

**SIKKIM STATE ELECTRICITY REGULATORY COMMISSION,
GANGTOK.**

THE RIGHT TO INFORMATION ACT, 2005

Information under Section 4(1) b of RTI Act, 2005.

CHAPTER-01

The particulars of its organisations, functions and duties;

Name of Department	Sikkim State Electricity Regulatory Commission
Address	Sikkim State Electricity Regulatory Commission (SSERC), Deorali, Gangtok.
Telephone Number	03592- 281081(Chairperson) 03592- 281088 (Secretary) 03592- 280081 (Director T&T)
Working Hour	(Monday to Friday) 10.15 AM to 04.30 PM

CHAPTER-02

Powers and Duties of its Officers and Employees

Sl no.	Officers & Designation	Duties Alloted	Powers
1.	Chairperson		He shall be the Chief Executive of the State Commission and perform the functions as mandated by the Electricity Act-2003
2.	Secretary	Head of the Department	Administrative and Financial approval delegated by the Commission. She exercises the power of the Transparency Officer under RTI Act 2005.
3.	Director (T&T)	Handles all technical & tariff related matters and administrative works of the Commission. Disposing off the Tariff Petitions, framing of new rules and Regulations.	He exercises the power of Appellate Authority under RTI Act, 2005.
4.	Financial Advisor	Oversee all the accounts matters.	He exercises the power of Drawing & Disbursing Officer.

5.	Joint Director	To look after the IT related functions and administrative functions of the Commission.	He reports to the Secretary, SSERC. He exercises the power of State Public Information Officer under RTI for Commission.
6.	Accounts Officer	All accounts matters	He reports to Financial Officer.
7.	Assistant Director (Tariff)	Assist Director (T&T) in all Technical matters	He/she reports to Director (T&T)
8.	Assistant Director (Legal)	Assist Director (T&T) in all Legal matters	He/she reports to Director (T&T)
9.	Assistant Manager (Admin.)	Assist Joint Director in Administrative matters.	He/she reports to Secretary and Joint Director, SSERC.
10.	Steno	To type and take dictation. To keep an accurate list of meetings etc.	All typing works in the Computer Section.
11.	Accounts Clerk	All accounts related work of the Commission.	He reports to Accounts Officer & Financial Advisor.
12.	LDC	All typing works in the Computer Section. Records keeping of file.	He/she shall report to Secretary/Joint Director, SSERC. Data Entry and process RTI application.
13.	Peons/office attendant	Assist Officer & Staff in the Commission	He/she reports to Joint Director/ Assistant Manger (Admin.). He/she acts as Diarist and Dispatcher.
14.	Drivers	Usual duty of driving official vehicle of the Officer Concerned.	He reports to Joint Director/Assistant Manager (Admin.)
15.	Night Watchman	To provide overnight security.	He reports to Joint Director/Assistant Manager (Admin.)

CHAPTER-03

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

Various SSERC Regulations/rules duly notified in the Government Gazette for decision making and for the overall supervision and accountability.

CHAPTER-04

Norms set by it for the discharge of its functions

The Commission shall follow the various norms which have been dully notified via different rules/ regulations set and orders issued by the commission.

CHAPTER-05

Rules, Regulations, Instructions, Manuals and Records, held by it or under its control or used by its employees for discharging its Functions.

- 1. SIKKIM SERVICE RULES, 1974.**
- 2. SIKKIM FINANCIAL RULES, 1979.**
- 3. SIKKIM SERVICE PENSION RULES, 1990.**
- 4. SIKKIM STATE ELECTRICITY REGULATORY COMMISSION (Conduct of Business) REGULATIONS, 2012.**

CHAPTER-06

A statement of the categories of documents that are held by it or under its control.

Sl. No.	Category of the document	Designation of the Addressee
1	All Personal files /Office related Files	Asst. Manager (Admin.)
2	Quarterly Status report	Ombudsman/A.D (Legal)
3	Accounts related/Budget	Accounts Officer
4	Tariff related documents	A.D. (Tariff)
5	Payment of consultancy/ Membership to different forums	A.D. (Tariff)

CHAPTER-07

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.

CHAPTER-08

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.

i. State Advisory Committee

Name	Designation
1. Shri. K.B. Kunwar	-Ex- Officio Chairperson
2. Shri. Nim Tshering Lepcha Hon'ble chairman, Sikkim Welfare Commission	-Member
3. Secretary, Food and Civil Supplies Department, Government of Sikkim, Gangtok	-Ex- Officio Member
4. Shri. D.P Sharma, I.A.S. (retd., former Secretary, D.P.H. Road, Gangtok, East Sikkim	-Member
5. Shri. Uttam Kumar Pradhan, Former Principal Chief Engineer, Tadong, Gangtok, East Sikkim.	-Member
6. Shri. D.B. Basnet, Former Chief Engineer, Sadam, South Sikkim	-Member
7. Shri D.P. Deokota, Former Chief Engineer, Tadong, Gangtok, East Sikkim	-Member
8. Shri. Rinzing Youngda Bhutia, Vice President, Pelling Tourism Development Association, West Sikkim	-Member
9. Secretary	-Ex-Officio Secretary

ii. Selection Committee

The Selection Committee for the purpose of recruitment to the posts of Officer Category shall comprise of:

1. The Secretary,
2. One representative, not below the Grade of Additional Secretary, each of the following Departments of the State Government, namely,

- a. Energy and Power Department, government of Sikkim
- b. Department of Personnel, Administrative Reforms and Training, Government of Sikkim.
- c. Finance, Revenue and Expenditure Department, Government of Sikkim.

The Selection Committee for the purpose of recruitment to the posts in Staff Category shall comprise of the Secretary and two other Officers of the Commission as may be nominated by the Chairperson.

iii. Committee for “Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013”

- a. Mrs. Tshering Yangchen Bhutia, Sr. Accountant (Member)
- b. Shri. Kashi Nath Nepal, Accounts Officer (Member)
- c. Mrs. Yangzom Bhutia, LDC (Member)
- d. Ms. Lalita Lama, Representative, Subha Laxmi Social Organization (Member)

CHAPTER-09

A directory of its officers and employees.

SL. No	Name	Designation	Contact No.
1	Mrs Sherap Shenga	Secretary	03592-281088(O)/ 7431819163(M)
2	Mr. Palchen D. Chaktha	Director (T&T)	03592-280081/ 9733151828(M)
3	Mr. Jigme Wangchuk Bhutia	Joint Director	03592-281044(O)/ 9733480001(M)
4	Mr. Kashi Nath Nepal	Accounts Officer	9593784071(M)
5	Mr. Pema Rinzing Gyansapa	Asst. Director (Tariff)	8101550558(M)
6	Mr. Sonam Gyamtso Bhutia	Asst. Director (Legal) / Electricity Ombudsman	9547535853
7	Mrs. Tshering Wangmu Bhutia	Asst. Manager (Admin.)	7407187420
8	Mr. Novin Tamang	Steno	7318647318(M)
9	Mr. Hem Kumar Chettri	L.D.C.	8768148530(M)
10	Mrs. Yangzom Bhutia	L.D.C.	7872988133(M)
11	Mrs. Zangmu Bhutia	L.D.C.	8768956285(M)
12	Mrs. Hissay Doma Bhutia	L.D.C.	8670109816(M)

13	Mr. Mohan Bhattarai	Accounts Clerk	7479221922(M)
14	Miss Lucy Doma Bhutia	M.T.O.A.	8617320128(M)
15	Mr. Jigme Sonam Bhutia	M.T.O.A.	9609032864(M)
16	Mr. Arun kumar Bhujel	Peon	9775466058(M)
17	Mr. Ganesh Kumar Rai	Peon	9593377461(M)
18	Mr. Kharga Bdr. Chettri	Peon	7001683016(M)
19	Mr. Sameer Pradhan	Office Attendant	8016348105 (M)
20	Mr. Hem Chandra Chettri	Peon	6295097979(M)
21	Mr. Govind Rai	Peon	7797283668(M)
22	Mr. Kul Bdr. Chettri	Peon	9593060943(M)
23	Mr. Pema Ongyal Bhutia	Home Guard	7602678315(M)
24	Mr. Sagar Bhujel	Night Watchman	9564202935(M)

CHAPTER-10

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

1. Smt. Sherap Shenga - Transparency Officer
2. Shri Palchen D. Chaktha (Director T&T) - Appellate Authority
3. Shri Jigme Wangchuk Bhutia (Joint Director) IT - State Public Information Officer
4. Shri Pema Rinzing Gyansapa (Assistant Director) Tariff- Asst. State Public Information Officer