



Bhakra Beas Management Board
Right To Information Act 2005-
Manual- 1
Particulars of Organization, Functions and Duties



Name and Address of the Organization

Bhakra Beas Management Board (Board Secretariat)

**Plot No. 6B-6C, Madhya Marg, Sector-19 B,
Chandigarh – 160019**

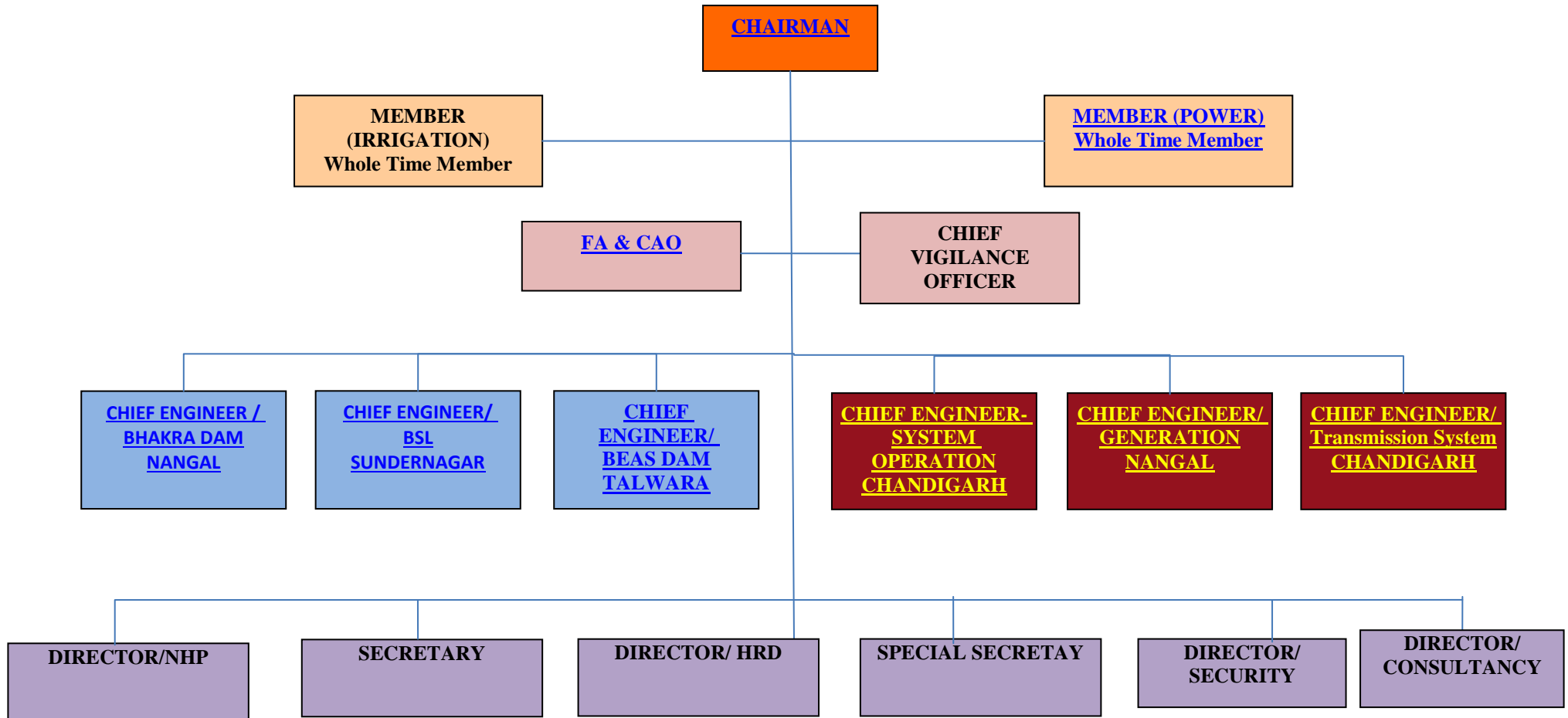
Call : 0172 5011759

Email: secy@bbmb.nic.in

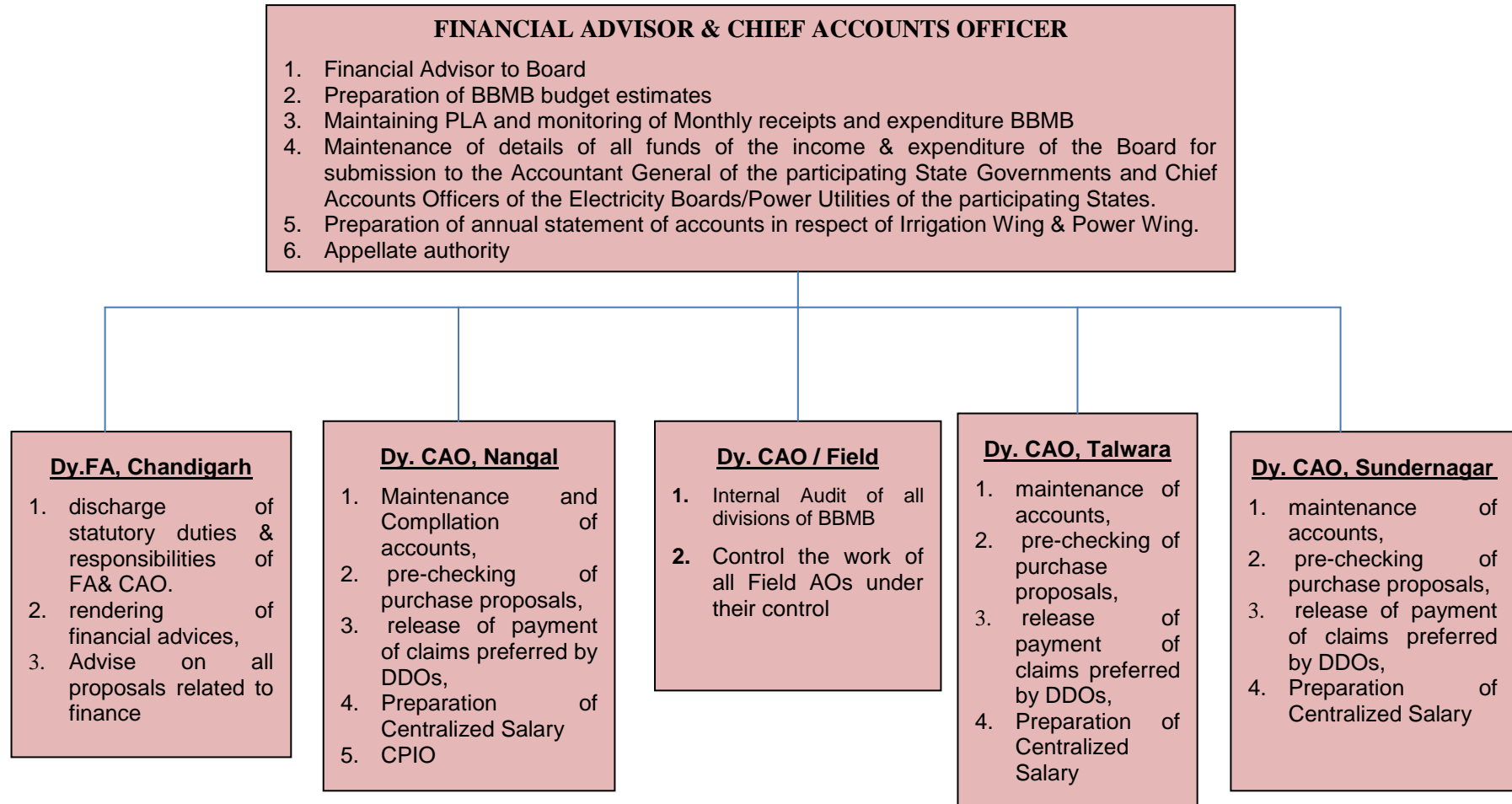
Head of Organization

CHAIRMAN

ORGANISATION STRUCTURE OF BHAKRA BEAS MANAGEMENT BOARD



FINANCIAL ADVISOR & CHIEF ACCOUNTS ORGANISATION



Notw: Works fall under the Perview of Sr.AOs/AOs

Pre-checking of A.Ts, maintenance of Cash Book, compilation of monthly accounts etc. and operate upon the Personal Ledger Account, wherever authorized by FA & CAO, paying authority for making payments of all kinds of claims preferred by the concerned Drawing & Disbursing Officers, in respect of offices/divisions attached with them for accounting purposes.

VIGILANCE OFFICE

CHIEF VIGILANCE OFFICER (CVO)

Responsible for overall Vigilance related matters of the BBMB

Dy. CVO

1. Receipt of complaints from CVC and any other source.
2. Ascertaining of Vigilance angle on the compliant.
3. Receipt of comments from concerned HOD.
4. Acceptance of investigation report and forward to the concerned Disciplinary authority for finalization of the action in the compliant.
5. Referring the case to CVC if required.

Dy. Director/Vigilance

1. After confirmation, examine the complaints (obtaining/Seeing of relevant record/site inspection etc. if required) in view of CVC guidelines.
2. Completion of investigation report.

SECRETARY BBMB

1. Establishment Class I & II,
2. Procurement Approvals of Irrigation Wing,
3. Administration of Board Secretariat,
4. Technical Committee Meetings,
5. Board Meetings,
6. Public Relations,
7. Official Languages,
8. land issues of project properties,
9. Legal Matters

**Dy. Secy. /
Admin & Tech**

1. Administration of Board Secretariat,
2. Board Meetings
3. Technical Committee Meetings,
4. Irrigation Sub Committee meetings

Dy. Secy. / Irrigation

1. Administrative Approval of Works
2. Annual Action Plan of Irrigation Works
3. High Level Spot Purchases
4. CSR Proposals
5. Rehabilitation & Resettlement of Project Affected People (Bhakra Dam)
6. Accident Cases of Machinery and Vehicles.
7. Encroachment Cases of Lands and Buildings
8. Parliament/ Assembly Questions and VIP references
9. BBMB land and Buildings, Lease Policy and its implementation.

**Dy. Secy. / Official
Languages**

1. Official Language Policy and its implementation,
2. Follow-up of guidelines of Official Language department, Ministry of Home Affairs

Dy. Secy. / PD

1. The induction of staff (Group A) from the partner States
2. Establishment Class I & II

Sr. Law officer

1. Interacts with the advocates defending the cases on behalf of BBMB in different courts
2. Examine the Various lease deeds, agreements, contracts and warranty deeds etc. to be executed by the Board office and different Chief Engineer in BBMB

SPECIAL SECRETARY

1. Transparency Officer
2. Nodal Officer for redressal of grievance/ complaints/representations by SC/ST/BC employees, in BBMB
3. Establishment Class III & IV, Procurement Approvals of Power Wing, MIS, Rules and Regulations
4. interaction with external agencies (viz various offices of Government of India, Commissions, etc on reservation policy
5. organizes Middle level Purchase committee meetings for purchase cases of Power Wing
6. Coordination cell of BBMB
7. Pay and Allowances
8. IT infra and enablement of BBMB
9. Director, Grievances for BBMB
10. Awards & Incentives
11. Appellate authority

Dy. SECY. /R&R & M.I.S.

1. The induction of staff (Group C & D) from the partner States
2. Establishment Class III & IV, Procurement Approvals of Power Wing, MIS, Rules and Regulations

Dy. Secy. / Co – ordination

Liaoning with
Ministry of
Power
Secretary Bhakra
Construction
Board for all
related disputes.

Dy. SECY. / Power & General

1. Rehabilitation & Resettlement of Project Affected People (Pong Dam)
2. House Allotment Policy of BBMB
3. House Allotment at Chandigarh
4. Rehabilitation & Resettlement of Project Affected People (Pong Dam)
5. Purchase Procedure in BBMB
6. Permission to Foreign Nationals for R, M & U Works
7. Project Guest Declaration Permission
8. Annual Administrative report.
9. Administrative Approvals and Purchase Cases of Power Wing
10. Parliament/ Assembly Questions and VIP references.

Senior Software Manager

1. IT enablement of BBMB
2. E-tendering/E-Procurement/E-reverse Auction
3. Application Software Packages, Development & Mtc.
4. BBMB Website development & Mtc.
5. Implementation of Cyber Security Policy & Procedures of BBMB
6. Enablement of Procurement through GeM
7. E-office implementation

DIRECTOR/ HUMAN RESOURCE DEVELOPMENT

- a) Institutional and In-house Trainings of all the Officers and Officials
- b) Foreign visits of the officers and officials other R,M&U works
- c) Updation of BBMB Website
- d) Organising Painting Competition on Energy Conservation
- e) Conducting Departmental Accounts & Engineering Examinations for Class-II & III cadre Officers/ Officials.
- f) Meritorious Awards to the Officers/ Officials on BBMB Raising Day i.e. 15th May of every year for their extraordinary achievement/ work done in the interest of the department during the year
- g) Quality Assurance of Monitoring Civil works being executed at BBMB Project Stations.
- h) Nodal officer RTI online
- i) Third party audit on Suo Moto disclosure under Section 4 of the RTI Act.2005.

Dy. Director/ HRD-II

- a) identification of Institutions/ Agencies related to Power
- b) Power Wing Trainings
- c) Organizing State Level Painting Competition on Energy Conservation
- d) Updation of BBMB Website data related to Power WIng
- e) Third party audit on Suo Moto disclosure under Section 4 of the RTI Act.2005.
- f) 21 no management system certification (7 QMS, 7 EMS and 7 OHSMS)

Dy. Director/ HRD-I

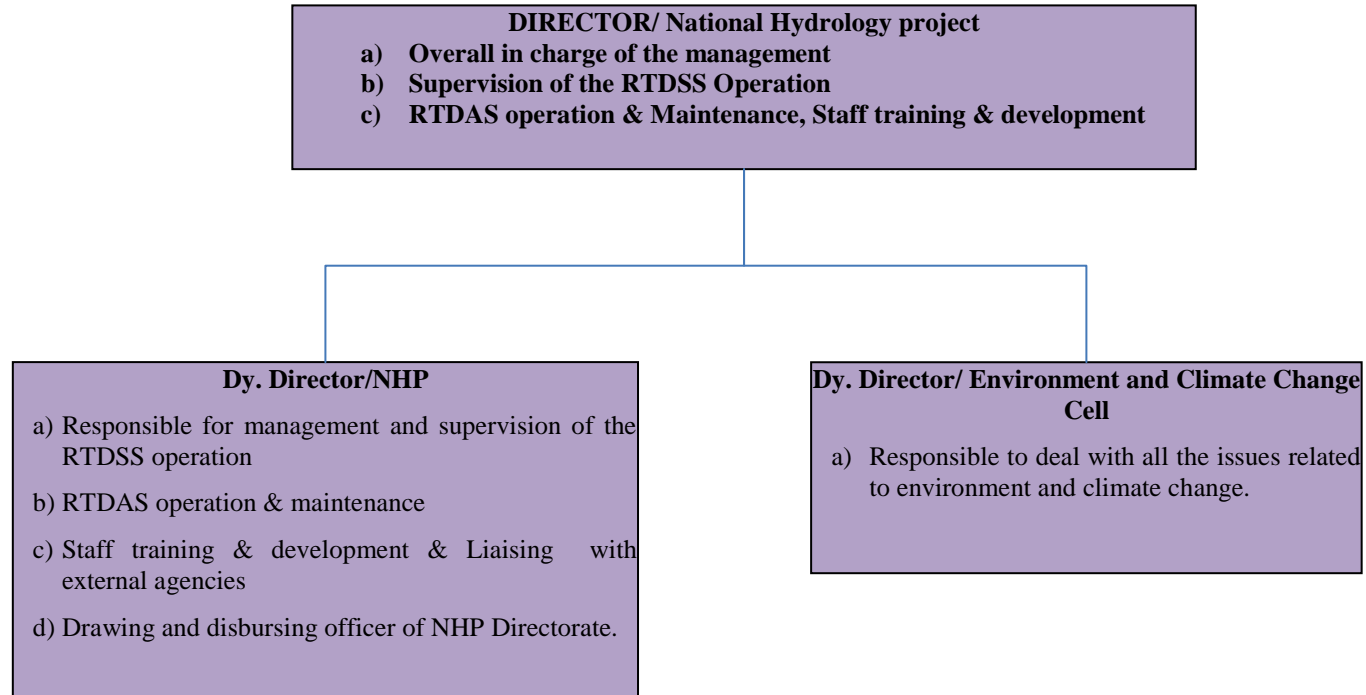
- a) Identification of Institutions/ Agencies related to Irrigation, soft skills etc.
- b) Irrigation Wing Trainings
- c) Monitors In-house training mandays
- d) Updation of BBMB Website data related to Irrigation Wing
- e) Conducting Departmental Accounts & Engineering Examinations for Class-II & III cadre Officers/ Officials.

Dy. Director / PR-cum-MS/CSSC

1. Centralized Publication of Advertisements (Tender Notice & Corrigendum)
2. Publication & Printing
3. Organizing various events under GoI initiatives
4. Celebration of earmarked dates mainly Republic Day, Women's Day, Yoga Day, Ambedkar Jayanti, Independence Day, Award Ceremony on Raising Day & Painting Competition, Swachhta Pakhwada etc. Organ Donation Day, Vigilance Awareness Week, Communal Harmony Week, Blood Donation Day, Constitution Day
5. Handling social media accounts-
 - a. Facebook
 - b. Twitter
 - c. Website
6. Sports related matters
7. Board Secretariat Library
8. Daily compilation of Newspaper clippings

Assistant Director/Recruitment

- a) Requirement of Class III & IV throw centralized staff selection committee
- a) Parliamentary/ assembly and VIP references



Note:
RTDSS : Real Time Decision Support System
RTDAS: Real Time Data Acquisition System

DIRECTOR/ SECURITY

- a) Overall Central Co-coordinator for Security matters of BBMB.
- b) Liaison with all CEs , Home department of Partner states , Govt. intelligence agencies, etc. on security matters
- c) Enforcement of instructions from the M.O.P. and other Government agencies viz Intelligence Bureau , police department etc. regarding security related matter
- d) Implementation of Disaster management plan and emergency action plans of project sites
- e) Nodal officer for safety of employs at work place

Dy. Director/Security

- a) Permits to visitors to the Project Stations
- b) Monitor/ implementation of instruction issued by Central /State Govt. intelligence agencies
- c) Liaising with home department of Partner States
- d) Liaising with tourism department of Himachal Pardesh

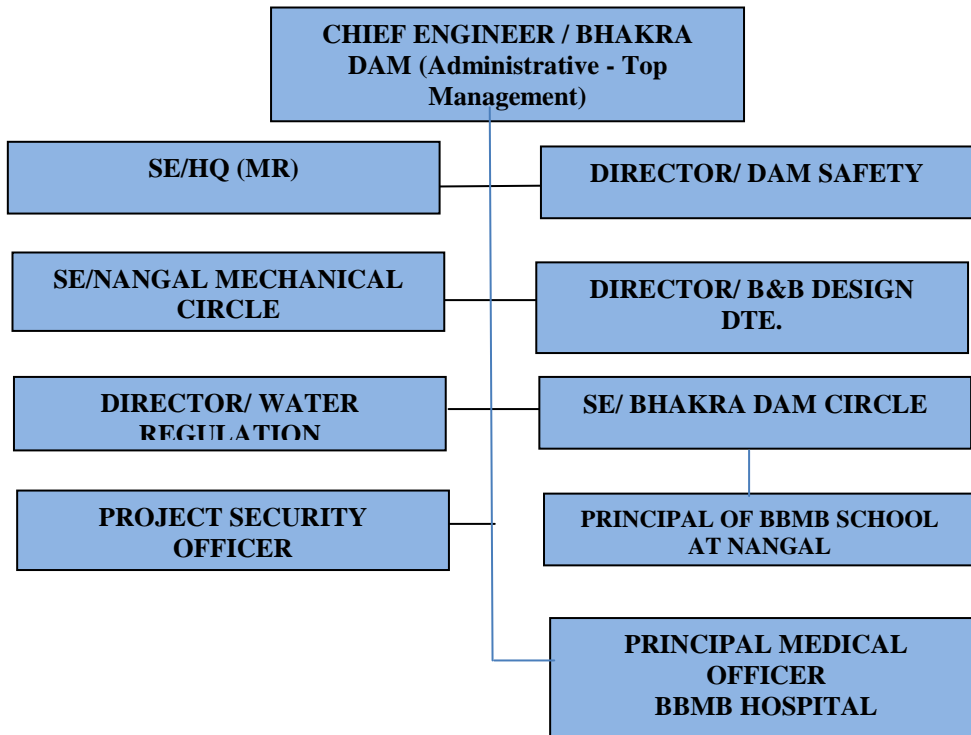
DIRECTOR/ CONSULTANCY

- a) Consultancy works

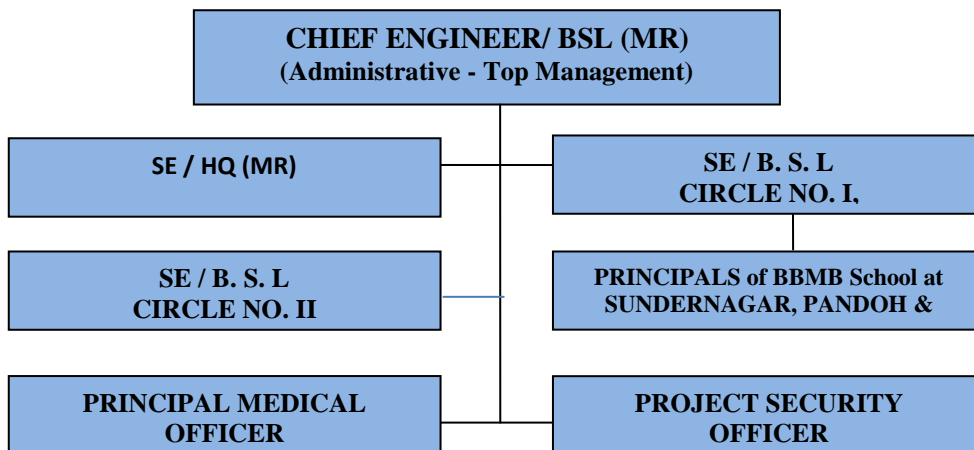
Dy. Director/ Consultancy

- a) Consultancy works
- b) Electrical part of envisaged Baggi Power House.

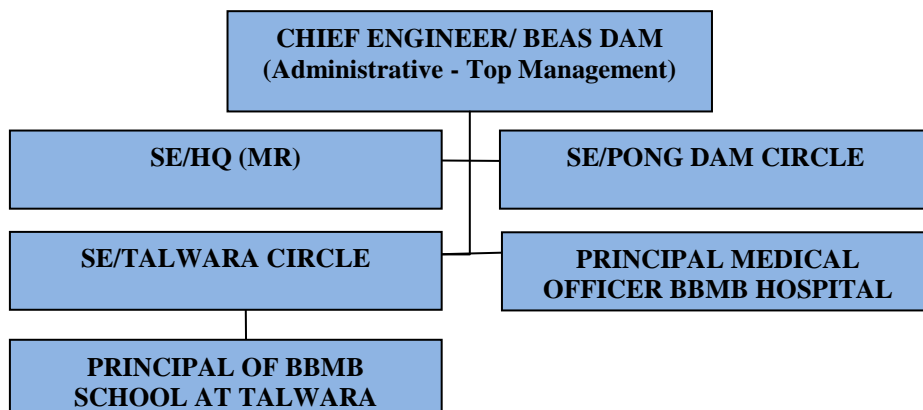
A. Organization set up of Chief Engineer/Bhakra Dam, Nangal (Irrigation Wing)



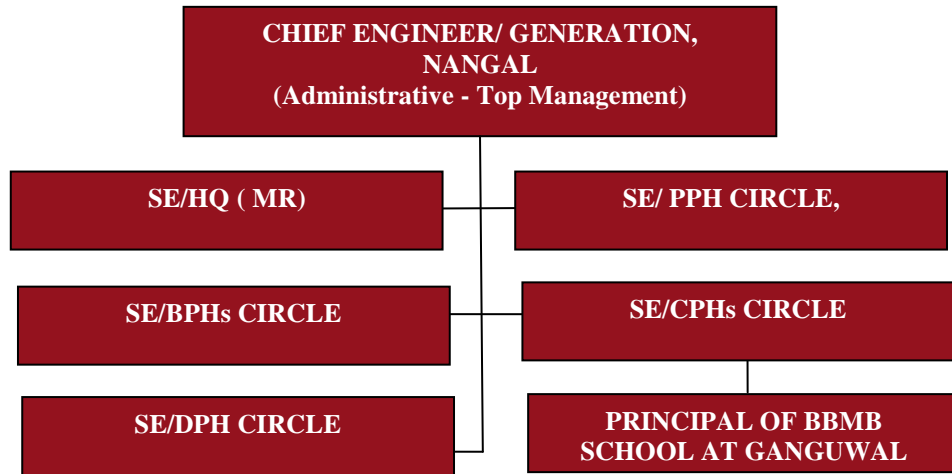
B. Organization Step of Chief Engineer /BSL Project, Sunder Nagar (Irrigation Wing)



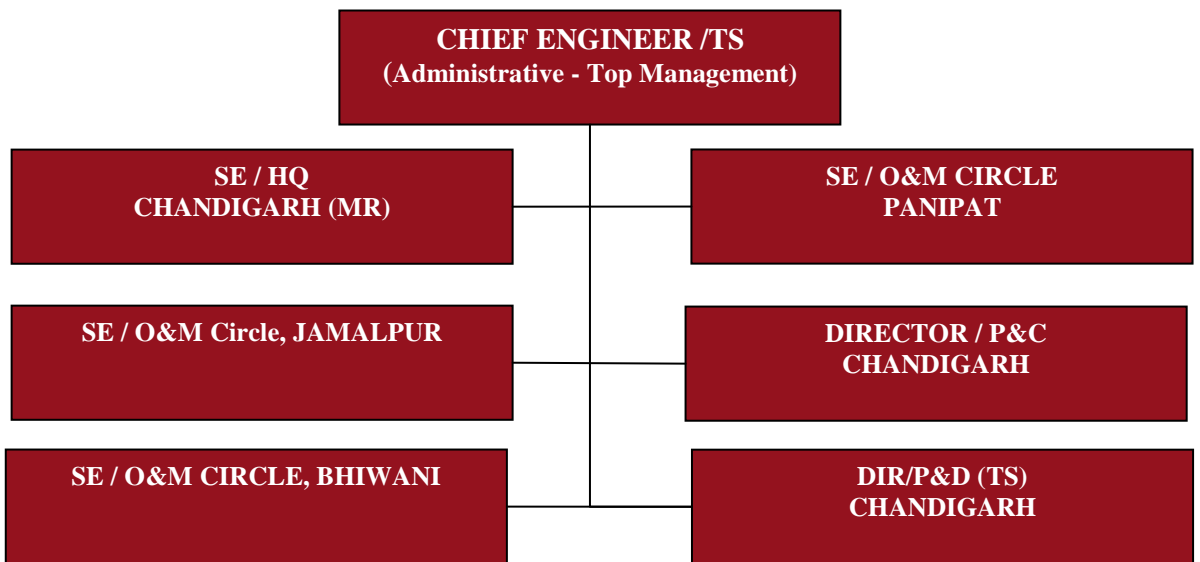
C. Organization set up of Chief Engineer / Beas Dam, Talwara (Irrigation Wing)



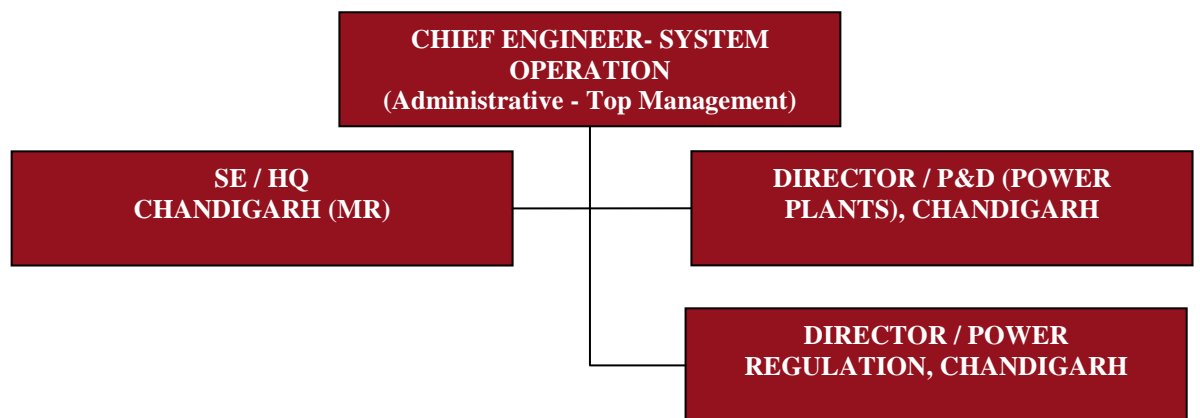
D. Organization set up of Chief Engineer/Generation, Nangal (Power Wing)



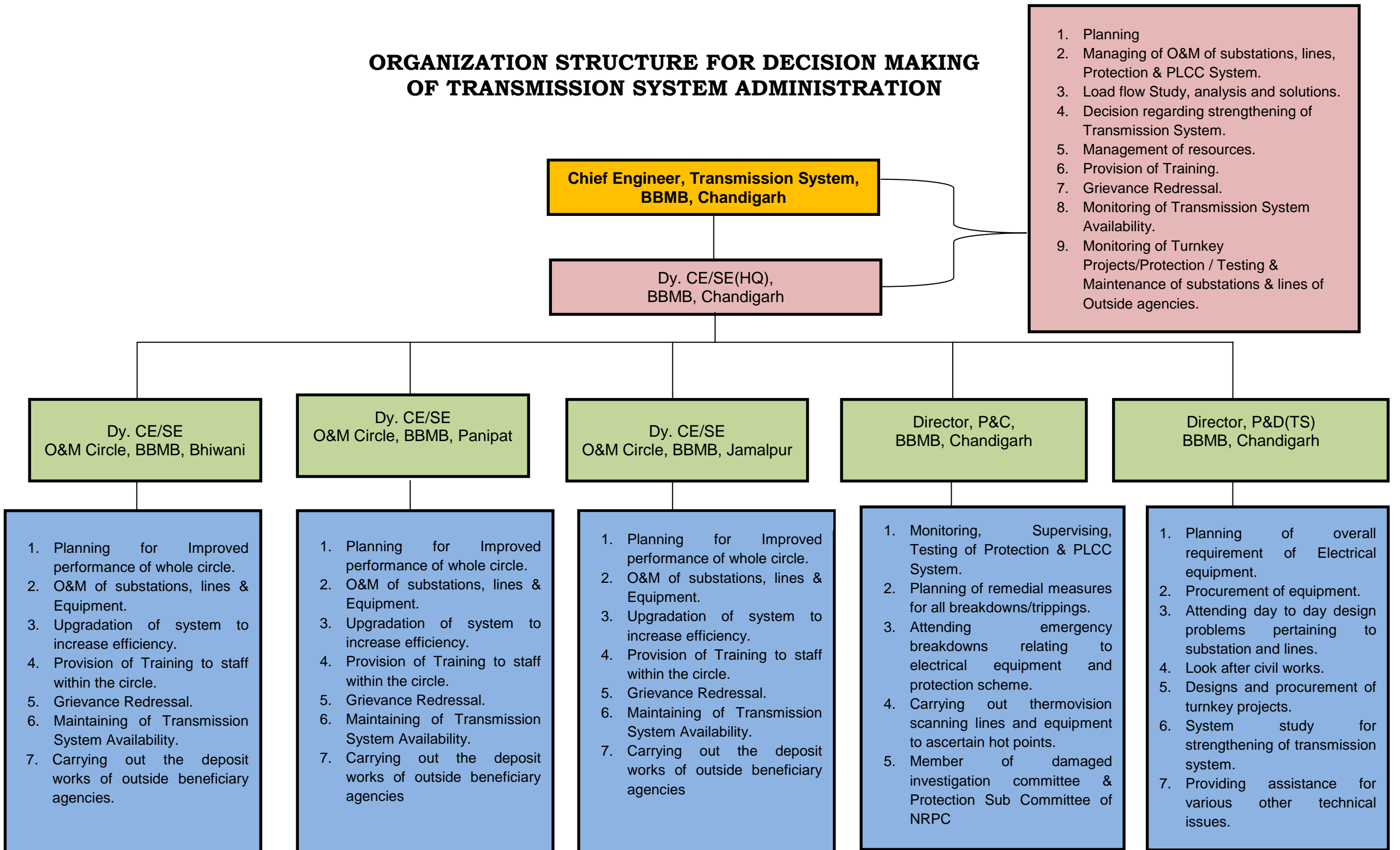
E. Organizational set up of Chief Engineer / Transmission System, Chandigarh (Power Wing)



F. Organization set up of Chief Engineer /System Operations, Chandigarh (Power Wing)



ORGANIZATION STRUCTURE FOR DECISION MAKING OF TRANSMISSION SYSTEM ADMINISTRATION



**Chief Engineer, Transmission System,
BBMB, Chandigarh**

**Dy. CE/SE(HQ),
BBMB, Chandigarh**

1. Planning
2. Managing of O&M of substations, lines, Protection & PLCC System.
3. Load flow Study, analysis and solutions.
4. Decision regarding strengthening of Transmission System.
5. Management of resources.
6. Provision of Training.
7. Grievance Redressal.
8. Monitoring of Transmission System Availability.
9. Monitoring of Turnkey Projects/Protection / Testing & Maintenance of substations & lines of Outside agencies.

**Dy. CE/SE
O&M Circle, BBMB, Bhiwani**

1. Planning for Improved performance of whole circle.
2. O&M of substations, lines & Equipment.
3. Upgradation of system to increase efficiency.
4. Provision of Training to staff within the circle.
5. Grievance Redressal.
6. Maintaining of Transmission System Availability.
7. Carrying out the deposit works of outside beneficiary agencies.

**Dy. CE/SE
O&M Circle, BBMB, Panipat**

1. Planning for Improved performance of whole circle.
2. O&M of substations, lines & Equipment.
3. Upgradation of system to increase efficiency.
4. Provision of Training to staff within the circle.
5. Grievance Redressal.
6. Maintaining of Transmission System Availability.
7. Carrying out the deposit works of outside beneficiary agencies.

**Dy. CE/SE
O&M Circle, BBMB, Jamalpur**

1. Planning for Improved performance of whole circle.
2. O&M of substations, lines & Equipment.
3. Upgradation of system to increase efficiency.
4. Provision of Training to staff within the circle.
5. Grievance Redressal.
6. Maintaining of Transmission System Availability.
7. Carrying out the deposit works of outside beneficiary agencies.

**Director, P&C,
BBMB, Chandigarh**

1. Monitoring, Supervising, Testing of Protection & PLCC System.
2. Planning of remedial measures for all breakdowns/trippings.
3. Attending emergency breakdowns relating to electrical equipment and protection scheme.
4. Carrying out thermovision scanning lines and equipment to ascertain hot points.
5. Member of damaged investigation committee & Protection Sub Committee of NRPC

**Director, P&D(TS)
BBMB, Chandigarh**

1. Planning of overall requirement of Electrical equipment.
2. Procurement of equipment.
3. Attending day to day design problems pertaining to substation and lines.
4. Look after civil works.
5. Designs and procurement of turnkey projects.
6. System study for strengthening of transmission system.
7. Providing assistance for various other technical issues.

S.No.	Description	Reference
2.1	Objective/purpose of the public authority.	https://bbmb.gov.in/citizen-charter.htm
2.2	Mission / Vision Statement of the public authority.	https://bbmb.gov.in/citizen-charter.htm
2.3	Brief history of the public authority and context of its formation.	https://bbmb.gov.in/formation-of-bbmb.htm
2.4	Duties of the public authority.	https://bbmb.gov.in/citizen-charter.htm
2.5	Main activities/functions of the public authority.	https://bbmb.gov.in/functions-of-bbmb.htm
2.6	List of services being provided by the public authority with a brief write-up on them.	https://bbmb.gov.in/citizen-charter.htm
2.7	Organizational Structure Diagram at various levels namely State, directorate, region district, block etc. (whichever is applicable).	https://bbmb.gov.in/writereaddata/Portal/ISODocument/11_1_Manual.pdf
2.8	Genesis, inception, formation of the department.	https://bbmb.gov.in/formation-of-bbmb.htm
2.9	Expectation of the public authority from the public for enhancing its effectiveness and efficiency.	<p>BBMB is custodian of the infrastructure of its Partner States (Punjab, Haryana, Rajasthan and Himachal Pradesh for Power and Punjab, Haryana, Rajasthan for Irrigation) who are the major beneficiaries of water and power generated from the projects. In addition, some part of the water and power generated from the projects are also released to Common Pool Consumers. The concerned Power and Irrigation organizations of the Partner States act as the co-ordinating organizations on their behalf and can be treated as beneficiaries for all intents and purposes. In broader respect it is largely the public at large belonging to these states which is the ultimate beneficiary/customer of BBMB, although there is no direct interface of BBMB with them.</p> <p>The end product (Water and Power) is dependent on nature and BBMB manages these precious resources optimally with sense of equity and justice to the Partner States. It is expected that the citizenry of the Partner States appreciate the mutual interest as it is subject to the vagaries of nature.</p>

S.No.	Description	Reference
2.10	Arrangements and methods made for seeking public participation/ contribution.	<p>All modes of Communication (letters, fax, e-mail, telephones, personal hearing) are available for public queries/ grievances. The official website of BBMB : http://bbmb.gov.in/index.htm is available in both Hindi and English.</p> <p>We have designated Public Information Officers/ Assistant Public Information Officers at various locations of BBMB for the general convenience of the Public. For easy access of common citizen of the country a wide publicity through press and electronic media is also being resorted to.</p>
2.11.	Mechanism available for monitoring the service delivery and public grievance resolution	<p>For monitoring the Service delivery, many forums exist for review of performance, such as full Board meetings, Conferences of Chief Engineers with whole time Members & Chairman, Technical Committee Meetings, Power Sub-Committee meetings, Periodical Performance Reviews on various relevant aspects including financial performance, physical performance to provide directions for improvements etc. Timely action on decisions is taken and followed up at suitable levels.</p> <p>Special Secretary has been designated as Director Grievances who acts as a nodal officer for BBMB. The contact details as under:</p> <p>The Special Secretary, Bhakra Beas Management Board, Plot No. 6-C, Sector 19-B, Madhya Marg, Chandigarh – 160019.</p> <p>☎Telephone: +91 172 5011762 Fax : +91 172 2549857. E-mail: spsecy@bbmb.nic.in</p>
