

## **1.0 BACKGROUND**

Govt. of Meghalaya (GoMe) decided to reform and restructure its power sector with the objective of creating the conditions for the sustainable development of the electricity supply industry and improving the efficiency and quality of services in Meghalaya. The ultimate goal of reform process is to ensure that

- a) Electricity is supplied under the most efficient conditions in term of quality and cost to support the economic development of the State; and
- b) The power sector ceases to be, through its Electricity Board, a burden on the State's budget, and eventually become a net generator of financial resources.

Govt. of Meghalaya after deciding to reform and restructure its power sector intends to corporatize its power sector and has also to establish an appropriate Electricity Regulatory Commission.

### **1.1 Scope of Work:**

The new organization will be required to possess efficient system structure and need to be adequately started. The immediate requirement would be to realign the system and process to meet the changed requirements. Descon will assist in:

- a. Formulation of organization structure for new entity (ies)
- b. Constitution of board of directors
- c. Transfer and re-deployment strategies including discussions with employee representative/union, suggest ways of redeployment of surplus staff, which cannot be transferred to the new entity (ies)
- d. Terms of service for employees
- e. Defining the scheme for transfer of employees and dispute resolution mechanism for addressing aggrieved cases
- f. Implementation of employee transfer scheme
- g. Designing of HR policies for new entity (ies). Preparing the HR rules and regulations for new entity (ies)
- h. Training and capacity building
- i. Provision of terminal benefits liability of the staff proposed to be transferred to new entity (ies) and suggesting means of funding the unfunded terminal benefits liability



- j. Preparation of Plan regarding continuation of payments to the pensioners who have retired/shall retire prior to corporatisation of Meghalaya State Electricity Board

## **1.2 Reform Approach:**

- a) In order to initiate Reform and restructuring of MeSEB formalization of the following structure become necessary since success of entire reform & restructuring depends on these structures.
- b) Formulation of Organizational structure for new entities. This can be divided in two parts
  - i) Formulation of corporate structure for the new entities
  - ii) Formulation of manpower structure for the new entities
- c) Constitution of Board of Directors for new entities

### **b)(i) Formulation of Corporate Structure for new entities**

Necessity of corporatization of MeSEB has always been felt because it is the only way to improve efficiency. Moreover the Electricity Act 2003 encourages restructuring and commercialization to make it a viable organization. As such Electricity Act 2003 has specified certain norms for the restructuring and commercialization of a State Electricity Board. Therefore corporatization should be consistent with the Electricity Act 2003, which clearly mentioned that Transmission must be a separate company and cannot participate in trading of electricity since it must provide open access to any generating or trading company. However considering the size of the MeSEB serving 182000 consumers with approximately 3800 employees and having installed generating capacity of 185.2 MW, MeSEB authorities felt that taking out Transmission as a separate corporate will not be workable proposition because of its insignificant size and advocate for a single corporate at present. They have written a letter to the Ministry of Power for the continuation of MeSEB as a single corporate. Organization structure is therefore designed based on single corporate system, although from the Chief Engineer level, which is re-designated as Chief General Manager, functionally it is made independent. In fact all the three major activities of Generation, Transmission and Distribution are functionally made independent at the Chief General Manager level. As such to maintain single corporate it is integrated at the Director level. An organogram showing the existing structure up-to circle level and the proposed organogram up-to subdivision level is attached as annexure 1,2(a),(b),(c),(d),(e),(f),(g),(h),(i),(j). Along with proposed organogram responsibilities and qualification the executives as well as workers are also prepared, which is attached as annexure 3.

### **b)(ii) Formulation of manpower structure for new entities**

Quality and quantity of manpower for any organization has always been an important factor, which has the highest bearing on output. That is why it is said that man behind the machine is of utmost important in productivity. In recognition to the importance of manpower, the very term manpower has been replaced by human resource. It signifies that manpower is considered as resource of an organization.



Subsequently the terminology HRD or HRM become popular. However human resource always requires special attention because its productivity is vulnerable to circumstantial changes. A coordinated and homogeneous team of people can render an output, which may be beyond comprehension. In a different situation same group of people in an uncoordinated manner can create chaos and produce negative output. Moreover idle manpower unlike other resources does not remain as unutilized resource only, it retards the output due to its very presence. This is because the idle manpower stands before the productive manpower and slows down the progress. Many of the government organization in the past considering the socio-economic condition allowed un-rationalized manpower in the payroll, which is still continuing as a precedence. However everybody has now realized that keeping un-rationalized manpower in any way does not help the organization. Even it does not help in the economic growth of the country by employing excess manpower as conceived earlier since overall output of the employees remain unchanged. It only dilutes the value of human resource. Therefore rationalization of human resource is so important.

Rationalization of manpower necessitates assessment of volume and complexity of work. In order to assess the volume of work, work may be divided into a few main activities, and the activities into sub-activities. It is easy to define the volume of work of the sub-activities, since the work is limited to specific nature without much diversity, otherwise if it is done on the basis of activities only, the volume of work would be enormous with diverse nature, which may become difficult to define.

Once the volume and complexity of work is defined, drivers that are the main factors on which, the affectivity of a person to perform depends are to be determined. This would be necessary for the preparation of performance standard or the norms for a specific work. In other words capability to perform the sub-activity for a normal person is quantified. However it may not be possible to establish definite drivers for all sub-activities because, a few are not directly measurable. In some cases the work requires a minimum number of staffing irrespective of its volume, even-though it is measurable. Therefore work or sub-activity may be defined in the following way:

### 1.3 Measurable work:

It can further be divided as:

**Performance standard is indicative of volume of work.**

**Performance standard is not indicative of the volume of work and depends on the nature of the establishment.**

In case of performance standard indicative of work volume, the sub-activities should be elaborately elucidated and the drivers, which are responsible for defining the performance standard, may be contemplated. Drivers are the key factors on which the performance of an individual depends. For example, ability of a lineman to maintain an overhead line would depend on procedure of maintenance, equipment available with him for maintenance, and the location and area of the maintenance zone. Similarly for billing sub-activity, ability of a billing clerk would depend on the system of billing whether manual or computerized, is the key factor or the driver for preparation of performance standard. In order to make it more clear following table may be useful:

Activity	Sub-activity	Work content	Drivers
Maintenance of 11KV lines	Inspection	Pole to pole walk through inspection of 11 KV lines and distribution transformers. Noting down the condition of pole, pole alignment. pole foundation, conductor condition and sag, bracket and earthing arrangement. Etc	Contour of the inspection route environmental condition.
	Survey	Assessment of work involved in rectifying any defect of the 11KV lines and Distribution transformers	Environmental and geographical condition, type of deterioration, skill & technology.
	Unplanned maintenance	Rectification of the defects developed during the running condition.	Nature of defects. Geographical & environmental condition, skill, technology.
	Planned maintenance	Time bound preventive maintenance of 11 KV lines and DTs.	Geographical & environmental condition, skill, technology.
	Breakdown repair	Identification and rectification of fault in 11KV overhead lines and DTs.	Nature of fault. Geographical & environmental condition, skill, technology.



Once this table is defined and drivers established, performance standard could be developed in line with the drivers. Drivers will change with geographical and environmental condition, skill and technology. Accordingly performance standard will also change with different drivers.

This can be illustrated as follows:

One lineman with three helpers using present technique, tools, and working under the geographical condition prevailing in a hypothetical area (technique, tools, and working condition, are the drivers) can undertake preventive maintenance of 3 km of overhead line. Since there is only 20 working days in a month, therefore  $3 \times 20 = 60$  km per month can be maintained. The preventive maintenance work cycle must be completed within three months in a year. Hence  $60 \times 3 = 180$  Km of 11 kV overhead line can be maintained by 1 lineman and 3 helpers.

In the slight difficult area one lineman and three helpers can maintain only 2.5 km per day since geographical condition has changed. It may be hilly area automatically output would reduce during fieldwork. Therefore the same group of one lineman and three helpers can maintain  $2.5 \times 20 = 50$  km per month or  $50 \times 3 = 150$  km. The performance standard is then 150 km for one lineman with three helpers.

After establishing the performance standard the total volume of work within a sub-activity can be divided by the performance standard to get final man power requirement of the sub-activity.

One difficulty may arise with this method, while developing the performance standard for a sub-activity it may happen that a person is found engaged in more than one sub-activity. It is quite likely scenario due to procedural necessity or for multi-skilling requirement. In such case it will be easy to consider the manpower requirement independently for the sub-activities, then utilize his time to other sub-activities, which mean a reduction in manpower to that sub-activity and excess manpower in other sub-activity. Therefore suitable correction of manpower to both the sub-activities may be carried out in line with the independent assessment.

It is not necessary that for all measurable work performance standard must be indicative of the volume of work. Particularly when the work is miscellaneous in nature it would be difficult to relate performance standard with volume of work. As for example there are a few activities such as establishment where certain manpower is essential irrespective of the volume of work. It only depends on the specific nature of work such as a peon, a sweeper, an account's clerk, etc. These categories of worker cannot be assessed through performance standard rather recruited on a standard requirement. However when the volume of work increases the excess number of these categories of worker may be assessed through the extra volume of work.

#### **1.4 Non-measurable work:**

In certain cases work of an individual cannot be measured directly. Many executives work responsibility are difficult to measure, such as design of a new system or R & D

work, which depends more on the complexity of work rather than the volume of work. Apart from that the interrelated work, which depend on the workflow from other agencies, is also difficult to assimilate.

This situation is generally encountered while assessing the requirement of executives particularly where jobs are not specified but generalized. In such cases there are two ways:

Using expertise of a person who has the knowledge and experience of that kind of job.

Unscheduled assessment of his work at that point of time.

This unscheduled assessment has to be continued for pretty long period of time in order to have a fairly accurate assessment. Based on these observations an assessment of manpower requirement may be determined.

### **1.5 Methodology:**

Methodology for manpower rationalization necessitates defining the volume of work through work flow diagram. Normally the volume of work is large enough for any business organization and become difficult to assess. As a result it is broken down to activities and sub-activities, consequently actual volume of work for the sub-activity become less making it possible to assess. Proper assessment of work is the starting point for computing the required manpower. Therefore methodology for manpower rationalization needs to begin by defining the work flow diagram involving human interference. From the work flow diagram main activities, sub-activities and work content are defined. Any business organization has a very complex workflow. Although works are interrelated both vertically and horizontally yet the nature of work may be different. Nevertheless specific composition of different work completes a cycle of action. This is known as activity. As such activity is a series of specific work vertically or horizontally integrated to complete the action in a particular direction. Sub-activities are the individual component of activity, which is confined within a specific area of operation. Work content is the action, required to be carried out by individual employee. In the next phase drivers are to be identified based on which performance standard can be developed. Performance standard enable scientific manpower assessment process. Methodology for rationalization of manpower therefore can be described by defining the following sequential steps.



### **1.6 Activity:**

From the work flow diagram activities are identified and developed in detail. Activities can be defined as a series of specific work, which are interrelated and describe a complete work cycle. Occasionally activity is not well defined and overlaps with other activity. In such case domain of an activity has to be decided on certain assumption, which should encompass most of the related work.

### **1.7 Sub-activity:**

Sub-activity is the individual component of an activity, which focuses on similar nature of work and can not describe a complete work cycle. Sub-activity always leads to another sub-activity. Only an integrated group of sub-activities can describe a complete work cycle. Identification of sub-activity is necessary to define the work content or the volume of work.

### **1.8 Work Content:**

Work content is the volume of work necessary to be carried out by the human element. Since sub-activity focuses on a specific nature of work, it is possible to assess the volume work. In case of an activity, which is an interrelated group of sub-activities it may become complicated to define the volume of work, as it is not of similar nature. Further more in most of the cases human elements are confined to a specific sub-activity. As a result it becomes easy to assess manpower requirement. However there are instances where individual human element is responsible for more than one sub-activity and manpower assessment should take into account the dual role of the human element.

### **1.9 Drivers:**

Drivers are the indicator of complexity of work. This may be due to geographical condition, environmental condition and social condition or due to any other reason. Individual performance depends on drivers. Therefore it is a necessary parameter for determining performance standard.

### **1.10 Performance Standard:**

Based on the drivers performance standard can be prepared. Performance standard is the output of an individual human element acknowledged from the normal ability embodied with him.

### **1.11 Manpower Required:**

It is the final conclusion developed from the performance standard. From the performance standard of an individual and the total volume of work manpower strength can easily be computed.

In line with the methodology described above performance standard for different activities in Generation, Transmission and Distribution based on the actual field data has been defined and in accordance with the performance standard manpower assessment has been made, which is elaborated in the following chapters.



## **2.0 PERFORMANCE STANDARDS**

Manpower rationalization of MeSEB has been carried out by creating performance standard or operational norms. Performance stand is based on the geographical condition, environmental condition, topography and complexity of work and it is prepared separately for distribution, transmission and generation, which include commercial and revenue activity. For administration and finance norms are based on common practice and inherent requirement of the system.

### **A) Generation System :**

Performance standard of hydropower station has been developed for its operation and maintenance in line with the complexity and volume of work.

#### **(1) Operation of Hydro power Station :**

Performance standard for the operation of hydro power station would depend on the number of unit and capacity of the unit. Product of capacity and number of units is the installed capacity. Therefore installed capacity is the driver for manpower standardization. Upto 100 MW hydropower station performance standard for the operation would remain same, which is developed as follows:

For operation 1-AE + 1 JE + 1 control room operator + 3 technician are required in each shift.

AE and JE will supervise and coordinate the operation and evacuation of power. They will also guide during any abnormal situation and communicate with load despatch center. Control room operator will man the control room along with a technician. One technician will man the turbine floor and the auxiliaries. Third technician should man the switchyard and transformers.

Hence 3 AE + 3 JE + 3 control room operator + 9 technician are required to cover three shifts. One relieving group of 1 AE + 1 JE + 1 Control room operator + 3 technicians also necessary. Therefore 4 AE + 4 JE + 4 control room operator + 12 technician should be the standard for each power station operation up to a specific installed capacity. Apart from the standard manning specific power station may have the requirement of special manning due to particular reason, which are unique in nature that has also been considered..

#### **(2) Maintenance of Hydro power Station:**

Like operation, performance standard of maintenance also depends on the number of units. Therefore installed capacity is the driver for manpower standardization. Upto 100 MW hydro power station performance standard for maintenance will be as follows:



For maintenance of hydropower station 1 JE + 1 Electrician + 1 Fitter + 6 technician are necessary and the standard for maintenance of hydropower station can be defined as 1 JE + 1 electrician + 1 fitter + 6 technician for hydropower station. Apart from that a crane driver is also necessary to operate the overall crane which is installed in each power station.

Based on the performance standard as developed for operation and maintenance of hydropower station manpower requirement can be computed as follows for different power stations, which is a subdivision.

**Stage I (Sumer) hydro power station capacity 4 x 9 = 36 MW :**

**(1) Operation of the power station**

4 AE + 4 JE + 4 control room operation + 12 technician.

However in stage I control room is two stories above the turbine floor. In-between control room and turbine floor an intermediate floor where 11 KV switch panel are housed block the free passage. Therefore one JE per shift is at present necessary to coordinate between turbine floor and control room. Apart from that communication from all the power station to load despatch center is now through the stage I power station since the direct link to load despatch center from other power stations have been disconnected, hence communication is also an added responsibility of this power station which is borne by the special manning.

As such operation manning at stage – I should be

4 AE + 8 JE + 4 control room operator + 12 technician.

**(2) Maintenance of stage I**

1 JE + 1 Electrician + 1 fitter + 6 technician + 1 crane driver

Therefore proposed manpower

**4 AE + 9 JE + 4 control room operator + 1 electrician + 1 fitter + 1 crane driver + 18 technician. Total 38.**

Existing manpower 5 AE + 8 JE + 25 technician. Total 38.

**Stage II (Umsumer) hydro power station capacity 2 x 9 = 18 MW.**

**(1) Operation of power station:**

Same manning :

4 AE + 4 JE + 4 control room operator + 12 technician.

**(2) Maintenance of power station:**

Maintenance also should have the standard manning of 1 JE + 1 Electrician + 1 fitter + 18 technician + 1 crane driver.



Hence the proposed manpower

**4 AE + 5JE + 4 control room operator + 18 Electrician + 1 fitter + 19 technician. Total 34.**

Existing manpower 4 AE + 5 JE + 24 technician. Total 33.

**Stage III (Khyrdemkudai) hydro power station capacity 2 x 30 = 60 MW.**

**(1) Operation of power station:**

Standard manning for operation of hydropower station with 60 MW capacity.

4 AE + 4 JE + 4 control room operator + 12 technician. However in stage III power station physical location of the switchyard is at a higher level due to which, it is not visible from the control room. Therefore 1 more technician may be needed to man the switchyard and coordinate with control room in each shift. Consequently to cover three shifts with a reliever 4 technician is required.

Hence operational manning for the power station is

4 AE + 4 JE + 4 control room operator + 16 technician.

**(2) Maintenance of power station:**

Maintenance of this power station need more manpower since it is bigger in size consequently the equipment sizes are also larger. Therefore apart from the standard manning 4 more technicians can be recommended.

Hence the manning will be

1 JE + 1 electrician + 1 filter + 1 crane driver + 10 technician

Hence the proposed manpower

**4 AE + 5JE + 4 control room operator + 1 electrician + 1 fitter + 1 crane driver + 26 technician. Total 42.**

Existing manpower 3 AE + 4 JE + 31 technician. Total 38.

**Stage IV (Nongkhylllem) hydro power station capacity 2 x 30 = 60 MW.**

**(1) Operation of power station:**

Usual manning of 4 AE + 4 JE + 4 control room operator + 12 technician.

**(2) Maintenance of power station:**

Maintenance of IV stage also needs more manpower, as it is similar in size with stage III. Apart from that at stage IV 15 KM 33 KV line interconnecting stage III and stage IV is being maintained. This line is the vital link between the two power stations. Therefore a line maintenance group of 2 line man can be recommended.

Hence the manning will be

1 JE + 1 electrician + 1 filter + 1 crane driver + 1 welder + 10 technician + 2 lineman.

Therefore proposed manning

**4 AE + 5JE + 4 control room operator + 1 electrician + 1 fitter + 1 crane driver + 1 welder + 2 lineman + 22 technician. Total 41.**

Existing manpower 5 AE + 3 JE + 35 technician + 1 LM + 1 F Total 45.



**Umtru hydro power station capacity 4 x 2.8 = 11.2 MW**

**(1) Operation of power station:**

As usual proposed manning is 4 AE + 4 JE + 4 control room operator + 12 technician.

**(2) Maintenance of power station:**

For maintenance the standard manning of 1 JE + 1 Electrician + 1 fitter + 6 technician is necessary.

Therefore proposed manning

**4 AE + 5JE + 4 control room operator + 1 electrician + 1 fitter + 1 crane driver + 18 technician. Total 34.**

Existing manpower 5 AE + 5 JE + 23 technician + 1 operator. Total 33.

**Office staff:**

Generation system office staffs are related with the following factors

- a) Capacity of the power station
- b) Location of the power station
- c) Evaluation system
- d) Availability of water resource
- e) Embedded requirement of the office activity

Based on those assumption each **Division** need

**1-DGM, 1-Manager, 1-Dy. Manager Account, 1-Junior Manager Account, 1-Junior Manager Administration, 2-Asstt., 1-Data Entry Operator, 2-Peon, 1-Chowkider, 1- Driver, 1-Sweeper. Total 13.**

**Power station sub division need**

**1-AGM, 1-Asstt., 1-Driver, 1- Peon, 1-Chowkider, 1-Sweeper, 1-Mali. Total 7.**

Considering the office manning, proposed manpower strength of the generation subdivision as well as division can be computed, which is shown in a tabular form along with the existing strength.

**Stage – I**

<u>Existing</u>		<u>Proposed</u>	
AEE	- 2	AGM	- 1
AE	- 5	M	- 4
JE	- 8	AM	- 9
Tech	- 24	CRO	- 4
LDA	- 1	Electrician	- 1
Mali	- 1	Fitter	- 1
ES II	- 1	Technician	- 18
Muhari-	1	Asst	- 1
Jugali	- 4	Driver	- 1
<b>Total</b>	<b>- 47</b>	Crain Driver	- 1
		Mali	- 1
		Peon	- 1
		Sweeper	- 1
		Chowkidar	- 1
		<b>Total</b>	<b>- 45</b>

**Stage - II**

<u>Existing</u>		<u>Proposed</u>	
RE	- 1	AGM	- 1
AE	- 4	M	- 4
JE	- 5	AM	- 5
Tech	- 24	CRO	- 4
LDA	- 1	Electrician	- 1
Sweep	- 1	Fitter	- 1
Mali	- 1	Technician	- 18
Chow	- 1	Asst	- 1
Jugali	- 4	Driver	- 1
<b>Total</b>	<b>- 42</b>	Crain Driver	- 1
		Mali	- 1
		Peon	- 1
		Sweeper	- 1
		Chowkidar	- 1
		<b>Total</b>	<b>- 41</b>

**Stage – III**

<u>Existing</u>		<u>Proposed</u>	
RE	- 1	AGM	- 1
AE	- 4	M	- 4
JE	- 3	AM	- 5
Tech	- 31	CRO	- 4
LDA	- 1	Electrician	- 1
Mali	- 1	Fitter	- 1
Driver	- 1	Technician	- 26
Swee	- 1	Asst	- 1
Chow	- 1	Driver	- 1
UDA	- 1	Crain Driver	- 1
Helper-	1	Mali	- 1
Jugali	- 4	Peon	- 1
<b>Total</b>	<b>- 50</b>	Sweeper	- 1
		Chowkidar	- 1
		<b>Total</b>	<b>- 49</b>

**Stage - IV**

<u>Existing</u>		<u>Proposed</u>	
AEE	- 2	AGM	- 1
AE	- 5	M	- 4
JE	- 3	AM	- 5
Tech	- 35	CRO	- 4
LDA	- 1	Electrician	- 1
LM	- 1	Fitter	- 1
Mali	- 2	Technician	- 22
Driver	- 2	LM	- 2
Swee	- 1	Welder	- 1
Chow	- 2	Asst	- 1
<b>Total</b>	<b>- 54</b>	Driver	- 1
		Crain Driver	- 1
		Mali	- 1
		Peon	- 1
		Sweeper	- 1
		Chowkidar	- 1
		<b>Total</b>	<b>- 48</b>

**Umtru**

<u>Existing</u>		<u>Proposed</u>	
RE	- 1	AGM	- 1
AE	- 5	M	- 4
JE	- 5	AM	- 5
Tech	- 19	CRO	- 4
LDA	- 1	Electrician	- 1
Driver	- 1	Fitter	- 1
HM	- 1	Technician	- 18
Helper-	1	Asst	- 1
Jugali	- 3	Driver	- 1
<b>Total</b>	<b>- 37</b>	Crain Driver	- 1
		Mali	- 1
		Peon	- 1
		Sweeper	- 1
		Chowkidar	- 1
		<b>Total</b>	<b>- 41</b>



### **Divisional Manning:**

#### **Generation division – 1 (Sumer):**

Generation division – 1 consists of two hydropower station stage I and stage II.

#### **Generation Division – 1**

<b><u>Existing</u></b>		<b><u>Proposed</u></b>	
Stage 1 -	47	Stage 1	- 45
Stage 2 -	42	Stage 2	- 41
EE -	1	DGM	- 1
AEE -	1	AGM	- 1
LDA -	5	Dy.M A/c	- 1
Driver -	2	JM A/c	- 1
Tracer -	1	JM admin	- 1
UDA -	2	Asst.	- 2
DAO -	2	DEO	- 1
JDA -	2	Peon	- 2
Peon -	2	Sweeper	- 1
Sentry -	1	Driver	- 1
Chowki -	1	Chowkidar	- 1
<b>Total -</b>	<b>109</b>	<b>Total -</b>	<b>99</b>

#### **Generation Division - 2**

<b><u>Existing</u></b>		<b><u>Proposed</u></b>	
Stage 3 -	50	Stage 3	- 49
Stage 4 -	54	Stage 4	- 48
EE -	1	DGM	- 1
LDA -	1	AGM	- 1
Driver -	1	Dy.M A/c	- 1
UDA -	2	JM A/c	- 1
DAO -	1	JM admin	- 1
JDA -	1	Asst.	- 2
Peon -	1	DEO	- 1
Cleaner -	1	Peon	- 2
<b>Total -</b>	<b>113</b>	Driver	- 1
		Chowkidar	- 1
		<b>Total -</b>	<b>109</b>

\* Sweeper of general maintenance civil dept. is used. As this office is housed in the same compound of civil maintenance division.

#### **Generation Division No. 3, Byrnihat**

Generation Div. No. 3, Byrnihat consists of two sub division

- 1) Umtru Power Station, Dehal.
- 2) Over hauling subdivision, Sumer.

The overhauling sub division is created for taking up all overhauling works of generating station. It is situated at Sumer, which is nearer to umium stage I & stage II, Power station and stage III, stage IV Power Station, Umtru. Power station is also within reasonable distance so that work can be conducted. Easily for any of the power station. Re adjusting staff of central workshop under stage I power station sumer by redeployment of technical staff, this sub division has been created. Some minor adjustment has been made to achieve best performance.

One ESI has been replaced by one Assistant Manager and one turner has been replaced by a helper.

Total manpower of overhauling sub division consists of 1 AEE, 1 AM, 1 Asstt. 1 welder, 2 Fitter, 2 Turner, 2 helper, 1 driver, 1 chowkider, = Total 12 person.



**Overhauling sub division**

<b><u>Existing</u></b>		<b><u>Proposed</u></b>	
AEE -	1	AGM -	1
Welder-	1	AM -	1
Fitter -	2	Fitter -	2
Turner-	3	Welder -	1
Driver -	2	Turner -	2
BS -	1	Asst -	1
Jugali -	1	Driver -	1
Tech -	1	Helper -	2
Chow -	1	Chowkidar -	1
<b>Total -</b>	<b>13</b>	<b>Total -</b>	<b>12</b>

**Total manpower of Generation Division, - 3**

<b><u>Existing</u></b>		<b><u>Proposed</u></b>	
Umtru PS -	37	Umtru PS -	41
Overhauling SD -	13	Overhauling SD -	12
EE -	1	DGM -	1
AE -	1	AGM -	1
LDA -	3	Sr. Asst -	1
Chowkidar -	1	Asst. -	2
Peon -	2	Dy M A/c -	1
UDA -	1	JM A/c -	1
DAO -	2	Driver -	1
Jugali -	1	Peon -	1
JDA -	1	Sweeper -	1
SBO -	1	Chowkidar -	1
<b>Total -</b>	<b>64</b>	<b>Total -</b>	<b>64</b>

\* One peon & DEO are not required.

**Work Centre Divn. Sumer**

This Division undertakes repair and maintenance of heavy moving equipments and runs two workshops. It consists of two Sub Divisions. Sub Divn. - 1 and Sub Divn. - 2

Two Sub Divisions are engaged in two kinds of repairing Sub Division (1) deals with medium and small category of machinery, for which manning pattern is shown as follows:

**AGM-1, AM-1, Fitter -2, LM - 1, Helper - 8, Asstt.- 1, Peon - 1, Sweeper - 1, and Chowkider- 1.**

Work center Sub Divn. 2 is maintaining and repairing. Heavy cranes, earth moving equipment etc. Manning is shonas follow.

**AGM-1, AM - 1, Asstt. - 1, Welder - 1, Fitter - 1, Crane operators - 2, R/R Operators - 2, Operators - 2, Helper - 4, Driver - 1, Mechanic - 1, Chowkider - 1.**



Working Centre Sub Division (1)

<u>Existing</u>		<u>Proposed</u>	
AEE -	1	AGM -	1
H. Tech. -	1	AM -	1
Fitter -	4	Fitter -	2
E/S -	1	Asst -	1
LM -	2	LM -	1
Jugali -	7	Helper -	8
Peon -	1	Sweeper -	1
Chow -	1	Peon -	1
<b>Total -</b>	<b>18</b>	Chowkidar -	1
		<b>Total -</b>	<b>17</b>

Work Centre Sub Division(2)

<u>Existing</u>		<u>Proposed</u>	
AEE -	1	AGM -	1
UDA -	1	AM -	1
Operator (CRP)-	1	Fitter -	1
Fitter -	1	Asst -	1
Welder -	1	Welder -	1
Crane Opt -	2	Crane opt -	1
R/R Opt -	2	R/R opt -	1
Mach -	1	Mech -	1
Handyman -	1	Operator -	1
Jugali -	5	Helper -	4
Driver -	1	Peon -	1
Chowkidar -	2	Driver -	1
<b>Total -</b>	<b>19</b>	Chowkidar -	1
		<b>Total -</b>	<b>16</b>

Total manpower in work center division

<u>Existing</u>		<u>Proposed</u>	
W.C. SD 1 -	18	W.C.SD 1 -	17
W.C.SD 2 -	19	W.C.SD 2 -	16
EE -	1	DGM -	1
LDA -	3	AGM -	1
DAO -	1	Dy.M A/c -	1
JDA -	1	JM A/c -	1
HA -	1	Sr. Asst. -	1
Peon -	1	Asst. -	2
Sweeper -	1	Peon -	1
Jugali -	1	Sweeper -	1
<b>Total -</b>	<b>47</b>	Driver -	1
		Chowkidar -	1
		<b>Total -</b>	<b>44</b>



## **Generation Circle**

### **General Manager (Generation)**

In the Generation Circle Office manning will be inline with that of Transmission Circle.

**There will be 1-GM, 1-AGM, 1-J/M (Admn.), 1-DEO/Steno, 1-Sr. Asstt., 1 – Asstt. 1-Driver, 1-Peon. Total strength will be 8.**

### **Manning of the Generation Circle**

<b><u>Existing</u></b>		
SE	-	1
AE	-	1
Steno III	-	1
LDA	-	2
UDA	-	1
Driver	-	1
Peon	-	1
<b>Total</b>	<b>-</b>	<b>8</b>

<b><u>Proposed</u></b>		
GM	-	1
AGM	-	1
JM(Admn.)	-	1
DEO/STENO-	-	1
Sr. Asst.	-	1
Asst.	-	1
Driver	-	1
Peon	-	1
<b>Total</b>	<b>-</b>	<b>8</b>

### **Total of the Circle**

<b><u>Existing</u></b>		
EE Gen Divn. I	-	109
EE Gen Divn. II	-	113
EE Gen Divn. III	-	64
EE, W.C. Divn.	-	47
SE(Gen)	-	8
<b>Total</b>	<b>-</b>	<b>341</b>

<b><u>Proposed</u></b>		
EE Gen Divn. I	-	99
DGM Gen Divn. II	-	109
DGM Gen Divn. III-	-	64
DGM W.C. Divn.	-	44
GM(Gen)	-	8
<b>Total</b>	<b>-</b>	<b>324</b>



### GM Planning & Material Management (Generation)

GM planning & Material management will control DGM Planning. Till unbundling takes place the DGM Material Management office will be kept inoperative.

DGM Planning has 2 subdivisions.

1. AGM Planning
2. AGM Design

Manning pattern will be

#### AGM (Planning)

<u>Proposed</u>	
AGM =	1
M =	1
DEO =	1
Peon =	1
Asst. =	1
<b>Total =</b>	<b>5</b>

#### AGM (Design)

<u>Proposed</u>	
AGM =	1
M =	1
DEO =	1
Peon =	1
Asst. =	1
<b>Total =</b>	<b>5</b>

#### DGM (Planning)

<u>Proposed</u>	
DGM =	1
M =	1
DEO =	1
Peon =	1
Asst. =	1
<b>Total =</b>	<b>5</b>

No accounts staff is provided in DGM's Planning office as the financial activity related to GM (Planning) and DGM (Planning) will be controlled by the accounts staff of DGM ( T&T), Shillong .

Total manpower under DGM (Planning)

<u>Proposed</u>	
AGM (Planning)=	5
AGM (Design) =	5
DGM (Planning)=	5
<b>Total =</b>	<b>15</b>

Manning in GM (Planning)'s office

<u>Proposed</u>	
GM =	1
M =	1
DEO =	1
Peon =	1
Driver =	1
Asst. =	1
<b>Total =</b>	<b>6</b>



### Total Manpower under GM (Planning)

<b><u>Proposed</u></b>		
DGM (Planning)	=	15
GM ( PI + MM )	=	06
<b><u>Total =</u></b>		<b><u>21</u></b>

### Manning in CGM (Generation) office

<b><u>Existing</u></b>		
CE -	1	
SE -	1	
EE -	1	
AEE -	2	
Steno -	1	
UDD -	1	
Typist -	2	
DEO -	1	
LDA -	1	
Driver -	2	
Jugali -	2	
Peon -	2	
Cleaner-	1	
<b><u>Total -</u></b>	<b><u>18</u></b>	

<b><u>Proposed</u></b>		
CGM -	1	
SGM (F&A)-	1	
GM -	1	
AGM -	1	
M -	2	
JM(A/c) -	1	
Steno -	1	
Sr.Asst-	1	
Asst. -	1	
Driver -	2	
Peon -	2	
<b><u>Total -</u></b>	<b><u>14</u></b>	

\* There will be one Senior General Manager (Finance & Accounts) who will look after separate accounting works of Generation wing.

### Total manpower under CGM (GENERATION)

<b><u>Existing</u></b>		<b><u>Proposed</u></b>	
GM (GEN) -	341	M (GEN) -	324
GM (PI+MM) -	0	GM (PI +MM)-	21
CGM -	<u>18</u>	CGM -	<u>14</u>
<b><u>TOTAL -</u></b>	<b><u>359</u></b>	<b><u>TOTAL -</u></b>	<b><u>359</u></b>



## **B) Transmission System**

**Transmission System:** Like generation system performance standards of transmission system are developed for all operational and maintenance activities.

### **(1) Overhead line preventive maintenance of 132 KV single circuit line :**

1 lineman + 1 fitter + 4 helper can maintain 2.5 KM of single circuit line in a day. Maintenance activity includes cleaning of insulators, tightening of connection, checking of earthing system etc.

Considering 20 working days  $20 \times 2.5 = 50$  KM line can be maintained per month.

Preventive maintenance activity in general completed within 3 month. Although unlike distribution system shutdowns of a single element in transmission system does not result to loss of power to consumer.

Therefore  $50 \times 3 = 150$  KM of single circuit 132 KV transmission line require 1 lineman + 1 fitter + 4 helper.

### **(2) Inspection of transmission line:**

Inspection of transmission system needs to be more vigilant since tower members are easily stolen.

2 lineman + 2 helper can inspect 8 km of single circuit line.

For 20 days in a month  $8 \times 20 = 160$  KM can be inspected.

Inspection cycle in transmission line should be 1 month hence it should continue even during the preventive maintenance period. Therefore inspection norm should be 2 line man + 2 helper per 160 KM and a separate group is required.

### **(3) Common repair work resulting from inspection:**

Common repair works that become necessary from the inspection report such as jumper repair, damper fixing, tower member replacement, earthing connection rejuvenating, can be taken up by the maintenance group of 1 lineman + 1 fitter + 4 helper.

### **(4) Major repair work resulting from inspection:**

Major repair work means the repair work that need large number of manpower for example changing of tension point insulator, temporary reinforcement of line conductor, repair or replacement of overhead earth conductor, etc. Normally this type of repair work needs 8/10 persons, which is not available with the maintenance group. In that case maintenance group and inspection group can be combined together to mobilize necessary manpower for the repair work.



**(5) Overhead line preventive maintenance of 132 KV double circuit line:**

1 lineman + 1 fitter + 4 helper can maintain 2 KM of double circuit line in a day.  
With 20 days in a month  $2 \times 20 = 40$  Km. For 3 month  $40 \times 3 = 120$  Km double circuit line can be maintained by 1 Lineman + 1 fitter + 4 helper.

**(6) Inspection of double circuit transmission line:**

2 lineman + 2 helper can inspect 6 KM of double circuit transmission line in a day.  
For 20 days  $20 \times 6 = 120$  Km length of double circuit line can be inspected in a month by 2 lineman + 2 helper.

**(7) Common repair work resulting from inspection:**

Common repair works for double circuit lines will be similar to that of single circuit lines. Repair work would be independent of the number of circuit. Therefore the same maintenance group of 1 lineman + 1 fitter + 4 helper can take up the repair work.

**(8) Major repair work resulting from inspection:**

Major repair work of double circuit lines arising from the inspection report will again be more or less similar to that of single circuit lines such as insulator damage, conductor damage, tower arm damage, earthing conductor damage, etc. Therefore similar approach of repair to single circuit lines should be adopted with double circuit lines and mobilize the necessary manpower from the maintenance and inspection group.

**(9) Break down/construction:**

In distribution system major breakdown repair such as replacement of full length conductor require 2 linemen + 6 helper which can be mobilized within the subdivision. However in transmission system repair of major break down such as replacement of conductors require 2 lineman + 2 fitter + 6 skilled helper + 10 unskilled helper or general mazdur. Total 20 people with the existing technology used by MeSEB, which may not be possible to mobilize within the subdivision. Therefore a breakdown repair group should be kept centrally at the division, who can assist the maintenance personnel to handle any exigencies. The divisional group should supplement major work in the substations also to bear the advantage of centrally located. The group should consists of 1 lineman + 1 fitter + 4 helper and may be called as central maintenance group. Even this emergency group may not be sufficient to mobilize the necessary manpower for conductor replacement or tower erection, however support from other subdivision or contractor's labour can be utilized to repair any major breakdown. Apart from attending to breakdown this group should also assist in new construction of transmission line.

Based on the above premise manpower requirement of transmission substations are computed below:



**TL MSD Khliehriat length 198.5 KM.**

$$1 \text{ Maintenance } \frac{198.5}{150} = 1.33$$

$$(1 L + 1 F + 4H) 1.33 = 1.33L + 1.33 F + 5.32 H$$

$$2 \text{ Inspection } \frac{198.5}{160} = 1.25$$

$$(2 L + 2 H) 1.25 = 2.50 L + 2.50 H$$

Total manpower 3.83 L + 1.33 F + 7.82 H *that is*

*4 L + 1 F + 8 H since the fraction has to be rounded up or 5 Technician + 8 Helper*

Present strength LM I – 1, LM II – 5, R/J – 5

That is 6 technical + 5 non technical

**TL MSD Umiam length 320 KM.**

$$1 \text{ Maintenance } \frac{320}{150} = 2.13$$

$$(1 L + 1 F + 4H) 2.13 = 2.13L + 2.13 F + 8.52 H$$

$$2 \text{ Inspection } \frac{320}{160} = 2$$

$$(2 L + 2 H) 2 = 4 L + 4 H$$

Total manpower 6.13 L + 2.13 F + 12.52 H *that is*

*6 L + 2 F + 13 H or 8 Technician + 13 Helper*

Present strength LM II – 18, ES II I – 1, R/J – 8

That is 19 technical + 8 non technical

**TLMSD Nongstoin length 83 KM.**

$$1 \text{ Maintenance } \frac{83}{150} = 0.55$$

$$(1 L + 1 F + 4H) 0.55 = 0.55L + 0.55 F + 2.2 H$$



$$2 \text{ Inspection } \frac{83}{160} = 0.52$$

$$(2 L + 2 H) 0.52 = 1.04 L + 1.04 H$$

Total manpower 1.59 L + 0.55 F + 3.24 H that is

2 L + 1 F + 3 H or 3 Technical + 3 Helper.
--

Present strength LM II-1, R/J – 7  
That is 1 technical + 7 non technical

### **TLMSD Nangalbibra length 103 KM.**

$$1 \text{ Maintenance } \frac{103}{150} = 0.69$$

$$(1 L + 1 F + 4H) 0.69 = 0.69 L + 0.69 F + 2.76 H$$

$$2 \text{ Inspection } \frac{103}{160} = 0.64$$

$$(2 L + 2 H) 0.64 = 1.28 L + 1.28 H$$

Total manpower 1.97 L + 0.69 F + 4.04 H that is

2 L + 1 F + 4 H or 3 Technical + 4 Helper
---

Present strength LMI – 7 R/J -12  
That is 7 technical + 12 non technical

Total strength as per performance standard for transmission line maintenance 14L + 5 F + 28 H or 19 Technician + 28 Helpers. Apart from that there are centralized maintenance group at the divisions, although they are recommended to assist both transmission line maintenance as well as substation maintenance. However requirement of the central maintenance group may be more in transmission line maintenance, therefore they can be included in the line maintenance manning. As such there are three divisions and each division will have 1 L + 1 F + 4 H manpower strength.

Hence 3 L + 3 F + 12 H should be added with the aggregate manpower strength of four transmission subdivisions, which make it

**17 L + 8 F + 40 H or 25 Technical + 40 Helpers**

Existing ES III – 1, LM I – 8, LM II – 24, R/J – 32  
That is 33 technical + 32 non-technical.



**(10) Operation of substation:**

132/33 KV grid substation operations require one Assistant Manager, one operator and one helper in each shift. Hence 3 AM + 3 operator + 3 helper are required to complete 3 shift. One relieving group is also necessary. Therefore

4 AM + 4 operator + 4 helper per substation should be the norm.

**(11) Substation maintenance ( standard capacity):**

132/33 KV grid substation maintenance includes annual cleaning of transformers bushes, bus bar cleaning, and bus section switch maintenance lightning arrestors. cleaning, feeder switch and panel maintenance, transformer oil inspection and oil top up, oil sample collection, reactivation of breather, tightening of connection, checking of earthing arrangement and earth resistance measurement, etc.

1 electrician + 1 lineman + 4 helper under 1 AM who will supervise as well as arrange for shut down are required per substation to cover the maintenance activity. Apart from the normal maintenance this group would carry out inspections and if necessary take up urgent repair. Breakdown repair would also be the responsibility of this group since breakdowns are less frequent in transmission system; therefore separate breakdown repair group is not required.

Hence the maintenance norms for the substation is

1 AM + 1 Electrician + 1 Lineman + 4 Helper.

**(11) Substation maintenance (small capacity):**

Many 132/33 kV grid substation are of small capacity or consists of only one transformer. In these substations maintenance manning cannot be the same as that of large capacity substations. In case of small substation maintenance manning should be

1 E + 1 L + 2 H.

Moreover AM maintenance is also not required as AGM can supervise the maintenance work, since the workload is less.

**(12) Office staff:**

Transmission system office staffs are related with the following factors

- f) Capacity of the system
- g) Area of command
- h) Network configuration
- i) Load growth potential
- j) Embedded requirement of the office activity

Based on those assumption each Division needs 1-DGM, 1-AGM, 1-Dy M (A/C), 1-J/M (A/C), 1-Sr. Asstt., 2-Asstt., 1-Driver, 1-Peon, 1-Sweeper, 1-Chowkidar. Apart from the office staff one gas cutter welder should be attached with the division and work in any of the sub division as and when required.

Each TLMSD subdivision need

1-AGM, 1-Assistant Manager, 1-Asstt., 2-Driver one for light vehicle and another for heavy vehicle, 1-Sweeper, 1-Chowkidar + 1 Peon.



Each substation subdivision need

1-AGM, 1-Asstt., 1-Driver, 1-Sweeper, 1-Chowkidar + 1 Peon.

**System Protection Division:**

At present system protection division consists of two subdivisions, one MRT subdivision and second carrier communication subdivision. Both are situated at Umiam. MRT subdivision is looking after installation commissioning and testing of switchgear equipments in all the 132kV and 33kV substations. As the system is expanding, it is suggested that one more subdivision should be created specifically covering Garo Hill districts (East, West and South) and new MRT subdivision to be situated at Tura. The new subdivision will reduce the travel time of the restoration team as at present single subdivision used to cover entire state of Meghalaya and a few substations at Garo Hills district is more than 300 km from the present subdivision.

**MRT Subdivision:**

As the area of operation for MRT subdivision is divided in two parts skilled manpower also to be divided proportionately with respect to the geographical coverage of the subdivisions. Based on the work load manning at Umiam subdivision should be:

1-AGM, 1- Manager, 2-Meter Tester, 1- Electrician, 1-Helper, 1-Assistant, 1-Driver, 1- Peon

Similarly at Tura MRT subdivision manning will be as follows

1-AGM, 2-Meter Tester, 1-Helper, 1- Assistant, 1-Driver

Carrier communication subdivision:

This subdivision is looking after installation and commissioning of PLCC communication system and its interphase PAX including operation and maintenance of the same of the whole of MeSEB. Repairing of the defective communication prints and telephone sets is also done by this subdivision. Based on the work load manning requirement is computed as follows.

1-AGM, 1-Manager, 1-Lineman, 2-Helpers, 1-Assistant, 1- Driver.

Based on the norms so developed manpower requirement can be computed as follows for the substation sub division.



### Chief General Manager (Transmission)

There are three General Managers under Chief General Manager (Transmission).

1. GM ( T1), Shillong
2. GM (T2) , Byrnihat ( Newly Proposed)
3. GM ( PI + M) , at Shillong

GM(T) , Shillong controls four divisions.

1. DGM ( T&T) Umiam
2. DGM ( T&T), Shillong
3. DGM System Protection, Umiam
4. DGM ( T&T), Tura

### DGM ( T&T) , Shillong

There are four AGMs under DGM (T&T) , Shillong. They are

1. AGM Khliehriat 132KV Sub station
2. AGM NEHU 132 KV Sub Station
3. AGM Mowlai 132 KV Sub Station
4. AGM TLMSD, Khliehriat

Manning will be as follows

#### AGM Khliehriat 132KV Sub station

<u>Existing</u>	
AEE	- 2
JE	- 2
LM	- 6
R/J	- 1
Peon	- 1
Driver	- 1
LDA	- 1
<b>Total</b>	<b>- 14</b>

<u>Proposed</u>	
AGM	- 1
AM	- 4
Operator	- 4
Elect	- 1
LM	- 1
Helper	- 6
Asst.	- 1
Driver	- 1
Sweeper	- 1
Peon	- 1
Chowkidar	- 1
<b>Total</b>	<b>- 22</b>

#### AGM NEHU 132 KV Sub Station

<u>Existing</u>	
AEE	- 1
JE	- 5
LM	- 5
R/J	- 3
UDA	- 1
ESII	- 2
Peon	- 1
<b>Total</b>	<b>- 18</b>

<u>Proposed</u>	
AGM	- 1
AM	- 5
Operator	- 4
Electrician	- 1
LM	- 1
Helper	- 8
Asst.	- 1
Driver	- 1
Peon	- 1
Sweeper	- 1
Chowkidar	- 1
<b>Total</b>	<b>- 25</b>

**AGM Mowlai 132 KV Sub Station**

<u>Existing</u>		
AEE	-	1
JE	-	4
LM	-	8
Blacksmith	-	1
R/J	-	5
Peon	-	1
Driver	-	2
Chowkidar	-	1
LDA	-	1
<b>Total</b>	-	<b>24</b>

<u>Proposed</u>		
AGM	-	1
AM	-	5
Operator	-	4
Elect	-	1
LM	-	1
Helper	-	8
Asst.	-	1
Driver	-	1
Sweeper	-	1
Peon	-	1
Chowkidar	-	1
<b>Total</b>	-	<b>25</b>

**AGM TLMSD, Khliehriat**

<u>Existing</u>		
AEE	-	1
LM	-	1
LMII	-	5
R/J	-	5
Driver	-	1
Chowkidar	-	1
UDA	-	1
<b>Total</b>	-	<b>15</b>

<u>Proposed</u>		
AGM	-	1
AM	-	1
Fitter	-	1
LM	-	4
Helper	-	8
Asst.	-	1
Driver	-	2
Sweeper	-	1
Peon	-	1
Chowkidar	-	1
<b>Total</b>	-	<b>21</b>

**Total Manpower of T&T Divn., Shillong**

<u>Existing</u>		
Mowlai SubStation	-	24
Nehu Subsation	-	18
Khliehriat Substa	-	14
TLMSD Khlietriat	-	15
EE	-	1
AEE	-	1
DAO	-	1
JDA	-	1
HA	-	1
Driver	-	1
UDA	-	1
LDA	-	5
Peon	-	1
Tracer	-	1
<b>Total</b>	-	<b>85</b>

<u>Proposed</u>		
Mowlai SubStation	-	25
Nehu Subsation	-	25
Khliehriat Substa	-	22
TLMSD Khlietriat	-	21
DGM	-	1
AGM	-	1
Dy. M(A/C)	-	1
J/M (A/c)	-	1
Sr. Asst.	-	1
Asst.	-	2
Driver	-	1
Peon	-	1
Chowkidar	-	1
Sweeper	-	1
LM	-	1
Fitter	-	1
Helper	-	4
<b>Total</b>	-	<b>110</b>



### DGM , T&T Division Umiam

DGM , T&T Division Umiam controls following sub divisions

AGM , Cherra 132KV Sub Station

AGM, Nongstain 132KV Sub Station

AGM, TLMSD, Umiam

AGM, TLMSD , Nongstain

Manning pattern will be as follows

### AGM, Nongstain 132KV Sub Station

<u>Existing</u>		<u>Proposed</u>	
AEE -	1	AGM -	1
JE -	3	AM -	4
LM -	1	Oper -	4
R/J -	7	Elect -	1
<b>Total -</b>	<b>12</b>	LM -	1
		H -	6
		Asst -	1
		Driver -	1
		Peon -	1
		Swee -	1
		Chow -	1
		<b>Total -</b>	<b>22</b>

### AGM , Cherra 132KV Sub Station

<u>Existing</u>		<u>Proposed</u>	
AEE -	1	AGM -	1
JE -	5	AM -	4
LM -	5	Oper -	4
Jugali -	1	Elect -	1
LDA -	1	LM -	1
Driver -	1	H -	6
Swee -	1	Asst -	1
Peon -	1	Driver -	1
<b>Total -</b>	<b>16</b>	Swee -	1
		Peon -	1
		Chow -	1
		<b>Total -</b>	<b>22</b>

### AGM, TLMSD, Umiam

<u>Existing</u>	
AEE -	1
AE -	1
LM -	18
ESII -	1
LDA -	2
R/J -	8
Driver -	1
Chow -	2
Peon -	1
<b>Total -</b>	<b>35</b>

<u>Proposed</u>	
AGM -	1
AM -	1
Fitter -	2
LM -	6
H -	13
Asst -	1
Driver -	2
Peon -	1
Chow -	1
<b>Total -</b>	<b>28</b>

### AGM, TLMSD , Nongstoin

<u>Existing</u>	
AEE -	1
LM -	1
LDA -	1
R/J -	7
Driver -	1
Chow -	1
<b>Total -</b>	<b>12</b>

<u>Proposed</u>	
AGM -	1
AM -	1
Fitter -	1
LM -	2
H -	3
Asst -	1
Driver -	2
Peon -	1
Chow -	1
<b>Total -</b>	<b>13</b>

### Total Manpower of T&T Divn., Umiam

<u>Existing</u>	
Cherra 132KV S/S	- 16
Nongstain 132KV S/S	- 12
TLMSD, Umiam	- 35
TLMSD, Nongstoin	- 12
EE	- 1
DAO	- 1
JDA	- 1
HA	- 1
UDA	- 2
LDA	- 3
Peon	- 1
Chowkidar	- 1
Driver	- 1
<b>Total</b>	<b>- 87</b>

<u>Proposed</u>	
Cherra 132KV S/S	- 22
Nongstain 132KV S/S	- 22
TLMSD, Umiam	- 28
TLMSD, Nongstoin	- 13
DGM	- 1
AGM	- 1
DY. A/c	- 1
Sr. Asst.	- 1
Asst	- 2
Driver	- 1
Peon	- 1
Chowkidar	- 1
Sweeper	- 1
LM	- 1
Fitter	- 1
Helper	- 4
<b>Total</b>	<b>- 101</b>



### DGM System protection division Umiam

DGM System protection division Umiam controls two sub divisions.

AGM, MRTSD, Umiam

AGM, PLCCSD , Umiam

Manning pattern will be as follows.

#### AGM , MRTSD Umiam

<u>Existing</u>	
AEE -	1
AE -	2
JE -	1
UDA -	1
MR -	4
LDA -	1
R/J -	2
Driver -	1
LM -	1
<b>Total -</b>	<b>14</b>

<u>Proposed</u>	
AGM -	1
M -	1
MT -	2
E -	1
H -	1
Asst -	1
Driver -	1
Peon -	1
<b>Total -</b>	<b>9</b>

#### AGM, Power Line Carrier Communication Sub Division. Umiam

<u>Existing</u>	
AEE -	1
AE -	1
UDA -	1
R/J -	2
Driver -	1
Peon -	1
LM -	3
<b>Total -</b>	<b>10</b>

<u>Proposed</u>	
AGM -	1
M -	1
LM -	1
H -	2
Asst -	1
Peon -	1
Driver -	1
<b>Total -</b>	<b>8</b>

#### Total Manpower of System Protection Divn.

<u>Existing</u>		
MRTSD, Umiam	-	14
AGM, PLCCSD , Umiam	-	10
EE	-	1
JE	-	1
DAO	-	1
Sweeper	-	1
UDA	-	2
LDA	-	1
Peon	-	1
Chowkidar	-	1
Driver	-	1
<b>Total</b>	<b>-</b>	<b>34</b>

<u>Proposed</u>		
MRTSD, Umiam	-	9
AGM, PLCCSD , Umiam	-	8
DGM	-	1
AGM	-	1
DY. M A/c	-	1
JM A/c	-	1
Sr. Asst.	-	1
Asst	-	1
Driver	-	1
Peon	-	1
Chowkidar	-	1
<b>Total</b>	<b>-</b>	<b>26</b>

\* Sweeper of general maintenance dept. is used 7& for limited work 1 Asst. is sufficient.



### GM , T&T Circle 1 at Shillong

<u>Existing</u>		<u>Proposed</u>	
SE	- 1	GM	- 1
AE	- 1	AGM	- 1
JE	- 1	JM Admn	- 1
C	- 1	DEO/ Steno	- 1
Steno	- 1	Asst.	- 1
UDA	- 1	Peon	- 1
LDA	- 2	Driver	- 1
Driver	- 1	<b>Total</b>	<b>- 7</b>
Peon	- 2		
<b>Total</b>	<b>- 11</b>		

### DGM, T&T division Tura

DGM , T&T division Tura controls 3 sub divisions

1. AGM 132KV Substation , Rongkhon
2. AGM 132KV Subsation , Nongwalbibra
3. AGM TLMSD , Nongwalbibra

### AGM 132KV Substation , Rongkhon

<u>Existing</u>		<u>Proposed</u>	
AEE	- 2	AGM	- 1
JE	- 6	AM	- 4
ESII	- 2	Operator	- 4
LM	- 7	Electrician	- 1
R/J	- 8	Helper	- 6
Driver	- 1	Asst.	- 1
Peon	- 1	Driver	- 1
Welder	- 1	Sweeper	- 1
Chowkidar	- 1	Welder	- 1
<b>Total</b>	<b>- 29</b>	Peon	- 1
		<b>Total</b>	<b>- 21</b>

### AGM 132KV Substation , Nongwalbibra

<u>Existing</u>		<u>Proposed</u>	
AEE	- 1	AGM	- 1
JE	- 4	AM	- 4
SBO II	- 1	Operator	- 4
LM	- 5	Electrician	- 1
R/J	- 9	LM	- 1
Driver	- 1	Helper	- 6
LDA	- 1	Asst.	- 1
<b>Total</b>	<b>- 22</b>	Driver	- 1
		Peon	- 1
		<b>Total</b>	<b>- 20</b>

### AGM TLMSD , Nongwalbibra

<u>Existing</u>		
AEE	-	1
JE	-	4
LM	-	7
R/J	-	12
Driver	-	2
Chowkidar	-	1
Peon	-	1
<b>Total</b>	<b>-</b>	<b>28</b>

<u>Proposed</u>		
AGM	-	1
AM	-	1
Fitter	-	1
Helper	-	10
LM	-	6
Asst.	-	1
Driver	-	2
Sweeper	-	1
Peon	-	1
Chowkidar	-	1
<b>Total</b>	<b>-</b>	<b>25</b>

### Total Manpower of T&T Division, Tura

<u>Existing</u>		
Rongkhon S/S	-	29
Nongwalbibra S/S	-	22
TLMSD , Nongwalbibra	-	28
EE	-	1
JDA	-	1
UDA	-	1
LDA	-	5
JE	-	1
Jugali	-	1
SSI	-	1
Peon	-	2
Chowkidar	-	1
Driver	-	1
<b>Total</b>	<b>-</b>	<b>94</b>

<u>Proposed</u>		
Rongkhon S/S	-	21
Nongwalbibra S/S	-	20
TLMSD , Nongwalbibra	-	25
DGM	-	1
AGM	-	1
DY. A/c	-	1
JM A/c	-	1
Sr. Asst.	-	1
Asst	-	1
Driver	-	1
Peon	-	1
LM	-	1
Fitter	-	1
Helper	-	4
Chowkidar	-	1
<b>Total</b>	<b>-</b>	<b>81</b>

### Total manpower under GM, T&T Circle 1

<u>Existing</u>		
EE ( T&T) Umiam	-	87
EE ( T&T), Shillong	-	85
EE(T&T), Tura	-	94
EE SP, Umiam	-	34
SE ( T&T)Shillong	-	11
<b>Total</b>	<b>-</b>	<b>311</b>

<u>Proposed</u>		
DGM ( T&T) Umiam	-	101
DGM ( T&T), Shillong	-	110
DGM (T&T), Tura	-	81
DGM SP, Umiam	-	26
GM ( T&T)Transmission-I	-	7
<b>Total</b>	<b>-</b>	<b>325</b>



### **GM , T&T Circle 2 at Byrnihat (Proposed)**

Proposed T&T Circle 2 at Byrnihat

For future expansion and subsequent operation and maintenance work, a third circle for transmission is proposed, which will control three divisions.

1. DGM, T&T division Byrnihat ( Proposed)
2. DGM, T&T division Tura ( at preset attached to Transmission circle-1)
3. DGM System Protection Tura ( Proposed)

Posting of ficer and staff under GM T&T Circle 2 Byrnihat will kept pending for the time being till that day DGM T&T Division Tura will be under the control of GM Transmission 1 Shillong.

DGM, T&T division Byrnihat controls 1 Sub Division at present, which will look after both substation and line work till future projects come.

AGM (Line or Sub station), Byrnihat

<u>Existing</u>		<u>Proposed</u>	
AEE	- 0	AGM	- 1
JE	- 0	AM	- 1
LM	- 0	LM	- 1
H	- 0	H	- 4
Fitter	- 0	Fitter	- 1
Wilder	- 0	Welder	- 1
Driver	- 0	Driver	- 2
Asst.	- 0	Asst.	- 1
Peon	- 0	Peon	- 1
Sweeper	- 0	Sweeper	- 1
Chowkidar	- 0	Chowkidar	- 1
<b>Total</b>	<b>- 0</b>	<b>Total</b>	<b>- 15</b>

Manning in DGM, T&T Division Byrnihat Office

<u>Existing</u>		<u>Proposed</u>	
EE	- 0	DGM	- 1
AE	- 0	M	- 1
DAO	- 0	Dy. M A/c	- 1
JDA	- 0	JM A/c	- 1
Sr. Asst.	- 0	Sr. Asst.	- 1
Asst.	- 0	Asst.	- 2
Driver	- 0	Driver	- 1
Peon	- 0	Peon	- 1
Sweeper	- 0	<b>Total</b>	<b>- 9</b>
Chowkidar	- 0		
<b>Total</b>	<b>- 0</b>		

### Total manpower under DGM, T&T division Byrnihat

<u>Existing</u>		<u>Proposed</u>	
AGM Line &		AGM Line &	
Sub Station Byrnihat	- 0	Sub Station Byrnihat	- 15
DGM,T&T division Bynihat	- 0	DGM,T&T division Bynihat	- 9
<b>Total</b>	<b>- 0</b>	<b>Total</b>	<b>- 24</b>

DGM, System Protection Tura controls only one Sub Division at present.

1. AGM,MRTSD Tura

Manning pattern will be  
**AGM, MRTSD Tura**

<u>Proposed</u>	
AGM	- 1
MT	- 2
Asst	- 1
Helper-	1
Peon	- 1
Driver	- 1
<b>Total</b>	<b>- 7</b>

### Total Manpower of System Protection Division Tura ( Proposed)

<u>Existing</u>		<u>Proposed</u>	
MRTSD, Tura	- 0	MRTSD, Tura	- 7
EE	- 0	DGM	- 1
JE	- 0	AGM	- 1
DAO	- 0	DY. A/c	- 1
JDA	- 0	JM A/c	- 1
Sweeper	- 0	Sr. Asst.	- 1
UDA	- 0	Asst	- 1
Peon	- 0	Driver	- 1
Chowkidar	- 0	Peon	- 1
Driver	- 0	Chowkidar	- 1
<b>Total</b>	<b>- 0</b>	<b>Total</b>	<b>- 16</b>

**GM Transmission circle 2 office at Byrnihat**

GM (T2) , Byrnihat ( Newly Proposed) manning will be as follows.

**GM, T&T Circle ( Proposed)**

<u>Proposed</u>		
GM	-	1
AGM	-	1
JM(ADM)	-	1
DEO/Steno II-		1
Sr. Asstt.	-	1
Asst.	-	1
Peon	-	1
Driver	-	1
<b>Total</b>	<b>-</b>	<b>8</b>

### GM Planning & Material Management

GM planning & Material management will control DGM Planning. Till unbundling takes place the DGM Material Management office will be kept inoperative.

DGM Planning has 2 subdivisions.

3. AGM Planning
4. AGM Design

Manning pattern will be

#### AGM ( Planning)

<u>Proposed</u>	
AGM =	1
M =	1
DEO =	1
Peon =	1
Asst. =	1
<b>Total =</b>	<b><u>5</u></b>

#### AGM ( Design)

<u>Proposed</u>	
AGM =	1
M =	1
DEO =	1
Peon =	1
Asst. =	1
<b>Total =</b>	<b><u>5</u></b>

#### DGM ( Planning)

<u>Proposed</u>	
DGM =	1
M =	1
DEO =	1
Peon =	1
Asst. =	1
<b>Total =</b>	<b><u>5</u></b>

No accounts staff is provided in DGM's Planning office as the financial activity related to GM ( Planning) and DGM ( Planning) will be controlled by the accounts staff of DGM ( T&T), Shillong .

Total manpower under DGM (Planning)

<u>Proposed</u>	
AGM ( Planning)=	5
AGM ( Design) =	5
DGM ( Planning)=	<u>5</u>
<b>Total =</b>	<b><u>15</u></b>

Manning in GM ( Planning's) office

<u>Proposed</u>	
GM =	1
M =	1
DEO =	1
Peon =	1
Driver =	1
Asst. =	<u>1</u>
<b>Total =</b>	<b><u>6</u></b>



### Total Manpower under GM ( Planning)

<u>Proposed</u>		
DGM ( Planning )	=	15
GM ( PI + MM )	=	06
<b>Total</b>	<b>=</b>	<b>21</b>

### Manning in CGM (Transmission) office

<u>Existing</u>		<u>Proposed</u>	
CE	0	CGM	1
SE	0	SGM(F&A)	1
AEE	0	GM	1
Steno	0	M	1
Asst.	0	JM (A/c)	1
Driver	0	Steno	1
Peon	0	Asst.	2
<b>Total</b>	<b>0</b>	Driver	2
		Peon	1
		<b>Total</b>	<b>11</b>

\* There will be one Senior General Manager (Finance & Accounts) who will look after separate accounting works of Transmission wing.

### Total manpower under CGM (Transmission)

<u>Existing</u>		<u>Proposed</u>	
SE (Trans)	311	GM (Trans) 1-	325
SE (PL)	0	GM (PI)	21
CE (Trans)	0	CGM	11
<b>TOTAL</b>	<b>311</b>	<b>TOTAL</b>	<b>357</b>



**C) Distribution System** Performance standard is developed for all operational and maintenance activities of distribution system.

**(1) Overhead line maintenance of 33/11/044 KV level single circuit line**

1 line man + 3 helper can maintain 3 KM/day for a single circuit line. Minimum working days in a month is assumed as 20 days that means 240 working days in a year. Rest 125 days is taken under leave, sick and absenteeism, which is more than the average. Therefore  $20 \times 3 = 60$  KM of overhead line can be maintained by 1 lineman + 3 helpers per month.

Normally within 3 months in a year preventive maintenance is carried out since shutdown are necessary consequently most of the situation consumers remain without supply during the shut down, as alternative arrangement for continuation of supply is not available. Therefore shutdowns cannot be taken throughout the year for maintenance. Moreover frequent breakdowns are common in any state in India, which already created irritation among the consumers, as a result further shut downs will not be tolerated by the consumers.

Hence within 3 months  $60 \times 3 = 180$  KM of single circuit line can be maintained by one lineman + 3 helpers.

Therefore preventive maintenance standard of 33 KV, 11 KV and LT line can be defined as 1 lineman + 3 helper for 180 Km.

**(2) Overhead line inspection and survey:**

Preventive maintenance is done once in a year. However inspection and survey are carried out through out the year except during the time of preventive maintenance. Inspection and survey does not require any shut down therefore it does not disturb consumer and can be carried out during any time of the year.

1 lineman and 1 helper can inspect 5 KM per day.  
For 20 days  $5 \times 20 = 100$  KM.

Completion cycle of inspection may be considered as 3 month although there is no hard and fast rule is applicable. Hence  $100 \times 3 = 300$  KMS line length. Inspection should continue for 9 month till preventive maintenance is taken up. It requires less manpower than Preventive maintenance and less time as well. Actually 180 KM line length can be inspected in less there 2 months by 1 lineman + 1 helper only. Hence the group can have spare time to carryout other jobs.



### **(3) Forced outages:**

From the inspection and survey of the lines if it is found that urgent repair is required forced outages can be taken. Manpower requirement will depend on the nature of repair, however in general 1 line + 3 helper can attend to common repair work of disconnection, insulator damage, earthing system damage, etc. and as such manpower required is same as the maintenance personnel. Therefore maintenance personnel can suffice the manpower requirement, as these activities are mutually exclusive. Moreover the same manpower should be utilized for breakdown repair since the group is sufficient to attend common breakdowns.

### **(4) Overhead line maintenance of 33/11/0.44 KV level double circuit line:**

Base on the same logic of single circuit line 1 lineman + 3 helper can maintain 2 KM/day for a double circuit line as the number of clamps, insulation etc., become double but all are in close vicinity.

$20 \times 2 = 40$  KM per month.

$40 \times 3 = 120$  KM per year.

Therefore preventive maintenance standard of 33 KV, 11 KV and LT double circuit line can be defined as 1 lineman + 3 helper for 120 KM.

### **(5) Overhead line inspection and survey for double circuit line:**

1 lineman and 1 helper can inspect 4 KM/day

$4 \times 20 = 80$  KM per month

$80 \times 3 = 240$  KM per year.

As per single circuit line this activity can be taken up by the maintenance group.

### **(6) Forced outages:**

To repair the defects noticed during inspection will require the same number of manpower as per single circuit line that is 1 lineman + 3 helpers since the nature of repair is identical for both single circuit and double circuit. However this will primarily depend on the nature of fault. For replacing damaged conductor 2 lineman + 6 helper will be necessary. However part replacement of conductor may require 2 lineman + 4 helper. Since it is not a regular work maintenance group in association with transformer or substation maintenance group can undertake these kind of work.

### **(7) Maintenance of Power transformer and associated switchgear (33/11KV)**

1 Electrical + 1 lineman + 2 helper can maintain one power transformer per day, which include cleaning of transformer and switchgear along with bushes, tightening of connections, oil top up and re-activating the breather (Silica-jel). However oil filtration cannot be done with this group in a day it may take 3 or 4 days. As such oil filtration is not an annual maintenance activity. This needs to be done according to the oil testing result. If the test result indicates deterioration of oil quality below acceptable level, filtration must be carried out. Hence separate manning is not required rather it can be taken up whenever required manpower is available continuously for filtration work and required manpower for the filtration work including bringing the equipment at site is 1 lineman + 1 electrician + 4 helpers. Therefore  $1 \times 20 \times 3 = 60$  Nos. of power transformer can be maintained as per the normal



maintenance schedule by 1 electrical + 1 lineman + 2 helper within 3 months of maintenance period. Rest of the 9 months they will carryout inspections and attend to breakdowns.

**(8) 33/11 KV substation maintenance:**

Substation maintenance include bus bar cleaning, bus section switch maintenance lightning arrester cleaning, feeder switch and panel maintenance, tightening of connections, checking of earthing arrangement and earth resistance measurement 1 electrical + 1 lineman + 4 helper can maintain one substation per day.

Therefore  $1 \times 20 \times 3 = 60$  nos of substation can be maintained within 3 months by 1 electrical + 1 lineman + 4 helper.

Beyond the maintenance period this group will carryout inspections and breakdown repairs or support in major maintenance work.

The number of power transformers and 33/11 KV substations are limited within a subdivision. As such a separate group for transformer maintenance and substation maintenance will have less workload. Even the combine workload for transformer maintenance and substation maintenance cannot have full workload for a group of 1 electrician + 1 lineman + 4 helper. And the computation of manpower will be difficult. Therefore the maintenance group should be located at the divisional level so that the groups have sufficient workload throughout the year.

**(9) Maintenance of DT:**

Maintenance of DT includes HT fuse isolator, DT and LT fuse panel.

1 Lineman + 2 helpers can maintain 2 nos. of DTS per day.

Therefore  $2 \times 20 \times 3 = 120$  nos. of Distribution Transformers can be maintained by 1 lineman + 2 helpers in 3 months of maintenance period. Rest of 9 months they will carry out inspection & attend to breakdowns or support major maintenance work. Also carryout miscellaneous work.

**(10) Fuse call center:**

Manning of fuse call center depends on the number of consumers and the geographical area to be covered. Number of consumer is well defined but the geographical area can be evaluated by the density of consumer per unit area. For example say in areas where a consumer density is in between 300 to 500 per square kilometer, then per 3000 consumers there should be a fuse call center with a specific manning. Another area where consumer density is in between 150 to 300 per square kilometer, per 2000 consumers there should be a fuse call center with the same manning. Since the consumer density is not available and also considering the present practice we suggest each subdivision should have a fuse call center per 5000 consumers. They will attend to the consumer complain from morning to night, that is in two shifts. Each shift consists of 1 lineman + 2 helper. There total manning 2 lineman + 4 helpers. However this is a continuous process covering two shifts, therefore a relieving group is also necessary to maintain continuity. Hence 3 lineman + 6 helpers are necessary for the fuse call center catering to 5000 consumers. In case of important localities where power interruptions at any point of time can cause problem such as hospitals, Governor House etc. fuse call center



manning can be carried through all the three shifts. As a result the manning will be 4 lineman + 8 helper including the relieving shift.

**(11) 33/11 KV substation operation:**

33/11 KV substation operations require one operator and one helper in each shift. Hence 3 operators + 3 helpers are required to complete 3 shifts. One relieving group of 1 operator and 1 helper is also necessary. Therefore 4 operators + 4 helpers per substation should be the standard.

Apart from the operation of the substation, these groups will also inspect the substation and clean the substation equipment. This norm is applicable for the substation with necessary switchgears resulting to regular operation. There are substation where there is no switchgear, transformer are protected by drop out fuses. In such sub station no operator is necessary. However one linemen per substation need to be added for replacement of fuses. Therefore 3 linemen for 3-shifts and one reliever making a total number of 4 linemen will be required for each substation.

**(12) Breakdown repair:**

In distribution system breakdowns are very common, because of large network and rapid growth, which does not allow time for proper planning. However, good preventive maintenance reduces the frequency of breakdowns, although elimination of breakdowns is not possible. Therefore manning should be provided for the repair of breakdowns. Requisite manning for repair of breakdowns depends on the nature of fault. For common fault like jumper reconnection, insulator replacement, etc. can be done by the maintenance group of 1 lineman + 3 helper. In case of major fault like conductor snapping, pole collapse, etc. the repair work needs 2 lineman + 6 helpers, which can be mobilized from line maintenance group + DT maintenance group + fuse call center manning and if necessary divisional maintenance group can also be called on in an emergency. As such no separate group for breakdown repairs need to be provided.

**(13) Miscellaneous work:**

In distribution system continuously new consumers are applying for connections. In order to provide connection some construction/extension of distribution line with associated switch, fuse, and metering arrangement need to be carried out. Apart from that other work like disconnection & re-connection, deposit work, construction of new line etc. are also necessary to carry out from time to time. The inspection group of line maintenance, and DT maintenance should carry that work, as they have spare time for such work. Particularly DT maintenance group have more time since inspection work of DT take less time compare to line inspection. Over and above if necessary the divisional transformer and substation maintenance group can assist in the miscellaneous work.

Based on the performance standard as developed technical manpower requirement can be computed as follows for the different subdivisions and consequently for the division where the divisional maintenance group of power transformers and 33/11 KV substations need to be added. In the computation of manpower L is lineman, E is electrician, SB is operator, H is helper.



### Jowai subdivision

(1) Maintenance of overhead line length

33 KV -	22 KM
11 KV -	463.09 KM
LT -	<u>331.45 KM</u>
<b>Total -</b>	<b><u>816.54 KM</u></b>

Therefore  $\frac{816.54}{180} = 4.54$  Since norm is 180 KM

(1 L + 3H) 4.54 = 4.54L + 13.62 H

(2) Maintenance of DT 224 nos

Hence  $\frac{224}{120} = 1.87$  Since 120 nos is the norm.

(1 L + 2H) 1.87 = 1.87L + 3.74 H

(3) Fuse call centre consumer number 11834

Hence  $\frac{11834}{5000} = 2.37$  Since per 5000 consumers there should be a fuse call center.

(3 L + 6 H) 2,37 = 7.11 L + 14.22 H

Total manpower requirement 13.52L + 31.58 H

That is **14 L + 32 H**

. Since fraction has to be rounded up or 14 Technical + 32 helpers.(Total 46)  
Present strength L-7 Jugali-31, helper-1, Khalasi-1, cleaner-1 or 7 Technical + 34 non-technical. Total 41).

### Khliehriat subdivision

(1) Maintenance of overhead line length of line 33KV - 56.5 KM

11KV -	342.06 KM
LT -	<u>212.22 KM</u>
<b>Total -</b>	<b><u>610.78 KM</u></b>

Hence  $\frac{610.78}{180} = 3.39$

(1 L + 3H) 3.39 = 3.39L + 10.17 H

(2) Maintenance of DT 122 numbers

Hence  $\frac{122}{120} = 1.02$

(1 L + 2H) 1.02 = 1.02L + 2.04 H

(3) Fuse call Centre consumer number 5347

Hence  $\frac{5347}{5000} = 1.07$

(3L + 6H) 1.07 = 3.21L + 6.42H



(4) Operation of substation

Although this subdivision has 4 nos. of 33/11 KV substation and 4 nos. 33/11 KV transformers, however there is no switchgear to operate. One linemen per shift for each substation for 3 shifts 3 linemen + 1 reliver = 4 linemen for one substation. For four subsation total 16 linemen will be required.

Total manpower requirement

$$23.62L + 18.63 H$$

That is **24L + 19 H** or 24 Technician + 19 helpers.

Present strength L-8 Jugali-12, ES-II – 1

That is 9 Technical + 12 non Technical

**Profit centre subdivision jowai :**

(1) Maintenance of overhead line length of line 33KV – 69 KM

11KV – 38.78 KM

LT – 97.75 KM

**Total – 205.53 KM**

$$205.53$$

$$\text{Hence } \frac{\quad}{180} = 1.10$$

$$(1 L + 3H) 1.10 = 1.10L + 3.30 H$$

(2) Maintenance of DT 44 nos.

$$44$$

$$\text{Hence } \frac{\quad}{120} = 0.35$$

$$(1 L + 2H) 0.35 = 0.35L + 0.70 H$$

(3) Fuse call Centre consumer number 4186

$$4186$$

$$\text{Hence } \frac{\quad}{5000} = 0.80$$

$$(3L + 6H) 0.80L = 2.40 L + 4.80H$$

(4) Operation of substation since there are switches,

Hence 4 SBO + 4 H are necessary

Total manpower requirement 4 SBO + 4.03 L + 12. 42 H

That is **4 SBO + 4 L + 12 H** or 8 Technician + 12 Helpers.

Present strength L – 13, Jugali-14,

That is 13 Technical + 14 non Technical

Total strength of technical staff of Jowai division according to performance standard need to add the divisional group of power transformer and substation maintenance group of 1 Lineman + 1 Electrician + 4 Helpers.

Hence total strength will be

<b>4 SB + 1 E + 42 L + 68 H</b>
---------------------------------

That is 35 technician + 68 Non technician

Existing strength ESII –1, Helper –1, Cleaner –1, LM –28, Jugali – 57, Khalasi – 1.

That is 29 Technical + 60 non-technical.



**Nongpoh subdivision:**

(1) Maintenance of overhead line, Length of line	33 KV -	40 KM
	11KV -	680.88 KM
	LT -	<u>321.86 KM</u>
	<b>Total -</b>	<b><u>1042.72</u></b>

$$\frac{1042.75}{180} = 5.79$$

$$(1L + 3H) 5.79 = \underline{5.79L + 17.37H}$$

(2) Maintenance of DT 400 nos.

$$\frac{400}{120} = 3.33$$

$$(1L + 2H) 3.33 = \underline{3.33L + 6.66H}$$

(3) Fuse call Center consumer number 9894

$$\frac{9894}{5000} = 1.98$$

$$(3L + 6H) 1.98L = \underline{5.94L + 11.88H}$$

(4) 4 more linemen for operating the fuses at the substation will be necessary.  
Therefore total requirement will be

$$19.06L + 35.91 \text{ or } \mathbf{19L + 36H} \text{ or } 55. \text{ Existing } 40$$

**Umiam RE Subdivision:**

(1) Maintenance of overhead line, Length of line	33 KV -	0 KM
	11KV -	264.95 KM
	LT -	<u>237.05 KM</u>
	<b>Total -</b>	<b><u>502 KM</u></b>

$$\frac{502}{180} = 2.79$$

$$(1L + 3H) 2.79 = 2.79L + 8.37H$$

(2) Maintenance of DT 296 nos.

$$\frac{296}{120} = 2.47$$

$$(1L + 2H) 2.47 = \underline{2.47L + 4.94H}$$

(3) Fuse call Center consumer number 4077

$$\frac{4077}{5000} = 0.82$$

$$(3L + 6H) 0.82 = 2.46L + 4.92H$$

(4) 4 more linemen for the maintenance of substation



one linemen for each shift . for 3 shift 3 lineman + 1 reliver = 4 lineman for each substation.

$$11.72 L + 18.23 H$$

That is **12 L + 18 H** Total 30. Existing 48

**Profit center subdivision Umiam:**

(1) Maintenance of overhead line,

Length of line 33 KV – 59.5 KM  
11KV – 69.35 KM  
LT – 71.91 KM  
**Total – 200.76 KM**

$$\frac{200.76}{180} = 1.12$$

$$(1 L + 3H) 1.12 = \underline{1.12L + 3.36 H}$$

(2) Maintenance of DT 140 nos.

$$\frac{140}{120} = 1.17$$

$$(1 L + 2H) 1.17 = \underline{1.17 L + 2.34 H}$$

(3) Fuse call center consumer number 2015

$$\text{Hence } \frac{2015}{5000} = 0.41$$

$$(3L + 6H) 0.41 = \underline{1.26 L + 2.46 H}$$

(4) 4 more linemen for maintaining the fuses in the substation (as one lineman per shift , total 3 shift + one reliver = 4 lineman).

Total manpower 7.54 L + 8.16 H or **8L + 8 H** or 15. Existing 30

Total strength of technical staff of **Ribhoi distribution division** accordingly to performance standard need to add the divisional manpower for power transformer and substation maintenance group of 1 lineman + 1 electrician + 4 helpers.

Hence total strength will be 18L + 36H + 11L + 18H + 6L + 8H = **35L + 62H**. Total 97.

Existing strength 40 + 48 + 30 = 118



**Byrnihat sub-division:**

(1) Maintenance of overhead line,

Length of line 33 KV – 7.95 KM  
11KV – 6.5 KM  
LT – 00  
**Total – 14.45**

$$\frac{14.45}{180} = 0.08$$

$$(1L + 3H) 0.08 = 0.08L + 0.24H$$

(2) Maintenance of DT 3 nos.

$$\frac{3}{120} = 0.025$$

$$(1L + 2H) 0.025 = \underline{0.025L + 0.05H}$$

(3) Fuse call Center consumer number 1083

$$\frac{1083}{5000} = 0.22$$

$$(3L + 6H) 0.22L = \underline{0.66L + 1.32H}$$

(4) Operation of substation 4L + 4H

Total 4.765 L + 5.61 H That is **5L + 6H** Total 11

Existing Boiler Att. – 1, SBO – 1, LM – 4, E/s II – 1 Jugali – 12, 7 technical +  
12 non technical = Total 19

**Profit Center Byrnihat:**

(1) Maintenance of overhead line,

Length of line 33 KV – 47.2 KM  
11KV – 37.35 KM  
LT – 63.00 KM  
**Total – 147.55 KM**

$$\frac{147.55}{180} = 0.82$$

$$(1L + 3H) 0.82 = \underline{0.82L + 2.46H}$$

(2) Maintenance of DT 89 Nos.

$$\frac{89}{120} = 0.75$$

$$(1L + 2H) 0.75 = \underline{0.75L + 1.50H}$$

(3) Fuse call center consumer number 1537

$$\frac{1537}{5000} = 0.31$$

$$(3L + 6H) 0.31 = 0.93L + 1.86H$$



(4) 4 linemen for operating the fuses at the substation

Total 6.5 L + 5.82 H

**7L + 6 H** Total 13

Existing 1 Maharir + LM II – 14 + Jugali – 7. Total 22.

Total strength of technical staff of byrnihat distribution division after adding the centralized manning of 1L + 1E + 4H is

(5L + 6 H) + (7L + 6 H) + (1L + 1E + 4H) = **1E + 13L + 16H** Total 30.

Existing strength 19 + 22. Total 41

**(14) Office staff:**

Distribution system office staffs are related with the following factor

- a) Number of consumer
- b) Area of command
- c) Network configuration
- d) Load growth potential
- e) Embedded requirement of the office activity

Based on these assumption each **Division** need

1-DGM, 1-AGM, 2-Manager, 1- Dy/M (A/C), 2-J/M (A/C), 1-Sr. Asst., 2-Asst. Peon–1, Sweeper–1, Driver – 1, Chowkidar – 1. Apart from that division should have a gas cutter welder cum drill operator who will work in any subdivision as and when required.

Each **Subdivision** need.

1-AGM, 2-Assistant Manager, 2-Asst., Chowkidar–1, Driver–2, Sweeper–1, Peon–1. Technical staffing will be decided by the norms and volume of work.



### **Distribution System :**

As per APDRP proposals, there will be 6 APDRP circles under distribution sector. There will be 4 APDRP circles in Eastern Zone and 2 APDRP Circles in Western Zone.

Following 4 circles are under Eastern Zone.

1. Shillong APDRP Circle, Shillong
2. Jowai & Jaintia Hills APDRP circle, Jowai
3. Central APDRP Circle, Shillong
4. Western APDRP Circle, Umiam

Following 2 APDRP Circles are in Western Zone.

1. Tura APDRP Circle, Tura
2. Garo Hills APDRP Circle, William Nagar

Sr. General Manager of each Zone will coordinate and also will monitor progress of work under CEO's of APDRP circles under them.

In the present organogram, SE(Rev) Garo Hills will be converted as GM/ CEO, Tura APDRP circle, Similarly EE(Rev), Tura will be renamed as EE, south Garo Hills Division, or DGM, South Garo Hills, Bagmara.

Three Revenue Sub Division at Garo Hills will look after revenue activity as follows.

AGM (Rev), Tura will be under the control of DGM Tura & look after revenue collection activity of Tura Distribution Division. AGM (Rev), Phoolbari revenue sub division will look after all revenue collection and assessment activity of all subdivisions under DGM, West Garo Hills at Tura. Similarly AGM (Revenue) William Nagar will look after revenue collection of all divisions under CEO, William Nagar

Under APDRP proposal, revenue wing has been re organized and one Revenue Division will be attached to each APDRP circle for Khasi Jaintia Hills District.

1. Shillong APDRP Circle
2. Jowai & Jaintia Hills APDRP Circle
3. Central APDRP Circle
4. Western APDRP Circle



By adjustment of Revenue Division, the Revenue Circle Shillong will be free. SE (Rev.) Shillong will be renamed as SE Design Division and will be placed under Senior Manager (Planning & Design) under the corporate planning cell attached to Director (Technical). Out of 6nos. of AEEs MTI and Vigilance, 4nos. will be attached to CEO, in 4 APDRP Circle in Khasi & Jantia Hills Districts. Remaining one will be placed under the direct control of SGM Western Zone who will coordinate and monitor activities of CEOs in 2 APDRP Circles in Garo Hills Districts.

Remaining one AEE will be renamed as AEE (Rev) and placed as AEE (Rev.), in West Khasi Hills, Nangstoin. The EE (Vig) will be EE, Central Rev. Division Shillong.

Under SGM (Western Zone), Tura there are two APDRP Circles. AGM ( Vig + MTI) is directly attached to SGM, who is to coordinate and monitor the activities of two CEOs Viz, CEO, Tura APDRP Circle, and CEO , Garo Hills APDRP Circles, William Nagar.

Revenue affairs of Tura APDRP Circle will be looked after by Revenue sub division Tura and Revenue Sub Division Phoolbari.

Tura RSD will be under DGM Tura Distribution Division and Phoolbari RSD will be under DGM West Garo Hills Distribution division.

In Garo Hills APDRP Circle, only William Nagar Revenue Sub Division will manage revenue matters of the circle and it will be under direct control of GM/ CEO, GaroHills APDRP Circle.

Revenue division Tura will be renamed as south Garo Hills Distribution division with its Head Quarters at Bagmara.

Revenue circle Tura will be renamed as Tura Distribution Circle and ultimately Tura APDRP Circle, Tura . SE(Rev), Tura will be GM / CEO Tura APDRP Circle, Tura.

SE (Com) along with EE (MIS) and EE (MTI) will be attached to Member Technical (Director – Technical).

GM (M/M) will be as usual with CGM (Distribution) and look after material management activity of distribution wing only. However till unbundling one AGM for each transmission & Generation procurement / stores will be attached to GM(MM). They will keep records of store procured and utilized for concern wing that will minimize time for smooth bifurcation of stores at the time of unbundling. Till the date of bifurcation, materials for all the wings will be procured by the GM (Material Management)



## **SHILLONG APDRP CIRCLE, SHILLONG**

Under CEO Shillong APDRP Circle there are 4 divisions .

1. DGM East shillong
2. DGM West Shillong
3. DGM Const. Shillong
4. DGM Rev. Shillong

And one Vig + MTI Sub Division

In DGM East Shillong , there are 4 sub divisions

1. AGM –I
2. AGM –II
3. AGM –III
4. AGM –IV

Under DGM West Shillong, there are 3 Sub Divisions

1. AGM – V
2. AGM – VI
3. AGM – VIII

DGM Construction controls

1. AGM- C1, &
2. AGM –C2

DGM Revenue Shillong controls 4 subdivisions

1. AGM –RSD1
2. AGM – RSD2
3. AGM -SCSD
4. AGM- RBSD



### Area Manager I

a. Length of Overhead Lines

33 KV	-	3.00 Kms
11KV	-	23.74 Kms
LT	-	88.92 Kms
		<b><u>115.66 Km</u></b>

b. DTS - 97 nos.

c. Consumer - 10390 nos.

1. Maintenance of overhead line 115.66Kms

$$\frac{115.66}{180} = 0.64$$

$$(1L + 3H) .64 = 0.64L + 1.92H$$

2. Maintenance of DTS 97 Nos.

$$\frac{97 \text{ Nos.}}{120} = 0.80$$

$$(1L + 2H) 0.80 = 0.80L + 1.60H$$

3. Fuse call center, consumer nos. 10390

$$\text{Hence } \frac{10390}{5000} = 2.07$$

$$(3L + 6H) 2.07 = 6.21L + 12.42H$$

$$\text{Total 1,2 \& 3} = 7.65L + 15.94H$$

$$8L + 16H = 24\text{Nos.}$$

One manned 33KV substation controlling one 33 Kv feeder, 6 Nos. of 11Kv feeders with 4 SBO / LM and 4 H.

Total manpower = **12L + 20 H** = 32 Nos. ( Proposed)  
Existing = 16L + 2 ESII + 1 SBO + 7 Jugali = 26 Nos.

Manning in sub division are shown below

#### AGM – Area - I

<u>Existing</u>		<u>Proposed</u>	
AEE	= 1	AGM	= 1
JE (E)	= 1	AM	= 1
LDA	= 2	LM II	= 12
LM II	= 16	H	= 20
J	= 7	Driver	= 2
TA	= 2	Asst.	= 1
TO	= 1	Peon	= 1
SBO	= 1	Tel Attendant	= 2
BC	= 2	Chowkidar	= 1
ES III	= 2	<b>Total</b>	<b>= 41</b>
Chowkidar	= 1		
<b>Total</b>	<b>= 36</b>		



## **Area Manager II**

### a. Length of Overhead Lines

33 KV	-	8.00 Kms
11KV	-	18.85 Kms
<u>LT</u>	-	<u>79.11 Kms</u>
		<b><u>105.96 Km</u></b>

b. DTS - 54 nos.

c. Consumer - 13150 nos.

### 1. Maintenance of overhead line 105.96Kms

$$\frac{105.96}{180} = 0.58$$

$$(1L + 3H) 0.58 = 0.58L + 1.74 H$$

### 2. Maintenance of DTS 54 Nos.

$$\frac{54 \text{ Nos.}}{120} = 0.45$$

$$(1L + 2H) 0.45 = 0.45L + 0.90 H$$

### 3. Fuse call center, consumer nos. 13150

$$\text{Hence } \frac{13150}{5000} = 2.63$$

$$(3L + 6H) 2.63 = 7.89 L + 15.78 H$$

$$\text{Total 1,2 \& 3} = 8.92L + 18.42H$$

$$9L + 18H$$

Additional 3 lineman for attending substation fuses,

Total	=	<b>12 L + 18H</b> (Proposed)	=	30 nos.
Existing	=	9L + 1 ESII + 1 K + 10 J	=	21 nos.

## **AGM Area - II**

<u>Existing</u>	
AEE	= 1
JE (E)	= 1
LDA	= 1
Peon	= 1
LM	= 9
J	= 10
Kh	= 1
Driver	= 1
ES II	= 1
Tel Att.	= 3
Chowkidar	= 1
<b>Total</b>	<b>= 30</b>

<u>Proposed</u>	
AGM	= 1
AM	= 1
LM	= 12
H	= 18
Driver	= 1
Asst.	= 1
Peon	= 1
<b>Total</b>	<b>= 35</b>



### **Area Manager III**

#### a. Length of Overhead Lines

33 KV	-	9.00 Kms
11KV	-	22.42 Kms
LT	-	102.03 Kms
		<b><u>133.45 Kms</u></b>

b. DTS	-	71 nos.
c. Consumer	-	10738 nos.

#### 1. Maintenance of overhead line 133.45Kms

$$\frac{133.45}{180} = 0.74$$

$$(1 L + 3H) 0.74 = 0.74L + 2.22 H$$

#### 2. Maintenance of DTS 71 Nos.

$$\frac{71 \text{ Nos.}}{120} = 0.59$$

$$(1 L + 2H) .59 = 0.59 L + 1.18 H$$

#### 3. Fuse call center, consumer nos. 10738 Nos.

$$\text{Hence } \frac{10738}{5000} = 2.1476$$

$$(3L + 6H) 2.14 = 6.42 L + 12.84 H$$

$$\text{Total 1,2 \& 3} = 7.75 L + 16.24 H$$

Additional 4 operator / LM + 4 Helper for 33Kv substation.

$$= 11.75 L + 20.24 \text{ Helper}$$

$$= 12 L + 20 \text{ helper}$$

$$= 12 (\text{Tech}) + 20 (\text{Non Tech}) = 32 \text{ nos.}$$

$$\text{Existing} = 19 L + 3 \text{ ESII} + 8 H = 30 \text{ Nos.}$$

### **AGM Area - III**

<u>Existing</u>	
AEE	= 1
JE (E)	= 1
ES II	= 3
Driver	= 2
LDA	= 1
Tel Att.	= 2
LM	= 19
J	= 8
<b>Total</b>	<b>= 37</b>

<u>Proposed</u>	
AGM	= 1
AM	= 1
Asst.	= 1
Peon	= 1
Driver	= 1
LM	= 12
H	= 18
Tel Att.	= 2
<b>Total</b>	<b>= 37</b>

\* 2 Helper adjusted with 02 Tel. Atten.



### **Area Manager IV**

#### a. Length of Overhead Lines

33 KV	-	6.00 Kms
11KV	-	23.09 Kms
<u>LT</u>	-	<u>65.93 Kms</u>
		<b><u>95.02 Kms</u></b>

b. DTS - 46 nos.

c. Consumer - 9296 nos.

#### 1. Maintenance of overhead line 95.02Kms

$$\frac{95.02}{180} = 0.52$$

$$(1L + 3H) 0.52 = 0.52L + 1.56H$$

#### 2. Maintenance of DTS 46 Nos.

$$\frac{46 \text{ Nos.}}{120} = 0.38$$

$$(1L + 2H) 0.38 = 0.38L + 0.76H$$

#### 3. Fuse call center, consumer nos. 11296 Nos.

$$\text{Hence } \frac{9296}{5000} = 1.75$$

$$(3L + 6H) 1.75 = 5.25L + 10.50H$$

Keeping 3 additional lineman for attending substation fuses

$$\begin{aligned} \text{Total 1, 2 \& 3} &= 9.67L + 12.82H \\ &= 10L + 13H = 23 \text{ Nos.} \\ \text{Existing} &= 12L + 8H + 1EII = 21 \text{ nos.} \end{aligned}$$

### **AGM Area - IV**

<u>Existing</u>		<u>Proposed</u>	
AEE	= 1	AGM	= 1
ES II	= 1	AM	= 1
Driver	= 2	Asst.	= 1
LDA	= 1	Driver	= 1
UDA	= 1	LM	= 10
LM	= 12	H	= 13
J	= 8	<b>Total</b>	<b>= 27</b>
<b>Total</b>	<b>= 26</b>		



**Manning in DGM ( EAST ) Office**

<u>Existing</u>		
EE	=	1
AE	=	1
JE	=	1
DAO	=	1
JDA	=	2
ES II	=	1
HA	=	1
UDA	=	1
Driver	=	1
Peon	=	1
Chowkidar	=	1
LDA	=	3
BC	=	3
LM	=	1
<b>Total</b>	=	<b>19</b>

<u>Proposed</u>		
DGM	=	1
M	=	1
Dy M (A/c)	=	1
JM (A/c)	=	1
Sr. Asst.	=	1
Asst.	=	2
Driver	=	1
LM	=	1
Peon	=	1
H	=	4
<b>Total</b>	=	<b>14</b>

\*Insted of 1-AGM, 1-M,1- J/M9(A/c),  
1-Sweeper & 1- Chow. Only 1-LM &  
4 H are provided for emergency maint.  
Chow. & Swwpeerer are available  
form Civil dept.

**Total man power under DGM ( East)**

<u>Existing</u>		
AM <sub>I</sub>	=	36
AM <sub>II</sub>	=	30
AM <sub>III</sub>	=	37
AM <sub>IV</sub>	=	26
DGM (E)	=	19
<b>Total</b>	=	<b>148</b>

<u>Proposed</u>		
AM <sub>I</sub>	=	41
AM <sub>II</sub>	=	35
AM <sub>III</sub>	=	37
AM <sub>IV</sub>	=	27
DGM (E)	=	14
<b>Total</b>	=	<b>154</b>

**Manning in Sub division & division under DGM West Shillong**



### Area Manager V

#### a. Length of Overhead Lines

33 KV	-	56.575 Kms
11KV	-	209.50 Kms
LT	-	335.16 Kms
		<b><u>601.235 Kms</u></b>

b. DTS - 112 nos.

c. Consumer - 6120 nos.

#### 1. Maintenance of overhead line 601.235Kms

$$\frac{601.235}{180} = 3.34$$

$$(1 L + 3H) 3.34 = 3.34 L + 10.02 H$$

#### 2. Maintenance of DTS 112 Nos.

$$\frac{112 \text{ Nos.}}{120} = 0.93$$

$$(1 L + 2H) 0.93 = 0.93 L + 1.86 H$$

#### 3. Fuse call center, consumer nos. 6120 Nos.

$$\text{Hence } \frac{6120}{5000} = 1.22$$

$$(3L + 6H) 1.2 = 3.66 L + 7.32 H$$

$$\text{Total 1,2 \& 3} = 7.93 L + 19.2 H$$

$$= 8 L + 19 H$$

Additional 2 x 4 operator + 2 x 4 helper for 2 no of S/S are required

$$= 8 \text{ operator} + 8 \text{ helper}$$

Total = **8 L + 8 Op. + 27 H** = 16 (technical) + 27 Non technical = 43 Nos.

Existing = 32 L + 8 J = 40 nos.

### AGM Area - V

<u>Existing</u>	
AEE	= 1
JE	= 1
Driver	= 1
UDA	= 1
Peon	= 1
LM	= 32
J	= 8
Tel Att.	= 2
<b>Total</b>	<b>= 47</b>

<u>Proposed</u>	
AGM	= 1
AM	= 1
Asst.	= 1
Driver	= 1
Peon	= 1
LM	= 8
Operator	= 8
H	= 27
<b>Total</b>	<b>= 48</b>

\* for optimum use,  
manpower posting adjusted.



### **Area Manager VI**

a. Length of Overhead Lines

33 KV	-	38.61 Kms
11KV	-	89.18 Kms
LT	-	152.97 Kms
		<b><u>280.76 Kms</u></b>

b. DTS - 97 nos.

c. Consumer - 5392 nos.

1. Maintenance of overhead line 280.76Kms

$$\frac{280.76}{180} = 1.55$$

$$(1 L + 3H) 1.55 = 1.55 L + 4.65 H$$

2. Maintenance of DTS 97 Nos.

$$\frac{97 \text{ Nos.}}{120} = 0.80$$

$$(1 L + 2H) .80 = 0.80 L + 1.60 H$$

3. Fuse call center, consumer nos. 5392 Nos.

$$\text{Hence } \frac{5392}{5000} = 1.07$$

$$(3L + 6H) 1.07 = 3.21 L + 6.42 H$$

$$\text{Total 1,2 \& 3} = 5.56 L + 12.67 H$$

$$= 6 L + 13 H$$

Additional 4 operator + 4 helper for 33 Kv substation

$$\text{Total} = \mathbf{6 L + 4 Operator + 17 H}$$

$$= 10 \text{ technical} + 17 \text{ non- technical} = 27 \text{ nos}$$

$$\text{Existing} = 16 L + 18 J + 1ESII = 35 \text{ nos.}$$

### **AGM Area - VI**

	<u>Existing</u>
AEE	= 1
JE	= 1
Driver	= 2
ESII	= 1
Operator	= 1
LM	= 16
J	= 18
Tel Att.	= 4
<b>Total</b>	<b>= 44</b>

	<u>Proposed</u>
AGM	= 1
AM	= 1
Asst.	= 1
Driver	= 2
*Tel Att.	= 4
LM	= 6
SBO	= 4
H	= 17
<b>Total</b>	<b>= 36</b>

\* For Central Complain Booth.  
• For optimum use, manpower posting adjusted.



### **Area Manager VIII**

#### a. Length of Overhead Lines

33 KV	-	5 Kms
11KV	-	58.37 Kms
LT	-	180.00 Kms
		<b><u>243.37 Kms</u></b>

b. DTS - 75 nos.

c. Consumer - 4976 nos.

#### 1. Maintenance of overhead line 243.37 Kms

$$\frac{243.37}{180} = 1.35$$

$$(1 L + 3H) 1.35 = 1.35 L + 4.05 H$$

#### 2. Maintenance of DTS 75 Nos.

$$\frac{75 \text{ Nos.}}{120} = 0.62$$

$$(1 L + 2H) 0.62 = 0.62 L + 1.24 H$$

#### 3. Fuse call center, consumer nos. 4976 Nos.

$$\text{Hence } \frac{4976}{5000} = 0.99$$

$$(3 L + 6H) 0.99 = 2.97 L + 5.94 H$$

$$\text{Total 1,2 \& 3} = 4.94 L + 11.23 H$$

$$= 5 L + 11 H$$

For 33 Kv substation, additional 4 operator and 4 helper is required.

$$\text{Total will be} = \mathbf{5 L + 4 Operator + 15 helper} = 24 \text{ Nos.}$$

$$\text{Existing} = 14 L + 5 E/s + 4 helper = 23 \text{ nos.}$$

### **AGM Area - VIII**

<u>Existing</u>		<u>Proposed</u>	
AEE	= 1	AGM	= 1
JE	= 1	AM	= 1
ESII	= 5	Asst.	= 1
LM	= 14	Driver	= 1
LDA	= 1	SBO	= 4
F. Operator	= 1	LM	= 5
KH	= 1	H	= 15
TA	= 1	<b>Total</b>	<b>= 28</b>
J	= 3		
<b>Total</b>	<b>= 28</b>		



**Manning in the office of the DGM ( West )**

<u>Existing</u>		
DGM	=	1
AEE	=	1
DAO	=	1
JDA	=	2
UDA	=	1
LDA	=	6
Peon	=	2
Driver	=	1
Tracer	=	1
LM	=	2
Jugali	=	5
<b>Total</b>	<b>=</b>	<b>23</b>

<u>Proposed</u>		
DGM	=	1
M	=	1
Dy M (A/c)	=	1
JM (A/c)	=	1
Sr. Asst.	=	1
Asst.	=	2
Driver	=	1
LM	=	1
Peon	=	1
H	=	4
<b>Total</b>	<b>=</b>	<b>14</b>

**Total man power under DGM ( West )**

<u>Existing</u>		
AM <sub>V</sub>	=	47
AM <sub>VI</sub>	=	44
AM <sub>VIII</sub>	=	28
DGM (W)	=	23
<b>Total</b>	<b>=</b>	<b>142</b>

<u>Proposed</u>		
AM <sub>V</sub>	=	48
AM <sub>VI</sub>	=	36
AM <sub>VIII</sub>	=	28
DGM (W)	=	14
<b>Total</b>	<b>=</b>	<b>126</b>

### **DGM (Construction)**

DGM (Construction) is under direct control of Sr. GM (Distribution). There are two subdivisions

- ✓ AGMC<sub>1</sub> construction sub division
- ✓ AGMC<sub>2</sub> construction sub division.

All construction activity is to be implemented through this division. Manning of these offices will as shown below.

#### **Area Manager ( C<sub>1</sub> )**

<b><u>Existing</u></b>	
AEE	= 1
LDA	= 2
UDA	= 1
LM I	= 1
LM II	= 1
Driver	= 2
Jugali	= 3
<b>Total</b>	<b>= 11</b>

<b><u>Proposed</u></b>	
AGM	= 1
AM	= 1
LM I	= 1
Driver	= 2
H	= 3
Welder	= 1
Peon	= 1
Asst.	= 1
<b>Total</b>	<b>= 11</b>

#### **Area Manager ( C<sub>2</sub> )**

<b><u>Existing</u></b>	
AEE	= 1
JE	= 1
ESII	= 1
UDA	= 1
Driver	= 3
Welder	= 1
Peon	= 1
Jugali	= 3
<b>Total</b>	<b>= 12</b>

<b><u>Proposed</u></b>	
AGM	= 1
AM	= 1
LM I	= 1
Driver	= 2
H	= 3
Peon	= 1
Asst.	= 1
<b>Total</b>	<b>= 10</b>

\* Welder of C<sub>1</sub> will be used in C<sub>2</sub> also.

#### **Manning in the office DGM ( Construction )**

<b><u>Existing</u></b>	
EE	= 1
AE	= 1
DAO	= 1
JDA	= 2
AA	= 1
UDA	= 1
Driver	= 3
LDA	= 2
HA	= 1
<b>Total</b>	<b>= 13</b>

<b><u>Proposed</u></b>	
DGM	= 1
M	= 1
Dy. M (A/c)	= 1
JM (A/c)	= 1
Sr. Asst.	= 1
Asst.	= 1
Driver	= 1
Peon	= 1
<b>Total</b>	<b>= 8</b>

\* For optimum use man power position adjusted.

#### **Total Manpower under DGM ( Construction )**

<b><u>Existing</u></b>	
AGM C <sub>1</sub>	= 11
AGM C <sub>2</sub>	= 12
DGM (C)	= 13
<b>Total</b>	<b>= 36</b>

<b><u>Proposed</u></b>	
AGM C <sub>1</sub>	= 11
AGM C <sub>2</sub>	= 10
DGM (C)	= 8
<b>Total</b>	<b>= 29</b>



**Revenue System** – In line with distribution and transmission system, performance standard of revenue system also developed. Meter reading has been classified three categories

**Urban** – 75nos. of reading / day keeping 20 working days in a month,  $75 \times 20 = 1500$  meter reading per month. For 1500 meters one 1-meter reader.

**Semi Urban** – 50 meter reading per day, keeping 20 working day per month,  $50 \times 20 = 1000$  meter reading / month.

If meter reading cycle can be once in two months, although an average monthly bill can be raised, which will be regularized after two months. Therefore per  $1000 \times 2 = 2000$  meters, 1 meter reader is necessary.

**Rural** – In case of rural area, 30 reading per day can be taken by a meter reader keeping 20 working days per month,  $30 \times 20 = 600$  reading can be taken by a meter reader. If the cycle is for 3 months, average monthly bill can be raised, regularizing bill in every quarter.

Shillong revenue division is having 4 sub divisions

- ✓ AGM Shillong Revenue Sub Division – 1 ( RSD1)
- ✓ AGM Shillong Revenue Sub Division – 2 ( RSD2)
- ✓ AGM Revenue Billing Sub Division ( RBSD)
- ✓ AG Service Connection Sub Division ( SCSD)

#### AGM Shillong revenue Sub Division – 1

Under Shillong Revenue Sub Division –1 , there are 50540 nos. of consumers.

Nos. of Consumers = 50540

Nos. of meter Reader required  $\frac{50540}{1500} = 33.69 = 34$  Nos.

One bill distributor can distribute

200 Nos. of bill in urban area, keeping 20 working days, bill distribution can done = 4000 bills.

∴ Nos. of bill distributor required -  $\frac{50540}{4000} = 12.63 = 13$  Nos.

Bill Distribution can be outsourced

In computerized collection centre, one bill clerk / collection clerk can take 250 bills per day. or 5000 bills per month in manual system around 150 bills can be collected. For arrear bills or installment recovery only 25 nos. of bill can be recovered. Keeping urban comp. Centre collection efficiency average 80%.

10 bill collection clerk can receive  $10 \times 3000 = 30000$  bills

In manual system, 3 collection points,  $80 \times 20 = 1600$  bills can be collected per BC per month.

∴ 3 BC can collect = 4800 nos. in a month.

10% of arrear bill with installment normally collected. One BC can collect 25 bills per day for 20 working days one BC can collect = 500 Nos.

∴ for 5000 nos. =  $\frac{5000}{500} = 10$  nos. of BC required



Total Collection clerk required = 10 + 3 + 10 = 23 nos

Existing = 19 BC

2% disconnection and 1% reconnection is done normally.

Total 50540 x 1% = 505 disconnection and reconnection is done]

Total = 1010 Nos. in a month

Keeping 20 working days in a month per day = 50.5

A group can undertake 10 disconnection & reconnection

1 LM + 1 Helper = 5LM / Required

For two groups 10 LM and 10 Helper required

**Manning in Shillong Revenue Division**

### AGM , RSD-1

Existing	
AEE =	1
AAO =	1
JDA =	2
JE =	1
UDA =	3
SMR =	2
ESII =	1
LMI =	1
M/R =	29
B/Dist. =	3
LDA =	7
B/Clerk =	22
LMII =	7
Driver =	2
Peon =	3
Sweeper =	1
Jugali =	7
Cleaner =	1
<b>Total =</b>	<b>94</b>

Proposed	
AGM =	1
M (A/c) =	1
JM (A/c) =	1
AM =	1
Sr. Asst. =	3
LMI =	1
M/R =	34
B/Dist. =	13
LDA =	7
B/Clerk =	23
LMII =	10
Driver =	2
Peon =	1
Sweeper =	1
Helper =	10
Cleaner =	1
<b>Total =</b>	<b>110</b>

### **Revenue Sub Division II**

Existing	
AEE =	1
JDA =	2
UDA =	1
Sr. MR =	2
M/R =	17
ESII =	1
LDA =	2
BC =	9
Driver =	1
Peon =	1
<b>Total =</b>	<b>37</b>

Proposed	
AGM =	1
AM =	1
JM (A/c) =	2
Sr. Asst. =	1
Asst. =	2
M/R =	15
BC =	10
LM =	2
Helper =	2
Driver =	1
Peon =	1
<b>Total =</b>	<b>38</b>



### Service Connection Sub Division

Existing	
AEE =	1
JE =	1
ESII =	2
UDA =	1
LDA =	3
LMI =	1
LMII =	2
Driver =	1
Carpen =	2
Peon =	1
R/J =	2
Techno =	1
R =	<u>1</u>
<b>Total =</b>	<b><u>19</u></b>

Proposed	
AGM =	1
AM =	1
Super =	2
Sr.Asst.=	1
Asst. =	1
LM =	2
Driver =	1
Carpen =	2
Peon =	1
MR =	1
Helper =	<u>4</u>
<b>Total =</b>	<b><u>17</u></b>

### Revenue Billing Sub Division

Existing	
AEE =	1
AE =	1
SCOP =	1
EDPS =	2
JCOP =	4
EDPA =	7
DEOP =	10
Peon =	<u>2</u>
<b>Total =</b>	<b><u>28</u></b>

Proposed	
AGM =	1
M =	1
SCOP =	1
EDPS =	2
JCOP =	4
EDPA =	7
DEOP =	13
Peon =	<u>1</u>
<b>Total =</b>	<b><u>30</u></b>

### Manning in the division office DGM Shillong Revenue Division

Existing	
EE =	1
AE =	1
DAO =	1
JDA =	2
HA =	1
UDA =	1
LDA =	2
Driver =	1
Peon =	1
R =	<u>1</u>
<b>Total =</b>	<b><u>12</u></b>

Proposed	
DGM =	1
AM =	1
Dy M (A/c) =	1
JM A/c =	2
Sr.Asst. =	1
Asst. =	2
Peon =	1
Driver =	<u>1</u>
<b>Total =</b>	<b><u>10</u></b>



**Total Manpower under Shillong Revenue Division**

<u>Existing</u>		
AGM RSD-1	=	94
AGM RSD-2	=	37
AGM SCSD	=	19
AGM RBSD	=	28
DGM SRD	=	<u>12</u>
<b>Total</b>	=	<b><u>190</u></b>

<u>Proposed</u>		
AGM RSD-1	=	110
AGM RSD-2	=	38
AGM SCSD	=	17
AGM RBSD	=	30
DGM SRD	=	<u>10</u>
<b>Total</b>	=	<b><u>205</u></b>

**AGM ( Vig – 1)**

<u>Existing</u>		
AEE	-	1
AE	-	1
J	-	<u>1</u>
<b>Total</b>	-	<b><u>3</u></b>

<u>Proposed</u>		
AGM	-	1
M	-	1
Driver	-	1
H	-	<u>1</u>
<b>Total</b>	-	<b><u>4</u></b>

**Manning Pattern for GM( Distribution) Office will be**

<u>Existing</u>		
SE	=	1
AEE	=	1
UDA	=	1
LDA	=	2
Peon	=	2
Driver	=	<u>2</u>
<b>Total</b>	=	<b><u>9</u></b>

<u>Proposed</u>		
GM	=	1
AGM	=	1
Sr. Asst.	=	1
Asst.	=	1
Driver	=	1
Peon	=	<u>1</u>
<b>Total</b>	=	<b><u>6</u></b>

**Total man power under GM (Shillong Distribution )**

<u>Existing</u>		
DGM (East)	=	148
DGM (West)	=	142
DGM Const.	=	36
DGM Rev. Shi	=	190
AGM Vig	=	3
GM (SD)	=	<u>9</u>
<b>Total</b>	=	<b><u>528</u></b>

<u>Proposed</u>		
DGM (East)	=	154
DGM (West)	=	126
DGM Const.	=	29
DGM Rev. Shi	=	205
AGM Vig	=	4
GM (SD)	=	<u>6</u>
<b>Total</b>	=	<b><u>524</u></b>



## JOWAI & JAINTIA HILLS APDRP CIRCLE

Under CEO APDRP Circle Jowai there are two Divisions they are DGM Jowai Distribution & DGM ( Rev. ) Jowai. One AGM Vig+ MTI is attached to him.

DGM ( Jowai) Distribution controls 3 sub divisions

AGM PCSD Jowai

AGM Jowai DSD

AGM Kht DSD

Under DGM ( Revenue) Jowai , there are 2 subdivisions

AGM JH RSD

AGM Kht RSD

AGM Vig+MTI is only one subdivision attached to CEO.

Manning pattern

Jowai distribution Sub Division

<u>Existing</u>		
AEE	=	1
JE	=	1
ESII	=	2
UDA	=	1
LDA	=	1
LM	=	21
J	=	20
K	=	1
Chowkidar	=	1
Driver	=	2
Peon	=	1
Helper	=	1
<b>Total</b>	<b>=</b>	<b>53</b>

<u>Proposed</u>		
AGM	=	1
AM	=	1
Asst.	=	1
LM	=	14
Helper	=	28
Driver	=	2
Peon	=	1
<b>Total</b>	<b>=</b>	<b>48</b>
* 4 helpers from division can be used.		

Khliehriat Distribution sub division

<u>Existing</u>		
AEE	=	1
JE	=	1
ESII	=	1
UDA	=	1
LM	=	9
J	=	15
Driver	=	2
<b>Total</b>	<b>=</b>	<b>30</b>

<u>Proposed</u>		
AGM	=	1
AM	=	1
Asst.	=	1
LM	=	24
Helper	=	19
Driver	=	2
Peon	=	1
<b>Total</b>	<b>=</b>	<b>49</b>



### Jowai Profit Centre Sub Division

<u>Existing</u>		
AEE	=	1
JE	=	1
LDA	=	1
UDA	=	1
Peon	=	1
Chowkidar	=	1
LM	=	13
J	=	14
Driver	=	1
<b>Total</b>	<b>=</b>	<b>34</b>

<u>Proposed</u>		
AGM	=	1
AM	=	1
Asst.	=	1
LM	=	4
SB	=	4
Helper	=	12
Driver	=	1
Peon	=	1
<b>Total</b>	<b>=</b>	<b>25</b>

### Manning in the Jowai ( Distribution) Division

<u>Existing</u>		
EE	=	1
AE	=	1
JDA	=	2
UDA	=	1
HA	=	1
LDA	=	2
ASK	=	1
Peon	=	2
Cleaner	=	1
LM	=	1
J	=	2
Chowkidar	=	2
Driver	=	1
<b>Total</b>	<b>=</b>	<b>18</b>

<u>Proposed</u>		
DGM	=	1
M	=	1
Dy. M (A/c)	=	1
JM (A/c)	=	1
Sr. Asst.	=	1
Asst.	=	2
LM	=	1
EL	=	1
Helper	=	4
Driver	=	1
Chowkidar	=	1
Peon	=	1
<b>Total</b>	<b>=</b>	<b>16</b>

### Total Manpower under DGM ( JH)

<u>Existing</u>		
Jowai S D	=	53
Kht S D	=	30
P C S D Jowai	=	34
Jowai D D	=	18
<b>Total</b>	<b>=</b>	<b>135</b>

<u>Proposed</u>		
Jowai S D	=	48
Kht S D	=	49
P C S D Jowai	=	25
Jowai D D	=	16
<b>Total</b>	<b>=</b>	<b>138</b>

Manning in sub division and division office under **Revenue Division Jowai**

**AGM ( Rev. ) Jowai**

Existing		Proposed	
AEE	= 1	AGM	= 1
AE	= 1	M	= 1
JDA	= 1	JM A/c	= 1
LDA	= 1	Sr. Asst.	= 1
UDA	= 1	Asst.	= 1
BC	= 7	BC	= 7
MR	= 9	MR	= 8
Mohir	= 1	MTester	= 1
MTester	= 1	Helper	= 2
Kh	= 1	Peon	= 1
Chowki	= 1	<b>Total</b>	<b>= 24</b>
<b>J</b>	<b>= 1</b>		
<b>Total</b>	<b>= 26</b>		

**AGM ( Rev. ) Khliehriat**

Existing		Proposed	
AEE	= 1	AGM	= 1
BC	= 2	AM	= 1
MR	= 4	Asst	= 1
<b>Total</b>	<b>= 7</b>	Peon	= 1
		BC	= 2
		MR	= 3
		<b>Total</b>	<b>= 9</b>

**DGM ( Rev. ), Jowai**

Existing		Proposed	
EE	= 1	DGM	= 1
DAO	= 1	Dy M A/c	= 1
UDA	= 1	Sr. Asst.	= 1
LDA	= 3	Asst.	= 2
Driver	= 1	Peon	= 1
<b>Total</b>	<b>= 7</b>	Driver	= 1
		<b>Total</b>	<b>= 7</b>

**Total Manpower Under DGM ( Rev. ), Jowai**

Existing		Proposed	
AGM (J)	= 26	AGM (J)	= 24
AGM (K)	= 7	AGM (K)	= 9
DGM (Rev.) Jowai	= 7	DGM (Rev.) Jowai	= 7
<b>Total</b>	<b>= 40</b>	<b>Total</b>	<b>= 40</b>



**AGM ( Vig – 2 )**

<u>Existing</u>		<u>Proposed</u>	
AEE	- 1	AGM	- 1
JE	- 1	AM	- 1
Jugali	- 1	Helper	- 1
Driver	- 1	Driver	- 1
<b>Total</b>	<b>- 4</b>	<b>Total</b>	<b>- 4</b>

**Manning in the Jowai Distribution Circle**

<u>Existing</u>	
SE	= 1
AE	= 1
C Supped.	= 1
LDA	= 2
Peon	= 1
Chowkidar	= 1
Driver	= 1
<b>Total</b>	<b>= 8</b>

<u>Proposed</u>	
GM	= 1
M	= 1
JM (A/c)	= 1
Asst.	= 1
Driver	= 1
Peon	= 1
<b>Total</b>	<b>= 6</b>

**Total Manpower under Jaintia Hills Distribution Circle. / CEO, Eastern APDRP Circle Jowai**

<u>Existing</u>	
Jowai DD	= 135
Jowai Rev. D	= 40
AGM Vig.+MTI	= 4
J D C	= 8
<b>Total</b>	<b>= 187</b>

<u>Proposed</u>	
Jowai DD	= 138
Jowai Rev. D	= 40
AGM Vig.+MTI	= 4
J D C	= 6
<b>Total</b>	<b>= 188</b>



## CENTRAL APDRP CIRCLE, SHILLONG

CEO APDRP Central Circle controls 3 divisions & one Vig+MTI sub division.

- DGM East Khasi Hills
- DGM West Khasi Hills
- DGM Central Revenue Division

DGM East Khasi Hills controls following 5 subdivisions.

- ☞ AGM – Mawrengkang
- ☞ AGM – Mawsynram
- ☞ AGM - Pynursla
- ☞ AGM – Cherapunji
- ☞ AGM – Area – VII

DGM West Khasi Hills Controls 3 sub divisions

- ☞ AGM – Nongstoin
- ☞ AGM – Mairang
- ☞ AGM – Mawkrawat

DGM Central Revenue division controls 3 sub divisions

- ☞ AGM – East Khasi Revenue Sub Division
- ☞ AGM – West Khasi Revenue Sub Division
- ☞ AGM –Khasi Hills Revenue Billing Sub Division

Manning in sub divisions and division are shown below

### Mawsyram

<u>Existing</u>	
AEE	= 1
JE (E)	= 1
LDA	= 1
ES II	= 1
LM	= 12
Jugali	= 16
Peon	= 1
Chowkidar	= 1
<b>Total</b>	<b>= 34</b>

<u>Proposed</u>	
AGM	= 1
AM	= 1
LM II	= 13
Driver	= 1
Asst.	= 1
H	= 15
<b>Total</b>	<b>= 32</b>

### Mawryngkneng

<u>Existing</u>	
AEE	= 1
JE (E)	= 1
LDA	= 1
LM II	= 12
LM I	= 1
UDA	= 1
Jugali	= 18
Driver	= 1
<b>Total</b>	<b>= 36</b>

<u>Proposed</u>	
AGM	= 1
AM	= 1
Asst.	= 1
LM II	= 7
H	= 17
Driver	= 1
<b>Total</b>	<b>= 28</b>

**Pynursla**

<u>Existing</u>		
AEE	=	1
JE (E)	=	1
LDA	=	1
LM II	=	4
Driver	=	2
Jugali	=	19
ES II	=	1
Chowkidar	=	1
<b>Total</b>	=	<b>30</b>

<u>Proposed</u>		
AGM	=	1
AM	=	1
L	=	10
H	=	18
Driver	=	1
Asst.	=	1
Peon	=	1
<b>Total</b>	=	<b>33</b>

**Cherra**

<u>Existing</u>		
AEE	=	1
JE (E)	=	1
LDA	=	1
LM II	=	20
Driver	=	1
Jugali	=	5
Peon	=	1
<b>Total</b>	=	<b>30</b>

<u>Proposed</u>		
AGM	=	1
AM	=	1
LM	=	8
H	=	18
Driver	=	2
Asst.	=	1
Chowkidar	=	1
<b>Total</b>	=	<b>32</b>

**AGM Area - VII**

<u>Existing</u>		
AEE	=	1
JE	=	1
ESII	=	1
LDA	=	1
Cleaner	=	1
Driver	=	1
Peon	=	1
Sweeper	=	1
Chowkidar	=	1
LM	=	11
J	=	16
<b>Total</b>	=	<b>36</b>

<u>Proposed</u>		
AGM	=	1
AM	=	1
Asst.	=	1
Driver	=	2
Peon	=	1
LM	=	10
Sweeper	=	1
H	=	16
<b>Total</b>	=	<b>33</b>

### East Khasi Hills Distribution Division Office

<u>Existing</u>		
EE	=	1
DA	=	1
JDA	=	3
HA	=	1
UDA	=	1
LDA	=	5
AEE	=	2
Driver	=	1
Jugali	=	3
EST II	=	1
<b>Total</b>	=	<b>19</b>

<u>Proposed</u>		
DGM	=	1
M	=	1
Dy M (A/c)	=	1
JM ( A/c)	=	1
Sr. Asst.	=	1
Asst.	=	2
Peon	=	1
Driver	=	1
LM	=	1
H	=	4
<b>Total</b>	=	<b>14</b>

### Total manpower under East Khasi Hills Distribution Division

<u>Existing</u>		
Mawsyram	=	34
Mawrynkenang	=	36
Pynursla	=	30
Cherra	=	30
Area-VII	=	36
EKH Division	=	19
<b>Total</b>	=	<b>185</b>

<u>Proposed</u>		
Mawsyram	=	32
Mawrynkenang	=	28
Pynursla	=	33
Cherra	=	32
Area-VII	=	33
EKH Division	=	14
<b>Total</b>	=	<b>172</b>

### Nongstoin Distribution Sub Division

<u>Existing</u>		
AEE	=	1
JE	=	1
EI II	=	1
LDA	=	1
Driver	=	2
LM	=	11
Jugali	=	12
Peon	=	1
Sweeper	=	1
Chowkidar	=	1
<b>Total</b>	=	<b>32</b>

<u>Proposed</u>		
AGM	=	1
AM	=	1
Asst.	=	1
LM	=	8
Peon	=	1
Driver	=	2
H	=	12
<b>Total</b>	=	<b>26</b>

### Maukyrhat Distribution Sub Division

<u>Existing</u>		
AEE	=	1
JE	=	1
EI II	=	2
Driver	=	1
LM	=	12
Jugali	=	9
Peon	=	1
Chowkidar	=	1
<b>Total</b>	=	<b>28</b>

<u>Proposed</u>		
AGM	=	1
AM	=	1
Asst.	=	1
LM	=	8
Peon	=	1
Driver	=	2
H	=	14
<b>Total</b>	=	<b>28</b>

### Mairang Distribution Sub Division

<u>Existing</u>		
AEE	=	1
JE	=	1
Driver	=	2
LM	=	12
Jugali	=	9
Kh	=	1
LDA	=	2
Sweeper	=	1
Chowkidar	=	1
<b>Total</b>	=	<b>30</b>

<u>Proposed</u>		
AGM	=	1
AM	=	1
Asst.	=	1
LM	=	9
Peon	=	1
Driver	=	2
H	=	18
<b>Total</b>	=	<b>33</b>

### Manning of West Khasi Hills Distribution Division Office

<u>Existing</u>		
EE	=	1
DA	=	1
JDA	=	2
HA	=	1
UDA	=	1
LDA	=	1
Chowkidar	=	1
Driver	=	2
Peon	=	3
EST II	=	1
<b>Total</b>	=	<b>14</b>

<u>Proposed</u>		
DGM	=	1
AM	=	1
Dy M (A/c)	=	1
JM (A/c)	=	1
Sr. Asst.	=	1
Asst.	=	2
Peon	=	1
Driver	=	1
L	=	1
H	=	4
<b>Total</b>	=	<b>14</b>

### Total manpower under West Khasi Hills Distribution Division

<u>Existing</u>	
Nongstoin S D =	32
Mairang S D =	30
Mawkrahat =	28
Nongstoin D =	14
<b>Total =</b>	<b>104</b>

<u>Proposed</u>	
Nongstoin S D =	26
Mairang S D =	33
Mawkrahat =	28
Nongstoin D =	14
<b>Total =</b>	<b>101</b>

### Manning in East Khasi Revenue Sub Division

<u>Existing</u>	
AEE =	1
JDA =	1
LDA =	1
UDA =	1
LM =	1
BC =	24
MR =	22
Driver =	1
<b>Peon =</b>	<b>1</b>
<b>Total =</b>	<b>53</b>

<u>Proposed</u>	
AGM =	1
AM =	1
JM A/c =	1
Asst. =	1
LM =	1
H =	2
BC =	14
MR =	15
Driver =	1
<b>Peon =</b>	<b>1</b>
<b>Total =</b>	<b>38</b>

### AGM – West Khasi Revenue Sub Division

<u>Existing</u>	
AEE -	0
JE -	0
MR -	12
BC -	6
LDA -	0
Peon -	0
<b>Driver -</b>	<b>0</b>
<b>Total -</b>	<b>18</b>

<u>Proposed</u>	
AGM -	1
JM A/c -	1
MR -	12
BC -	11
LDA -	1
Peon -	1
<b>Driver -</b>	<b>1</b>
<b>Total -</b>	<b>28</b>

### AGM –Khasi Hills Revenue Billing Sub Division

<u>Existing</u>	
AEE -	1
JE -	1
MR -	0
BC -	2
LDA -	0
Helper -	4
<b>Total -</b>	<b>8</b>

<u>Proposed</u>	
AGM -	1
JM A/c -	1
DEO -	1
BC -	2
Helper -	2
<b>Total -</b>	<b>7</b>



DGM ( Vig)will be renamed as DGM (Central Revenue Division , Shillong)

<u>Existing</u>		<u>Proposed</u>	
EE	- 1	DGM	- 1
UDA	- 1	AM	- 1
Driver	- 1	JM A/c	- 1
<b>Total</b>	<b>- 3</b>	Sr. Asst-	1
		Peon	- 1
		Driver	- 1
		<b>Total</b>	<b>- 6</b>

**Total Manpower under DGM / C.R.D, Shillong**

<u>Existing</u>		<u>Proposed</u>	
AGM WKRD	- 18	AGM WKRD	- 28
AGM EKRD	- 53	AGM EKRD	- 38
AGM KRBD	- 8	AGM KRBD	- 7
DGM CRD	- 3	DGM CRD	- 6
<b>Total</b>	<b>- 82</b>	<b>Total</b>	<b>- 79</b>

**AGM ( Vig+ MTI)**

<u>Existing</u>		<u>Proposed</u>	
AEE	- 1	AGM	- 1
JE	- 1	AM	- 1
Jugali	- 1	Helper	- 1
Driver	- 1	Driver	- 1
<b>Total</b>	<b>- 4</b>	<b>Total</b>	<b>- 4</b>

**Manning in Central Circle , Shillong office will be as follows.**

<u>Existing</u>		<u>Proposed</u>	
SE	= 1	GM	= 1
UDA	= 1	AGM	= 1
LDA	= 2	Sr. Asst.	= 1
Driver	= 1	Asst.	= 1
Peon	= 1	Peon	= 1
<b>Total</b>	<b>= 6</b>	Driver	= 1
		<b>Total</b>	<b>= 6</b>

**Total Manpower under Central Circle Shillong / CEO, Central APDRP Circle Shillong.**

<u>Existing</u>		<u>Proposed</u>	
DGM EKHDD	- 185	DGM EKHDD	- 172
DGM WKHDD	- 104	DGM WKHDD	- 101
DGM CRD	- 82	DGM CRD	- 79
AGM Vig+MTI	- 4	AGM Vig+MTI	- 4
GM/ CEO CC	- 6	GM/ CEO CC	- 6
<b>Total</b>	<b>= 381</b>	<b>Total</b>	<b>= 362</b>

**WESTERN APDRP CIRCLE, UMIAM**

CEO (existing SE, WC, Umiam) will control following three divisions and one **AGM ( Vig + MTI)** sub division.

1. DGM Ri-bhoi Distribution Division
2. DGM Byrnihat Distribution Division
3. DGM Western Revenue Division

DGM ( Ri-Bhoi) Distribution Division controls following sub divisions.

- ☛ AGM PCSD, Umiam
- ☛ AGM DSD Umiam
- ☛ AGM DSD Nongpoh

DGM Byrnihat distribution division will control following sub divisions

- ☛ Byrnihat DSD , Byrnihat
- ☛ Profit Center SD , Byrnihat

DGM Western Revenue Division will control two sub divisions

- ☛ AGM Umiam RSD
- ☛ AGM, Byrnihat RSD

AGM (Vig+MTI) will be under the direct control of CEO

Manning pattern of subdivisions and circle will be as follows



### Manning in Umiam Profit Centre Sub Division

<u>Existing</u>		
AEE	=	1
JE (E)	=	1
LDA	=	2
E/S	=	1
HM	=	1
LM	=	14
Jugali	=	15
Driver	=	2
Chowkidar	=	1
Sweeper	=	1
Helper	=	2
<b>Total</b>	=	<b>41</b>

<u>Proposed</u>		
AGM	=	1
AM	=	1
LDA	=	1
UDA	=	1
LM	=	8
Driver	=	2
Chowkidar	=	1
Peon	=	1
H	=	8
<b>Total</b>	=	<b>24</b>

### Manning in Umiam DSD

<u>Existing</u>		
AEE	=	1
JE (E)	=	1
Peon	=	1
LM	=	20
Jugali	=	13
Driver	=	2
Chowkidar	=	1
Sweeper	=	1
Helper	=	2
<b>Total</b>	=	<b>42</b>

<u>Proposed</u>		
AGM	=	1
AM	=	1
Peon	=	1
Driver	=	2
Chowkidar	=	1
L	=	12
H	=	18
<b>Total</b>	=	<b>36</b>

### Manning in AGM DSD Nongpoh

<u>Existing</u>		
AEE	=	1
JE (E)	=	1
Mhr	=	1
L	=	23
H	=	23
Driver	=	1
Chowkidar	=	1
<b>Total</b>	=	<b>51</b>

<u>Proposed</u>		
AGM	=	1
AM	=	1
L	=	22
H	=	36
Chowkidar	=	1
Peon	=	1
Driver	=	1
<b>Total</b>	=	<b>63</b>

\* 3 extra LM placed for attending emergency duty, because for important Dist. Town

**Manning in DGM ( Ri- Bhoi)**

<u>Existing</u>		
EE	=	1
LDA	=	3
UDA	=	1
DAO	=	1
JDA	=	3
Boiler Attn.	=	1
Peon	=	2
HA	=	1
Driver	=	2
ESII	=	1
Chowkidar	=	1
<b>Total</b>	=	<b>17</b>

<u>Proposed</u>		
DGM	=	1
AM	=	1
Dy. M (A/c)	=	1
JM (A/c)	=	1
Sr. Asst.	=	1
Asst	=	2
Peon	=	1
Driver	=	1
Chowkidar	=	1
L	=	1
H	=	4
<b>Total</b>	=	<b>15</b>

<u>Existing</u>		
AGM RE Umiam=		42
AGM P Centre	=	41
AGM Nongpho	=	51
DGM Ri-Bhoi	=	17
<b>Total</b>	=	<b>151</b>

<u>Proposed</u>		
AGM RE Umiam=		36
AGM P Centre	=	24
AGM Nongpho	=	63
DGM Ri-Bhoi	=	15
<b>Total</b>	=	<b>138</b>

**Manning in AGM Byrnihat ( Distribution) Sub Division**

<u>Existing</u>		
AEE	=	2
JE	=	6
L	=	4
J	=	12
Driver	=	1
SBO	=	1
ES II	=	1
Chowkidar	=	1
Boiler Attn	=	1
<b>Total</b>	=	<b>29</b>

<u>Proposed</u>		
AEE	=	1
JE	=	5
L	=	5
H	=	10
Asst.	=	1
Peon	=	1
Driver	=	1
<b>Total</b>	=	<b>24</b>

**Manning in Profit Centre ( Byrnihat) Sub Division**

<u>Existing</u>		
AEE	=	1
JE (E)	=	1
LDA	=	1
Peon	=	1
LM	=	14
Jugali	=	7
Driver	=	2
Mhr	=	1
<b>Total</b>	=	<b>28</b>

<u>Proposed</u>		
AGM	=	1
AM	=	1
Peon	=	1
Driver	=	2
EL	=	1
Asst.	=	1
LM	=	7
H	=	6
<b>Total</b>	=	<b>20</b>



### Manning in **Byrnihat Distribution Division**

<u>Existing</u>	
EE	= 1
AEE	= 1
AE	= 1
DAO	= 1
Tracer	= 1
Peon	= 2
Driver	= 2
Sweeper	= 1
Chowkidar	= 1
<b>Total</b>	<b>= 11</b>

<u>Proposed</u>	
DGM	= 1
AM	= 1
Dy M (A/c)	= 1
Peon	= 1
Driver	= 1
EL	= 1
LM	= 1
H	= 4
<b>Total</b>	<b>= 11</b>

### Total manpower under **DGM (Distribution ) Byrnihat**

<u>Existing</u>	
AGM Byrnihat	= 29
PC Byrnihat	= 28
DGM Byrnihat	= 11
<b>Total</b>	<b>= 68</b>

<u>Proposed</u>	
AGM Byrnihat	= 24
PC Byrnihat	= 20
DGM Byrnihat	= 11
<b>Total</b>	<b>= 55</b>

### Manning in **AGM ( Rev.) – Umiam**

<u>Existing</u>	
AE	- 1
JDA	- 1
MR	- 4
BC	- 8
Driver	= 0
<b>Total</b>	<b>= 14</b>

<u>Proposed</u>	
AGM	- 1
JM A/c	- 1
MR	- 8
BC	- 8
Driver	= 1
<b>Total</b>	<b>= 19</b>

### Manning of **AGM ( Ri-Bhoi) Revenue Office**

<u>Existing</u>	
AEE	- 1
JE	- 1
JDA	- 1
MR	- 2
BC	- 1
LDA	- 1
Peon	- 1
Driver	= 1
<b>Total</b>	<b>= 9</b>

<u>Proposed</u>	
AGM	- 1
AM	- 1
JM A/c	- 1
MR	- 2
BC	- 1
LDA	- 1
Peon	- 1
Driver	= 1
<b>Total</b>	<b>= 9</b>

**Manning in DGM Western ( Rev.) Division Office**

Existing		Proposed	
EE	- 1	DGM	- 1
AE	- 1	DEO	- 1
DEO	- 1	AM	- 1
UDA	- 1	JM A/c	- 1
JDA	- 1	Sr. Asst-	1
LDA	- 1	Asst.	- 1
BMO	- 1	O (BM)	- 1
ESII	- 1	S (E)	- 1
R/J	- 4	Helper	- 4
T Att	- 1	T Att	- 1
Peon	- 1	Peon	- 1
Driver	- <u>1</u>	Driver	- <u>1</u>
<b>Total</b>	- <b>15</b>	<b>Total</b>	- <b>15</b>

**Total Manpower under DGM ( Rev.) Khasi Hills ( WRD)**

Existing		Proposed	
AGM(Umiam)	- 14	AGM(Umiam)	- 19
AGM RiBhoi	- 9	AGM RiBhoi	- 9
DGM W RD	- <u>15</u>	DGM W RD	- <u>15</u>
<b>Total</b>	- <b>38</b>	<b>Total</b>	- <b>43</b>

**AGM ( Vig + MTI)**

Existing		Proposed	
AEE	- 1	AGM	- 1
JE	- 1	AM	- 1
LM	- 1	LM	- 1
MTS	- 1	MTS	- 1
Jugali	- 1	Helper	- 1
Driver	- <u>1</u>	Driver	- <u>1</u>
<b>Total</b>	- <b>6</b>	<b>Total</b>	- <b>6</b>

**Manning in the office of GM ( Western APDRP Circle)**

<u>Existing</u>		
SE	=	1
AEE	=	1
JE	=	1
Supend ( c)	=	2
Steno	=	1
Peon	=	2
LDA	=	2
UDA	=	1
Cleaner	=	1
<b>Total</b>	=	<b>12</b>

<u>Proposed</u>		
GM	=	1
AGM	=	1
JM ( Admin)	=	1
Steno-II	=	1
Sr. Asst.	=	1
J. Asst.	=	2
Driver	=	1
Peon	=	1
<b>Total</b>	=	<b>9</b>

<u>Existing</u>		
DGM ( Ri-Bhoi)	=	151
DGM ( Byrnihat)	=	68
DGM W RD	=	38
AGM ( Vig+MTI)	=	6
GM ( Ri-Bhoi)	=	12
<b>Total</b>	=	<b>275</b>

<u>Proposed</u>		
DGM ( Ri-Bhoi)	=	138
DGM ( Byrnihat)	=	55
DGM W RD	=	43
AGM ( Vig+MTI)	=	6
GM ( Ri-Bhoi)	=	9
<b>Total</b>	=	<b>251</b>

Manpower under **SGM ( Eastern Zone)** will consist of manpower of APDRP Circle under SGM Eastern Zone + manpower SGM (Eastern Zone) office

**Manning in SGM ( EZ ) Office**

<u>Existing</u>		
ACE	-	1
EE		1
AE	-	1
JE	-	2
Supdt	-	2
Typist	-	1
Steno	-	1
Peon	-	2
Driver	-	1
UDA	-	1
LDA	-	2
<b>Total</b>	-	<b>15</b>

<u>Proposed</u>		
SGM	-	1
M	-	1
DGM	-	1
Dy M Admin	-	1
Steno	-	1
Sr. Asst.	-	1
Asst.	-	2
AGM	-	1
Peon	-	1
Driver	-	1
<b>Total</b>	-	<b>11</b>



**Total Manpower under SGM ( D ) ( Eastern Zone)**

<u>Existing</u>		
Shillong APDRP Circle	-	528
Jawai & Jantia APDRP Circle	-	187
Central APDRP Circle, Shillong	-	381
Western APDRP Circle, Umiam	-	275
SGM ( EZ )	-	15
<b>Total</b>	-	<b>1386</b>

<u>Proposed</u>		
Shillong APDRP Circle	-	524
Jawai & Jantia APDRP Circle	-	188
Central APDRP Circle, Shillong	-	362
Western APDRP Circle, Umiam	-	251
SGM ( EZ )	-	11
<b>Total</b>	-	<b>1336</b>

**TURA APDRP Circle**

CEO , Tura APDRP circle will control following divisions.

1. DGM, Tura Distribution Division
2. DGM West Garo Hills , Distribution Division

DGM Tura is having four sub divisions

1. AGM ( Distribution ) Tura
2. AGM (Construction ) Tura
3. AGM ( Distribution ) Dalu
4. AGM ( Revenue) Tura

Manning will be as follows.

**AGM Tura Const. Sub Div**

<u>Existing</u>		<u>Proposed</u>	
AEE	- 0	AGM	- 1
JE	- 0	AM	- 1
LM	- 0	LM	- 1
Wel	- 0	Wel	- 1
H	- 0	H	- 2
Asst.	- 0	Asst.	- 1
Driver	- 0	Driver	- 1
Peon	- 0	Peon	- 1
<b>Total</b>	- <b>0</b>	<b>Total</b>	- <b>9</b>

**AGM, Tura Distribution sub Div**

<u>Existing</u>		<u>Proposed</u>	
AEE	- 1	AGM	- 1
LDA	- 1	AM	- 1
LM	- 25	LM	- 12
J	- 8	Chow	- 1
Chow	- 2	H	- 21
Tel/A	- 1	Driver	- 2
SCG	- 7	Peon	- 1
Driver	- 4	<b>Total</b>	- <b>39</b>
Peon	- 1		
<b>Total</b>	- <b>50</b>		



**AGM Distribution sub Div, Dalu**

Existing	
AEE -	1
JE -	2
LM -	9
J -	10
Chow -	2
Driver -	2
Peon -	2
<b>Total -</b>	<b>28</b>

Proposed	
AGM -	1
AM -	1
LM -	7
Asst. -	1
H -	9
Driver -	2
Peon -	1
<b>Total -</b>	<b>22</b>

**Revenue Sub Division , Tura**

<u>Existing</u>	
AEE -	1
MR -	13
BC -	8
BMO -	1
LDA -	2
B.D -	1
LM -	2
Peon -	3
MTS -	1
Jugali -	1
<b>Total -</b>	<b>33</b>

Proposed	
AGM -	1
MR -	10
BC -	4
BMO -	1
LDA -	1
B.D -	1
LM2 -	2
Peon -	1
MTS -	1
Helper -	1
<b>Total -</b>	<b>23</b>

**Manning in Tura (Distribution) Division Office.**

Existing	
EE -	1
AE -	1
UDA -	1
Driver -	2
HA -	2
JDA -	4
Peon -	2
Jugali -	6
<b>Total -</b>	<b>19</b>

Proposed	
DGM -	1
M -	1
Dy.M (A/c) -	1
JM ( A/c) -	1
Sr. Asst. -	1
Asst. -	2
Chowkidar -	1
LM -	1
EL -	1
Peon -	1
H -	4
<b>Total -</b>	<b>15</b>

**Total manpower under Tura Distribution Division.**

Existing	
DSD Tura -	50
CSD Tura -	0
DSD Dalu -	28
Tura Revenue -	33
Tura DD -	19
<b>Total -</b>	<b>130</b>

Proposed	
PCSD Tura -	39
CSD Tura -	9
DSD Dalu -	22
Tura Revenue -	23
Tura DD -	15
<b>Total -</b>	<b>108</b>



### **West Garo Hills Distribution Division**

DGM , West Garo Hills Distribution Division controls following sub division

1. Garobada Distribution Sub Division
2. Mahendraganj Distribution Sub Division
3. Phulbari Distribution Sub Division
4. Phoolbari Revenue Sub Division

Manning in Garo Bada, Mahendragonj, Phulbari distribution sub division and Phulbari Revenue Distribution Sub Division

#### **Garobada Distribution Sub Division**

<u>Existing</u>	
AEE	= 1
ES II	= 1
UDA	= 1
LDA	= 1
Cleaner	= 1
Tel. Operator	= 1
LM	= 21
Jugali	= 17
Chowkidar	= 1
Driver	= 2
<b>Total</b>	<b>= 47</b>

<u>Proposed</u>	
AGM	= 1
AM	= 1
Asst.	= 1
Peon	= 1
Diver	= 2
LM	= 17
Helper	= 36
Chowkidar	= 1
<b>Total</b>	<b>= 60</b>

#### **Mahendraganj Distribution Sub Division**

<u>Existing</u>	
AEE	= 1
LM	= 4
Jugali	= 3
LDA	= 1
<b>Total</b>	<b>= 9</b>

<u>Proposed</u>	
AGM	= 1
AM	= 1
Asst.	= 1
Peon	= 1
Diver	= 2
LM	= 7
Helper	= 9
<b>Total</b>	<b>= 22</b>

### Phulbari Distribution Sub Division

<u>Existing</u>	
AEE	= 1
UDA	= 1
ES II	= 1
JE	= 1
LM II	= 22
Jugali	= 16
Peon	= 2
Drive	= 1
Chowkidar	= 1
Sweeper	= 1
<b>Total</b>	<b>= 47</b>

<u>Proposed</u>	
AGM	= 1
AM	= 1
Asst.	= 1
Peon	= 1
Diver	= 2
Chowkidar	= 1
LM	= 12
Helper	= 21
<b>Total</b>	<b>= 40</b>

### Revenue Sub Division , Phulbari

<u>Existing</u>	
AEE	- 1
MR	- 10
BC	- 6
Peon	- 0
<b>Total</b>	<b>- 17</b>

<u>Proposed</u>	
AGM	- 1
MR	- 8
BC	- 5
Peon	- 1
<b>Total</b>	<b>- 15</b>

### West Garo Hills ( Distribution) Division , Tura

<u>Existing</u>	
EE	= 1
AE	= 2
DAO	= 1
JDA	= 2
HA	= 1
LDA	= 4
Peon	= 3
Drive	= 1
LM II	= 1
Jugali	= 2
Cleaner	= 1
Duftory	= 1
UDA	= 1
Chowkidar	= 2
Sweeper	= 1
<b>Total</b>	<b>= 24</b>

<u>Proposed</u>	
DGM	= 1
M	= 1
Dy M (A/c)	= 1
JM ( A/c)	= 1
Sr. Asst.	= 1
Asst.	= 2
Peon	= 1
Sweeper	= 1
Driver	= 1
Chowkidar	= 1
LM	= 1
Wel	= 1
H	= 2
EL	= 1
<b>Total</b>	<b>= 16</b>

**Total Manpower under West Garo Hills ( Distribution) Division, Tura**

<u>Existing</u>	
Garo bada	= 47
Mahendragonj	= 9
Phulbari	= 47
Phulbari Rev.SD=	17
W G (D)	= 24
<b>Total</b>	<b>= 144</b>

<u>Proposed</u>	
Garo bada	= 60
Mahendragonj	= 22
Phulbari	= 40
Phulbari Rev.SD=	15
W G (D)	= 16
<b>Total</b>	<b>= 153</b>

**GM / CEO Tura APDRP Circle**

<u>Existing</u>	
SE	- 1
UDA	- 1
LDA	- 1
Driver	- 1
Peon	- 1
<b>Total</b>	<b>- 5</b>

<u>Proposed</u>	
GM	- 1
AGM	- 1
DEO	- 1
Steno	- 1
JM Admin	- 1
Sr.Asst	- 1
Asst.	- 2
Driver	- 1
Sweeper	- 1
Peon	- 1
<b>Total</b>	<b>- 11</b>

**AGM ( Vig + MTI) Tura**

<u>Existing</u>	
AEE	- 1
JE	- 1
LM	- 1
MTS	- 1
<b>Total</b>	<b>- 4</b>

<u>Proposed</u>	
AGM	- 1
AM	- 1
LM	- 1
Driver	- 1
MTS	- 1
H	- 2
<b>Total</b>	<b>- 7</b>

**Manpower under GM/ CEO Tura APDRP Circle**

<u>Existing</u>	
DGM Tura	- 130
DGM WGH	- 144
AGM (VIG +MTI)	- 4
GM./CEO Tura APDRP	- 5
<b>Total</b>	<b>- 283</b>

<u>Proposed</u>	
DGM Tura	- 108
DGM WGH	- 153
AGM (VIG +MTI)	- 7
GM./CEO Tura APDRP	- 11
<b>Total</b>	<b>- 279</b>



### **Garo Hills APDRP Circle**

GM/CEO Garo Hills APDRP Circle controls 2 Divisions and one Revenue Sub division. These are East Garo Hills Distribution Division, South Garo Hills Distribution Divisions & Revenue Subdivision, and William Nagar.

DGM East Garo Hills controls 3-distribution subdivision. These are

AGM Bajengdova

AGM Williamnagar

AGM Mendipathar

Manning pattern will be as follows

### **Bajengadova Distribution Sub Division**

<u>Existing</u>		
AEE	=	1
JE	=	1
LDA	=	1
Peon	=	2
Drive	=	2
LM II	=	7
Jugali	=	17
<b>Total</b>	=	<b>31</b>

<u>Proposed</u>		
AGM	=	1
AM	=	1
Asst.	=	1
Peon	=	1
Diver	=	2
LM	=	10
Helper	=	12
<b>Total</b>	=	<b>28</b>

### **William Nagar ( Distribution) Sub Division**

<u>Existing</u>		
AEE	=	1
JE	=	1
ES II	=	2
LDA	=	1
Driver	=	3
Peon	=	2
LM	=	12
J/K	=	8
Chowkidar	=	1
<b>Total</b>	=	<b>31</b>

<u>Proposed</u>		
AGM	=	1
AM	=	1
LDA	=	1
Driver	=	2
Peon	=	1
LM	=	11
H	=	10
Chowkidar	=	1
<b>Total</b>	=	<b>28</b>

### **Mendipathar ( distribution) sub division**

<u>Existing</u>		
AEE	=	1
JE	=	1
ES II	=	1
LDA	=	2
Driver	=	2
Peon	=	3
Cleaner	=	1
LM II	=	18
Jugali	=	17
Chowkidar	=	1
<b>Total</b>	=	<b>47</b>

<u>Proposed</u>		
AGM	=	1
AM	=	1
Asst.	=	1
Driver	=	2
Peon	=	1
LM II	=	16
H	=	24
<b>Total</b>	=	<b>46</b>



Manning In DGM East Garo Hills office

**East Garo Hills Distribution Division, William Nagar**

<u>Existing</u>		
EE	=	1
DAO	=	1
HA	=	1
LDA	=	4
LM II	=	1
Peon	=	1
Cleaner	=	1
Jugali	=	7
Chowkidar	=	1
<b>Total</b>	=	<b>18</b>

<u>Proposed</u>		
DGM	=	1
AM	=	1
Dy M (A/c)	=	1
JM (A/c)	=	1
Sr. Asst	=	1
Asst.	=	2
Driver	=	1
LM II	=	1
Peon	=	1
EL	=	1
H	=	4
<b>Total</b>	=	<b>15</b>

For divisional central gang, manning is shown as below.

LM	=	1
E	=	1
H	=	4

Total under **East Garo Hills ( Distribution )** division.

<u>Existing</u>		
AEE William Nagar	=	31
AEE Mendipathar	=	47
AEE Bajengdova	=	31
East (Garo Hills)	=	18
<b>Total</b>	=	<b>127</b>

<u>Proposed</u>		
AEE William Nagar	=	28
AEE Mendipathar	=	46
AEE Bajengdova	=	28
East (Garo Hills)	=	15
<b>Total</b>	=	<b>117</b>

**Revenue Sub Division , William Nagar**

<u>Existing</u>		
AEE	-	1
MR	-	10
BC	-	6
LDA	-	2
J	-	1
Peon	-	3
Driver	-	1
<b>Total</b>	-	<b>24</b>

<u>Proposed</u>		
AGM	-	1
MR	-	8
BC	-	6
Asst	-	1
Driver	-	1
Peon	-	1
LM	-	1
Chow	-	1
Helper	-	4
<b>Total</b>	-	<b>24</b>



**DGM South Garo Hills** controls 2 distribution subdivisions. These are

AGM Nangalbibra

AGM Bagmara

Manning pattern will be as follows

**Nangalbibra ( Distribution) sub division.**

<u>Existing</u>		
AEE	=	2
JE	=	1
UDA	=	1
Driver	=	2
LM II	=	18
Jugali	=	18
Chowkidar	=	<u>2</u>
<b>Total</b>	=	<b><u>44</u></b>

<u>Proposed</u>		
AGM	=	1
AM	=	1
Asst.	=	1
Driver	=	2
Peon	=	1
LM II	=	8
Chow	=	1
H	=	<u>12</u>
<b>Total</b>	=	<b><u>27</u></b>

**Bagmara Distribution Sub division**

<u>Existing</u>		
AEE	=	1
JE	=	1
UDA	=	2
LM II	=	9
ES II	=	1
Jugali	=	11
Driver	=	<u>2</u>
<b>Total</b>	=	<b><u>27</u></b>

<u>Proposed</u>		
AGM	=	1
AM	=	1
Asst.	=	1
LM II	=	9
H	=	12
Peon	=	1
Driver	=	<u>2</u>
<b>Total</b>	=	<b><u>27</u></b>

**DGM South Garo Hills Distribution Division**

<u>Existing</u>		
EE	-	2
DAO	-	2
HA	-	1
MR	-	1
LDA	-	2
DEO	-	1
Driver	-	1
Peon	-	2
Chowki	-	<u>1</u>
<b>Total</b>	-	<b><u>13</u></b>

<u>Proposed</u>		
DGM	-	1
M	-	1
Dy M A/c-	-	1
JM A/c	-	1
Sr. Asst-	-	1
Asst	-	2
Sweeper-	-	1
Chow	-	1
Driver	-	1
Peon	-	<u>1</u>
<b>Total</b>	-	<b><u>11</u></b>



**Total manpower South Garo Hills Distribution Division**

<u>Existing</u>	
Nangalbibra DSD	- 44
Bagmar DSD	- 27
South Garo Hills DSD	- 13
<b>Total</b>	<b>- 84</b>

<u>Proposed</u>	
Nangalbibra DSD	- 27
Bagmar DSD	- 27
South Garo Hills DSD	- 11
<b>Total</b>	<b>- 65</b>

**Manning in GM / CEO, Garo Hills APDRP Circle , office Williamnagar**

<u>Existing</u>	
SE	- 1
AE	- 1
LDA	- 2
Driver	- 1
Peon	- 1
Cleaner	- 1
Sweeper	- 1
Chowki	- 2
<b>Total</b>	<b>- 10</b>

<u>Proposed</u>	
GM	- 1
M	- 1
Sr. Asst-	- 1
Asst	- 1
DEO	- 1
Sweeper-	- 1
Cleaner-	- 1
Driver	- 1
Peon	- 1
<b>Total</b>	<b>- 9</b>

<u>AGM ( Vig + MTI)</u>			
<u>Existing</u>		<u>Proposed</u>	
AEE	- 0	AGM	- 1
JE	- 0	AM	- 1
LM	- 0	LM	- 1
H	- 0	Driver	- 1
Driver	- 0	MTS	- 1
MT	- 0	H	- 1
<b>Total</b>	<b>- 0</b>	<b>Total</b>	<b>- 6</b>

**Total manpower under CEO / GM Garo Hills APDRP Circle**

<u>Existing</u>	
East Garo Hills DSD	- 127
South Garo Hills DSD	- 84
William nagar DSD	- 24
AGM( VIG +MTI)	- 0
GM/CEO Garo Hills APDRP Circle-	- 10
<b>Total</b>	<b>- 245</b>

<u>Proposed</u>	
East Garo Hills DSD	- 117
South Garo Hills DSD	- 65
William nagar DSD	- 24
AGM( VIG +MTI)	- 6
GM/CEO Garo Hills APDRP Circle-	- 9
<b>Total</b>	<b>- 221</b>

**SGM's Office**

<u>Existing</u>	
ACE	- 1
SE	- 1
EE	- 1
LDA	- 1
UDA	- 1
Steno	- 1
Driver	- 1
Peon	- 1
<b>Total</b>	<b>- 8</b>

<u>Proposed</u>	
SGM	- 1
DGM	- 1
Steno	- 1
Driver	- 1
Sr. Ass	- 1
Asst	- 1
Cleaner-	- 1
Peon	- 1
<b>Total</b>	<b>- 8</b>

**Total Manpower under Sr. G.M. ( WZ) , Tura**

<u>Existing</u>	
GM/CEO, Tura APDRP Circle	- 283
GM/CEO, Garo Hills APDRP Circle	- 245
SGM (WZ)	- 8
<b>Total</b>	<b>- 536</b>

<u>Proposed</u>	
GM/CEO, Tura APDRP Circle	- 279
GM/CEO, Garo Hills APDRP Circle	- 221
SGM ( WZ)	- 8
<b>Total</b>	<b>- 508</b>



## GENERAL MANAGER – STORES

General Manager (Materials Management) is controlling purchase and procurement all materials of all the wings. Apart from normal divisions and sub division under its control, one AGM each for Transmission and Generation and Distribution also attached to GM (M/M), who will prepare procurement and utilization documents for each transmission, distribution & Generation wings till unbundling of the sectors.

GM (M/M) controls one DGM (M/M) who is having two AGMs

1. Sumer Store &
2. Shillong Store.

There will be three AGM (Store) one each for generation, transmission & Distribution. These three AGM will keep records of store procurement details. They will be directly attaché to GM (M/M).

Manning pattern will be as below.

AGM (Store) Sumer

<b>Existing</b>		
AEE	-	1
AE	-	1
ASK	-	1
LM	-	1
Jugali	-	4
Chowkidar	-	6
Handyman	-	1
Peon	-	0
Sweeper	-	0
<b>Total</b>	-	<b>15</b>

<b>Proposed</b>		
AGM	-	1
AM	-	1
ASK	-	1
LM	-	1
Helper	-	4
Chowkidar	-	8
Peon	-	1
Sweeper	-	1
<b>Total</b>	-	<b>18</b>

AGM (Store) Shillong

<b>Existing</b>		
AEE	-	1
JE	-	1
ASK	-	1
LM	-	1
Jugali	-	6
Chowkidar	-	3
Peon	-	1
Asst	-	2
<b>Total</b>	-	<b>16</b>

<b>Proposed</b>		
AGM	-	1
AM	-	1
ASK	-	1
LM	-	1
Helper	-	4
Chowkidar	-	4
Peon	-	1
Asst	-	1
<b>Total</b>	-	<b>14</b>

**AGM (Generation / Store)**

<u>Existing</u>	
AGM -	0
AM -	0
DEO -	0
Peon -	0
<b>Total -</b>	<b>0</b>

<u>Proposed</u>	
AGM -	1
AM -	1
DEO -	1
Peon -	1
<b>Total -</b>	<b>4</b>

**AGM (Transmission / Store)**

<u>Existing</u>	
AGM -	0
AM -	0
DEO -	0
Peon -	0
<b>Total -</b>	<b>0</b>

<u>Proposed</u>	
AGM -	1
AM -	1
DEO -	1
Peon -	1
<b>Total -</b>	<b>4</b>

**AGM (Distribution / Store)**

<u>Existing</u>	
AGM -	0
AM -	0
DEO -	0
Peon -	0
<b>Total -</b>	<b>0</b>

<u>Proposed</u>	
AGM -	1
AM -	1
DEO -	1
Peon -	1
<b>Total -</b>	<b>4</b>

**DGM (Store) (M/M)**

<u>Existing</u>	
EE -	2
AE -	1
DAO -	1
JDA -	5
HA -	1
UDA -	2
LDA -	2
Peon -	2
Driver -	1
<b>Total -</b>	<b>17</b>

<u>Proposed</u>	
DGM -	1
M -	1
Dy. M (A/c) -	1
JM (A/c) -	2
Sr. Asst. -	1
Asst. -	2
Driver -	1
DEO -	2
Peon -	1
<b>Total -</b>	<b>12</b>

**GM (M/M)**

<u>Existing</u>	
SE -	1
EE -	1
AEE -	4
AE -	1
Steno -	1
Supdt -	1
AAO -	1
DEO -	1
UDA -	2
LDA -	2
Driver -	1
Peon -	3
<b>Total -</b>	<b>19</b>

<u>Proposed</u>	
GM -	1
DGM -	2
AGM -	2
Steno -	1
JM (Admin) -	1
M (A/c) -	1
DEO -	1
Sr. Asst. -	1
Asst. -	2
Driver -	1
Cleaner -	1
Peon -	2
<b>Total -</b>	<b>16</b>

**Total Manpower under General Manager (Material Management)**

<b><u>Existing</u></b>		<b><u>Proposed</u></b>	
AGM Store Sumer -	15	AGM Store Sumer -	18
AGM Store Shillong -	16	AGM Store Shillong -	14
DGM (M/M) -	17	DGM (M/M) -	12
AGM (Gen Store) -	0	AGM (Gen Store) -	4
AGM (Trans Store) -	0	AGM (Trans Store) -	4
AGM (Distribution Store)-	0	AGM (Distribution Store)	4
GM (M/M) -	<u>19</u>	GM (M/M) -	<u>16</u>
<b>Total -</b>	<b><u>67</u></b>	<b>Total -</b>	<b><u>72</u></b>

By optimum use of manpower store operation can be smoothly done.

**Manpower in Chief General Manager (Distribution) office including GM (HQ).**

<b><u>Existing</u></b>		<b><u>Proposed</u></b>	
CE -	1	CGM -	1
SE -	2	SGM(F&A) -	1
EE -	3	GM -	1
AEE -	1	DGM -	2
Regt -	2	Dy.M Admin -	1
Steno -	1	SM -	1
Supdt -	2	M -	2
DEO -	1	JM (A/c) -	1
UDA -	1	Steno -	1
LDA	3	DEO -	1
Driver -	3	Sr. Asst. -	1
Peon -	<u>3</u>	Asst. -	2
<b>Total -</b>	<b><u>23</u></b>	Driver -	2
		Peon -	<u>2</u>
		<b>Total -</b>	<b><u>19</u></b>

\* There will be one Senior General Manager (Finance & Accounts) who will look after separate accounting works of Distribution wing.

Total manpower under CGM (Distribution) consists of manpower of SGM (EZ), SGM (WZ), GM (M/M) office of CGM (Distribution).

<b>Existing</b>	
SGM(EZ)	- 1386
SGM(WZ)	- 536
GM(M/M)	- 67
CGM (D)	- <u>23</u>
<b>Total</b>	- <b><u>2012</u></b>

<b>Proposed</b>	
SGM(EZ)	- 1336
SGM(WZ)	- 508
GM(M/M)	- 72
CGM (D)	- <u>19</u>
<b>Total</b>	- <b><u>1935</u></b>

## **Chief General Manager ( Rural Electrification)**

CGM ( RE) is controlling three general managers.

1. GM ( RE Const ) Shillong ( for Khasi & Jaintia Hills)
2. GM ( RE. Const. ) Tura ( For Garo Hills District)
3. GM ( Planning + MM) ( For planning and material management of RE works.

There is another GM ( Finance) attached to the CGM ( RE) for project accounts and financial management of RE Project.

The detailed organogram is shown in **Annexure-1m**.

### **1. GM ( RE Const.), shillong is controlling 3 DGMs,**

- DGM ( RE Const) shillong
- DGM ( RE Con) Nongstain
- DGM ( RE Con) Jowai

DGM( RE Const) Shillong is having two sub divisions.

1. AGM ( Shillong)
2. AGM ( Nongpoh)

DGM ( RE Const. ) Nongstain is having two sub divisions

1. AGM ( Ringdo )
2. AGM ( Nongstain)

DGM ( RE Con) Jowai is having two Sub Divisions

1. AGM ( Jowai)
2. AGM ( Khliehriat)

### **2. GM ( RE Con) Tura**

GM ( RE Con) Tura is having two division under him. They are DGM ( Tura) and DGM ( W. Nagar).

- DGM ( Tura) is having three sub divisions under him.
  1. AGM ( Tura)
  2. AGM ( Garo Bada)
  3. AGM ( Bagmara)
- DGM ( W. Nagar) is having two subdivisions.
  1. AGM ( W. Nagar)
  2. AGM ( Mendipathar)

### **3. GM ( Planning + MM)**

There is one GM ( Planning + Material Management) who is exclusively managing project planning ( RE Cons) and management of RE. Project materials. He is having one DGM ( PI + MM ) Under him and under DGM ( PI + MM). There are two sub division.

1. AGM ( Planning)
2. AGM ( MM)



As the RE works are temporary in nature, a skeleton permanent staff on key position is only will be posted. All general duty, transport etc will be managed by out sourcing of working hands at appropriate level. Manning in RE const. sub will be as follows

AGM	=	1
LM	=	1

Transport will be managed by hiring cars. Manning of RE ( MM) sub division will be as follows.

Proposed		
AGM	=	1
AM	=	1
Store Keeper	=	1
<b>Total</b>	=	<b>3</b>

Chowkidars for store will be managed by contract labourer, also temporary office assistance will be done by contract job.

Manning in RE planning sub division will be as follows

Proposed		
AGM	=	1
M	=	1
AM	=	1
<b>Total</b>	=	<b>3</b>

Manning in division office will be

Proposed		
DGM	=	1
AM	=	1
Dy. M ( A/c)	=	1
JM ( A/c)	=	1
Asst.	=	1
<b>Total</b>	=	<b>5</b>

CGM's Office

Manning in GM's Office will be

Proposed		
GM	=	1
M	=	1
Asst.	=	1
<b>Total</b>	=	<b>3</b>

Proposed		
CGM	=	1
DGM	=	1
Steno	=	1
Driver	=	1
Peon	=	1
<b>Total</b>	=	<b>5</b>

All auxiliary services such as peons, assistants, transport drivers are contract service jobs by outsourcing which is not included in HR portion as the cost of labour will be adjusted in project cost.



a) Manning in sub divisions & diavision and GM ( Shillong ) RE Const.

Manning in AGM ( Shillong)

Proposed	
AGM =	1
LM =	<u>1</u>
<b>Total =</b>	<b><u>2</u></b>

AGM ( Nongpoh) are shown below

Proposed	
AGM =	1
LM =	<u>1</u>
<b>Total =</b>	<b><u>2</u></b>

i) Manning in DGM ( Shillong will be as follows.

Proposed	
DGM =	1
DyM ( A/c) =	1
JM ( A/c) =	1
AM =	1
Asst. =	<u>1</u>
<b>Total =</b>	<b><u>5</u></b>

Total manpower under DGM ( Shillong ) will be as follows.

Proposed	
AGM ( Shillong) =	2
AGM ( Nongpoh) =	2
DGM =	<u>5</u>
<b>Total =</b>	<b><u>9</u></b>

ii) Manning in DGM ( RE Con) Nongstain will as shown below

AGM ( Riangdo)

Proposed	
AGM =	1
LM =	<u>1</u>
<b>Total =</b>	<b><u>2</u></b>

AGM ( Nongstain)

Proposed	
AGM =	1
LM =	<u>1</u>
<b>Total =</b>	<b><u>2</u></b>

DGM ( Nongstain)

Proposed	
DGM =	1
DyM ( A/c) =	1
JM ( A/c) =	1
AM =	1
Asst. =	<u>1</u>
<b>Total =</b>	<b><u>5</u></b>

Total under DGM Nongstain

Proposed	
AGM ( Riangdo) =	2
AGM ( Nongstain) =	2
DGM ( Nongstain) =	<u>5</u>
<b>Total =</b>	<b><u>9</u></b>

iii) Manning in DGM ( Jawai ) will be as shown below

AGM ( Jawai)

Proposed	
AGM =	1
LM =	<u>1</u>
<b>Total =</b>	<b><u>2</u></b>

AGM ( Khliehriat)

Proposed	
AGM =	1
LM =	<u>1</u>
<b>Total =</b>	<b><u>2</u></b>

DGM ( Jawai)

Proposed	
DGM =	1
DyM ( A/c) =	1
JM ( A/c) =	1
AM =	1
Asst. =	<u>1</u>
<b>Total =</b>	<b><u>5</u></b>



Total under DGM Jawai

Proposed		
AGM ( jawai)	=	2
AGM ( Khliehriat)	=	2
DGM ( Jawai)	=	5
<b>Total</b>	=	<b>9</b>

Manpower under GM ( Shilling)

Proposed		
DGM ( Shillong)	=	9
DGM ( Nongstain)	=	9
DGM ( Jawai)	=	9
GM ( Shillong)	=	3
<b>Total</b>	=	<b>30</b>

b) Manning patterns under sub division and Divisions under GM ( Tura) will be as follows

DGM ( Tura)	AGM ( Tura)	AGM ( Garobada)	AGM ( Bagmara)
Proposed	Proposed	Proposed	Proposed
DGM = 1	AGM = 1	AGM = 1	AGM = 1
DyM ( A/c) = 1	LM = 1	LM = 1	LM = 1
JM ( A/c) = 1	<b>Total = 2</b>	<b>Total = 2</b>	<b>Total = 2</b>
JM = 1			
Asst. = 1			
<b>Total = 5</b>			

Total manpower under DGM ( Tura) will be as follows

Proposed		
AGM ( Tura)	=	2
AGM ( Garo)	=	2
AGM ( Bagmara)=	=	2
DGM ( Tura)	=	5
<b>Total</b>	=	<b>11</b>

Similarly DGM ( RE ) W. Nagar is having tow subdivisions

**AEE ( W. Nagar)**

**AEE ( Mendipathar)**

**DGM's office ( W. Nagar)**

Proposed		
AGM =		1
LM =		1
<b>Total =</b>		<b>2</b>

Proposed		
AGM =		1
LM =		1
<b>Total =</b>		<b>2</b>

Proposed		
DGM =		1
DyM ( A/c) =		1
JM ( A/c) =		1
JM =		1
Asst. =		1
<b>Total =</b>		<b>5</b>

Total under DGM ( RE) = 2+2+5 = 7



Total manning under GM ( Tura) will be as shown below  
GM's Office

Proposed		
GM	=	1
M	=	1
Driver	=	1
Asst.	=	<u>1</u>
<b>Total</b>	=	<b>4</b>

Total manpower under GM

Proposed		
DGM (Tura)	=	9
DGM ( W. Nagar)	=	9
GM ( Tura)	=	<u>4</u>
<b>Total</b>	=	<b>22</b>

c) Manning under sub divisions & Divisions under GM ( Planning + MM)

Manning GM's office

Proposed		
GM	=	1
M	=	1
Asst.	=	<u>1</u>
<b>Total</b>	=	<b>3</b>

DGM's Office

Proposed		
DGM	=	1
DyM(a/c)	=	1
JM ( A/c)	=	1
Asst.	=	<u>1</u>
<b>Total</b>	=	<b>4</b>

AGM ( Planning)

Proposed		
AGM	=	1
M	=	1
JM	=	<u>1</u>
<b>Total</b>	=	<b>3</b>

AGM ( MM)

Proposed		
AGM	=	1
JM	=	1
Store keeper.	=	<u>1</u>
<b>Total</b>	=	<b>3</b>

Total manning under GM ( Planning + MM)

Proposed		
DGM ( PI + MM)	=	4
AGM ( PI)	=	3
AGM ( MM)	=	3
GM ( PI + MM)	=	<u>3</u>
<b>Total</b>	=	<b>13</b>

d) Head Quarter officer Manning in GM ( Finance) office

Proposed		
GM ( FA)=	1	
JM	=	2
Asst.	=	<u>1</u>
<b>Total</b>	=	<b>4</b>

CGM ( RE's) Office

Proposed		
CGM	=	1
AGM	=	1
Steno	=	1
Driver	=	1
Peon	=	<u>1</u>
<b>Total</b>	=	<b>5</b>

e) Total manpower in the R E. Wing

Proposed		
GM ( Shillong)	=	30
GM ( Tura)	=	22
GM ( PI + MM)	=	13
GM ( FA)	=	4
CGM ( RE)	=	<u>5</u>
<b>Total</b>	=	<b>74</b>

**Existing manpower 53 nos**  
**Proposed manpower 74 nos.**



## **CHIEF GENERAL MANAGER ( COMMERCIAL)**

In the process of power sector reforms in the State of Meghalaya under the provision of Electricity Act, 2003 the State Electricity Regulatory Commission has already been notified. The same will be made functional shortly after the joining of chairman.

1. The next step towards achieving reforms is the determination of ARR/Tariffs by the Commission, for which the corporate has to furnish the petition to the Commission the prescribed formats. The State Government is simultaneously required to take steps for reorganization of the corporation by corporatizing it into one company. It understood that the State Government for the time being, has decided incorporate the corporate into one vertically integrated company for all the functions the Board related to generation, transmission and distribution. In future this may followed by unbundling the one company into different companies / license separately for generation, transmission and distribution.
2. The above work shall cast tremendous responsibilities on the Board, which in a shell are summarized bellows:
  - ☛ To collect data from different wings of the corporation including the Finance and accounts wing, in the formats prescribed by the Commission for filing petition by the corporation with the help of consultants for determination of ARR/Tariffiffs which for all practical consideration should be for the financial year 2006 – 2007. the corporation shall also be required to furnish replies to the queries by the Commission, has technical and other sessions with the Commission, furnish comments on objection / suggestions received in the public hearings and also to take steps to implement the Tariff Order issued by the Commission. Timely steps shall required to be taken by the corporation to develop computer programming to implement the tariff order in the time limit prescribed by the commission.
  - ☛ The Board shall also be responsible to assist the State Government to prepare a transfer scheme and finalize the details of properties, interests in properties, rights and liabilities, assets valuation, etc., in compliance of and per details under section 131 of the Electricity Act. 2003. In this respect at least some authenticated figures of assets and their valuation along with liabilities preferably separately for generation; transmission and distribution for the corporation shall have to be finalized. All the properties, interest in the properties, rights & liabilities belonging to the corporation shall be first vested in the State Government and then revested in the said company (Successor of the Board). This is a huge and time-consuming job requiring regular data and feed backs from different wings of corporation.
3. To cope up with the above work, an exclusive 'Regulatory Affairs Cell' shall have to be created in the corporation headed by a senior officer of the rank of Chief General Manager. The structure of the cell is suggested as per the chart appended as **Anx 1n**.



4. The officers in the suggested organization shall be independently responsible to do the assigned jobs. The officers of the level of DGM and AGM shall not only work independently under the guidance of senior officer but shall also assist each other, so that in case of absence of one officer, the other colleague may do the additional job in order to a void creation of any vacuum. The officers of the level of DGM and AGM should have good computer proficiency, particularly in rand preparing dynamic models. Other senior officers of the ranks of GM and above should also have basic computer knowledge. DGM & Manager level officers shall have only one steno / computer typist. The suggested organizational setup may be assisted by only four clerks to keep office records and put up files.
5. The Chief General Manager( Head of the Cell) shall coordinate with the heads of different wings of the Board to collect the data/information from them and compile them in the cell. The CGM shall however, be directly reporting to Director (Technical) in case of any difficulty in obtaining information even from the heads of different wings, the Director (Technical) shall coordinate with the members of the other wings of the Board who shall ensure that the required data / information is furnished to the cell. The CGM( commercial) shall be the 'Contract officer' for the State Government and the commission.

Manpower sucture of the cell will be as follows.

<b><u>Proposed</u></b>		
CGM	-	1
GM (Gen)	-	1
GM(D&T)	-	1
GM(F&A)	-	1
DGM(Gen)	-	1
DGM(Dist)	-	1
DGM(Fina)	-	1
M(Gen)	-	1
M(Trans)	-	1
M(A/c)	-	1
Steno/SrDEO	-	1
DEO/Comp/Typist	-	4
Asst.	-	4
Peon	-	1
Driver	-	1
<b>Total</b>	<b>-</b>	<b><u>21</u></b>



## Director (Technical)

Total manpower under Director (Technical) consists of manpower under

1. CGM (Generation)
2. CGM (Transmission)
3. CGM (Distribution)
4. CGM (Rural Electrification)
5. CGM (Commercial) "Head of Regulatory Affairs Cell"
6. SGM (Corporate Planning)
7. GM (SLDC)
8. GM (Commercial) &
9. Director Technical's office

SGM Corporate Planning controls two GMs. They are GM(Planning ) & GM(Design). The manpower under SGM (Corporate Planning) is as follows :

<b><u>Existing under</u></b>	
SE (Planning)-	12
SE(Design) -	8
ACE(Planning)-	<u>1</u>
<b>Total -</b>	<b><u>21</u></b>

<b><u>Proposed under</u></b>	
GM (Planning)-	12
GM(Design) -	8
SGM(Planning)-	<u>1</u>
<b>Total -</b>	<b><u>21</u></b>

The manpower under GM ( SLDC) will be as follows :

<b><u>Existing</u></b>	
SE -	1
EE -	2
AEE -	1
AEE(LDO)-	<u>1</u>
<b>Total -</b>	<b><u>5</u></b>

<b><u>Proposed</u></b>	
GM -	1
DGM -	2
AGM -	<u>2</u>
<b>Total -</b>	<b><u>5</u></b>

The manpower under GM(Commercial ) consists of MIEDP, MTI Sub divisions and GM(Commercial) office manpower. His activities will be restricted to internal assessment of loss, consumer meter disputes etc. Tariff will be dealt by CGM (Comm) under the guidance of SERC.

**MIEDP**

<u>Existing</u>		<u>Proposed</u>	
AEE -	3	AEE -	3
Sr OP -	1	SrCOP-	1
EDPA -	1	EDPA -	1
DEOP -	3	DEOP -	3
<b>Total -</b>	<b>8</b>	<b>Total -</b>	<b>8</b>

**MTI**

<u>Existing</u>		<u>Proposed</u>	
AEE -	1	AGM -	1
JE -	1	JM -	1
LM -	1	LM -	1
MTS -	1	MTS -	1
J -	1	H -	1
Driver -	1	Driver -	1
<b>Total -</b>	<b>6</b>	<b>Total -</b>	<b>6</b>

GM ( Commercial)

<u>Existing</u>		<u>Proposed</u>	
SE -	1	GM -	1
AE -	1	M -	1
Steno -	1	Steno -	1
Peon -	1	Peon -	1
Driver -	1	Driver -	1
<b>Total -</b>	<b>5</b>	<b>Total -</b>	<b>5</b>

Total Manpower under GM ( Commercial)

<u>Existing</u>		<u>Proposed</u>	
MIEDP -	8	MIEDP -	8
MTI -	6	MTI -	6
GM(com) -	5	GM(com) -	5
<b>Total -</b>	<b>19</b>	<b>Total -</b>	<b>19</b>

Manning in Director Technical's Office

<u>Existing</u>		<u>Proposed</u>	
MT -	1	DT -	1
ACE -	1	SGM -	1
SE -	2	GM -	2
EE -	2	DGM -	2
AE© -	1	M -	2
AE(E) -	6	M(Admin) -	1
Steno -	2	Steno -	1
UDA -	1	DEO -	1
Typist -	3	Sr Asst. -	1
Peon -	4	Asst. -	2
Cleaner-	2	Peon -	2
Driver -	1	Cleaner -	1
<b>Total -</b>	<b>26</b>	Driver -	1
		<b>Total -</b>	<b>18</b>



**Total Manpower under Director ( Technical)**

<b><u>Existing</u></b>		<b><u>Proposed</u></b>	
CGM (Generation)	- 359	CGM (Generation)	- 359
CGM ( Transmission)	- 311	CGM ( Transmission)	- 357
CGM ( Distribution)	- 2012	CGM ( Distribution)	- 1935
CGM ( Rural Electrification)-	53	CGM ( Rural Electrification)-	74
CGM(Commercial)	- 0	CGM(Commercial)	- 21
SGM ( Corporate Planning)-	21	SGM ( Corporate Planning)-	21
GM ( SLDC)	- 5	GM ( SLDC)	- 5
GM (Commercial)	- 19	GM (Commercial)	- 19
Director Technical's office	- 26	Director Technical's office	- 18
<b><u>Total</u></b>	<b>- 2806</b>	<b><u>Total</u></b>	<b>- 2809</b>



## D) Director ( Generation Projects)

This wing controls all civil works, project execution works including investigation, development and maintenance of installations, roads and building. Works including planning , investigation, procurement, contract, execution, operation, maintenance are also done under Director ( Generation Projects). At the grass root level sub divisional officer or asst. General Manager incharge of the subdivision execute the works.

Detailed organogram is shown in **Anx.-I<sub>0</sub>**.

There will be basically 5 types / categories of civil sub divisions. These are

1. Design / planning Sub Division.
2. Procurement / store Sub Division.
3. Investigation / Development Sub Division
4. Construction / execution Sub Division
5. Maintenance Sub Division

### 1. Design / planning Sub Division.

These Sub Divisions are mainly responsible for designing, plan estimating, project proposal, DPR preparations, technical evaluation of tenders, and preparation of technical comments. Map and layout preparation are also included in the list of job. These sub divisions are office base technical sub division. Manning pattern will be normally as follows:

AGM	=	1
M	=	1
DEO/ Draftsman	=	1
Tracer	=	1
Peon	=	1
<b>Total</b>	<b>=</b>	<b>5</b>

### 2. Procurement / store Sub Division.

Procurement / store sub division are handing all procurement, storing, distribution of materials. This are mainly material management sub divisions. Manning pattern will be

AGM	=	1
AM	=	1
Store Keeper	=	1
H/v Driver	=	1
Helper	=	4
Chowkidar	=	4
<b>Total</b>	<b>=</b>	<b>12</b>



### 3. Investigation / Development Sub Division

These sub division mainly under take investigation jobs, finding out real area of development by collecting basic data on investigation of concern area. Manning pattern will be as follows.

AGM	=	1
AM	=	1
Driller	=	1
Pump Operator	=	1
Driver	=	1
Helper	=	2
<b>Total</b>	<b>=</b>	<b>7</b>

### 4. Construction / execution Sub Division

These sub divisions are mainly responsible for construction projects or execution of major repair or restructuring job. Manning will be as follows.

AGM	=	1
AM	=	1
Asst.	=	1
Driver	=	1
Peon	=	1
<b>Total</b>	<b>=</b>	<b>5</b>

### 5. Maintenance Sub Division

Maintenance sub division are mainly responsible for maintenance of roads, bridges, building water supply system, sanitation system, major installation such as dams, dyke, powerhouse penstock etc. Manning of such sub division will be

a) for normal maintenance sub division of installation.

AGM	=	1
AM	=	1
GC/ Welder	=	1
Mason	=	1
Chowkidar	=	1
Driver	=	1
Asst.	=	1
<b>Total</b>	<b>=</b>	<b>7</b>

b) For building etc, sub divisional Manning pattern will be as follows

AGM	=	1
AM	=	1
Mason	=	1
Asst.	=	1
Elect	=	1
Plumber	=	1
Carpenter	=	1
Driver	=	1
<b>Total</b>	<b>=</b>	<b>8</b>



There is an SGM under CGM ( Planning + Design ) ) under SGM, there are three GMS

1. GM ( Planning + MM)
2. GM ( Contract)
3. GM ( Design)

**1. Under GM ( Planning + MM)**

we have two Division

- a) DGM ( PL)
- b) DGM ( MM)

DGM ( PL) is controlling two sub divisions.

1. AGM ( PL)
2. AGM ( Design)

DGM ( MM) is controlling two sub divisions

1. AGM ( Spec. & testing)
2. AGM ( Procurement )

With total Manning of all sub divisions, Divisions and the circle office will give the total Manning for the circle under GM ( PL + MM). Similarly Manning of division office also will be as per requirement of work. Design/ planning division is mainly responsible for monitoring of job done by sub divisions and after scrutiny and rectifications, documents are to be submitted to GM ( PI + MM). As there is no money transaction in this division or in GM ( PL + MM), no separate account staff is required and staff pay etc. may be operated by DGM ( M/M) office. Manning pattern of sub divisions, divisions under GM ( Planning + MM) will be as follows.

DGM planning office will consists of

DGM	=	1
M	=	2
DEO	=	1
Asst.	=	1
Peon	=	1
Driver	=	1
<b>Total</b>	<b>=</b>	<b>7</b>

Manning of DGM ( MM ) will be as follows

DGM	=	1
M	=	1
Dy. M (A/c)	=	1
JM Acct.	=	1
Sr. Asst./ Cashier	=	1
Asst.	=	1
Peon	=	1
Driver	=	1
<b>Total</b>	<b>=</b>	<b>8</b>



AGM ( PL ) office

AGM	=	1
M	=	1
DEO	=	1
Tracer	=	1
Peon	=	1
<b>Total</b>	<b>=</b>	<b>5</b>

AGM ( D ) Officer

AGM	=	1
M	=	1
Draftman	=	1
Tracer	=	1
Peon	=	1
<b>Total</b>	<b>=</b>	<b>5</b>

Total Manning of DGM ( PL ) will be as follows

Proposed		
AGM ( PL )	=	5
AGM ( D )	=	5
DGM ( PL )	=	7
<b>Total</b>	<b>=</b>	<b>17</b>

DGM (MM) consists of two sub divisions (1) AGM ( Spc. & Testing) & (2) AGM ( Procurement). Manning will as follows.

<b>(1) AGM ( Spc. &amp; Testing)</b>		
AGM	=	1
M	=	1
DEO`	=	1
Tracer	=	1
Peon	=	1
<b>Total</b>	<b>=</b>	<b>5</b>

<b>(2) AGM ( Procurement).</b>		
AGM	=	1
AM	=	1
Store keeper	=	1
H/V Driver	=	1
Helper	=	4
Chowkidar	=	4
<b>Total</b>	<b>=</b>	<b>12</b>

MM division will handle accounts work of planning division. Manning will be

DGM	=	1
M	=	1
Dy. M Acct.	=	1
AM Acct.	=	1
Sr. Asst./ Cashier	=	1
Asst.	=	1
Peon	=	1
Driver	=	1
<b>Total</b>	<b>=</b>	<b>8</b>



Total manpower of MM Division

Proposed		
AGM ( Spc. + Testing )	=	5
AGM ( Procurement )	=	12
DGM ( MM )	=	8
<b>Total</b>	<b>=</b>	<b>25</b>

GM ( Planning + MM) is controlling the activity of DGM ( PL) and DGM ( MM).  
Manning will be as follows.

GM	=	1
AGM	=	1
DEO .	=	1
Sr. Asst	=	1
J Asst.	=	1
Peon	=	1
Chowkidar	=	1
Driver	=	1
<b>Total</b>	<b>=</b>	<b>8</b>

Total manpower of the circle will GM ( PL + MM) will be as follows

Proposed		
DGM ( PL )	=	17
DGM ( MM )	=	25
GM ( PL + MM)	=	8
<b>Total</b>	<b>=</b>	<b>50</b>

General Manager ( Contract) is controlling two divisions.

(1). DGM ( Process)(2) DGM ( Execution).

DGM ( Process) is processing the documents, legal matter etc. it consist of two sub divisions.

1. AGM ( Process) 2. AGM ( Execution matters)

DGM ( Execution ) is controlling two subdivisions

1. AGM ( Procurement) 2. AGM ( Execution)

AGM ( Procurement ) is mainly looking after procurement of contract related material.

AGM ( Execution ) is looking after execution part of the work. Manning of the sub division and divisions are shown as follows.



### DGM ( Process)

DGM's Office

AGM ( Process)

AGM ( Execution)

a. Proposed		
DGM	=	1
M	=	1
M ( A/C)	=	1
M ( Legal)	=	1
DEO	=	1
Sr. Asst.	=	1
Asst.	=	1
Peon	=	1
<b>Total</b>	<b>=</b>	<b>8</b>

b. Proposed		
AGM	=	1
M	=	1
JM ( A/c)	=	1
Asst.	=	1
Peon	=	1
<b>Total</b>	<b>=</b>	<b>5</b>

c. Proposed		
AGM	=	1
M	=	1
JM ( A/c)	=	1
Asst.	=	1
Peon	=	1
<b>Total</b>	<b>=</b>	<b>5</b>

The manpower of the division

Proposed		
AGM ( Process )	=	5
AGM (contract execution )	=	5
DGM ( Process)	=	8
<b>Total</b>	<b>=</b>	<b>18</b>

### DGM ( Execution)

It has two subdivisions 1. AGM ( Procurement) 2. AGM ( Execution)  
Manning will be as follows

#### 1. AGM ( Procurement)

Proposed		
AGM	=	1
AM	=	1
Storekeeper	=	1
Chowkidar	=	4
Helper	=	4
<b>Total</b>	<b>=</b>	<b>11</b>

#### 2. AGM ( Execution)

Proposed		
AGM	=	1
AM	=	1
Asst.	=	1
Driver	=	1
Peon	=	1
<b>Total</b>	<b>=</b>	<b>5</b>

### DGM ( Execution)

Proposed		
DGM	=	1
M	=	1
Dy. M (A/c)	=	1
JM ( A/c)	=	1
Sr. Asst./ Cashier	=	1
Asst.	=	1
Driver	=	1
Chowkidar	=	1
Peon	=	1
<b>Total</b>	<b>=</b>	<b>9</b>



Manpower of DGM ( Execution) including subdivisions.

Proposed		
AGM ( Process )	=	11
AGM ( Execution )	=	5
DGM ( Execution)	=	<u>9</u>
<b>Total</b>	=	<b><u>25</u></b>

Manning of GM ( Contract), circle office will be as follows

GM	=	1
AGM	=	1
M ( A/c)	=	1
DGM ( Legal)	=	1
DEO .	=	1
Sr. Asst	=	1
Asst.	=	1
Peon	=	1
Driver	=	<u>1</u>
<b>Total</b>	=	<b><u>9</u></b>

All financial transaction will be controlled by DGM ( Exe) for the whole circle. Total manpower in the circles including all divisions, sub divisions will be as follows.

Proposed		
DGM ( Process )	=	18
DGM ( Execution )	=	25
GM ( Contract)	=	<u>9</u>
<b>Total</b>	=	<b><u>52</u></b>



### General Manager ( Design)

This circle consist of two design divisions. 1. DGM ( Project) 2. DGM ( R+B)

Again DGM ( Project controls the following offices

1. AGM ( Power House)
2. AGM ( Hydro – Structure)

Similarly DGM ( R+B) controls following sub division.

1. AGM ( R) – for Roads
2. AGM ( B) – for Buildings

Manning for each subdivision and divisions are shown below

#### AGM ( PH)

#### AGM ( Hydro)

#### DGM ( Project)

Proposed		
AGM	=	1
M	=	1
DEO	=	1
Tracer	=	1
Peon	=	1
<b>Total</b>	<b>=</b>	<b>5</b>

Proposed		
AGM	=	1
M	=	1
DEO	=	1
Tracer	=	1
Peon	=	1
<b>Total</b>	<b>=</b>	<b>5</b>

Proposed		
DGM	=	1
M	=	1
DEO	=	1
Asst.	=	1
Peon	=	1
Driver	=	1
<b>Total</b>	<b>=</b>	<b>6</b>

The manpower of the division

Proposed		
AGM ( PH )	=	5
AGM (Hydro)	=	5
DGM ( Project)	=	6
<b>Total</b>	<b>=</b>	<b>16</b>

Manning of subdivisions under DGM ( R + B)

#### AGM ( R)

#### AGM ( B)

#### DGM ( R + B)

Proposed		
AGM	=	1
M	=	1
DEO	=	1
Tracer	=	1
Peon	=	1
<b>Total</b>	<b>=</b>	<b>5</b>

Proposed		
AGM	=	1
M	=	1
DEO	=	1
Tracer	=	1
Peon	=	1
<b>Total</b>	<b>=</b>	<b>5</b>

Proposed		
DGM	=	1
M	=	1
Dy M(A/c)	=	1
JM ( A/c)	=	1
Sr. Asst.	=	1
Asst.	=	1
Peon	=	1
Driver	=	1
<b>Total</b>	<b>=</b>	<b>8</b>



Total Manning of ( R + B) Design Division

<b>Proposed</b>		
AGM ( R )	=	5
AGM (B)	=	5
DGM ( A+B)	=	8
<b>Total</b>	=	<b>18</b>

Total manpower of Design Circle will include circle office also. Design Circle manpower is shown below.

<b>Proposed</b>		
GM	=	1
AGM	=	1
DEO	=	1
JM ( Admn.)	=	1
Sr. Asst.	=	1
Jr. Asst.	=	1
Peon	=	1
Driver	=	1
<b>Total</b>	=	<b>8</b>

DGM ( R + B) will deal with financial matters of the circle. Separate finance cell is not required for other division or circle office. Total manpower for the circle under General manager ( Design) will be as follows.

<b>Proposed</b>		
DGM ( Project )	=	16
DGM ( R + B)	=	18
GM ( Design)	=	8
<b>Total</b>	=	<b>42</b>

Manning in SGM office will be as follows

<b>Proposed</b>		
SGM	=	1
DGM	=	1
M	=	1
Steno Gr. I	=	1
Sr. Asst.	=	1
Asst.	=	1
Peon	=	1
Driver	=	1
<b>Total</b>	=	<b>8</b>



Manning in CGM office will be

<b>Proposed</b>		
CGM	=	1
DGM	=	1
M	=	2
M ( Admn)	=	1
M (A/C)	=	1
JM (A/c)	=	1
DEO	=	1
Steno Gr. I	=	1
Sr. Asst.	=	1
Asst.	=	1
Chowkidar	=	1
Peon	=	2
Driver	=	1
<b>Total</b>	<b>=</b>	<b>15</b>

Total Manning under CGM ( PI + Design) will be

GM ( PI + MM)	=	50
GM ( Contract)	=	52
GM ( Design )	=	42
Sr. GM	=	8
CGM	=	15
<b>Total</b>	<b>=</b>	<b>167</b>

### **Senior Manager ( Environment & Development)**

Under SGM ( E & D) there are three General Managers. They are

1. GM ( Maintenance)
2. GM ( Environment)
3. GM ( Development)

1. GM Maintenance is controlling four Divisions.

- DGM ( Tura)
- DGM ( Con)
- DGM ( Umiam)
- DGM ( Stage IV)

DGM ( Tura) is having two maintenance sub divisions.

1. AGM ( C ) Tura & 2. AGM ( C ) Nangal



Proposed manning is shown as below.

<b>AGM ( C ) Tura</b>	<b>AGM ( C )Nangal</b>	<b>DGM ( C ) Tura</b>
<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>
AGM = 1	AGM = 1	DGM = 1
AM = 1	AM = 1	M = 1
Mason = 1	Mason = 1	Dy M(A/c) = 1
Plumber = 1	Plumber = 1	JM ( A/c) = 1
Asst = 1	Asst. = 1	Sr. Asst. = 1
Driver = 1	Helper = 2	Chowkidar = 1
Helper = 2	Driver = 1	Asst. = 1
Peon = 1	Peon = 1	Driver = 1
<b>Total = 9</b>	<b>Total = 9</b>	<b>Total = 9</b>

Total manning in the division under DGM ( Tura) will be

Proposed	
AGM ( Tura )	= 9
AGM (Nangal)	= 9
DGM ( Tura)	= 9
<b>Total</b>	<b>= 27</b>

- DGM (Con) consists of two sub divisions AGM ( Bulidi) and AGM ( R + B).  
Manning proposal is shown below.

<b>AGM ( B )</b>	<b>AGM (R+B )</b>	<b>DGM ( C )</b>
<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>
AGM = 1	AGM = 1	DGM = 1
AM = 1	AM = 1	M = 1
Mason = 1	R/R operator = 1	Dy M(A/c) = 1
Plunter = 1	Asst. = 1	JM ( A/c) = 1
Asst = 1	Helper = 2	Chowkidar = 1
Helper = 2	Driver = 1	Sr. Asst. = 1
Peon = 1	Peon = 1	Asst. = 1
<b>Total = 8</b>	<b>Total = 8</b>	<b>Total = 9</b>

Total manpower in the division under the DGM ( C )

Proposed	
AGM ( Tura ) =	8
AGM (Nangal)=	8
DGM ( Tura) =	9
<b>Total</b>	<b>= 25</b>



DGM ( Umiam) consists of three sub divisions.

- a. AGM ( Umiam)
- b. AGM ( R & B)
- c. AGM ( Umtru)

Manning proposal is shown below.

<b>AGM ( Umiam )</b>	<b>AGM (R+B )Umiam</b>	<b>AGM ( Umtru )</b>
<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>
AGM = 1	AGM = 1	AGM = 1
AM = 1	AM = 1	AM = 1
Mason = 1	R/R operator = 1	Mason = 1
Plumber = 1	Asst. = 1	Helper = 2
Asst = 1		
Helper = 2	Driver = 1	Asst. = 1
Peon = 1	Helper = 2	Driver = 1
<b>Total = 8</b>	<b>Total = 7</b>	<b>Total = 7</b>

**DGM (Umiam )**

\* manpower adjusted for site sub division

<b>Proposed</b>
DGM = 1
M = 1
Dy M(A/c) = 1
JM ( A/c) = 1
Sr. Asst. = 1
Asst. = 1
Driver = 1
Chowkidar = 1
Peon = 1
<b>Total = 9</b>

Total manpower under DGM ( Umiam ) is shown below

<b>Proposed</b>
AGM ( Umiam ) = 8
AGM (R+B ) = 7
AGM ( Umtru) = 7
DGM ( Umiam) = 9
<b>Total = 31</b>



- DGM ( Stage IV) consists of the following sub divisions.
- AGM ( R + B)
  - AGM ( Store)
  - AGM ( Hydro Structure)
  - AGM ( Stage III)

Manning proposal is shown below.

<b>AGM ( R + B ) Structure )</b>	<b>AGM (Store)</b>	<b>AGM ( Hydro</b>
<b>Proposed</b> AGM = 1 AM = 1 R/operator = 1 Helper = 2 Asst. = 1 <b>Total = 6</b>	<b>Proposed</b> AGM = 1 AM = 1 Store Keeper = 1 Chowkidar = 4 <b>Total = 7</b>	<b>Proposed</b> AGM = 1 AM = 1 Welder = 1 Pump operator = 1 Driver = 1 Helper = 2 Asst. = 1 <b>Total = 8</b>

<b>AGM (Stage III )</b>
<b>Proposed</b> AGM = 1 JM = 1 Mason = 1 Plumber = 1 Asst. = 1 Helper = 2 Driver = 1 <b>Total = 8</b>

<b>DGM (Stage IV)</b>
<b>Proposed</b> DGM = 1 M = 1 Dy. M (A/c) = 1 JM (A/c) = 1 Sr. Asst. = 1 Asst. = 1 Driver = 1 Chowkidar = 1 Peon = 1 <b>Total = 9</b>

Total manpower under the DGM ( Stage IV) is shown below

Proposed	
AGM ( R + B )	= 6
AGM (Store)	= 7
AGM ( Hydro	= 8
AGM ( Stage III)	= 8
DGM ( Stage IV)	= 9
<b>Total</b>	<b>= 38</b>



Manning in the office of GM (Maintenance) is shown below.

**GM (Maintenance)**

<b>Proposed</b>		
GM	=	1
AGM	=	1
DEO	=	1
JM ( Admin)	=	1
Sr. Asst.	=	1
Asst.	=	1
Driver	=	1
Chowkidar	=	1
Peon	=	1
<b>Total</b>	<b>=</b>	<b>9</b>

Total manpower under the GM ( maintenance)

Proposed		
DGM ( Tura )	=	27
DGM ( C )	=	25
DGM ( Umiam)	=	31
DGM ( Stage IV)	=	38
GM ( Maintenance)	=	9
<b>Total</b>	<b>=</b>	<b>130</b>

**General Manager ( Environment)**

This circle consists of one division viz DGM ( Env.). Again this has two sub divisions

1. AGM ( Environment)
2. AGM ( Pollution Control)

manning will be follows.

**AGM ( Environment )**

**AGM (POL)**

**DGM (Environment )**

<table> <tr> <td colspan="3"><b>Proposed</b></td> </tr> <tr> <td>AGM</td> <td>=</td> <td>1</td> </tr> <tr> <td>AM</td> <td>=</td> <td>1</td> </tr> <tr> <td>Asst.</td> <td>=</td> <td>1</td> </tr> <tr> <td>Peon</td> <td>=</td> <td>1</td> </tr> <tr> <td><b>Total</b></td> <td><b>=</b></td> <td><b>4</b></td> </tr> </table>	<b>Proposed</b>			AGM	=	1	AM	=	1	Asst.	=	1	Peon	=	1	<b>Total</b>	<b>=</b>	<b>4</b>	<table> <tr> <td colspan="3"><b>Proposed</b></td> </tr> <tr> <td>AGM</td> <td>=</td> <td>1</td> </tr> <tr> <td>AM</td> <td>=</td> <td>1</td> </tr> <tr> <td>Helper</td> <td>=</td> <td>1</td> </tr> <tr> <td>Driver</td> <td>=</td> <td>1</td> </tr> <tr> <td><b>Total</b></td> <td><b>=</b></td> <td><b>4</b></td> </tr> </table>	<b>Proposed</b>			AGM	=	1	AM	=	1	Helper	=	1	Driver	=	1	<b>Total</b>	<b>=</b>	<b>4</b>	<table> <tr> <td colspan="3"><b>Proposed</b></td> </tr> <tr> <td>DGM</td> <td>=</td> <td>1</td> </tr> <tr> <td>M</td> <td>=</td> <td>1</td> </tr> <tr> <td>DyM (A/c)</td> <td>=</td> <td>1</td> </tr> <tr> <td>Sr. Asst.</td> <td>=</td> <td>1</td> </tr> <tr> <td>Asst.</td> <td>=</td> <td>1</td> </tr> <tr> <td>Driver</td> <td>=</td> <td>1</td> </tr> <tr> <td>Peon</td> <td>=</td> <td>1</td> </tr> <tr> <td><b>Total</b></td> <td><b>=</b></td> <td><b>7</b></td> </tr> </table>	<b>Proposed</b>			DGM	=	1	M	=	1	DyM (A/c)	=	1	Sr. Asst.	=	1	Asst.	=	1	Driver	=	1	Peon	=	1	<b>Total</b>	<b>=</b>	<b>7</b>
<b>Proposed</b>																																																																	
AGM	=	1																																																															
AM	=	1																																																															
Asst.	=	1																																																															
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<b>Total</b>	<b>=</b>	<b>4</b>																																																															
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AGM	=	1																																																															
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DGM	=	1																																																															
M	=	1																																																															
DyM (A/c)	=	1																																																															
Sr. Asst.	=	1																																																															
Asst.	=	1																																																															
Driver	=	1																																																															
Peon	=	1																																																															
<b>Total</b>	<b>=</b>	<b>7</b>																																																															



**Total Manning under DGM ( Env)**

Proposed		
AGM ( Env.)	=	4
AGM ( Pol. Con)	=	4
DGM ( Env)	=	<u>7</u>
<b>Total</b>	=	<b><u>15</u></b>

Manning in the circle will be as follows

<b>GM (Environment )</b>		
<b>Proposed</b>		
GM	=	1
AGM	=	1
DEO	=	1
Asst.	=	1
Chowkidar	=	1
Driver	=	1
Peon	=	<u>1</u>
<b>Total</b>	=	<b><u>7</u></b>

Total manpower under the GM ( Env.) is shown below

Proposed		
DGM ( Env.)	=	15
GM ( Env.)	=	<u>7</u>
<b>Total</b>	=	<b><u>22</u></b>

**General Manager ( Development)**

It consists of two division as follows. 1. DGM ( K+JH) & 2. DGM ( GH)

1. DGM ( K + JH ) has four Sub Divisions

- a. AGM ( umiam)
- b. AGM ( Shillong)

Manning will be follows.

<i>AGM (Umiam)</i>		
<b>Proposed</b>		
AGM	=	1
AM	=	1
Driller	=	1
Helper	=	2
Driver	=	<u>1</u>
<b>Total</b>	=	<b><u>6</u></b>

<i>AGM (Shillong)</i>		
<b>Proposed</b>		
AGM	=	1
AM	=	1
Driller	=	1
Helper	=	2
Driver	=	<u>1</u>
<b>Total</b>	=	<b><u>6</u></b>



<i>DGM (K + J)</i>		
<b>Proposed</b>		
DGM	=	1
M	=	1
Dy M (A/c)	=	1
JM (A/c)	=	1
Sr. Asst.	=	1
Asst.	=	1
Driver	=	1
Chowkidar	=	1
Peon	=	1
<b>Total</b>	=	<b>9</b>

Total manpower under DGM ( K + J)

<b>Proposed</b>		
AGM ( Umiam )	=	6
AGM ( Shillong)	=	6
DGM ( K + J)	=	9
<b>Total</b>	=	<b>21</b>

DGM, Garo Hills, development division is having three sub divisions . these are

1. AGM ( Tura)
2. AGM ( Nangal)

Manning will be as follows.

<i>AGM (Tura)</i>		
<b>Proposed</b>		
AGM	=	1
AM	=	1
Driller	=	1
Helper	=	2
Driver	=	1
<b>Total</b>	=	<b>6</b>

<i>AGM (Nangal)</i>		
<b>Proposed</b>		
AGM	=	1
AM	=	1
Driller	=	1
Helper	=	2
Driver	=	1
<b>Total</b>	=	<b>6</b>

<i>DGM (Tura)</i>		
<b>Proposed</b>		
DGM	=	1
M	=	1
Dy M (A/c)	=	1
JM (A/c)	=	1
Sr. Asst.	=	1
Asst.	=	1
Driver	=	1
Chowkidar	=	1
Peon	=	1
<b>Total</b>	=	<b>9</b>

Total under the Division

<b>Proposed</b>		
AGM (Tura)	=	6
AGM ( Nangal)	=	6
DGM ( Tura)	=	9
<b>Total</b>	=	<b>21</b>

Manning of GM ( Development) 's office will be as follows

**GM (Development )**

<b>Proposed</b>		
GM	=	1
AGM	=	1
DEO	=	1
JM ( Admin)	=	1
Sr. Asst.	=	1
Asst.	=	1
Driver	=	1
Chowkidar	=	1
Peon	=	1
<b>Total</b>	<b>=</b>	<b>9</b>

Total manpower under the GM ( Development)

<b>Proposed</b>		
DGM ( K + J )	=	21
DGM ( Tura )	=	21
GM ( Development)	=	9
<b>Total</b>	<b>=</b>	<b>51</b>

Manning in the office of senior manager ( Environment + Development ) will be as follows.

**SGM (Environment + Development )**

<b>Proposed</b>		
SGM	=	1
DGM	=	1
M	=	1
Steno	=	1
Sr. Asst.	=	1
Asst.	=	1
Driver	=	1
Chowkidar	=	1
Peon	=	2
<b>Total</b>	<b>=</b>	<b>10</b>

Total manpower under the Senior Manager (ENV + DEV) is as shown below:

<b>Zone (ENV + DEV)</b>		
<b>Proposed</b>		
GM (Maint)	=	130
GM (Env)	=	22
GM (Dev)	=	51
SGM (Env + Dev)	=	10
<b>Total</b>	<b>=</b>	<b>213</b>



Chief General Manager (Execution) who controls Senior General Manager (Execution), under him there are three General Managers . They are

1. GM ( Civil -1)
2. GM ( Civil -2)
3. GM ( Elect)

GM Civil is controlling three Divisions

- DGM ( R + B)
- DGM ( Dam)
- DGM ( Env.)

DGM (R + B) is having three subdivisions

1. AGM ( Building)
2. AGM ( Roads + Bridges)
3. AGM ( Store)

Manning pattern will be as shown below:

<i>AGM (Bld)</i>		
<b>Proposed</b>		
AGM	=	1
AM	=	1
Asst.	=	1
Peon	=	1
Driver	=	1
<b>Total</b>	=	<b>5</b>

<i>AGM (R + B)</i>		
<b>Proposed</b>		
AGM	=	1
AM	=	1
Asst.	=	1
Peon	=	1
Driver	=	1
<b>Total</b>	=	<b>5</b>

<i>AGM (Store)</i>		
<b>Proposed</b>		
AGM	=	1
AM	=	1
Store Keeper	=	1
Chowkidar	=	4
Helper	=	4
<b>Total</b>	=	<b>11</b>

<i>DGM (R + B)</i>		
<b>Proposed</b>		
DGM	=	1
M	=	1
Dy M ( A/c)	=	1
JM ( A/c)	=	1
Sr. Asst.	=	1
Asst.	=	1
Peon	=	1
Chowkidar	=	1
Driver	=	1
<b>Total</b>	=	<b>9</b>



Total man power of the (R + B) Division

<b>Proposed</b>		
AGM ( R+B )	=	5
AGM (Bid)	=	5
AGM ( Store	=	11
DGM ( R + B)	=	9
<b>Total</b>	=	<b>30</b>

2) DGM (Dam) is controlling two sub divisions

AGM ( DA-1)

AGM ( DA-2)Manning will be

<b>AGM (DA-1)</b>		
<b>Proposed</b>		
AGM	=	1
AM	=	1
Asst.	=	1
Peon	=	1
Driver	=	1
<b>Total</b>	=	<b>5</b>

<b>AGM (DA-2)</b>		
<b>Proposed</b>		
AGM	=	1
AM	=	1
Asst.	=	1
Peon	=	1
Driver	=	1
<b>Total</b>	=	<b>5</b>

<b>DGM (DAM)</b>		
<b>Proposed</b>		
DGM	=	1
M	=	1
Dy M ( A/c)	=	1
JM ( A/c)	=	1
Sr. Asst.	=	1
Asst.	=	1
Peon	=	1
Driver	=	1
<b>Total</b>	=	<b>8</b>
* Chow. are not required here.		

Total man power of the (DM) Division

<b>Proposed</b>		
AGM ( DA-1 )	=	5
AGM (DA-2)	=	5
DGM ( Dam)	=	8
<b>Total</b>	=	<b>18</b>

3) DGM (Env. ) consists of two sub divisions. a) AGM ( Env) b) AGM ( QC)

Manning will as follows:

<b>AGM (Env.)</b>		
<b>Proposed</b>		
AGM	=	1
Asst.	=	1
Peon	=	1
Driver	=	1
<b>Total</b>	=	<b>4</b>

<b>AGM (QC)</b>		
<b>Proposed</b>		
AGM	=	1
AM	=	1
Asst.	=	1
Peon	=	1
<b>Total</b>	=	<b>4</b>

<b>DGM (Env. + QC)</b>		
<b>Proposed</b>		
DGM	=	1
M	=	1
Dy M ( A/c)	=	1
JM ( A/c)	=	1
Sr. Asst.	=	1
Asst.	=	1
Peon	=	1
Driver	=	1
<b>Total</b>	=	<b>8</b>



Total man power of the DGM ( Env. + QC) Division

Proposed		
AGM ( Env. )	=	4
AGM (QC)	=	4
DGM ( Env. + QC)	=	8
<b>Total</b>	=	<b>16</b>

Manning in GM (Civil) office will as shown below:  
GM (Civil)

<i>GM (Civil)</i>		
<b>Proposed</b>		
GM	=	1
M	=	1
Sr. Asst.	=	1
Peon	=	1
Driver	=	1
<b>Total</b>	=	<b>5</b>

Total manpower under GM (Civil)

Proposed		
DGM ( R + B)	=	30
DGM (Dam)	=	18
DGM ( Env. + QC)	=	16
GM ( Civil )	=	5
<b>Total</b>	=	<b>69</b>

**General Manager (Civil-2)** is having two divisions. 1. DGM ( Tunnel)  
2. DGM (Penstock)

Again Tunnel division is divided into two sub divisions. 1. AGM ( F1) 2. AGM (F2)

Manning will be as follows:

<i>AGM (F1)</i>		
<b>Proposed</b>		
AGM	=	1
Asst.	=	1
Peon	=	1
Driver	=	1
<b>Total</b>	=	<b>4</b>

<i>AGM (F2)</i>		
<b>Proposed</b>		
AGM	=	1
AM	=	1
Asst.	=	1
Peon	=	1
<b>Total</b>	=	<b>4</b>

<i>DGM (Tunnel)</i>		
<b>Proposed</b>		
DGM	=	1
M	=	1
Dy M ( A/c)	=	1
JM ( A/c)	=	1
Sr. Asst.	=	1
Asst.	=	1
Peon	=	1
Driver	=	1
<b>Total</b>	=	<b>8</b>



Total man power of the Division

<b>Proposed</b>		
AGM ( F1 )	=	4
AGM (F2)	=	4
DGM ( Tunnel)	=	<u>8</u>
<b>Total</b>	=	<b><u>16</u></b>

DGM ( Penstock + Power House) is also having two sub divisions

1. AGM ( Pen) & 2. AGM ( PH)

Manning will be as follows

<i>AGM (Pen)</i>		
<b>Proposed</b>		
AGM	=	1
AM	=	2
Asst.	=	<u>1</u>
<b>Total</b>	=	<b><u>4</u></b>

<i>AGM (PH)</i>		
<b>Proposed</b>		
AGM	=	1
AM	=	2
Asst.	=	<u>1</u>
<b>Total</b>	=	<b><u>4</u></b>

<i>DGM (Pen + PH)</i>		
<b>Proposed</b>		
DGM	=	1
M	=	1
Dy M (A/c)	=	1
JM (A/c)	=	1
Sr. Asst.	=	1
Asst.	=	1
Peon	=	1
Driver	=	<u>1</u>
<b>Total</b>	=	<b><u>8</u></b>

Total manpower under the Division

<b>Proposed</b>		
AGM ( Pen )	=	4
AGM (PH)	=	4
DGM ( Pen + PH)	=	<u>8</u>
<b>Total</b>	=	<b><u>16</u></b>

GM ( Civil -2) office manning will be as shown below

<i>GM ( Civil - 2 )</i>		
<b>Proposed</b>		
GM ( c)	=	1
AGM	=	1
M (A/c)	=	1
DEO	=	1
Sr. Asst.	=	1
Asst.	=	1
Peon	=	1
Driver	=	<u>1</u>
<b>Total</b>	=	<b><u>8</u></b>



Total manpower in the circle.

<b>Proposed</b>		
DGM ( Tunel )	=	16
DGM ( Pen + PH)	=	16
GM ( Civil)	=	8
<b>Total</b>	=	<b>40</b>

**General Manager ( Elect.)**

This circle consists of two divisions . 1. DGM ( T & D ) & 2. DGM ( PH)

DGM ( T & D ) is having two sub divisions .

1. AGM (1) & 2. AGM ( 2). They are responsible for transmission & distribution system maintenance and construction of project area. Manning will be as follows.

<i>AGM (1)</i>		
<b>Proposed</b>		
AGM	=	1
AM	=	1
LM	=	1
Helper	=	2
Driver	=	1
Asst.	=	1
<b>Total</b>	=	<b>7</b>

<i>AGM (2)</i>		
<b>Proposed</b>		
AGM	=	1
AM	=	1
LM	=	1
Helper	=	2
Driver	=	1
Asst.	=	1
<b>Total</b>	=	<b>7</b>

<i>DGM (T &amp; D)</i>		
<b>Proposed</b>		
DGM	=	1
M	=	1
Dy M (A/c)	=	1
JM (A/c)	=	1
Sr. Asst.	=	1
Asst.	=	1
Peon	=	1
Driver	=	1
<b>Total</b>	=	<b>8</b>

Total under the Division

<b>Proposed</b>		
AGM ( 1 )	=	7
AGM (2)	=	7
DGM ( T & D)	=	8
<b>Total</b>	=	<b>22</b>

Similarly DGM (PH) of Elect. Circle is having two sub divisions.

1. AGM (3) 2. AGM (4)

Manning will be as follows

<i>AGM (3)</i>		
<b>Proposed</b>		
AGM	=	1
AM	=	1
W/M	=	1
Helper	=	2
<b>Total</b>	=	<b>5</b>

<i>AGM (4)</i>		
<b>Proposed</b>		
AGM	=	1
AM	=	1
E/C	=	1
Helper	=	2
<b>Total</b>	=	<b>5</b>

<i>DGM (PH)</i>		
<b>Proposed</b>		
DGM	=	1
AGM	=	1
Dy M (A/c)	=	1
JM (A/c)	=	1
Sr. Asst.	=	1
Asst.	=	1
Peon	=	1
Driver	=	1
<b>Total</b>	=	<b>8</b>



Total manpower under the Division

Proposed		
AGM ( 3 )	=	5
AGM (4)	=	5
DGM (PH)	=	8
<b>Total</b>	=	<b>18</b>

Manning of GM ( Elect. ) office will be

<i>GM (Elect)</i>		
<b>Proposed</b>		
GM	=	1
AGM	=	1
M ( A/c)	=	1
DEO	=	1
JM (A/c)	=	1
Sr. Asst.	=	1
Asst.	=	1
Peon	=	1
Driver	=	1
<b>Total</b>	=	<b>9</b>

Total manpower under the GM ( Elect) Circle.

Proposed		
DGM ( T + D )	=	22
DGM (PH)	=	18
GM (Elect)	=	9
<b>Total</b>	=	<b>49</b>

There will be one DGM ( Mechanical Workshop) who will control all mechanical workshop activity of the project.

Two major workshops will be operated by two AGMs. 1) AGM ( Vehicle repair & Maintenance workshop) 2) AGM ( Heavy machinery & Earth Mover Workshop)

Manning pattern will be as follows:

**AGM ( VR&M)**

<b>Proposed</b>	
AGM -	1
AM -	1
Filler -	1
Mech -	1
Elect -	1
Helper-	4
Chowki-	1
Driver -	1
<b>Total</b> -	<b>11</b>

**AGM ( HM & EM)**

<b>Proposed</b>	
AGM -	1
AM -	1
Fitter -	1
Mech -	1
R/R-O -	1
Helper-	4
CR/O -	1
Chowki-	1
Driver -	1
<b>Total</b> -	<b>12</b>



Manning in the DGM ( Mechanical Workshop) office

<b><u>Proposed</u></b>		
DGM	-	1
Dy M (A/C)	-	1
JM ( A/c)	-	1
Sr. Asst.	-	1
Asst	-	1
Peon	-	1
Driver	-	1
<b>Total</b>	-	<b><u>7</u></b>

Total Manpower under DGM ( Mechanical Workshop)

<b><u>Proposed</u></b>		
AGM ( VRM)	-	11
AGM ( HMRM)	-	12
DGM ( MW)	-	7
<b>Total</b>	-	<b><u>30</u></b>

Senior Manager ( Exe) office manning will be as follows.

<i>Senior Manager( Exe)</i>		
<b><u>Proposed</u></b>		
Sr.GM	=	1
DGM	=	1
Steno	=	1
M ( Admn)	=	1
Sr. Asst.	=	1
Asst.	=	1
Peon	=	2
Driver	=	1
<b>Total</b>	=	<b><u>9</u></b>

Total manpower in the Zone

Proposed		
GM ( Civil-1 )	1=	69
GM (Civil-2)	=	40
GM (Elect)	=	49
Sr. GM ( Exe)	=	9
<b>Total</b>	=	<b><u>167</u></b>



Manning in the CGM ( Execution) is shown below

<i>CGM( Execution)</i>		
<b>Proposed</b>		
CGM	=	1
DGM	=	1
M ( A/c)	=	1
Steno Gr.I	=	1
Sr. Asst.	=	1
Asst.	=	1
Peon	=	2
Driver	=	1
<b>Total</b>	=	<b>9</b>

Total manpower under CGM ( Execution)

<b>Proposed</b>	
SGM ( Exe. )	= 167
CGM (Exe.)	= 9
DGM(MW)	= 30
<b>Total</b>	= <b>206</b>

SGM (Contract ) office manning will be as follows.

<b>Proposed</b>		
SGM	=	1
GM	=	1
M	=	1
DGM ( L)	=	1
DGM ( A/c)	=	1
M (A/c)	=	1
Steno	=	1
Asst.	=	1
Peon	=	2
Driver	=	1
<b>Total</b>	=	<b>11</b>

**Manning in Director ( Generation Projects)**

<b>Proposed</b>		
D( GP )	=	1
SGM(F&A)	=	1
M (Admn)	=	1
GM	=	1
M	=	1
JM(A/c)	=	1
Steno - I	=	1
DEO	=	1
Peon	=	2
Driver	=	2
<b>Total</b>	=	<b>12</b>

\* There will be one Senior General Manager (Finance & Accounts) who will look after separate accounting works of Generation projects directorate.



**Total manpower under Director (Generation Projects)**

<b>Proposed</b>		
CGM ( P & D )	=	167
SGM (Env. + Dev.)	=	213
CGM (Exe.)	=	206
SGM ( Contract)	=	11
Director ( GP)	=	<u>12</u>
<b>Total</b>	=	<b><u>609</u></b>

**Total Manpower**

**Existing = 569**

**Proposed = 609**



## **E) Director ( Finance and Accounts)**

Director (Finance and Accounts) manages and controls the financial activity of the Corporation. The following three Senior General Managers are proposed to work under him :

1. Senior General Manager (Finance & Budget)
2. Senior General Manager (Accounts)
3. Senior General Manager (Audit)

The detailed organogram is shown in **Anx.-1p.**

### ➤ **Senior General Manager (Finance & Budget)**

SGM (F & B) controls activities of one GM (Commercial) and GM (Budget and Finance). Below GM one DGM (Comm) is working. As it deals with commercial activity of the wing, manning pattern will be as follows :

Proposed	
GM =	1
DGM =	1
M =	1
Typist =	2
<b>Total =</b>	<b>5</b>

### **GM ( Finance & Budget)**

GM (F & B) is directly controlling one DGM (Budget) under him. Manning pattern will be as follows.

Proposed	
GM =	1
DGM =	1
M =	1
A/A =	1
<b>Total =</b>	<b>4</b>

Manning in the Office of SGM (F&B) will be as follows

Proposed	
SGM =	1
Steno =	1
Typist =	1
Driver =	1
Peon =	1
<b>Total =</b>	<b>5</b>

Total manpower under SGM ( F+B) will be as follows.



Proposed		
GM ( Comp)	=	5
GM (Budget + Finance)	=	4
SGM (Budget + Finance)	=	<u>5</u>
<b>Total</b>	=	<b><u>14</u></b>

➤ **Senior General Manager (Accounts)**

Senior General Manager (Accounts) is directly controlling Cash + Bank activity with the help of one GM (Cash+Bank). SGM (Accounts) also controls another three General Manager (Accounts). They are

1. GM (Estt. + AGD)
2. GM (Pension + Fund)
3. GM (Compilation + Revenue)

GM (Cash & Bank) operate banking operation including cash management of the corporation. Manning will be as follows.

GM (Cash & Bank)

Proposed		
GM	=	1
DGM	=	1
M	=	1
DyM	=	1
A/Asst	=	1
Peon	=	<u>1</u>
<b>Total</b>	=	<b><u>6</u></b>

- 1) GM ( Establishment + AGD ) is having two DGMs under them 1.DGM ( Estt.) & 2. DGM ( AGD). Manning of DGM ( Estt. ) will be as follows.

Proposed		
DGM	=	1
M	=	1
DyM	=	1
A/Asst	=	<u>1</u>
<b>Total</b>	=	<b><u>4</u></b>

For DGM (AGD) manning pattern will be as follows.

Proposed		
DGM	=	1
M	=	1
DyM	=	1
Typist	=	<u>1</u>
<b>Total</b>	=	<b><u>4</u></b>



Total manpower under GM (Estt. + AGD) will be as follows.

Proposed		
DGM (Estt.)	=	4
DGM (AGD)	=	4
GM	=	1
Asst	=	1
Peon	=	<u>1</u>
<b>Total</b>	=	<b><u>11</u></b>

2) General Manager (Pension & Fund) is having tow DGMs under him. Total manning will be.

Proposed		
GM	=	1
DGM	=	2
JM	=	2
DEO	=	1
Typist	=	1
Peon	=	<u>1</u>
<b>Total</b>	=	<b><u>8</u></b>

3) General Manager (Compilation & Revenue) having two DGMs under him. They are 1. DGM (Compilation & 2. DGM (Revenue). Total manning under GM (Compilation + Revenue) will be as follows.

Proposed		
GM	=	1
DGM	=	2
M	=	2
Typist	=	<u>1</u>
<b>Total</b>	=	<b><u>6</u></b>

Manning in SGM (Accounts) will be

Proposed		
SGM	=	1
Steno	=	1
M(A/c)	=	1
Driver	=	1
Peon	=	<u>2</u>
<b>Total</b>	=	<b><u>6</u></b>



### Total manpower under SGM (Accounts)

Proposed		
GM(Cash & Bank)	=	6
GM (Estt. + AGD)	=	11
GM(Pension+ Fund)	=	8
GM (Comp + Rev.)	=	6
SGM (A)	=	6
<b>Total</b>	<b>=</b>	<b>37</b>

### ➤ Senior General Manager (Audit)

Sr. General Manager (Audit) is directly controlling Central Audit (CA) section with one GM (CA). Under SGM (Audit) there is one GM (Audit) who is looking after Internal Audit (IA) works with the help of two DGMs under him. Manning of GM (CA) is shown as below.

Proposed		
GM	=	1
DGM	=	1
M	=	1
Typist	=	1
<b>Total</b>	<b>=</b>	<b>4</b>

Manning in offices under SGM (Audit) is shown as below.

### DGM (IA-1)

Proposed		
DGM	=	1
M	=	1
JM	=	1
<b>Total</b>	<b>=</b>	<b>3</b>

### DGM (IA-2)

Proposed		
DGM	=	1
M	=	1
JM	=	1
<b>Total</b>	<b>=</b>	<b>3</b>

### GM (IA)

Proposed		
GM	=	1
Typist	=	1
Peon	=	1
<b>Total</b>	<b>=</b>	<b>3</b>



SGM (A)

Proposed		
SGM	=	1
Steno	=	1
M/A/c)	=	1
DEO	=	1
Peon	=	2
Driver	=	1
<b>Total</b>	=	<b>7</b>

Total Manpower SGM audit will be

Proposed		
GM (CA)	=	4
SGM (A)	=	16
<b>Total</b>	=	<b>20</b>

Manning in Director (Finance & Accounts) Office

Proposed		
Director	=	1
DGM	=	1
Steno	=	1
Typist	=	1
Peon	=	1
Driver	=	1
<b>Total</b>	=	<b>6</b>

Total manpower under Director (Finance + Accounts)

Proposed		
SGM ( Finance + Budget)	=	14
SGM ( Accounts)	=	37
SGM ( Audit)	=	20
Director ( FA)	=	6
<b>Total</b>	=	<b>77</b>

Manpower under Director ( F & A) Existing = 82 Nos.  
Proposed = 77 Nos.



## **F) Director (Corporate Affairs)**

Director (Corporate Affairs) is the main operator of administrative machinery of the corporation. He controls three wings under him. However, SGM (Vigilance) will report to CMD directly for all functional matters but administratively he is placed under Director (CA).

- Senior General Manager (Vigilance)
- Additional Chief General Manager (Administration)
- Chief General Manager (Human Resource)

Detailed organogram is shown in **Anx.-1q**.

### **Senior General Manager (Vigilance)**

Senior General (Manager Vigilance) will be responsible for general vigilance and investigation matters of vigilance cases. There will be three divisions under SGM (Vig.). These are

- DGM (Financial)
- DGM (Techno Commercial)
- DGM (Consumer affairs)

Manning pattern will be as follows:

Total manpower under SGM (Vigilance)

<u>Proposed</u>		
SGM	-	1
DGM	-	3
Steno	-	1
DEO	-	1
Peon	-	1
Driver	-	1
<b>Total</b>	-	<b>8</b>

### **Additional Chief General Manager (Administration)**

Additional Chief General Manager (Administration) controls the following Senior Managers :

- a) SGM(Legal)
- b) SGM (Admn.)

SGM Legal Controls only two GMs. They are GM(Legal) & GM ( Contracts). Manning pattern for the cell will be as follows :

<u>SGM ( Legal)</u>		
SGM	-	1
GM	-	2
DEO	-	1
<b>Total</b>	-	<b>4</b>



- a) SGM (Administration) controls the following General Managers :
- 1) GM (Estate)
  - 2) GM (PR + CC)
  - 3) GM (Establishment)
  - 4) GM (Security)

### 1. GM(Estate)

GM(Estate) is controlling two division, DGM(1) for K +J. and Ribhoi Dist. and DGM(II) for Garo Hills District. As GMs office is situated in Shillong, DGM(1) , AGMs may be included in office of the General manager with its staffs.

#### General Manager ( Estate )

	<u>Proposed</u>	
GM	-	1
DGM	-	1
AGM	-	2
AM	-	1
Dy.M A/c	-	1
JM (A/c)	-	1
Asst.	-	1
Supervisor	-	1
Mandal	-	1
Chainman	-	1
Sweeper	-	3
Cook	-	3
Attendent	-	3
Peon	-	1
Driver	-	1
<b>Total</b>	-	<b>22</b>

DGM(2) consists of only one sub division (Active). Other proposed sub division need not be operated at present.

	<u>Proposed</u>	
DGM	-	1
AGM	-	1
DyMA/c-		1
JM (A/c)-		1
Asst.	-	1
Sweep-		2
Cook	-	2
Attend-		2
Mondal-		1
Cleaner-		1
<b>Total</b>	-	<b>13</b>



Total manpower under GM (Estate) to be shown as follows:

Proposed	
DGM -	13
GM -	<u>22</u>
<b>Total -</b>	<b><u>35</u></b>

(2) GM (PR + CC) Controls two DGMS

- a) DGM (PR)
- b) DGM (CC)

Manning will be as follows:

<b>Proposed</b>	
GM -	1
DGM -	1
DEO -	1
Oper (t)-	1
Peon -	<u>1</u>
<b>Total -</b>	<b><u>5</u></b>

(3) GM (Establishment) is controlling two Divisions

- a. DGM (1)
- b. DGM (2)

Manning pattern will be as follows;

<b>DGM (1)</b>	
Proposed	
DGM -	1
AGM -	1
M -	1
JM -	1
Peon -	1
Asst. -	<u>1</u>
<b>Total -</b>	<b><u>6</u></b>

<b>DGM(2)</b>	
Proposed	
DGM -	1
AGM -	1
M -	1
JM -	1
Peon -	1
Asst. -	<u>1</u>
<b>Total -</b>	<b><u>6</u></b>

GM controls the office locally. So only GM is required (1).

Total Manning under GM (Estb)

Proposed

DGM(1) -	6
DGM (2) -	6
GM -	<u>1</u>
<b>Total-</b>	<b><u>13</u></b>

(4) GM (Security) consists of two divisions headed by DGM (1) and DGM (2).

DGM is controlling two subdivisions

- 1) Dy. M (EK + RIB)
- 2) Dy. M (WK + J)

DGM (2) is having three sub Divisions



- 1) Dy. M (EG)
- 2) Dy. M (WG)
- 3) Dy. M (SG)

<u>DGM (1)</u>			<u>DGM (2)</u>			<u>GM</u>		
<u>Proposed</u>			<u>Proposed</u>			<u>Proposed</u>		
DGM	-	1	DGM	-	1	GM	-	1
Dy M	-	2	Dy M	-	3	Driver	-	2
Inspector	-	3	Inspector	-	3	Asst.	-	1
Sub Inspector-		3	Sub Inspector-		3	<b>Total</b>	-	<b>3</b>
SG	-	35	SG	-	25			
Driver	-	2	Driver	-	2			
Asst.	-	1	Asst.	-	1			
Peon	-	1	<b>Total</b>	-	<b>38</b>			
<b>Total</b>	-	<b>48</b>						

Total under GM (Security)

**GM(Security)**

<u>Proposed</u>		
DGM ( 1)	-	48
DGM (2)	-	38
GM	-	3
<b>Total</b>	-	<b>89</b>

Total manpower in office of the Add CGM(Admn.)

<u>Proposed</u>		
Add CGM(Admin)	-	1
Steno	-	1
Peon	-	1
Driver	-	1
<b>Total</b>	-	<b>4</b>

Total manpower under Add CGM (Admin.) will be as follows:

<u>Proposed</u>		
SGM ( Legal)	-	4
GM (Estate)	-	35
GM (PR+CC)	-	5
GM ( Estb)	-	13
GM (Security)	-	89
ACGM(admin)	-	4
<b>Total</b>	-	<b>150</b>

CGM Human Resource Controls two SGMS

- 1) Sr. GM (HRD) and



2) Sr. GM (Personnel)

Sr General Manager (HRD) is dealing with the training programme and quality management programme. There is one GM (training + QM) under him. There are two DGMS, DGM (Training) and DGM(QM) working under him. The manning pattern will be as follows:

**Sr.GM (HRD)**

<b><u>Proposed</u></b>	
SGM -	1
GM -	2
DGM -	2
E typist-	1
Peon -	1
<b>Total -</b>	<b>7</b>

Sr. General Manager (personnel) is responsible for recruitment and placement job of the corporation.

He will be reported by GM (Recruitment and Placement). GM(R&P) would be assisted by two DGMS. As the department has to deal with confidential matters, no officer has been posted below DGM level and only confidential steno/DEO are posted with them.

Staffing pattern will be

**SGM(Personnel)**

<b><u>Proposed</u></b>	
SGM -	1
GM -	1
DGM -	2
DEO -	1
Peon -	1
<b>Total -</b>	<b>6</b>

In CGM (HR)'s office, manning will be as follows:

<b><u>Proposed</u></b>	
CGM -	1
Steno -	1
Driver -	1
<b>Total -</b>	<b>3</b>

Total manpower under CGM (HR) will be as follows:



<b><u>Proposed</u></b>	
SGM (HR) -	7
SGM (Per) -	6
CGM -	3
<b>Total -</b>	<b>16</b>

The 'Medical services' of the corporation will be under the Administrative control of Director (Corporate Affairs)

Manning of Medical services will be as follows:

1) Mini Hospital, Summer

<b><u>Proposed</u></b>		
CGM (Medical)	-	1
CMO	-	1
Compounder	-	1
Midwife	-	2
Dresser	-	1
Ward Attendant	-	1
Mali	-	1
Driver	-	2
Sweeper	-	1
<b>Total</b>	-	<b>11</b>

2) Kyrdemkulai Dispensary

<b><u>Proposed</u></b>		
AGM(M)	-	1
Asst. Surgeon	-	1
Midwife	-	1
Dresser	-	1
Chowkidar	-	1
Sweeper	-	1
<b>Total</b>	-	<b>6</b>

Total Medical service staff.  $11 + 6 = 17$

Education service staffs are under direct control of Sr. General Manager (Admn.)

Manning pattern will be as follows:

1) High School – Sumer

<b><u>Proposed</u></b>		
Head Master	-	1
Asst. Teacher(G)	-	15
Asst. Teacher (UG)	-	7
Asst. Teacher (M)	-	1
Asst.	-	1
Peon	-	1
Cleaner	-	1
Sweeper	-	1
<b>Total</b>	-	<b>28</b>

2) High School Umiam

<b><u>Proposed</u></b>		
Head Master	-	1
Asst. Teacher(G)	-	15
Asst. Teacher (UG)	-	7
Asst. Teacher (M)	-	1
Asst.	-	1
Peon	-	1
Cleaner	-	1
Sweeper	-	1
<b>Total</b>	-	<b>28</b>

3) High School – Kyrdemkulai

<b><u>Proposed</u></b>		
Head Master	-	1
Asst. Teacher(G)	-	12
Asst. Teacher (UG)	-	7
Asst. Teacher (M)	-	1
Asst.	-	1
Peon	-	1
Cleaner	-	1
Sweeper	-	1
<b>Total</b>	-	<b>25</b>

4) Nangalbibra L.P. School

<b><u>Proposed</u></b>		
Asst. Teacher (G)	-	1
Asst. Teacher(UG)	-	2
<b>Total</b>	-	<b>3</b>

1) Dehal L.P. School  
Asst. Teacher (UG) – 1

**Total Educational service staff**

Summer High School	-	28
Kyrdemkulai High School	-	25
Umiam High School	-	28
Nangul School	-	3
Dehal L.P School	-	1
<b>Total</b>	-	<b>85</b>



Manning in Director (Corporate Affairs office)

<b><u>Proposed</u></b>	
Director (C.A) -	1
Steno -	1
DEO -	1
Peon -	1
P.S -	1
District -	1
<b>Total -</b>	<b><u>6</u></b>

**Total manpower under Director (Corporate Affairs)**

SGM ( Vig) -	8
AddCGM ( Admn) -	150
CGM ( HR) -	16
Medical Service -	17
Education Service -	85
Director ( C.A) -	<u>6</u>
<b>Total -</b>	<b><u>282</u></b>

Staff strength including H.R Dept.	Proposed	=	282
	Existing	=	289

## Company Secretary

In the proposed corporation, one post of company secretary is to be created as per section 383(A) of Companies Act. As the new corporation will not join financial exchange activity at present, only one company secretary along with four support staff and a driver will be posted. In future if the corporation comes under financial exchange activity, placement of staff will be made as per SEBI norms applicable from time to time.

Manning in Company secretary's office will be as follows :

<b><u>Proposed</u></b>	
Company Secretary -	1
Steno -	1
Sr. Asst -	1
Asst. -	1
Peon -	1
Driver -	<u>1</u>
<b>Total -</b>	<b><u>6</u></b>

