

**Proactive disclosure of organization details as mandated u/s 4 of RTI Act, 2005**

ii)	<b>The power and duties of its officers and employees</b>	
	<p><b>Power</b> : Administrative &amp; Technical control</p> <p><b>Duties</b> : To execute improvement, maintenance, repairing, &amp; renovation of electrical engineering works related to Street Lighting system , Crematoriums, Markets &amp; Institutions and Electro-Mechanical projects by SAEs, AEs, &amp; EEs under the supervision of DG(Ltg.&amp; Elect.) and Dy. C.E.(E). Besides this there are non-engineering staff who execute official jobs like maintaining Establishment works and Labour staff for field works and except the above any other work as ordered by the higher authority.</p>	
	<b>Sub-Asstt.Engineer</b> (Electrical)	Daily attendance of Labour
		No. of labour present
		No. of labour on leave
		No. of labour engaged for execution of work
		No. of file pending
		No. of estimate prepared with value
		No. of work in progress
		No. of work pending
		No. of complaint received
		No. of complaint attended
		No. of complaint pending
		Liaison with store for materials & related inspection
		Stock of materials at hand
		Site visit
	<b>Asstt.Engineer</b> (Electricia)	Verification of attendance register of SAEs & Labours
		No. of work pending
		No. of complaint received
		No. of complaint attended
		No. of complaint pending
		Maintaining work Register
		Liaison with store for materials & related inspection
		Stock of materials at hand
		Site visit
	<b>Executive Engineer</b> (Electrical) Weekly report on	No. of complaint attended
		No. of estimate prepared with value
		No.of sanctioned works file
		No. of work order issued
		Date of Commissioning of project, if any
		Status of on-going work
		No. of completed work
		No. of Development work
		Log Book
		Site Visit
Establishment matters		

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<b>Dy.Chief Engineer</b> (Electrical)	Consolidated (Report as prepared by EEs & submitted to DG
	No.of sanctioned works file
	No. of work order issued for execution of work
	No. of completed work
	Schedule date of project
	Status of on-going project work
	Target date of completion
	Site Visit
	Establishment matters
<b>Director General (E)</b> (Lighting & Electricity)	Consolidated Report of EE as submitted through Dy.C.E.
	Status of on-going work
	No. of completed work
	Planning improvement etc.
	Instruction
	Action taken
	Surprise Site visit
	Establishment matters

**iii) The procedure followed in the decision making process, including channels of supervision and accountability**

The department do not make any decision for its works / projects but propose before higher authority..

**iv) The norms set by it for the discharge of its functions**

For discharging the functions of Lighting & Electricity Department, the official hierarchy is maintained as per KMC Act & WBSR.

**v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions**

As per relevant I.S Standards or standards fixed as per existing law/rule.  
Work files are controlled by Executive Engineers/Deputy Chief Engineers/Director General (Electrical)

**vi) A statement of the categories of documents that are held by it or under its control**

Not applicable.

**vii) The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof.**

Not applicable.

**viii) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.**

Only committees set up for energy audit & alternate energy committee which are under control of administrative set up.

**ix) A directory of its officers and employees**

Annexed herewith.

**x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.**

Payment is made as per pay structure followed with ROPA Rules of Govt. of West Bengal.

**xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports as disbursements made.**

As per Annual Budget.

**xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.**

Lighting & Electricity works are executed with monetary provision in KMC Annual Budget, no question of subsidy may arise. For mega projects, financial assistance is received from State Govt. / ADB / Central Govt/JNNURM Fund.

**xiii) Particulars of recipients of concessions, permits or authorizations granted by it.**

Only license for cable TV cable laying is given by the department under its control but no concessions are granted.

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

Attached as available.

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

A citizen of India can obtain information in respect of Lighting & Electricity to the city applying before the State Public Information Officer (Lighting & Electricity), KMC.

**xvi) The names, designations and other particulars of the Public Information Officer**  
Director General (Lighting) & SPIO (Lighting), KMC

**xvii) Such other information as may be prescribed and thereafter update these publications every year.**

Not applicable.

This has reference to the Municipal Commissioner's Circular No.30 of 2013-14 dated 22/06/2013.  
Director General (Electrical)/Lighting & Electricity Dept./KMC