoU, etc.

G. Documents pertaining to Human Resources:

- i. Documents containing the detailed particulars of employees.
- ii. Various internal Policies, rules & regulations/Orders/Circulars pertaining to human resources matters.
- iii. Performance Appraisal reports of employees.
- iv. Delegation of powers.
- v. Service Rules/Promotion Rules etc.
- vi. Training Particulars of Employees

H. Documents containing information regarding Corporate Social Responsibility:

- i. Corporate Social Responsibility Policy.
- ii. Minutes of Meeting of CSR Committee
- iii. Annual CSR Report

I. Documents pertaining to general administration / Legal Matters:

- i. Circulars / Orders / Notices
- ii. Land and other property related documents
- iii. Documents pertaining to Legal matters
- iv. Petition, Plaints, written statements and other documents submitted to Hon'ble Courts, tribunals
- v. Orders of Hon'ble Courts, etc.

J. Agreements:

- i. Agreement with technology suppliers & Process Licensors.
- ii. Agreement with Project Consultants, Consultants, etc.
- iii. Agreement with vendors, transporters, service providers, etc.
- iv. Agreement for supply of Coal and Oil.
- v. Agreement/MoU for transportation of Coal.
- vi. Power Purchase Agreement with WBSEDCL& other purchasers, if any.

K. Licenses:

Various licenses as applicable to WBPDCCL.

CHAPTER - VII

7. The Particulars of any existing arrangement for consultation with, or representation by, the members of the Public in relation to the formulation of Policy or implementation thereof.

(Clause (b) (vii) of sub-section 1 of Section 4 of the Right to Information Act, 2005.)

WBPDCCL is a commercial organization wholly controlled by Government of West Bengal and policies formulated by it relating to its internal management. Hence, there is no requirement for consultation with the members of the public prior to formulation of its internal policies. The policies of the Company are formulated considering its operational/business requirement and/or in compliance with the provisions of all applicable statutes, rules and regulations, etc.

WBPDCCL, however, has interface with various legislative committees. In addition, suggestions from the Public are accepted for the benefit & improvement of the business of the Company.

WBPDCCL is a power generating company and operate on commercial terms/tariff framed by the Regulator. The policies of WBPDCCL are framed by corporate management. Hence, there is no requirement for consultation with the members of the Public prior to formulation of its internal policies.

CHAPTER - VIII

8. **A 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 to the Public.**

(Clause (b) (viii) of sub-section 1 of Section 4 of the Right to Information Act, 2005.)

Meetings of the Boards, Committees and other bodies are not open to the Public or the minutes of such meetings are not made accessible for public as the nature of business of WBPDCCL is that of a strategic establishment.

The Management of the Company is vested with the Board of Directors.

The name of the members of the Board of Directors of the Company is uploaded in website from time to time.

Board of Directors has the following Sub-Committees:

- i. Audit Committee.
- ii. Contracts/Purchase & Procurement Committee
- iii. Projects Appraisal & Monitoring Committee.
- iv. Operation & Maintenance Practices & Fuel Management Committee.
- v. Nomination and Remuneration Committee.
- vi. Corporate Social Responsibility Committee.

Other Important Committees:

- i. Tender Committee.
- ii. Plant level CSR Committee.
- iii. Joint Management Council.
- iv. Committee on Sexual Harassment of Women at Work Place.
- v. Safety Committee.
- vi. Canteen Committee.
- vii. Quarter Allotment Committee.

The minutes of the meetings of the Board of Directors and sub-committees of the Board and the internal committees are not accessible for Public. Similarly, the agenda papers and minutes books of the meetings of the Board of Directors and Sub-Committees of the Board and/ or other committees are not open for inspection of Public.

CHAPTER - IX

9. A directory of its Officers and Employees.

(Clause (b) (ix) of sub-section 1 of Section 4 of the Right to Information Act, 2005.)

A directory of the functional Directors in respect of Corporate Office and General Manager in respect of Power Plants/Projects are as under:

Registered/ Corporate office:

Sl. No.	Designation	Telephone
1.	Chairman & Managing Director	(033) 23393202
2.	Director (RA)	(033) 23393210
3.	Director (F&A)	(033) 23393206
4.	Director (Mining)	(033) 23393204
5.	Director (HR)	(033) 23393205
6.	Director (P&P)	(033) 23393203
7.	Director (O&M)	(033) 23393211

The Director (RA) is acting as 'Company Secretary'.

Kolaghat Thermal Power Station:

Sl. No.	Designation	Telephone
1.	General Manager	Ph No. 03228-231110

Bandel Thermal Power Station:

Sl. No.	Designation	Telephone
1.	General Manager	Ph. No. 033-26846369

Bakreshwar Thermal Power Station:

Sl. No.	Designation	Telephone
1.	General Manager	Ph. No. 03462- 220201

Santaldih Thermal Power Station:

Sl. No.	Designation	Telephone
1.	General Manager	Ph. No. 03251- 260227

Sagardighi Thermal Power Project:

Sl. No.	Designation	Telephone
1.	General Manager	Ph. No. 03483- 237009

CHAPTER - X

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

(Clause (b) (x) of sub-section 1 of Section 4 of the Right to Information Act, 2005.)

The existing Classification of Services of the employees of the Company is mentioned as below:

Class	Grade Pay	Pay Band No.
I	Rs. 5400/- and above	PB - 4 & PB - 5
II	Rs. 4700/-	PB - 3
III	Rs. 2600/- to Rs. 4400/-	PB - 2
IV	Rs. 1700/- to Rs. 2100/-	PB - 1

The pay and benefits of the employees are guided by "The West Bengal Power Development Corporation Limited (Revision of Pay and Allowances) Rules, 2009".

However, pay and benefits of the teaching and non-teaching staff of the schools of the Company are guided by "Revision of Pay and Allowances of the Teaching & Non- Teaching Staff of the Schools of WBPDC - 2009".

CHAPTER - XI

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

(Clause (b) (xi) of sub-section 1 of Section 4 of the Right to Information Act, 2005.)

WBPDCL prepares and allocate yearly budget for all of its functional areas including its power plants/projects keeping in view normative parameters as determined by the Regulator. The concerned executive adheres to the budgetary norms while executing powers towards incurring any expenditure as per delegation of power. The executives are also responsible for preparation of necessary reports as required for this purpose and submission of the same to the appropriate authority.

There are three basic layers of the budgeting process. All three of which are subjects of the 3 yearly Multi Year Tariff Petition submitted to WBERC. The first is the Generation Target for each Power Station which is nominated action initiated when needed.

The Second is the Expenditure or Cost Budget which is Plant wise, Department wise to ensure Performance at Economical Costs as per norms set by the Regulatory Authorities. A major part of this relates to maintenance which is planned and executed in a controlled environment.

The third is Capital Expenditure/ Project Budgets which also regulatory reviewed, approved internally/ externally as required & monitored.

CHAPTER - XII

12. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:

(Clause (b) (xii) of sub-section 1 of Section 4 of the Right to Information Act, 2005.)

WBPDCCL does not have any subsidy schemes/programmes for public. Most of WBPDCCL's operating power stations are located in remote rural areas which are socio-economically backward and deficient in the basic civic amenities. WBPDCCL, as responsible corporate citizen has been addressing the issue of community development in the surrounding local areas of its stations, which had been impacted due to establishment of the project. Towards this, WBPDCCL formulated "Corporate Social Responsibility (CSR) Policy in the year 2013. Under this policy, WBPDCCL allocates funds to its power plants and mines for carrying out community development work in the area of health, education, drinking water and peripheral development etc under the CSR Policy.

CHAPTER -XIII

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

(Clause (b) (xiii) of sub-section 1 of Section 4 of the Right to Information Act, 2005.)

WBPDCCL does not grant any concession, permits or authorization.

CHAPTER - XIV

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

(Clause (b) (xiv) of sub-section 1 of Section 4 of the Right to Information Act, 2005.)

Information relating to Company Profile, financial highlights, Annual Report etc. are held by the company in electronic form and available on the website of the company www.wbpdcl.co.in.

CHAPTER - XV

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

(Clause (b) (xv) of sub-section 1 of Section 4 of the Right to Information Act, 2005.)

WBPdCL is maintaining a website www.wbpdcl.co.in. Any citizen who is desirous of getting information can visit this website for requisite information. Citizens of India are also entitled to seek information from WBPdCL by observing the relevant statutory provisions under the Right to Information Act, 2005 and rules framed thereunder.

Library Facility for general public

Presently WBPdCL does not have any Library Facility for general public. However, WBPdCL has Library at all the power plants meant for departmental use only. Library of the Schools under are exclusively accessed by the teachers and students of the schools.

CHAPTER -XVI

16. The names, designations and other particulars of the Public Information Officers:

(Clause (b) (xvi) of sub-section 1 of Section 4 of the Right to Information Act, 2005.)

In terms of Section 5 (1) of the Right to Information Act, 2005 the Company has designated the its officers as Appellate Authority & State Public Information Officer for its Corporate Offices of all the Power Plants/ Projects:

The names of the State Public Information Officer and Appellate Authorities are available in the website of WBPDCCL: www.wbpdcl.co.in

CHAPTER - XVII

17. Such other information as may be prescribed:

Information related to the Company which are subsequently published in the form of publications like Annual report, Prasanga Bidyut, etc., are also available in the website i.e., www.wbpdcl.co.in