

**RIGHT TO INFORMATION
ACT'2005
MANUALS
[Chapter-II 4(1)(B)]**



**Punjab Energy Development Agency Plot
No. 1 & 2, Sector 33-D, Chandigarh**

Introduction

- I. In order to promote transparency and accountability in the working of every Public authority and to empower the citizens to secure access to information under the control of each public authority, the Government of India have enacted “The Right to Information Act, 2005”, (RTI Act) which came into Force on 15.06.2005. In accordance with the provisions of section 4(1) (b) of this Act, **Punjab Energy Development Agency** has brought out this manual for Information and guidance of the stakeholders and the general public.
- II. Section 4 of RTI Act 2005
 1. Every Public Authority shall:-
 - a) Every Public Authority shall maintain all its records duly catalogued and indexed in a manner.
 - b) 17 Manuals.
 - c) Publish all relevant facts while formulating important policies or announcing the decisions which affect public informed.
 - d) Provide reasons for its administrative or quasi-judicial decisions to affected persons
 2. Every Public Authority shall provide as much information Suo-motu to the Public at regular intervals through various means of communication, including the internet (Clause b of Sub-Section 1)
 3. Every Information shall be disseminated widely (Sub-Section 1)
 4. All materials shall be disseminated taking into consideration the cost effectiveness, local language and the most effective method of communication in that local area and the information should be easily accessible
- III. The purpose of this manual is to inform the general public about Authority’s organizational set-up, functions and duties of its officers and employees, records and documents available with it
- IV. This manual is aimed at the public in general and users of the services, and Provides information about the schemes, projects and programmes being implemented by the Authorities.

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1st Manual: Particulars of the Public Authority

Name and address of the organization:- Punjab Energy Development Agency (PEDA) Solar Passive Complex Plot No. 1 & 2, Sector 33-D, Chandigarh Ph: 0172-2663328, 2663382, Fax : 0172-2662865

Head of the organization:
Chief Executive, PEDA.

Key Objectives: Punjab Energy Development Agency was formed in Sept. 1991 as a state nodal agency for promotion and development of Renewable Energy Programmes/Projects and energy conservation programme in the state of Punjab. PEDA is registered as a Society under the Societies Act of 1860.

Punjab Energy Development Agency under the Department of New and Renewable Energy, Govt. of Punjab is the State Nodal Agency for promotion and development of New and Renewable Energy (NRSE) Projects and Energy Conservation measures. The projects are provided financial & fiscal assistance by PEDA under the NRSE Policy 2012 of the Govt. of Punjab. Also, Punjab State Electricity Regulatory Commission has designated PEDA as the Nodal Agency for the purposes of the REC Regulations and monitoring of Renewable Purchase Obligation (RPO) in the State of Punjab. In addition, PEDA is the State Designated Agency for Energy Efficiency and Conservation under the Energy Conservation Act 2001 by Bureau of Energy Efficiency, Ministry of Power.

INCENTIVES UNDER THE NRSE POLICY 2012:

Punjab facilitates the setting up of RE Projects on Build Own Operate basis under the NRSE Policy-2012. A slew of incentives are provided to the interested developers to invest and setup RE projects and the major incentives includes:-

- 100% Stamp Duty exemption both on land purchase/lease.
- CLU & EDC charges exempted.
- 100% Electricity Duty Exemption on power consumed during construction of NRSE Projects.
- 100% Exemption on Pollution & Environment Clearance on Solar Projects.
- Wheeling of RE power at a uniform charge of 2% of the energy fed to the grid under Intra-State Open Access.
- Panchayats land can be provided on lease for setting-up of NRSE projects.

The major achievements in the NRSE sector in the State of Punjab are as under:-

S.No.	Project	Installed Capacity (MW)
SOLAR POWER PROJECTS		
1	Ground Mounted Solar Power Projects- PPA Mode	938.22 (92 Projects)

2	Rooftop Solar Projects- PPA Mode	60.5 (14 Projects)
3	Rooftop Solar Projects- Net Metering (Domestic, Social etc)	453.81
4	Rooftop Solar Power Projects at Govt. Building under Net Metering	34
5	Canal Top Solar	20 (4 Projects)
	NRSE Projects (Intrastate)	
6	Solar Power Plants by PSPCL	--
7	SJVN Green Energy Limited	
8	PM KUSUM Component A Solar Power Plants	--
9	PM KUSUM Component C Agriculture Solar Pumps (Grid Connected)	--
	Total Solar within the Punjab	1506.53
10	Solar (Interstate) by PSPCL	
A	NVVNL Bundled Power	37
B	SECI	30
C	SECI Hybrid Power PSA	500
D	NHPC	300
E	SGEL anywhere in India	--
F	Adani Solar Energy AP Three Ltd.	--
G	Renew Dinkar Jyoti Pvt. Ltd	--
H	SJVN	--
	Total Solar outside Punjab	867
	Total Solar	2373.53
NON-SOLAR POWER PROJECTS		
11	Biomass / Baggasse Co-generation Power Project	486.07 (62 Projects)
12	Biomass Power Projects (IPP)	101.5 (11 Projects)
13	Mini Hydel Projects	172.10 (56 Projects)
14	Waste to Energy project	1.50 (2 Projects)
15	Large Hydel by PSPCL	903.40
16	M/s Thind Power Pvt. Ltd. (MHP)	--
17	M/s Kamma Gear Flywheel Pvt. Ltd , Nathuwala, Tehsil- Bagha Purana, Distt. Moga	--
	Total Non-Solar within the Punjab	1664.57
18	PSPCL share from BBMB	1141.10
19	Central Sector Hydel	923.38

20	Purchase through Traders/ IPPs	317.99
21	Parbati H.E. Project Stage-II, Distt. Kullu H.P. (NHPC)	--
22	VishnugadPipatkotiHydroelectric Power Plant, Distt. Chamoli, Uttarakhand (THDCL)	--
23	TapovanVishnugad P.O. Joshimath, Distt. Chamoli, Uttarakhand (NTPC)	--
24	Subansiri Lower HE Project Arunachal Pradesh (NHPC)	--
25	ShahpurKhandi Project (own)	--
26	Total Wind Power outside Punjab (Purchased from SECI)	450
	Total Non-Solar outside the Punjab	2832.47
	Total Non-Solar	4497.04
	Grand Total	6870.57
27	Bio-CNG/ CBG Projects	107.48 TPD (6 project)
28	Bio Ethanol Projects	--
29	Off Grid Solar PV Rooftop Systems	3500 KW
	Schemes	Installed Capacity
30	SPV Street Lights	1,12,947 nos.
32	PM KUSUM Component B Agriculture Solar Pumps (Off- Grid)	17600 nos.
33	Solar Water Heating Systems (LPD-Litre per day)	33,15,500 LPD (about 17000 households)
34	Solar Cookers	22500 nos.
36	Bio Gas Plants	1,86,358 nos.

ENERGY CONSERVATION PROGRAMME

The Government of India has enacted the Energy Conservation Act, 2001, became effective from 1st March, 2002. The Act provides institutionalizing and strengthening delivery mechanism for energy efficiency programs in the country and provides a framework for the much-needed coordination between various government entities. Bureau of Energy Efficiency (BEE) was formed under the Ministry of Power to develop policy and strategies with a thrust on self-regulation and market principles under Energy Conservation Act (EC Act), 2001. Among the key stakeholders are the State Designated Agencies (SDAs) established by State Governments in consultation with BEE with the responsibility to implement the Act within the State.

Punjab Energy Development Agency (PEDA) has been declared as the State Designated Agency (SDA) to coordinate, regulate and enforce the Energy Conservation Act-2001 within the state of Punjab in 2005. The role of PEDA as SDA is to create general awareness among masses about the importance and benefits of energy conservation measures and also to institutionalize the energy efficiency project implementation in the industry, agriculture, Public & Private Commercial and Residential buildings, Municipalities, Transport, DISCOM and cross sector.

DEMO PROJECTS & OTHER ACTIVITIES OF ENERGY EFFICIENCY:

- 2.16 nos. lakhs energy efficient BEE 4 star rated agriculture pump-sets installed after notification dated 07.10.2011 by Department of New & Renewable Energy Sources, Govt. of Punjab.
- 0.41 MUs energy saved by replacement with 3 energy efficient pumps for Rural Drinking Water pumping scheme of villages of capacity 50 HP, 75 HP, 150 HP at Doong (Salari Kad), Bakhtpur and Chakki Distt. Pathankot which is equivalent to abatement of 339 tonnes of CO₂ emissions under Demonstration Project.
- 0.2 MUs energy saved by replacing inefficient electrical appliances with Energy Efficient Electrical Appliances i.e., LED Lamps (9W), LED Tube-lights (20W) and BEE Star rating BLDC ceiling Fans (28W) in 65 Govt. Primary & Middle Schools of Distt. S.A.S. Nagar (Mohali) which is equivalent to abatement of 159 tonnes of CO₂ emissions under Demonstration Project.
- 0.3 MUs energy saved by replacing inefficient electrical appliances with Energy Efficient Electrical Appliances i.e., LED Lamps (9W), LED Tube-lights (20W) and BEE Star rating BLDC ceiling Fans (28W) in 40 Govt. Middle, High & Senior Secondary Schools (Urban) at District Amritsar.
- 0.01 MUs energy saved by replacing BEE 5 Star labelled BLDC ceiling Fans (35W) in PEDA Office Building, Chandigarh with payback period of 4.2 years under demonstration project.
- 4.77 MUs Implementation of energy efficiency activities in the six identified Government Hospitals and Medical Colleges i.e. Guru Nanak Dev. Hospital & Medical College, Amritsar, Guru Gobind Singh Govt. Hospital & Medical College, Faridkot, Govt. Hospital & Medical College, Patiala which is equivalent to abatement of 159 tonnes of CO₂ emissions under Demonstration Project.

- 0.3 MTOE energy saved in 31 large energy intensive industries under PAT Cycle-II (2016-19) of Ministry of Power (MoP), Govt. of India (GOI). Notified Designated Consumers increased to 40 with the notification of PAT Cycle I-VII. PAT Cell has been established for implementation & enforcement of PAT Scheme in the State for a period of two years. M/s. PTC India Limited has deputed one Energy Manager and one Project Associate at PEDA Office, Chandigarh.
- Building Cell established in PEDA Office, Chandigarh for providing technical assistance & facilitation to Stakeholder Departments for implementation of ECBC (Energy Conservation Building Code for Commercial buildings) & ENS (Eco-NiwasSamhita for Residential buildings) in the State. 5 Stakeholder meetings and 60 capacity building training programs were organized and six demonstration projects selected for compliance of ECBC & ENS in the State.
- Development of Multi Sectoral Energy Action Plan and Decision Support Tool for the State of Punjab.
- Organized one-day awareness workshop on DSM Action plan under "Capacity Building of DISCOM" program of BEE on 8th March, 2022 at CII, Sector 31-A, Chandigarh.
- Celebrated "Ujjwal Bharat Ujjwal Bhavishya – Power@2047" at 5 Districts in the State of Punjab under Azadi Ka Amrut Mahotsav from 25th – 30th July, 2022.
- Celebrated State Level Energy Conservation Day cum Exhibition on 02.02.2023 at CII Chandigarh.
- Celebrated Energy Conservation Week (EC Week) from 27th – 31st March, 2023 in the State of Punjab.

NOTIFICATIONS:

- Mandatory use of solar water heating systems in buildings / building complexes having area of 500 sq. yds. or greater.
- Mandatory use of minimum BEE 4 star labeled and ISI marked motor pump sets, Power capacitors, Foot/Reflex valves in Agriculture Sector.
- Mandatory use of minimum BEE 2 Star labeled and ISI marked distribution transformers as per BEE revised Star labeling scheme.
- Mandatory use of Punjab Energy Conservation Building Code (Punjab ECBC) in the buildings / building complexes having connected load of 100 kW or greater or contract demand 120 kVA or greater or conditioned area of 500 sqm or greater.
- The Punjab Municipal Green Building Incentive Policy 2016 for mandatory use of Punjab ECBC and provided incentive of 15% rebate in property tax applicable to Punjab ECBC compliant buildings.
- ECBC 2017 has been incorporated in Building Bye-laws through notification by the Deptt. of Housing & Urban Development and Local Govt.
- Incentives upto 10% extra FAR free of cost are being provided by the Deptt. of Local Government and Housing & Urban Development for Design & Construction of Green Buildings.
- Department of New & Renewable Energy Sources, Government of Punjab has re-constituted the State Level Steering Committee vide notification no. 18/06/2016-PE1PF/3415 dated 28.09.2022 under the chairmanship of Chief Secretary to provides

guidance and support for the operation of PSECF and also work out the Strategy for Energy Transition in the State.

AWARDS:

- PEDA awarded with 1st prize in the State Performance Awards (Group 2) Sector by Ministry of Power, Govt. of India for the year 2021.
- PEDA awarded with Commendation Certificates at National Level in appreciation of its efforts towards energy efficiency activities in the state during the year 2008, 2012, 2013, 2015 & 2019.
- PEDA awarded with 1st position at National Level in the State Designated Agencies for best performance in Energy Conservation & Energy Efficiency activities during year 2011.
- PEDA awarded with 2nd Position at National Level in the State Designated Agencies for best performance in Energy Conservation & Energy Efficiency activities during year 2010.

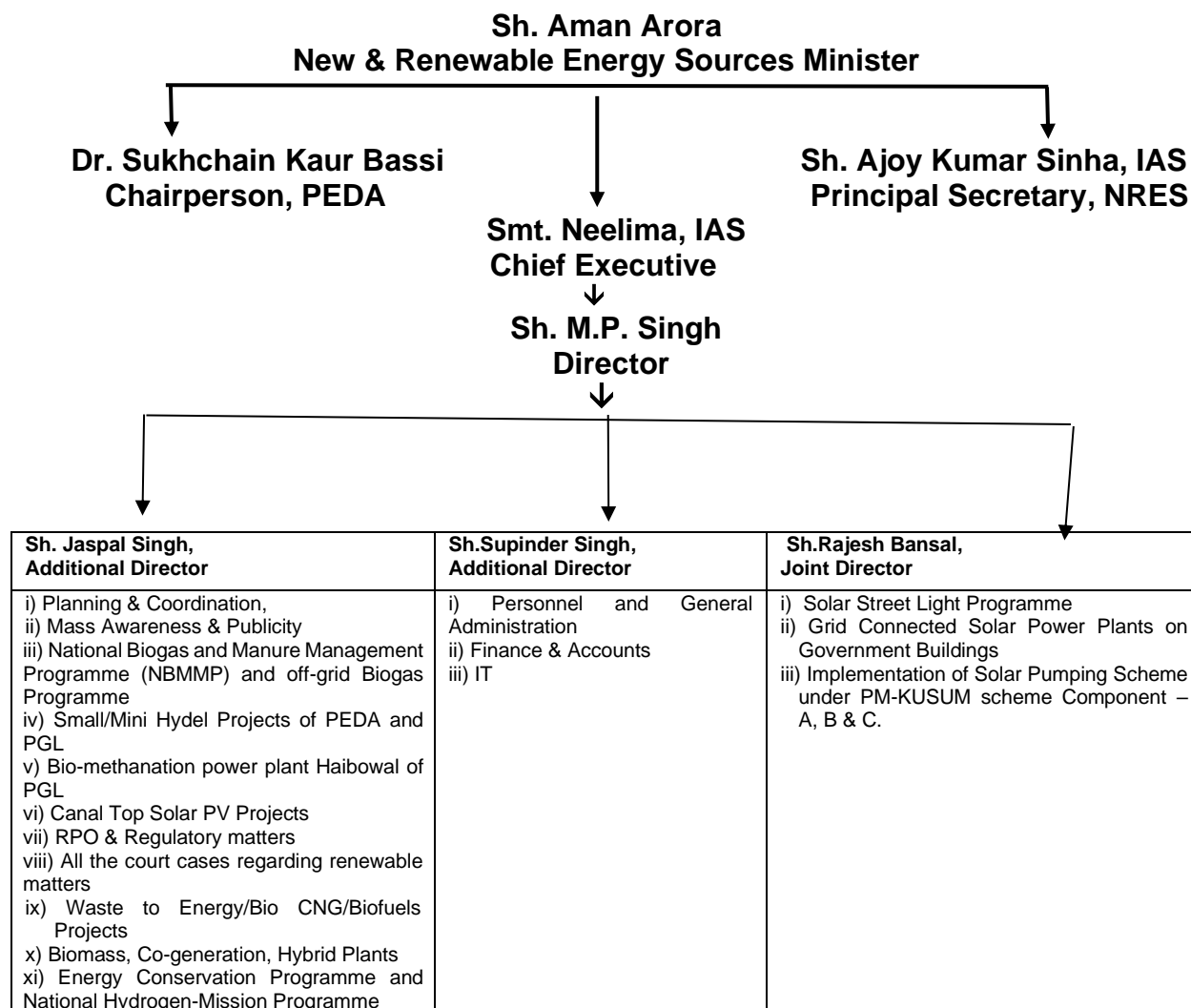
PEDA SUBSIDIARIES :

The Punjab Genco Ltd., a generating company (formerly known as Punjab Renewable Energy Development & Punjab Genco Ltd a wholly owned company of Punjab Energy Development Agency) was formed to meet with the statutory requirements of Electricity Supply Act, 1948 for power generation. The main objectives of the Company are as under:

- To identify the projects based on new and renewable energy fuels, prepare techno-economic feasibility reports and identify and select suitable investors for implementation of such projects in joint/assisted sector or on Build, Operate and Own (BOO) basis or at its own including supervision and execution of such schemes.
- To provide services as an agent or as a facilitator for promotion, development and implementation of hydro electric power, solar, wind, biomass, biogas and co-generation power projects based on NRSE fuels.
- To plan, promote, develop and organize integrated and efficient development of hydro electric power projects, solar, wind, biomass, biogas and co-generation power projects based on NRSE sources including planning, investigation, research, design, engineering and preparation of preliminary and Detailed Project Reports, construction, generation, operation and maintenance of power stations including sale of power in accordance with the State Govt. policies and economic considerations.
- To plan, promote, develop and organise integrated and efficient development of power transmission systems including planning, investigation, research, design, engineering and preparation of preliminary and Detailed Project Reports, construction, generation, operation and maintenance of power stations including sale of power in accordance with the State Govt. policies and economic considerations.

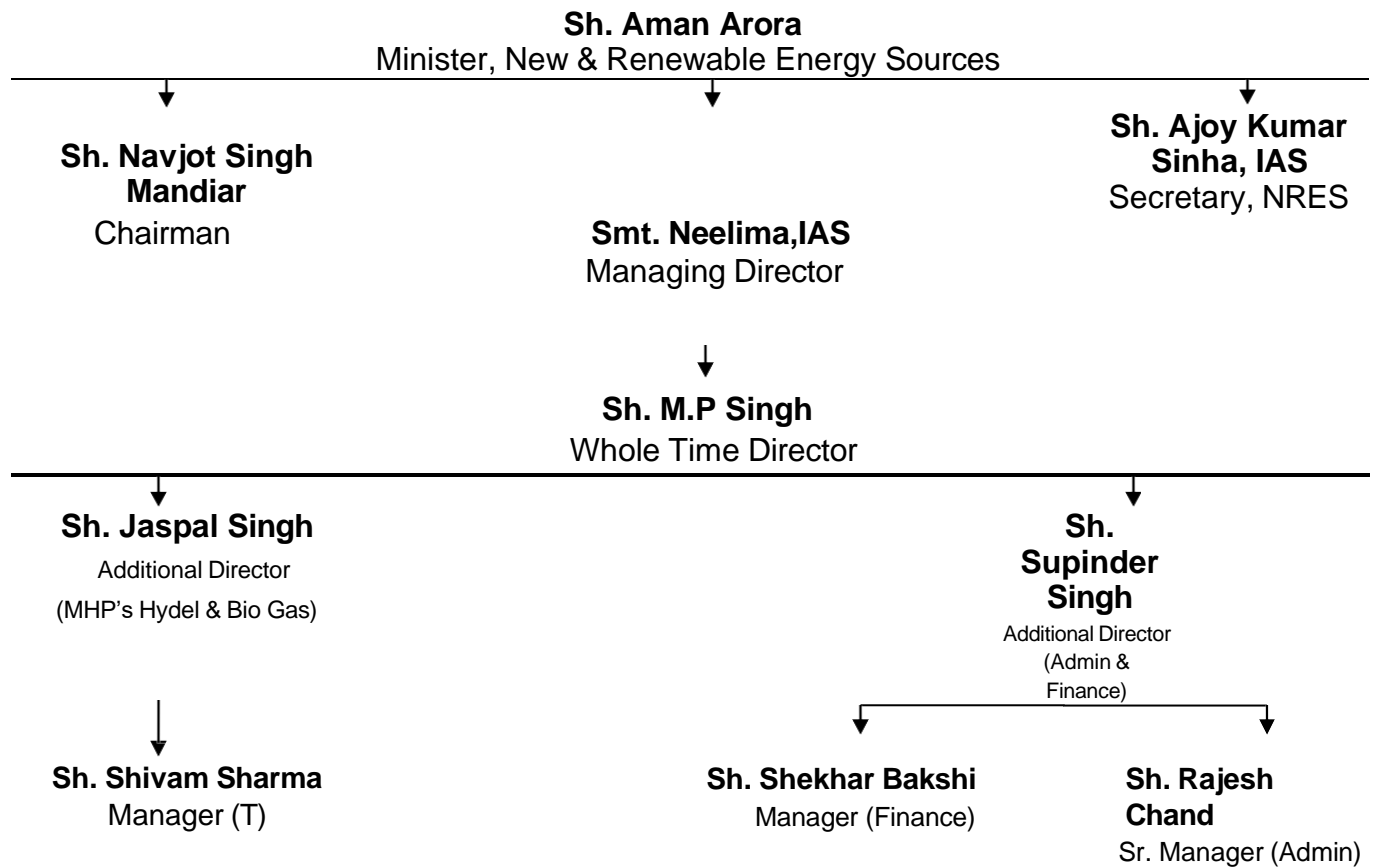
- To plan, promote, develop and organise integrated and efficient development of distribution system including planning, investigation, research, design, engineering and preparation of preliminary and Detailed Project Reports, construction, generation, operation and maintenance of power stations including sale of power in accordance with the State Govt. policies and economic considerations.
- To provide consultancy services in power systems, execution of turnkey jobs for other utilities, wheeling and banking of power projects and sale of power in accordance with the State Govt. policies and economic considerations. With the above objectives the company was incorporated on 5.3.1998 under the Indian Companies Act, 1956 and commenced its commercial operations on 7.6.1999.

PUNJAB ENERGY DEVELOPMENT AGENCY



Organizational Chart of Punjab Genco Limited

(A wholly owned company of Punjab Energy Development Agency)



2nd Manual: Powers & duties of officers & employees

Powers and duties of officers (administrative, financial & judicial):

S. No	Designation	Powers (administrative, financial & judicial)	Duties
1	Chairman	The powers of the chairman are duly defined in service bye laws approved by the board of governors of PEDDA in its meeting held on 03.09.1991(amended in November,2003 and 2007)	The Chairman, PEDDA, preside over all the meetings of the Board of Governors and guide & supervise in general the working of the Agency
2	Chief Executive	The powers of the chief executive are duly defined in service bye laws approved by the board of governors of PEDDA in its meeting held on 03.09.1991 (amended in November,2003 and 2007)	The Chief Executive is the main implementing Officer of the Agency. Subject to the general superintendence, direction and control of the Board of Governors and such general or special instructions that the Board of Governors may lay down, he shall be responsible for convening meetings, for appointment of staff and prescribing terms and conditions governing them for maintenance of records and for communicating with all on behalf of the Agency. He shall formulate, co- ordinate and supervise all the projects of Agency to ensure their successful completion and implementation.
3	Director	The powers of the Director are duly defined in service bye laws approved by the Chief Executive PEDDA in July, 1999.	The director is the technical head and supervise the formulation and implementation of all the programme / projects of the agency

Powers and duties of other employees:

S. No	Designation	Powers	Duties
1	Activity Heads	Nil	The officers of the level of Manager / Sr. Manager / Jt. Director are working as activity heads and are accountable for generating proposals, obtaining financial sanctions and implementation of different schemes assigned from time to time.
2	Field Officers	Nil	In each district of the state one technical officer is posted in the office of Additional Deputy Commissioner (Development), whose duties are to implement Non- conventional energy projects in the Distt. under the supervision and control of the activity head at the head office at Chandigarh. The field officers are also accountable for generating new proposals in consultation with the Zila Parishads, Municipal Committees / Corporations and village Panchayats and also for operation and maintenance of the systems installed in their respective areas.

Rules/orders under which powers and duties are derived:- The powers are duly defined in the Service Bye-laws under Rule XXI of its Memorandum and Articles of Association. Further the PEDDA is following the notifications of the Govt. of Punjab from time to time to discharge its day to day functions

3rd Manual: Procedure followed in decision making

3.1 Process of decision making: The general superintendence, direction and control the affairs of the Agency shall be vested in the Board of Governors of the Agency. Save as herein expressly provided all the duties, powers, functions, and rights whatsoever or consequential and incidental to the carrying out of the objectives of the Agency shall be exercised by the Board of Governors.

1. The Registered Office of the Agency shall be situated in the Union Territory of Chandigarh.
2. Membership – The Agency shall consist of the following members:-
 - a) First members of the Board of Governors and those who have subscribed to the Memorandum of Association;
 - b) Members nominated by the State Government.
3. When a person is nominated as member of the Agency by virtue of an office held by him, his membership of the agency shall terminate when he ceases to hold that office and the vacancy so caused shall be filled by his successor to that office.
4. Whenever a member desires to resign from the membership of the Agency, he shall address his resignation to the Chief Executive of the Agency and submit, the same to him. His resignation shall take effect only on its acceptance by the Chairman of the Board of Governors.
5. Any vacancy in the membership of Agency either by resignation or otherwise may be filled up by the State Government.
6. Should a person who is the member of the Agency by virtue of his office held by him be unable to attend the meeting of the Agency, he may appoint a proxy to attend the meeting in his place. Such proxy shall be entitled to take part in the proceedings of that meeting for which he is nominated but shall not have a right to vote thereat.
7. The Agency shall function notwithstanding that any person entitled to be a member by reason of his office is not represented on the Agency for the time being. The proceedings of the Agency for the time being. The proceedings of the Agency shall not be invalidated by the above reason nor by the reason of any vacancy or defect in the nomination of any of its members.
8. The Agency shall maintain a roll of members at its registered office and every member shall sign the required form stating his occupation and address.
9. It shall be incumbent upon a member of the Agency to notify to the office of the Agency any change of his address or occupation.

10. The Agency shall maintain a Register of Members into which following particulars shall be entered:
 - Name and address of each member.
 - The date on which the member was admitted.
 - The date on which the member ceased to be a member.
11. A member of the Agency or the Board of Governors shall cease to be such a member if he:
 - a) dies, or
 - b) resigns his membership, or
 - c) becomes of unsound mind, or
 - d) becomes insolvent, or
 - e) is convicted of a criminal offence involving moral turpitude, or
 - f) is removed by the State Government.
12. Board of Governors
Principal Secretary/Secretary, Department of New & Renewable Energy Sources, Government of Punjab shall be the Chairman of the Board of Governors. However, the State Government may nominate/appoint any other specialist in the relevant field or any other person of repute as Member/Chairman of the Agency in addition to the above members from time to time and at that time the Special Secretary/Additional Secretary/Joint Secretary, Dept. of New and Renewable Sources of Energy, will be the representatives on behalf of Government.
13. Functions and powers of the office bearers:
 - a) The Chairman of the Board of Governors shall preside over all the meetings of the Board of Governors. He will also guide and supervise in general the working of the Agency.
 - b) The Chief Executive shall be the main implementing Officer of the Agency. Subject to the general superintendence, direction and control of the Board of Governors and such general or special instructions that the Board of Governors may lay down, he shall be responsible for convening meetings, for appointment of staff and prescribing terms and conditions governing them for maintenance of records and for communicating with all on behalf of the Agency. He shall formulate, co-ordinate and supervise all the projects of Agency to ensure their successful completion and implementation.

14. Powers and Functions of the Board of Governors:
The general superintendence, direction and control the affairs of the Agency shall be vested in the Board of Governors of the Agency. Save as herein expressly provided, all the duties, powers, functions, and rights whatsoever or consequential and incidental to the carrying out of the objectives of the Agency shall be exercised by the Board of Governors.
15. In particular and without pre-judice to the generality of the foregoing provisions and subject to the provisions of the Memorandum, the Chief Executive shall have such powers as may be delegated to him by the Board of Governor.
16. Chairman of the Board of Governors – Chairman of the Board of Governors shall be a person holding the position of Principal Secretary/Secretary, (New & Renewable Energy Sources) in the State Government.
17. Proceedings of the Board of Governors (i) The Board of Governors may ordinarily meet once in every months provided that the Chief Executive may himself on his own of upon a requisition of four members of Board of Governors require it to be called at any time. Not less than seven days notice shall be given for every meeting of the Board of Governors and a copy of the proceedings of the meeting shall be circulated to members of the Board of Governors and the State Government as soon as practicable after the meeting provided that in case of urgency a shorter notice may be given with the prior approval of the Chairman and provided further that any accidental omission to give such notice to, or the non-receipt of any such by, any member shall not invalidate any proceedings of such meeting.

QUORUM:

- i) Four members shall constitute a quorum for any meeting of the Board of Governors. If within half an hour from the time appointed for the meeting a quorum is not present, the meeting if convened upon such requisition as aforesaid shall be dissolved, but in any other case it shall stand adjourned to the same day in the next week at the same time and place, and if at such adjourned meeting a quorum is not present those members who are present shall be the quorum and may transact the business for which the meeting was called.
- ii) In case of difference of opinion amongst the members the opinion of the majority shall prevail.

- iii) Each member of the Board of Governors including the Chairman shall have one vote and if there shall be an equality of votes on any question to be determined by the Board of Governors, the Chairman shall in addition have and exercise a casting vote.
 - iv) Every meeting of the Board of Governors shall be presided by the Chairman and in his absence by a member chosen from amongst themselves by the members present at the meeting.
 - v) Any resolution except as may be placed before the meeting of the Board of Governors may be adopted by circulation among all its members present in India and any resolution shall be as effective and binding as if such resolution had been passed at the meeting of the Board of Governors.
18. The Board of Governors may by resolution delegates to the Chairman, Chief Executive and other officers of the Agency such of its powers for proper administration of the Agency and for the conduct of the staff under the direction and control of the Board Governors as it may consider necessary or desirable.
19. Subject to the rules, regulations and bye-laws and orders of the Board of Governors, the Chief Executive of the Agency shall be responsible for proper administration of the Agency and for the conduct of the staff under the direction and control of the Board of Governors.
20. The members of the Agency, the Board of Governors or any Committee appointed by the Agency or the Board of Governors shall not be entitled to any remuneration from the Agency. However, they shall be entitled to reimbursement of, or compensation for expenditure on travelling, conveyance etc., incurred by them in attending meetings of the Agency or Board of Governors or any Committee thereof or in performing journeys for the work of the Agency at such rates and in such manner as may be prescribed by the Board of Governors.
21. The Chairman shall have the power to invite any person or persons, not being member of the Board of Governors to attend the meeting of the Board of Governors but such invitees shall not be entitled to vote at the meeting.
22. Annual General Meeting:
- a) The Agency shall after giving at least fourteen days notice, hold an annual general meetings at least once in every year and not more than 15 months shall elapse between two successive annual general meetings.
 - b) The Balance Sheet, the Income and Expenditure Account, the Auditors Report

and Annual Progress Report in respect of the financial year ending on the 31st March preceding shall be placed at the annual general meetings for consideration before the 30th of June of every year.

- c) At least 5 members of the Agency present at the annual general meeting shall form a quorum.
 - d) The Chairman of the Board of Governors shall preside over the annual general meeting.
23. Funds of the Agency :- The funds of the Agency shall consist of the following:-
- a) Grants/Loans received from State and Central Governments.
 - b) Donations and loans from persons or bodies who may or may not become members.
 - c) Income from investments, and
 - d) Income from other sources.
24. Audit – The accounts of the agency shall be audited by a firm of Chartered Accountant to be appointed by the Board of Governors. The form in which the accounts should be maintained and the manner in which they should be presented at the annual general meeting may be prescribed by the Board of Governors.
25. Within 30 days after holding of annual general meeting there shall be filed with the Registrar of Societies
- (i) A list of the names, addresses and occupations of the members of the Board of Governors including the Chairman and the Chief Executive and other office bearers of the Agency.
 - (ii) Annual report for the previous year along with the auditors report thereon. Such list and the annual report shall be certified by the Chief Executive and the accounts officer. A copy of the annual accounts along with the auditors report thereon and the annual administration report shall simultaneously be forwarded to the State Government, and if necessary to the relevant department of the Central Government.
26. If any change occurs in the composition of the Board of Governors or in the holder of the office of the Chairman or the Chief Executive at any time for any reason, such change shall, within 30 days be notified to the Registrar of Societies.
27. Property of the Agency – All property belonging to the Agency shall be deemed to be vested in the Board of Governors of the Agency but shall be preferred to as, “ The Property of the Agency”.
28. Suits and proceedings by and against the Agency – The Agency may sue or may be sued

in the name of the Chief Executive or any office bearer authorized by the Board of Governors in this behalf.

- a) No suit or proceedings shall abate by reason of any vacancy or change in the holder of the office by the Chairman, the Chief Executive or any office bearer authorized in this behalf.
 - b) Every decree or order against the Agency in suit or proceedings shall be executable against the property of the Agency and not against the person or the property of the Chairman, Chief Executive or any office bearer.
 - c) Nothing herein shall exempt the Chairman, the Chief Executive or any other office bearer of the Agency from any criminal liability under the act or entitle him to claim any contribution from the property of the Agency in respect of any fine paid by him or conviction by a criminal court.
29. Every member of the Agency may be sued or prosecuted by the Agency for any loss or damage caused to the Agency or its property for anything done by him which is detrimental to the interest of the Agency.
30. Accounts – The Agency shall keep at its registered office, adequate and proper books of accounts according to double entry system of accounting in which shall be entered accurately the following:-
- a) All sums of money received and the sources thereof and all sums of money spent by the Agency and the object or purposes for which sums are expended.
 - b) The Agency's assets and liabilities.
31. Alteration or extension of the objects of the Agency – The Agency may subject to the approval of the State Government alter or extend the objectives for which it is established in the following way:-
- a) The Board of Governors shall submit the proposition for such alteration or extension as aforesaid to the members of the Agency in a written or printed report.
 - b) The Board of Governors shall convene a special general meeting according to the rules for consideration of the said proposition.
 - c) Such report shall be delivered or sent by post to every member of the Agency with a clear notice of fifteen days about the special general meeting as aforesaid.
 - d) Such proposition shall be required to be confirmed by a resolution passed by three-fifths of the members present and voting at the special general meeting, so convened.
32. The rules of the Agency may be altered at any time by a resolution passed by the majority

of the members of the Agency present and voting in any general meeting of the Agency which shall have been duly convened for the purpose. The modified rules will be deemed to have come into force in accordance with the provisions contained in the Registration of Societies, Act, 1860.

This is to certify that the memorandum of the Resolution of Agency and its rules are correct and a true copy of the original.

Final decision making authority:

State Government

Related provisions, acts, rules etc:

Rules as per Manual given above

Time limit for taking a decision, if any:

NA

Channels of supervision and accountability:

The work of subordinates is supervised by the next level in the hierarchy

4th Manual: Norms for discharge of functions

Nature of functions/services offered: PEDA has framed its service Bye-laws called Punjab Energy Development Agency service Rules, Part-I (Annexed) to discharge the functions of the Agency. For another service matters which are not expressed herewith the Punjab Energy Development Agency is following the norms/notification of the Government of Punjab from time to time to discharge its day to day functions.

Board of Governors (BOG) of PEDA in its 22nd meeting held on 15.06.2007 delegated the following additional Administrative & Financial Powers to Chairman and Chief Executive, PEDA.

Sr. No.	Powers	Existing	Proposed
1	Appointment of Consultant	Full power	Full power with Chief Executive upto remuneration of Rs. 20000/- per month
2	Deputation to & from other organization	Full power	Full powers with chief Executive subject to availability of post and state govt. Instructions on this issue.
3	Filling up the posts up to Senior Manager	Full powers with BOG	Full Powers with chairman subject availability of posts
4	Filling & up gradation of posts up to the level of Managers through direct appointment/promotion	Full powers with BOG	Full powers with Chief Executive subject to availability of posts

Norms/standards for functions / service delivery: As per service Bye laws Time-limits for achieving the targets: - As per the scheme/projects fixed by the State/Centre Govt.

Reference document prescribing the norms: Service Bye laws

PUNJAB ENERGY DEVELOPMENT AGENCY
SOLAR PASSIVE COMPLEX, PLOT NO. 1-2,
SECTOR 33-D, CHANDIGARH

The following Service Rules are hereby notified as approved by Board of Governors (BOG), PEDDA, in its 34th meeting held on 11.08.2016 and further amended from time to time as per approval of BOG to regulate the service conditions of employees of Punjab Energy Development Agency and the matters incidental thereto:-

1. Short title and application

- i) These Rules may be called the "Punjab Energy Development Agency Service Rules, 2016".
- ii) They shall apply to all posts in Annexure – 'A'.
- iii) These rules come into force with effect from August 11, 2016.

2. Definitions

- a) "Agency" means the Punjab Energy Development Agency, Chandigarh.
- b) "Board of Governors" means the Board of Governors of the Agency.
- c) "Chairman" means the Chairman of the Agency.
- d) "Chief Executive" means the Chief Executive of the Agency
- e) "Direct Appointment" means appointment made otherwise than by promotion, transfer, deputation or on foreign service.
- f) "Service" means Punjab Energy Development Agency service.
- g) "Government" means the Government of the State of Punjab, in the Department of New & Renewable Energy.
- h) "Employee" means any person appointed to any service or post in connection with the affairs of the Agency.
- i) "Regular employee" means an employee who has completed probation satisfactorily after his/her appointment against a sanctioned post.
- j) Any term not defined here specifically shall contain the same meaning as in the Punjab Civil Service Rules.

3. Number and nomenclature of posts

Service shall comprise the posts specified in Annexure-A. The number and nomenclature of posts may be varied by the Agency, with the approval of the Board of Governors.

4. Nationality and character of persons appointed to service :- (1) No person shall be appointed to the service unless he or she is :

- (a) a citizen of India; or
- (b) a subject of Nepal; or
- (c) a subject of Bhutan; or
- (d) a Tibetan refugee who came over to India before the 1st January, 1962 with the intention of permanently settling in India; or

- (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, or any of the East African countries of Kenya, Uganda, United Republic of Tanzania (formerly) Tanganyika and Zanzibar (Zambia), Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently setting in India.

Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favor a certificate of eligibility has been issued by the Government of Punjab in the Department of Home Affairs and Justice.

- (2) No person shall be appointed to the Service by direct appointment, unless he/she produces:-
 - (a) Self declaration to the effect that he/she was never convicted for any criminal offence involving moral turpitude and that he/she was never dismissed or removed from service of any State Government or of Government of India or of any Public Sector Undertaking, or that there is no criminal case pending against him/her in any court of law in the country.

5. Appointing Authority

- 1) The appointing authority in the case of Director/Additional Director/Joint Director shall be the Chairman.
- 2) For appointments to all other posts the appointing authority shall be the Chief Executive.

6. Method of Promotions

- 1) Promotion shall be made on the basis of seniority-cum-merit.
- 2) All Promotions to the post of Joint Director and above shall be done by the appointing authority on the recommendations of the departmental promotion committee set up by Chairman PEDDA.
- 3) If no suitable candidate is available for promotion, such posts may be filled in by transfer, by deputation or on foreign service as the appointing authority may decide.
- 4) The Minimum educational qualification and experience prescribed for recruitments/promotions shall be as given in Annexure-B. Under no circumstances shall the minimum education qualification & experience be relaxed except with amendment to these rules by the BOG.
- 5) All promotions to be made as per Punjab Government evaluation criteria.

7. Reservation

The policy of reservation in promotion as well as in direct appointment as formulated by Punjab Government from time to time shall be strictly followed by the Agency.

8. Probation

- (1) A person appointed to any post in the service shall remain on probation for a period of three years, if recruited by direct appointment and one year if appointed otherwise:
- Provided that-
- (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;
 - (b) in the case of an appointment by transfer, any period of work on an equivalent or higher rank, prior to appointment to the Service, may in the discretion of the appointing authority, be allowed to count towards the period of probation;
 - (c) any period of officiating appointment to the Service shall be reckoned as period spent on probation; and
 - (d) any kind of leave not exceeding six months, during or at the end of period of probation, shall be counted towards the period of probation.
- (2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory, if any, prescribed in Service Rules within a period not exceeding one and a half years from the date of appointment, it may,-
- (a) if such person is recruited by direct appointment, dispense with his services, or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment; and
 - (b) if such person is appointed otherwise-
 - (i) revert him to his former post; or
 - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.
- 3) On the completion of the period of probation of a person, the appointing authority may—
- (a) if his work and conduct has in its opinion been satisfactory –
 - (i) confirm such person, from the date of his appointment or from the date he completes his period of probation satisfactorily, if he is not already confirmed; or
 - (ii) declare that he has completed his probation satisfactorily, if he is already confirmed; or
 - (b) if his work or conduct has not been in its opinion, satisfactory, if any, specified in the Service Rules –
 - i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit;
 - (ii) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule (1):

Provided that the total period of probation including extension, if any, shall not exceed four years, recruited by direct appointment and three years if appointed otherwise.

Note: Provisions mentioned in Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 amended from time to time may be considered.

9. Seniority

The seniority inter se of the members of a Service appointed to posts in each cadre of a service shall be determined by the length of continuous service on such post in that cadre of the Service:

Provided that in the case of members appointed against sanctioned posts by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by the Appointing Authority, the seniority based on the order of merit determined and recommended by the selection committee, shall not be disturbed:

Provided further that in the case of two members appointed on the same date, their seniority shall be determined as follows:-

- (a) A member appointed by direct recruitment shall be senior to a member appointed otherwise;
- (b) A member appointed by promotion shall be senior to a member appointed by transfer;
- (c) In the case of members appointed by promotion or transfer, seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred; and
- (d) In the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay preference being given to a member who was drawing a higher rate of pay in his/her previous appointment, and if the rates of pay drawn are also the same, then by their length of service in those appointments and if the length of such service is also the same an older member shall be senior to a younger member.

10. Pay & allowances, leave, pension, gratuity, medical charges and ex-gratia grant.

The employees of the Agency shall be entitled to such pay & allowances, leave, leave salary, gratuity, provident fund, pension, medical charges, ex-gratia etc. as may be sanctioned by the Agency from time to time. However, the common categories of employees namely Peon, Driver, Clerk, Telephone Operator, Senior Scale Stenographer, Personal Assistant and Private Secretary shall not draw pay and all other allowances more than their counterparts in Punjab Government.

11. Retirement

The date of retirement of every employee of the Agency shall be the date, on which he/she attains the age of 58 years.

12. Discipline, Penalties, Appeals and others

- a) The Members of Service shall be governed by the Punjab Government Employees (Conduct) Rules-1966.
- b) In the matter of disciplinary action, the Member of Service shall be governed by the provisions of the Punjab Civil Service (Punishment and Appeal) Rules-1970.
- c) The penalties which may be imposed, the authority empowered to impose such

penalties, and the appellate authority shall be as specified in Annexure-C

- d) All the issues not covered under these Rules will be as per Punjab Government Civil Service Rules.

13. Repeals and Savings

- a) The promotion policy of the Agency in force here-to-fore is hereby repealed.
- b) The appointments/promotions already made on the basis of the policy so repealed, shall not be disturbed.

14. Age

As specified in the rule No. 5 of The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 amended from time to time.

15. Protection

On and with effect from the date of coming into force of these Rules, all existing employees of the Agency shall be governed by these Rules.

16. Interpretation

If any question arises as to the interpretation of these Rules, the BOG shall decide the same.

17. Power to Relax/amend

The BOG may relax/amend any provision of these rules in favor of any category or class of employees.

(See Rule-3)

STATEMENT INDICATING THE NUMBER AND NOMENCLATURE OF POSTS AND THE RELEVANT PAY SCALES

Sr. No.	Nomenclature of post	No. of post(s)	Group	Pay Scales (in rupees)	Scale of pay for the member of service recruited on or after 17 th July, 2020 as per 7 th Central Pay Commission (Only for direct recruitment)
1.	Director	01	A	148800 (Level 31)	--
2.	Additional Director	02	A	123100 (Level 28)	--
3.	Joint Director	06	A	115000 (Level 26)	--
4.	Senior Manager (Civil)	01	A	67400 (Level 21)	--
5.	Senior Manager (Mechanical)	02	A	67400 (Level 21)	--
6.	Senior Manager (Electrical/Electronics and Communication)	02	A	67400 (Level 21)	--
7.	Senior Manager (Chemical)	02	A	67400 (Level 21)	--
8.	Senior Manager (General)	02	A	67400 (Level 21)	--
9.	Senior Manager (Finance)	01	A	67400 (Level 21)	--
10.	Manager (Civil)	03	A	48700 (Level 16)	Rs.44900/- (Level 7)
11.	Manager (Mechanical)	07	A	48700 (Level 16)	Rs.44900/- (Level 7)
12.	Manager (Electrical/Electronics and Communication)	07	A	48700 (Level 16)	Rs.44900/- (Level 7)
13.	Manager (Chemical)	07	A	48700 (Level 16)	Rs.44900/- (Level 7)
14.	Manager (General)	04	A	48700 (Level 16)	Rs.44900/- (Level 7)
15.	Manager (Finance)	01	A	48700 (Level 16)	--
16.	Secretary	01	A	67400 (Level 21)	--
17.	Private Secretary	01	A	56100 (Level 18)	--
18.	Personal Assistant	02	B	48200 (Level 15)	--
19.	Senior Scale Stenographer	02	B	46000 (Level 13)	Rs.35400/- (Level 6)
20.	Assistant Manager (Civil)	02	B	38500 (Level 11)	Rs.35400/- (Level 6)
21.	Assistant Manager (Mechanical)	05	B	38500 (Level 11)	Rs.35400/- (Level 6)
22.	Assistant Manager (Electrical/Electronics and Communication)	05	B	38500 (Level 11)	Rs.35400/- (Level 6)

23.	Assistant Manager (Chemical)	05	B	38500 (Level 11)	Rs.35400/- (Level 6)
24.	Assistant Manager (General)	07	B	38500 (Level 11)	Rs.35400/- (Level 6)
25.	Assistant Manager (Accounts)	02	B	38500 (Level 11)	Rs.35400/- (Level 6)
26.	Assistant Manager (Public Relation)	01	B	38500 (Level 11)	Rs.35400/- (Level 6)
27.	Programmar	01	B	38500 (Level 11)	Rs.35400/- (Level 6)
28.	Clerk cum Data Entry Operator	16	C	25600 (Level 6)	Rs.19900/- (Level 2)
29.	Technician	02	C	25600 (Level 6)	--
30.	Junior Technician	03	C	25600 (Level 6)	Rs.19900/- (Level 2)
31.	Supervisor (Transport)	01	C	25600 (Level 6)	--
32.	Driver	08	C	25600 (Level 6)	Rs.21700/- (Level 3)
33.	Peon/Helper/Chowkidar/Sweeper	16	D	18000 (Level 1)	Rs.18000/- (Level 1)
	Total	128			

Note:

- a) Assistant Manager (Public Relation) shall be designated as Manager (Public Relation) in the pay scale of Manager after nine years of satisfactory regular service and as Senior Manager after sixteen years of satisfactory regular service and Joint Director after twenty-three years of satisfactory regular service.
- b) Programmer shall be designated as System Analyst after nine years of satisfactory service in the pay scale of Rs.15600-39100+6600 (unrevised) and Joint Director after sixteen years of satisfactory regular service.
- c) In future all the vacant posts of Group-D shall be filled through outsourcing.

ANNEXURE-B
(See Rules-5 & 6)

QUALIFICATION, EXPERIENCE AND MODE OF APPOINTMENT/PROMOTION

I. ADMINSTRATIVE CADRE

Sr. No	Nomenclature of posts	Number of posts			Minimum qualification for Direct recruitment	Qualification/Experience for promotion
		Direct	Promotion	Total		
1	Director	--	01	01	--	Graduation in Engineering or MBA with three years satisfactory regular service as Additional Director.
2	Additional Director	--	02	02	--	From amongst the Joint Director having working experience as such for the minimum period of four years.
3	Joint Director	--	06	06	--	From amongst the Senior Manager having qualification required for direct recruitment of Manager with working experience as such for the minimum period of five years.

II. TECHNICAL CADRE

4	Senior Manager (Civil)	--	01	01	--	From amongst the Manager (Civil) having a B.Tech in Civil Engineering with working experience as such for the minimum period of five years.
5	Senior Manager (Mechanical)	--	02	02	--	From amongst the Manager (Mechanical) having a B.Tech in Mechanical Engineering with working experience as such for the minimum period of five years.
6	Senior Manager (Electrical/ Electronics and Communication)	--	02	02	--	From amongst the Manager (Electrical/Electronics and Communication) having a B.Tech in Electrical/ Electronics and Communication Engineering with working experience as such for the minimum period of five years.
7	Senior Manager (Chemical)	--	02	02	--	From amongst the Manager (Chemical) having a B.Tech in Chemical Engineering with working experience as such for the minimum period of five years.
8	Manager (Civil)	02	01	03	<p>Possesses regular full time B.Tech in Civil engineering with 1st Division from a recognized University/Institute with three years experience in relevant field.</p> <p>OR</p> <p>Possesses regular full time M.Tech in Civil engineering with 1st division from a recognized University/Institute with one year</p>	From amongst the Assistant Manager (Civil) having a B.Tech in Civil Engineering with working experience as such for the minimum period of five years.

					experience in relevant field.	
9	Manager (Mechanical)	05	02	07	<p>Possesses regular full time B.Tech in Mechanical engineering with 1st Division from a recognized University/Institute with three years experience in relevant field.</p> <p>OR</p> <p>Possesses regular full time M.Tech in Mechanical engineering with 1st division from a recognized University/Institute with one year experience in relevant field.</p>	From amongst the Assistant Manager (Mechanical) having a B.Tech in Mechanical Engineering with working experience as such for the minimum period of five years.
10	Manager (Electrical/ Electronics and Communication)	05	02	07	<p>Possesses regular full time B.Tech in Electrical/Electronics and Communication engineering with 1st Division from a recognized University/Institute with three years experience in relevant field.</p> <p>OR</p> <p>Possesses regular full time M.Tech in Electrical/Electronics and Communication engineering with 1st division from a recognized University/Institute with one year experience in relevant field.</p>	From amongst the Assistant Manager (Electrical/Electronics and Communication) having a B.Tech in Electrical/Electronics and Communication Engineering with working experience as such for the minimum period of five years.
11	Manager (Chemical)	05	02	07	<p>Possesses regular full time B.Tech in Chemical engineering with 1st Division from a</p>	From amongst the Assistant Manager (Chemical) having a B.Tech in Chemical Engineering with

					<p>recognized University/Institute with three years experience in relevant field.</p> <p>OR</p> <p>Possesses regular full time M.Tech in Chemical engineering with 1st division from a recognized University/Institute with one year experience in relevant field.</p>	working experience as such for the minimum period of five years.
12	Assistant Manager (Civil)	02	--	02	Possesses regular full time B.Tech in Civil engineering with 1 st Division from a recognized University/Institute	--
13	Assistant Manager (Mechanical)	05	--	05	Possesses regular full time B.Tech in Mechanical engineering with 1 st Division from a recognized University/Institute	--
14	Assistant Manager (Electrical/ Electronics and Communication)	05	--	05	Possesses regular full time B.Tech in Electrical/Electronics and Communication engineering with 1 st Division from a recognized University/Institute	--
15	Assistant Manager (Chemical)	05	--	05	Possesses regular full time B.Tech in Chemical engineering with 1 st Division from a recognized University/Institute	--
17	Technician	--	02	02	--	From amongst the Junior Technician with working experience as such for the minimum period of four years.

18	Junior Technician	03	--	03	Possess regular full time Diploma in Mechanical/Electrical engineering from recognized University/ Institution.	--
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III. FINANCE & ACCOUNTS CADRE

19	Senior Manager (Finance)	-	01	01	--	From amongst the Manager (Finance) having Graduation in Commerce with working experience as such for the minimum period of five years.
20	Manager (Finance)	-	01	01	-	From amongst the Assistant Manager (Accounts) having Graduation in Commerce with working experience as such for the minimum period of five years.
21	Assistant Manager (Accounts)	02	-	02	Possesses B.Com with 1 st division from a recognized University/ Institution.	--

IV. GENERAL CADRE

22	Senior Manager (General)	--	02	02	--	From amongst the Manager (General) having Graduation in Arts with working experience as such for the minimum period of five years.
23	Manager (General)	03	01	04	Possesses MBA from a recognized University / Institute with major in HR /Marketing/ Finance with one year experience in the relevant field.	From amongst the Assistant Manager (General) having Graduation in Arts with working experience as such for the minimum period of five years.

24	Assistant Manager (General)	02	04	06	Possesses Graduation in B.Com/B.Sc Non-Medical/B.Sc Environment Science/BBA/B.Voc with 1 st division from recognized University/Institute.	From amongst the Clerk-cum-Data Entry Operator with working experience as such for the minimum period of five years.
25	Clerk cum Data Entry Operator	14	02	16	As specified in the rule No. 15 of The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 amended from time to time.	From amongst the Peon/Helper/Chowkidar with minimum matriculate with working experience such as for the minimum period of seven years service. Candidates shall have to qualify type test in Punjabi/ English at the speed of 30 words per minute before promotion. Hands on Computer proficiency.
26	Peon/Helper/Chowkidar/Sweeper	16	--	16	Matric pass with knowledge of Punjabi language.	

V. INFORMATION TECHNOLOGY CADRE

27	Programmer	01	--	01	Should Possesses regular full time first class Bachelor's degree in engineering or technology in Computer Science or Information Technology or Computer Application with three years experience. OR Should Possesses first class Master in Computer Application or Computer Science	--
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					or Information Technology	
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VI . MASS AWARENESS & PUBLICATION CADRE

28	Assistant Manager (Public Relation)	01	--	01	<p>Possesses Bachelor Degree in Journalism or Mass Communication or Public Relation with three years experience</p> <p>OR</p> <p>Possesses Masters Degree in Journalism or Mass Communication or Public Relation or degree in Masters of Arts in Punjabi or English with one year post graduate diploma in mass communication or journalism or public relation.</p>	--
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VII. MINISTERIAL STAFF CADRE

29	Secretary	--	01	01	--	Private Secretary be upgraded to the post of Secretary in the pay scale of Rs. 15600-39100+6600GP (unrevised) after three years regular services of Private Secretary.
30	Private Secretary	--	01	01	--	From amongst the Personal Assistant with working experience as such for the minimum period of four years.
31	Personal Assistant	--	02	02	--	From amongst the Senior Scale Stenographer with working experience as

						such for the minimum period of four years.
32	Senior Scale Stenographer	02	--	02	Graduate and should qualify a test in stenography in English language at the speed of 80 words per minute and in Punjabi language at the speed of 40 words per minute.	--

VIII. TRANSPORT DIVISION CADRE

33	Supervisor (Transport)	--	01	01	--	When the present incumbent working at the post of Supervisor Transport retires, the post of Supervisor Transport shall stands abolished.
34	Driver	08	--	08	Matric pass with valid driving license and three years experience in driving Heavy / Light vehicle.	--
	Total	86	42	128		

- Punjabi language certification upto matriculation-level is compulsory for all posts.
- In the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, in Rule 17, in the first proviso, for the words " Provided that where a person", the following shall be substituted, namely :- "Provided that no person shall be appointed to any post in Group-C Service unless he has passed a qualifying test of Punjabi Language equivalent to Matriculation standard with at least fifty per cent marks, to be conducted by respective recruitment agencies in addition to competitive examination. The test of Punjabi Language shall be mandatory qualifying test and failure to secure a minimum of fifty per cent marks in Punjabi Language will disqualify the candidate for being considered in the final merit list of candidates to be selected irrespective of their scores or marks in other papers of the respective exam : Provided further that where a person".
- As per Punjab Government letter No. 741-46 dated 17.07.2020, all the new direct appointments on or after 17.07.2020 shall be appointed in the pay scale as admissible to the said cadre in Government of India as notified as per the recommendations of the 7th Central Pay commission and as amended/ revised by Punjab Government from time to time.
- All Degrees/ Diplomas and certificates referred to above should be issued by the Universities/ Institutes recognized by the Government.
- The experience should be from ISO certified or a Public Sector organization/ Govt. Organization of the State Govt. or Central Govt.

- The selection process for recruitment of various posts shall be made through an independent Government Agency/Institution.

ANNEXURE- C
(See Rule-12)

PUNISHING / APPELLATE AUTHORITY

Sr. No	Post	Nature of Penalty	Authority empowered to impose penalty	Appellate Authority
1	All Group-A And Group-B Posts Indicated In Annexure-A Except Director	Minor penalty as indicated in Rule-5 (i) to (iv) of Punjab Civil Services (Punishment and Appeal) Rules - 1970	Chief Executive	Chairman
		Major penalty as indicated in Rule-5(v) to (ix) of Punjab Civil Services (Punishment and Appeal) Rules - 1970	Chief Executive	Chairman
2	Director	All penalties indicated in Rule-5 of Punjab Civil Services (Punishment and Appeal) Rules-1970	Chairman	BOG
3	All Group-C and Group- D posts indicated in Annexure-A	Minor penalty as indicated in Rule-5 (i) to (iv) of Punjab Civil Services (Punishment and Appeal) Rules - 1970	Chief Executive	Chairman
		Major penalty as indicated in Rule-5(v) to (ix) of Punjab Civil Services (Punishment and Appeal) Rules - 1970	Chief Executive	Chairman

**PUNJAB ENERGY DEVELOPMENT AGENCY PLOT NO. 1-2, SECTOR 33-D,
CHANDIGARH**

General Administrative Powers to the Chairman and Chief Executive, PEDA.

S. No	General Administrative Powers	Chief Executive	Chairman
1	Filling up the posts equivalent to gazetted cadre of Government up to the posts of Joint Director, Additional Director and Director through direct appointment/ promotion or by way of transfer/ deputation.	--	Full powers with Chairman subject to availability of posts.
2	Filling up the posts up to the level of Senior Manager through direct appointment/ promotion or by way of transfer/ deputation.	Full powers with Chief Executive subject to availability of post.	--
3	Fixation and extension completion of probationary period and sanction of increment.	Full Powers	--
4	Transfer/Allocation of work to officers and officials.	Full Powers	--
5	Deputation to and from other organization.	Full powers with Chief Executive subject to availability of post.	
6	To represent the Agency in all legal proceedings and to prosecute, execute and institute legal proceedings for or on behalf of the agency against the Agency or its officers.	Full Powers	--
7	To compromise withdraw or abandon any such legal proceedings.	Full Powers	

8	Re-delegation of powers.	Full powers to re-delegate or such-delegate powers already vested to him and all other powers as may be vested/delegated by the Board of Governors, to the Officers/Officials of the Agency to the extent considered necessary and appropriate except in cases where specific restriction has been imposed by the Board.	Full powers to re- delegate or such- delegate powers already vested to him and all other powers as may be vested/ delegated by the Board of Governors, to the Officers/ Officials of the Agency to the extent considered necessary and appropriate except in cases where specific restriction has been imposed by the Board.
9	To remit disallowance of Audit and Accounts.	Full Powers	--
10	To appoint distributors, dealers for the products of the Agency.	Full Powers	--
11	To prepare, submit project proposals schemes for direct financial assistance grants from Government (s)/Voluntary organizations or agencies and executing the projects/schemes under the terms of assistance/grants including expenditure of surplus available from the sanction under the head overhead contingencies etc. in the interest of the agency.	Full Powers	--
12	Sanction officiating allowance/ Honorarium up to Rs.1000/-.	Full Powers	--
13	Sanction of expenditure on entertainment.	Full Powers	--
14	Appointment of Consultant.	Full powers with Chief Executive up to remuneration of Rs.30,000/-. Above Rs.30,000/- approval of Chairman will be taken.	
15	Approval of Journey within and beyond jurisdiction.	Full Powers	--
16	Leave Travel Concession.	Full Powers	--
17	Sanction of special/Ex-India/ earned/ medical/half pay/ commuted/ study/ casual leave etc.	Full Powers	--

18	To sanction uniforms.	Full Powers	--
19	To remove pay anomalies and fixation of pay scales of officers/officials as per pattern of State Government for similar posts.	Full Powers	--
20	To approve/sanction foreign tours of officers/officials of the agency.	Full powers to the Chief Executive subject to approval of the State Govt.	--

Annexure-A
(See Rule-3)

TOTAL STRENGTH OF THE PUNJAB ENERGY DEVELOPMENT AGENCY CADRE WISE SHALL BE AS UNDER :-

Sr. No.	Name of post	Total sanctioned posts
1	Director	01
2	Additional Director	02
3	Joint Director	06
4	Senior Manager	10
5	Secretary	01
6	Private Secretary	01
7	Manager	29
8	Programmer	01
9	Personal Assistant	02
10	Sr. Scale Stenographer	02
11	Assistant Manager	24
12	Assistant Manager (Public Relation)	01
13	Assistant Manager (Accounts)	02
14	Clerk cum Data Entry Operator	16
15	Technician	02
16	Junior Technician	03
17	Supervisor (Transport)	01
18	Driver	08
19	Peon/Helper/Chowkidar/Sweeper	16
	TOTAL	128

TA/DA Rules of PUNJAB ENERGY DEVELOPMENT AGENCY (PEDA)

The Board of Governors of Punjab Energy Development agency (PEDA) in its meeting held on 13.11.2014 has approved the following TA/DA Rules of Punjab Energy Development Agency:-

TRAVELLING ALLOWANCE:- for the purposes of the TA/DA the categorization of Officers/officials of the Agency shall be as under :-

Category	Designation
I	Chairman, Vice-Chairman, Chief Executive
II	Director, Additional Director, Joint Director
III	Senior Manager, Manager
IV	Executive/Assistant/Senior Clerk/Clerk
V	Group D

i) **DAILY ALLOWANCE** : The Rates of the Daily Allowance shall be as under :-

(in Rs.)

Category	AI Hotel/Non- Hotel Rates	A2 Hotel/Non- Hotel Rates	BI Hotel/Non- Hotel Rates	B2/other places Hotel/Non- Hotel Rates
I	1500 1000	1200 800	1000 700	800 600
II	1200 900	1000 750	850 600	700 500
III	800 400	640 320	480 240	320 160
IV	700 300	560 240	420 180	240 120
V	450 250	360 200	270 150	180 100

The classification of the cities within or outside the state for the grant of TA/DA shall be as per classification made the Centre/State Govt.:

- a) No allowance will be permissible within a radius of 8 Kms. from the place of duty.
- b) Journey beyond 8 Kms. and with in 25 Kms. of the place of duty will be treated as local journey. Daily allowance will be admissible for a calendar day at half the normal rate irrespective of the period of absence if the employee returns to headquarters the same day. But when such a journey involves night stay an employee should be entitled to normal travelling allowance.

- c) A full daily allowance should be admissible for journeys beyond 25 Kms. from headquarters if the period of absence is six hours or more. If the period of absence is less than six hours, half day allowance should be admissible and
- d) If the officer/official while on tour is allowed both free boarding and lodging at the expense of the agency, he will draw only one - fourth of the daily allowance admissible to him at the concerned. If only boarding or lodging is allowed free then officer/official will draw daily allowance at one half of the admissible rate.

ii) Travel Entitlement by Rail shall be as under :-

Category	Entitlement by Rail
I & II	1 st Class A.C. /Executive Class/A.C. Chair Car
III	A.C.Chair Car/A.C.Two Tier sleeper/ 1st Class
IV	A.C. Chair Car/A.C. Three tier sleeper
V	Second Class sleeper

iii) Travel Entitlement by Air within India shall be as under:-

Category	Entitlement by Air
I	Business Class
II & III	Economy Class

iv) Journey by Road: Journey by Road by Public Bus/AC Taxi/Own Car/Auto Rickshaw shall be as under :-

Category	Entitlement
I & II	Actual Bus Fare of AC Bus/AC Taxi.
III	Actual Bus Fare of AC Bus/ Auto rickshaw/Taxi (Indica/Indigo/ AC or equivalent)
IV	Actual fare by ordinary public Bus/ Auto rickshaw/Taxi (Indica/Indigo/ Non AC or equivalent)
V	Actual fare by ordinary public bus

v) The revised rates of road mileage/local conveyance per K.M. shall be as under:-

Category	Own Car	Motor Cycle/ Scooter	Other mode of conveyance
I	6.00	3.00	AC Taxi as per actual or any other

II	6.00	3.00	mode of conveyance
III	6.00	3.00	AC Taxi as per actual or any other mode of conveyance
IV	6.00	3.00	Auto rickshaw/ Rickshaw
V	-	3.00	

vi) **Accommodation: The maximum rates for hotel accommodation/ Tourist Bungalows for tour in and out of Punjab & Chandigarh on the production of receipt shall be as under:-**

Category	Entitlement
I & II	Reimbursement of actual
III	Reimbursement of actual expenditure towards normal single room rent in a hotel of a category not above 3 star.
IV	Reimbursement of actual expenditure towards normal single room in an ordinary hotel with expenditure of Rs.1000/- per day in cities other than metropolitan cities where entitlement would be up to Rs.2000/- per day.
V	Up to Rs.800/- per day (within Punjab) and Rs.1200/- per day (Outside Punjab)

Note 1: The Chief Executive in consultation with Chairman, PEDA, may modify these rules from time to time.

Note 2: The officers/officials on deputation/foreign service from Punjab Government/ PSUs shall be paid TA/DA as per the above rates or the rates payable to them in their organization, which ever are higher.

Note 3: Chief Executive, PEDA, can allow higher rates of A/DA/Accommodation/Journey class to any officer/official in special/urgent cases.

LOCAL CONVEYANCE

The conveyance Allowance for the officers/ officials of the Punjab Energy Development Agency (PEDA) and officers/officials on deputation with PEDA are as per Sixth pay Commission of Punjab Government.

The category wise entitlement is as under.

Sr. No.	Name of the Post	Rate per Mensem
1.	Joint Director	Rs.1600/-
2.	Senior Manager	Rs.1600/-
3.	Manager	Rs.1600/-
4.	Private Secretary	Rs.1600/-
5.	Personal Assistant	Rs.1600/-

6.	Assistant Manager	Rs.1200/-
7.	Senior Scale Stenographer	Rs.1200/-
8.	Clerk-cum Data Entry Operator	Rs.1000/-

1. The grant of Conveyance Allowance shall be subject to the condition that employee shall maintain his own motor vehicle in good running condition and shall use it for effective discharges of his official duties.

GENERAL ADMINISTRATIVE POWERS

The Board of Governors of PEDDA vide its decision taken in the meeting held on 14.11.2003 have authorized the Chairman and the Chief Executive to exercise powers noted below for Punjab Energy Development Agency:-

S. No.	General Administrative Powers	Chief Executive	Chairman
1	Creation and Up gradation of posts	--	Full powers with BOG
2	Filling up the posts equivalent to non gazetted staff of Government through direct appointment / promotion.	--	Full powers with BOG
3	Filling up the posts equivalent to gazetted cadre of Government upto the post of Director through direct appointment / promotion	--	Full powers with BOG
4	Fixation and extension completion of probationary period and sanction of increment and crossing of efficiency bar.		
	i) upto the post of Sr. Manager	Full Powers	--
	ii) Above the post of Sr. Manager	Full Powers with the approval of Chairman	--
5	Disciplinary proceedings and punishment including suspension and dismissal.	To act as Appellate Authority with a Director as disciplinary authority for posts upto Class-III.	Chairman, Board of Governors will act as Appellate Authority with Chief Executive as disciplinary authority for posts in Class-II and above.
6	Transfer of Officers and Officials		
	i) Posts below the Manager level	Full Powers	--

	ii) Manager and above		Full Powers
7	Deputation to & from other Organizations.	---	Full powers with BOG
8	To appoint employee(s) to hold temporarily or to officiate in more than one posts.	Full Powers	--
9	To represent the Agency in all legal proceedings and to prosecute, execute and institute legal proceedings for or on behalf of the agency against the Agency or its officers.	Full Powers	--
10	To compromise withdraw or abandon any such legal proceedings.	Full Powers	--
11	Signing of contracts / agreements and execution thereof and to enter into direct negotiations with the manufacturers / Suppliers for the purchase / sale of product or services		
	i) Upto Rs. 500 lacs	Full Powers	--
	ii) Above Rs. 500 lacs	--	Full Powers
12	Redelegation of powers.	Full powers to redelegate or such- delegate powers already vested to him and all other powers as may be vested /delegated by the Board of Governors, to the Officers/Officials of the Agency to the extent considered necessary and appropriate except in cases where specific restriction has been imposed by the Board.	Full powers to redelegate or such-delegate powers already vested to him and all other powers as may be vested / delegated by the Board of Governors, to the Officers / Officials of the Agency to the extent considered necessary and appropriate except in cases where specific restriction has been imposed by the Board.

13	To grant advance increments	Full Power to sanction not more than two advance increments in a year to an employee subject to a maximum of 4 such advance increments in the grade of pay keeping in the guidelines framed by the Board of Governors in this regard from time to time	--
14	To sanction installation of RE Devices at public places, residence(s) of VIP(S)/decision makers as a promotional drive.	Full powers with approval of Chairman	--
15	Signing of MOUs with prospective entrepreneurs for further investment and/or implementation of projects falling within the purview of the objectives.	Full powers of projects of value upto 100 lacs	Full powers of projects of value more than 100 lacs
16	To remit disallowance of Audit and Accounts	Full powers	--
17	To appoint distributors, dealers for the products of the Agency.	Full powers	--
18	To prepare, submit project proposals Schemes for direct financial assistance grants from Government(s) / Voluntary organisations or agencies and executing the projects / schemes under the terms of assistance / grants including expenditure of surplus available from the sanction under the head overhead contingencies etc. in the interest of the Agency.	Full powers	--
19	To allot assign duties to all officers and staff in general and powers for specific purpose(s) for carrying out the affairs of the Agency.		
	i) Below the Manager level	Full Powers	--
	ii) Manager and above	--	Full Powers

20	Appointment of Consultants	--	Full powers with BOG
21	Approval of Journey within and beyond jurisdiction	Full powers	--
22	Leave Travel Concession	Full powers	--
23	Sanction of special /earned / medical /casual leave	Full powers	--
24	To sanction uniforms at the cost and scale prescribed for Govt. Offices	Full powers	--
25	To remove pay anomalies and fixation of pay scales of officers/officials as per pattern of State Government for similar posts.	--	Full Powers subject to approval of BOG
26	To approve/sanction foreign tours of officers/officials of the agency	Full powers to the Chief Executive with the concurrence of Chairman subject to approval of Govt.	--
II.	<u>FINANCIAL POWERS</u>		
1	Short term investment of surplus funds in Scheduled banks, financial institution and public sector companies.		
	i) Upto Rs. 100 lacs	Full powers	--
	ii) Above Rs. 100 lacs	--	Full Powers
2	Sanction officiating allowance / Honorarium Upto Rs. 500/- per month per employee	Full Powers	--
3	Writing off/disposal of surplus and/or unserviceable stores	Full powers	--
4	Sanction of expenditure on entertainment	Upto maximum limit of Rs. 5,000/- per month	Upto maximum limit of Rs. 5,000/- per month
5	Losses due to breakages in stocks.	Full powers	--

6	Working capital requirements for the following facilities from the banks		
	i) To open cash credit limits against hypothecation of stocks.	Full Powers upto Rs. 50 lacs	Full Powers above Rs. 50 lacs
	ii) Opening of letter of credit whether inland or foreign favoring all concerned for purchase of RE devices / equipments and materials for projects.	Full Powers upto Rs. 100 lacs	Full Powers above Rs. 100 lacs
7	Furnishing of guarantees by the Agency for and on behalf of the subsidiaries and jointly owned projects / companies / organisations for drawal of term loan, bridge loan from term lending institutions.	Full powers	--
8	To sanction and disburse all operational expenses for RE scheme/projects and overhead expenses of revenue nature whether they involve purchase of raw materials, project execution, payment of medical expenses, salaries and wages, postage, telephone and telegrams, rent for office accommodation, temporary fixtures and fittings stationary all legal payments under various statutes, expenditure on defence witnesses, demurrage, payments and all other contingent including expenditure on boarding / lodging of official guests and all other expenses relating to smooth day to day working of the Agency.	Full Powers upto Rs. 50.00 lacs	Full Powers
9	Loan to employees for the purchase of bicycle / scooter / car / housing	Full Powers	--
10	Bonus and ex-gratia to the employees and officers	--	Full Powers
11	Raising of loans from IREDA / financial institutions / banks for sanctioned projects.	Full Powers	--

5th Manual: Rules, regulations, instructions, manuals and records under its control/ used by employees while discharging functions

Title and nature of the record / manual / instruction list of contents:

PEDA Rules & Regulations

- 1 The Registered Office of the Agency shall be situated in the Union Territory of Chandigarh.
- 2 Membership – The Agency shall consist of the following members:-
- 3 First members of the Board of Governors and those who have subscribed to the Memorandum of Association;
- 4 Members nominated by the State Government.
- 5 When a person is nominated as member of the Agency by virtue of an office held by him, his membership of the agency shall terminate when he ceases to hold that office and the vacancy so caused shall be filled by his successor to that office.
- 6 Whenever a member desires to resign from the membership of the Agency, he shall address his resignation to the Chief Executive of the Agency and submit, the same to him. His resignation shall take effect only on its acceptance by the Chairman of the Board of Governors.
- 7 Any vacancy in the membership of Agency either by resignation or otherwise may be filled up by the State Government.
- 8 Should a person who is the member of the Agency by virtue of his office held by him be unable to attend the meeting of the Agency, he may appoint a proxy to attend the meeting in his place. Such proxy shall be entitled to take part in the proceedings of that meeting for which he is nominated but shall not have a right to vote thereat.
- 9 The Agency shall function notwithstanding that any person entitled to be a member by reason of his office is not represented on the Agency for the time being. The proceedings of the Agency for the time being. The proceedings of the Agency shall not be invalidated by the above reason nor by the reason of any vacancy or defect in the nomination of any of its members.
- 10 The Agency shall maintain a roll of members at its registered office and every member shall sign the required form stating his occupation and address.
- 11 It shall be incumbent upon a member of the Agency to notify to the office of the Agency any change of his address or occupation.

- 12 The Agency shall maintain a Register of Members into which following particulars shall be entered:
- Name and address of each member.
 - The date on which the member was admitted.
 - The date on which the member ceased to be a member.
- 13 A member of the Agency or the Board of Governors shall cease to be such a member if he:
- a) dies, or
 - b) resigns his membership, or
 - c) becomes of unsound mind, or
 - d) becomes insolvent, or
 - e) is convicted of a criminal offence involving moral turpitude, or
 - f) is removed by the State Government.
- 14 Board of Governors:
- a) The Board of Governors will consist of 9 persons of whom one shall be appointed as Chairman and another as the Chief Executive of the Agency. While Secretary, Power of the State Government shall be the Chairman of the Board of Governors, the Chief Executive shall be appointed by the State Government. However the State Govt. may nominate any other specialist in the relevant field in addition to the above members from time to time.
 - b) The following persons will constitute the first Board of Governors:
- 15 Functions and powers of the office bearers:
- a) The Chairman of the Board of Governors shall preside over all the meetings of the Board of Governors. He will also guide and supervise in general the working of the Agency.
 - b) The Chief Executive shall be the main implementing Officer of the Agency. Subject to the general superintendence, direction and control of the Board of Governors and such general or special instructions that the Board of Governors may lay down, he shall be responsible for convening meetings, for appointment of staff and prescribing terms and conditions governing them for maintenance of records and for communicating with all on behalf of the Agency. He shall formulate, co-ordinate and supervise all the projects of Agency to ensure their successful completion and implementation.

16 Powers and Functions of the Board of Governors:

The general superintendence, direction and control the affairs of the Agency shall be vested in the Board of Governors of the Agency. Save as herein expressly provided, all the duties, powers, functions, and rights whatsoever or consequential and incidental to the carrying out of the objectives of the Agency shall be exercised by the Board of Governors.

17 In particular and without pre-judice to the generality of the foregoing provisions and subject to the provisions of the Memorandum, the Chief Executive shall have such powers as may be delegated to him by the Board of Governor.

18 Chairman of the Board of Governors – Chairman of the Board of Governors shall be a person holding the position of Secretary (Science and Technology) in the State Government.

19 Proceedings of the Board of Governors – (i) The Board of Governors may ordinarily meet once in every months provided that the Chief Executive may himself on his own of upon a requisition of four members of Board of Governors require it to be called at any time. Not less than seven days notice shall be given for every meeting of the Board of Governors and a copy of the proceedings of the meeting shall be circulated to members of the

Board of Governors and the State Government as soon as practicable after the meeting provided that in case of urgency a shorter notice may be given with the prior approval of the Chairman and provided further that any accidental omission to given such notice to, or the non-receipt of any such by, any member shall not invalidate any proceedings of such meeting.

QUORUM:

- i. Four members shall constitute a quorum for any meeting of the Board of Governors. If within half an hour from the time appointed for the meeting a quorum is not present, the meeting if convened upon such requisition as aforesaid shall be dissolved, but in any other case it shall stand adjourned to the same day in the next week at the same time and place, and if at such adjourned meeting a quorum is not present those members who are present shall be the quorum and may transact the business for which the meeting was called.
- ii. In case of difference of opinion amongst the members the opinion of the majority shall prevail.
- iii. Each member of the Board of Governors including the Chairman shall have one

vote and if there shall be an equality of votes on any question to be determined by the Board of Governors, the Chairman shall in addition have and exercise a casting vote.

- iv. Every meeting of the Board of Governors shall be presided by the Chairman and in his absence by a member chosen from amongst themselves by the members present at the meeting.
 - v. Any resolution except as may be placed before the meeting of the Board of Governors may be adopted by circulation among all its members present in India and any resolution shall be as effective and binding as if such resolution had been passed at the meeting of the Board of Governors.
- 20 The Board of Governors may by resolution delegates to the Chairman, Chief Executive and other officers of the Agency such of its powers for proper administration of the Agency and for the conduct of the staff under the direction and control of the Board Governors as it may consider necessary or desirable.
- 21 Subject to the rules, regulations and bye-laws and orders of the Board of Governors, the Chief Executive of the Agency shall be responsible for proper administration of the Agency and for the conduct of the staff under the direction and control of the Board of Governors.
- 22 The members of the Agency, the Board of Governors or any Committee appointed by the Agency or the Board of Governors shall not be entitled to any remuneration from the Agency. However, they shall be entitled to reimbursement of, or compensation for expenditure on travelling, conveyance etc., incurred by them in attending meetings of the Agency or Board of Governors or any Committee thereof or in performing journeys for the work of the Agency at such rates and in such manner as may be prescribed by the Board of Governors.
- 23 The Chairman shall have the power to invite any person or persons, not being member of the Board of Governors to attend the meeting of the Board of Governors but such invitees shall not be entitled to vote at the meeting.
- 24 Annual General Meeting:
- a) The Agency shall after giving at least fourteen days notice, hold an annual general meetings at least once in every year and not more than 15 months shall elapse between two successive annual general meetings.
 - b) The Balance Sheet, the Income and Expenditure Account, the Auditors Report and Annual Progress Report in respect of the financial year ending on the 31st March preceding shall be placed at the annual general meetings for

consideration before the 30th of June of every year.

- a) At least 5 members of the Agency present at the annual general meeting shall form a quorum.
 - b) The Chairman of the Board of Governors shall preside over the annual general meeting.
- 25 Funds of the Agency :- The funds of the Agency shall consist of the following:-
- a) Grants/Loans received from State and Central Governments.
 - b) Donations and loans from persons or bodies who may or may not become members.
 - c) Income from investments, and
 - d) Income from other sources.
26. Audit – The accounts of the agency shall be audited by a firm of Chartered Accountant to be appointed by the Board of Governors. The form in which the accounts should be maintained and the manner in which they should be presented at the annual general meeting may be prescribed by the Board of Governors.
27. Within 30 days after holding of annual general meeting there shall be filed with the Registrar of Societies
- (i) A list of the names, addresses and occupations of the members of the Board of Governors including the Chairman and the Chief Executive and other office bearers of the Agency.
 - (ii) Annual report for the previous year along with the auditors report thereon. Such list and the annual report shall be certified by the Chief Executive and the accounts officer. A copy of the annual accounts along with the auditors report thereon and the annual administration report shall simultaneously be forwarded to the State Government, and if necessary to the relevant department of the Central Government.
28. If any change occurs in the composition of the Board of Governors or in the holder of the office of the Chairman or the Chief Executive at any time for any reason, such change shall, within 30 days be notified to the Registrar of Societies.
29. Property of the Agency – All property belonging to the Agency shall be deemed to be vested in the Board of Governors of the Agency but shall be referred to as, “The Property of the Agency”.
30. Suits and proceedings by and against the Agency – The Agency may sue or may be send in the name of the Chief Executive or any office bearer authorized by the Board of Governors in this behalf.

- a) No suit or proceedings shall abate by reason of any vacancy or change in the holder of the office by the Chairman, the Chief Executive or any office bearer authorized in this behalf.
 - b) Every decree or order against the Agency in suit or proceedings shall be executable against the property of the Agency and not against the person or the property of the Chairman, Chief Executive or any office bearer.
 - c) Nothing herein shall exempt the Chairman, the Chief Executive or any other office bearer of the Agency from any criminal liability under the act or entitle him to claim any contribution from the property of the Agency in respect of any fine paid by him or conviction by a criminal court.
31. Every member of the Agency may be sued or prosecuted by the Agency for any loss or damage caused to the Agency or its property for anything done by him which is detrimental to the interest of the Agency.
32. Accounts – The Agency shall keep at its registered office, adequate and proper books of accounts according to double entry system of accounting in which shall be entered accurately the following:-
- a) All sums of money received and the sources thereof and all sums of money spent by the Agency and the object or purposes for which sums are expended.
 - b) The Agency's assets and liabilities.
33. Alteration or extension of the objects of the Agency – The Agency may subject to the approval of the State Government alter or extend the objectives for which it is established in the following way:-
- a) The Board of Governors shall submit the proposition for such alteration or extension as aforesaid to the members of the Agency in a written or printed report.
 - b) The Board of Governors shall convene a special general meeting according to the rules for consideration of the said proposition.
 - c) Such report shall be delivered or sent by post to every member of the Agency with a clear notice of fifteen days about the special general meeting as aforesaid.
 - d) Such proposition shall be required to be confirmed by a resolution passed by three-fifths of the members present and voting at the special general meeting, so convened.

33. The rules of the Agency may be altered at any time by a resolution passed by the majority of the members of the Agency present and voting in any general meeting of the Agency which shall have been duly convened for the purpose. The modified rules will be deemed to have come into force in accordance with the provisions contained in the Registration of Societies, Act,1860. This is to certify that the memorandum of the Resolution of Agency and its rules are correct and a true copy of the original.

S/d

CHIEF EXECUTIVE, PEDDA

6th Manual: Categories of documents held by the Authority or which are under its control

Title of the document
 Category of document
 Custodian of the document

Name of the Document	Procedure to obtain the Document	Held by/Under control of
a) Personal files and service books of PEDAs employees.	Approach PIO or APIO expect personal information	Senior Manager (Administration)
i) Telephone Register	-do-	-do-
ii) Stationary register	-do-	-do-
iii) EPF record of employees	-do-	Senior Manager(F)
iv) Bill Register	-do-	-do-
v) Record of Advance	-do-	-do-
vi) Pay bills TA bills medical bill LTC Bills arrear bills	-do-	-do-

7th Manual: Arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof:-

District Advisory Committees (DACs) for Renewable Energy

With the objective to create awareness about various renewable energy devices and systems appropriate for a given district, the DACs has been constituted for each district, with the following terms of reference:-

- a) To help PEDDA in planning and coordination of various renewable energy programmes and creation of mass awareness in the district on a continuing basis.
- b) To coordinate and integrate implementation of various renewable energy programmes in the district and suggest measures for accelerated progress.
- c) To review achievements made under different programmes and suggest corrective measures, if any; and
- d) To organize and monitor post-installation servicing of renewable energy devices/systems installed in the district and to safeguard interests of the public and consumers.
- e) To interact with the public of rural and urban areas, identify the users and the suitable project sites and interact with the State Nodal Agencies and district authorities for facilitating the people for procurement of renewable energy systems and devices.

Duration of the DACs

Initially the term of DACs members would be for three years but the DACs would continue for the longer duration.

Meeting of DACs

The DACs are required to meet at least quarterly in the district. The members of the DACs may also like to visit the rural areas/project sites for identification of new sites / beneficiaries and overseeing the implementation status of the ongoing schemes/projects.

List of Members

:-	District Collector		-Chairman
:-	Project Director, DRDA	-	Member Secretary

The other members are from Zila Parishads, District Industry Centres, NGOs, Nominees of Hon'ble Member of Parliament, representatives of State nodal agency and representatives of various other social organizations.

8th Manual: Boards, Councils, Committees and Other Bodies constituted as part of the Public

Name of the Board, Council, committee etc:-

Board of Governors:-The Board of Governors of PEDDA consists of nine persons out of which six persons are nonofficial members. Chairman of BOG is appointed by the Govt. of Punjab. The constitution of the BOG of PEDDA is as under:

LIST OF MEMBERS OF BOARD OF GOVERNORS OF PEDDA

1. Special Chief Secretary,
Department of Agriculture
2. Additional Chief Secretary-cum-
Financial Commissioner,
Department of Rural Development
and Panchayats
3. Special Chief Secretary,
Department of Power
4. Special Chief Secretary,
Department of Industries
5. Principal Secretary,
Department of Water Resources
6. Managing Director,
Punjab Infrastructure Development Board
7. Secretary,
Department of New & Renewable Energy Sources
8. Secretary,
Department of Planning
9. Chief Executive, PEDDA
10. Chairman-cum-Managing Director
Punjab State Power Corporation Limited

Composition Powers & functions: EMPOWERED COMMITTEE FOR APPROVAL / CLEARANCES OF NRSE PROJECTS

With a view to accelerate the development of NRSE programmes in the state, an empowered committee of Administrative Secretaries for according approvals/clearances has been constituted as under :

- | | | | |
|-------|---|---|----------|
| I) | Chief Secretary to Government of Punjab | - | Chairman |
| II) | Principal Secretary to Government of Punjab,
Department of Power New and Renewable
Energy Sources Punjab, | - | Member |
| III) | Principal Secretary to Government of Punjab,
Department of Finance. | - | Member |
| IV) | Principal Secretary to Government of Punjab,
Department of Irrigation and Power. | - | Member |
| V) | Principal Secretary to Government of Punjab,
Department of Forests. | - | Member |
| VI) | Secretary to Government of Punjab,
Department of Industries & Commerce. | - | Member |
| VII) | Chairman, Punjab State Electricity Board. | - | Member |
| VIII) | Advisor (concerned), Ministry of Non-Conventional
Energy Sources, Government of India. | - | Member |
| IX) | Chief Executive, Punjab Energy Development
Agency. | - | Convener |

The Committee may co-opt other Administrative Secretaries/ State Government officials as and when required (e.g. Principal Secretary, Local Bodies, Rural Development etc.) in respect of projects in their respective jurisdiction. The Committee will also oversee implementation of this Policy by the Departments/ Agencies.

- | | |
|--|---|
| Whether their meetings are open to the public? | NO |
| Whether the minutes of the meeting are open to the public: | NO |
| Place where the minutes if: | Punjab Energy Development Agency (PEDA) Plot
No 1 & 2 Sector 33-D Chandigarh |
| Open to the public is available? | NO |

9th Manual: Directory of Officers and employees

Name and designation
Telephone, fax and email ID

Name	Designation	Tel (Office)	Fax	Email
Sh.Aman Arora,	NRES Minister	0172-2601067	0172-2662865	--
Sh. Ajoy Kumar Sinha, IAS	Principal Secretary	--	--	--
Smt. Neelima, IAS	Chief Executive	0172-2663392	0172-2662865	ceo@peda.gov.in
Sh.M.P.Singh	Director	2667005	0172-2662865	mpsingh@peda.gov.in

ACTIVITY HEADS OF PEDA

Name	Designation	Tel (Office)	Fax	Email
Sh. Jaspal Singh	Additional Director	2667007	--	jaspalsingh@peda.gov.in
Sh. Supinder Singh	Additional Director	4662344	--	supindersingh@peda.gov.in
Sh. Rajesh Bansal	Joint Director	--	--	Rajesh.bansal67@punjab.gov.in

LIST OF FIELD STAFF OF PEDA

Sr. No	Name & Designation	District	Sitting Arrangements in the office of	Mobile No. & email
1	Sh. Nayaab Mittal, Manager	Bathinda	ADC (D), Bathinda	7986737895 nayaab.mittal95@punjab.gov.in
		Sri Muktsar sahib	ADC(D), Sri Muktsar Sahib	
		Fazilka	ADC(D), Fazilka	
		Faridkot	ADC(D), Faridkot	
2	Sh. Yashpal Juyal, Technician	Amritsar	ADC (D), Amritsar	9888187504 peda_yashpal@yahoo.com
		Tarn Taran	ADC (D) Tarn Taran	
		Kapurthala	ADC (D), Kapurthala	
3	Sh. Shubhkarman, Manager	Jalandhar	Solar Aditya Shop, Nehru Garden, Jalandhar	7973525009 shubhkarmanbindra@gmail.com
		SBS Nagar	ADC (D), Nawanshahar	
		Hoshiarpur	ADC (D), Hoshiarpur	
4	Sh. Jagdeep Singh, Manager	Mohali	ADC (D), Mohali	9888530004 jagdeep.singh85@punjab.gov.in
5	Sh. Gurinder Singh, Manager	Ludhiana	ADC (D), Ludhiana	9814258161 gurinder.kabbay@gmail.com
6	Sh. Talwinder Singh, Manager	Fatehgarh Sahib	ADC (D), Fatehgarh Sahib	9815705455 talwindersingh16@gmail.com
		Ropar	Zila Parishad Complex, Ropar	
7	Sh. Harsimran Singh, Manager	Patiala	ADC (D), Patiala	9041196124 harsimran.singh124@punjab.gov.in
		Malerkotla	ADC (D), Malerkotla	
8	Sh. Ranjit Singh, Assistant Manager	Gurdaspur	ADC (D) Gurdaspur	8872989859 ranjeet75085@gmail.com
		Pathankot	ADC (D) Pathankot	
9	Sh. Gurpreet Singh Bhangu, Manager	Barnala	ADC (D) Barnala	8283816003 bhangubhangu87@gmail.com
		Sangrur	ADC (D), Sangrur	
10	Sh. Pardeep Singh, Assistant Manager	Mansa	ADC (D), Mansa	8572845058 gheupardeep@gmail.com

10th Manual: Monthly Remuneration received by officers & employees including system of compensation

Name and designation of the employee

Monthly remuneration

System of compensation as provided by in its regulations

Details of Monthly Remuneration paid to officers and officials as on April, 2025

S. No	Name of Employee Sarv/Sh./Smt.	Designation	Amount
1.	Maninder Pal Singh	Director	259190
2.	Jaspal Singh	Additional Director	241452
3.	Rajesh Bansal	Joint Director	196758
4.	Anita Sharma	Secretary	160102
5.	Surender Kumar	Senior Manager	130872
6.	Rajesh Chand	Senior Manager	130872
7.	Harnek Singh	Senior Manager	123604
8.	Surinder Pal Singh	Senior Manager	114742
9.	Rajbir Kaur Banwait	Manager	101728
10.	Navneet Kaur	Manager	88054
11.	Spinder Singh	Manager	47439
12.	Lovroop Singh	Manager	44900
13.	Nayab Mittal	Manager	44900
14.	Shivam Sharma	Manager	44900
15.	Akshaya Kumar Sahoo	Assistant Manager	98156
16.	Than Singh Rawat	Assistant Manager	101000
17.	Suresh Chander Singh	Assistant Manager	87412
18.	Gurinder Pal Singh	Assistant Manager	95312
19.	Bikram Vir Singh	Assistant Manager	107794
20.	Kanupriya	Assistant Manager (A/c)	35400
21.	Ankita Mittal	Programmer	35400
22.	Chandan Singh	Clerk cum DEO	75478
23.	Paramjit Singh	Supervisor (Transport)	103918
24.	Yash Pal Juyal	Technician	68990
25.	Ajay Kumar Thakur	Junior Technician	52368
26.	Hira Lal	Peon	73124
27.	Madan Lal	Peon	73124
28.	Jarnail Singh	Peon	72070
29.	Sheela	Peon	58272

30.	Dhan Pal Singh	Peon	58272
31.	Ram Bhuj	Peon	59272
32.	Jasbir Singh	Peon	58272
33.	Anju	Peon	55112
34.	Satish	Peon	52110
35.	Mahesh Pal	Peon	32518
36.	Gurpreet Kaur Noori	Peon	21600

Punjab Genco Ltd. (PEDA Subsidiary): Salary for the month of April, 2025

SR. No.	NAME & DESIGNATION (SH./SMT.)	GROSS PAY (IN RS.)
1.	Supinder Singh Additional Director	222670
2.	Kulbir Singh Senior Manager	160102
3.	Shekhar Bakshi Manager	138772
4.	Amrit Pal Garg Manager	113650
5.	Lovkesh Khanna Private Secretary	133322
6.	Bhupinder Singh, Driver	115658
7.	Amarnath Clerk cum DEO	75378
8.	GURNAM SINGH Helper	58272
9.	KRISHAN BAHADUR Chowkidar cum Mali	53532
10.	DARSHAN SINGH Chowkidar cum Mali	453532
11.	Tulsi Ram Chowkidar cum Mali	46580
12.	Randhir Singh Chowkidar cum Mali	46580

11th Manual: Names, designations and other particulars of public information officers

16.1 Name and designation of the Public Information Officer, Assistant Public Information Officer (s) & Appellate Authority Address, telephone numbers and email ID of each designated official:

S.No.	Name	Designation	Address	Tel (Office)	Fax	Email
1)	First Appellate Authority	Chief Executive, PEDDA	Plot No. 1&2, Sector 33-D, Chandigarh	0172-2748136	0172-2667006	-----
2)	Public Information Officer	Director	-do-	0172-2667005	-do-	mpsingh@peda.gov.in
3)	Assistant Public Information Officer	Additional Director	-do-	0172-2663328	-do-	supindersingh@peda.gov.in

12th Manual: Any other useful information

Citizen’s charter of the public authority:

PEDA’s vision is to harness the potential of New Renewable Energy sources so as to the power massive maximise the share of new and renewable sources of energy to 15% of the total installed power capacity in the state by 2022. The agency shall ensure that promotional development of clean energy generation shall help in meeting energy/ lighting needs in rural areas and supplementing energy needs in urban, industrial and commercial sectors.

Grievance redressal mechanisms: Any Grievance related to PEDA is handled by Administration department

Contact: Administrative Officer

Punjab Energy Development Agency Plot No.- 1-2, Sector 33-D, Chandigarh. Ph. 0172-2663328, 2663382, Fax: 0172-2662865

Details of applications received under RTI and information provided:

Year	Application Received	Information Provided	Pending
2024-25	28	28	Nil

GOVERNMENT OF PUNJAB

DEPARTMENT OF SCIENCE, TECHNOLOGY, ENVIRONMENT AND NONCONVENTIONAL ENERGY

Notification

The 26th DECEMBER, 2012

No. 10/174/2012/STE(3)/4725 -The Governor of Punjab is pleased to formulate a 'New and Renewable Sources of Energy (NRSE) Policy – 2012', to develop and promote new and renewable sources of energy based technologies and energy conservation measures as well as providing financial & fiscal assistance, thereby addressing the problems arising from depletion of conventional sources of energy and environment pollution. This policy shall replace and supersede the previous policy notified vide No. 10/106/2006-STE

(1)/5390 dt. 24th November, 2006, unless specifically stated otherwise hereunder. The Policy would be effective from the date of its notification in the official gazette of Punjab Government and shall remain in operation till the Government notifies the new policy. For giving effect to this policy, necessary amendments in various policies, rules & regulations, wherever necessary, shall be expeditiously undertaken by the concerned departments.

1. OBJECTIVES

1.1 Punjab has considerable potential in NRSE sector which is being harnessed. With a view to maximize the utilization of these resources; this policy aims to achieve the following objectives:

- To maximise and improve the share of new and renewable sources of energy to 10% of the total installed power capacity in the state by 2022. NRSE sector wise details are mentioned separately.
- To promote renewable energy initiatives for meeting energy / lighting needs in rural areas and supplementing energy needs in urban, industrial and commercial sectors.

1.2 Further, in order to achieve the aforesaid objectives, the following shall bathe major strategic initiatives:-

- To create conducive conditions for attracting private sector investment in NRSE projects along with broader participation by public community/civil society.
- To provide decentralized renewable energy for agriculture, industry, commercial and household sector particularly in rural areas thereby improving the quality of power and reducing transmission & distribution losses.
- To give support to specific NRSE projects and schemes for generating energy and conserving energy through energy efficiency.
- To support research and development, demonstration and commercialization of new and

emerging technologies in renewable energy sector such as fuel cell, hydrogen and chemical energy, alternate fuels for transportation etc.

2. NRSE THRUST AREAS

2.1 NRSE are defined as Small hydro upto 25MW, Biomass including Cogeneration, Solar Photovoltaic, Solar Thermal, Urban, Municipal and Industrial solid / liquid Wastes, Biomethanation, Gasification, Wind and New NRSE sources like fuel cells/Hydrogen/Biofuels etc. of any capacity. This form of energy would mitigate carbon dioxide emissions and combat climate change. Given the geographical location of the State of Punjab, and its access to various sources of energy, the State would promote investment through private/public sector participation in the following areas:

2.2 Small/ Mini / Micro Hydel:

By virtue of its topographic location and agriculture base, the State has an extensive irrigation canal network with estimated total potential of over 250 MW. The State Government is committed to exploit the total potential by the year 2022.

2.3 Biomass/Agro residue:

Punjab is primarily an agrarian economy and holds tremendous potential for energy generation from agro- residues like Cotton stalks, Paddy Straw, Paddy Husk etc. It is proposed to achieve a target of 600 MW power generation in this sector by 2022.

Also the existing industries like Sugar, Paper and others have still an estimated unexploited potential of about 500MW of co-generation. Details are placed at **Annexure-1A**.

2.4 Urban, Municipal and Industrial Liquid / Solid Waste:

At present about 5000 Metric Tons of Municipal, Urban and Industrial solid waste is being produced every day in the urban areas of the State. Introducing scientific processing and treatment of this quantity of waste would add to power generation besides being environmentally benign. Such projects shall be supported on different waste streams in the State. It is proposed to achieve a target of 50 MW power generation in this sector by 2022.

2.5 Solar Power generation:

Punjab is endowed with vast potential of solar energy with over 300 days of sunshine in a year with insolation level varying between 4-7 Kw/sq.mtr. Solar Power Generation capacity is targeted at 1000MW by 2022. With these projects located closer to the load in distribution/transmission network, distribution losses will be reduced considerably and voltage drop at peak day time load will be minimized. Details are placed at Annexure-1B.

2.6 Wind Power :

Wind power potential is low in the State as the necessary wind speed is not there. The state will support programmes to set up innovative technology based wind turbines.

2.7 Upcoming NRSE technology based projects:

Lot of research is going on around the world for efficient and economic transformation of available renewable sources of energy for usage by the society. Fuel cells, Hydrogen energy, geothermal energy, Bio fuels, Bio- ethanol etc. have great potential of becoming commercial RE technologies. Pilot, demonstration & commercial projects in these upcoming NRSE technology sector shall be encouraged to be set up in the state by PEDDA. In addition PEDDA shall take up R&D projects in the Biomass especially paddy straw combustion for power generation through Rankin cycle/gasification in pilot mode. GIS mapping shall be carried out for land, biomass and solar radiation and made available to project developers for project facilitation. PEDDA shall also carry out Power transmission/distribution grid network study on 132/66 KV substations for assessing the location suitability of RE projects for max grid/power benefits in terms of voltage improvement, reduction in transmission/distribution losses, evacuation infrastructure/support and decentralized power supply..

2.8 Promotion of Green Technologies:

PEDA shall facilitate and promote the green technologies in the state for furthering the economic and industrial development. Technologies such as Electric Vehicles, Compressed Biogas for Transportation, Green battery technologies, energy efficient, carbon neutral building technologies shall be promoted.

3. ENERGY CONSERVATION

Conservation of energy in domestic, commercial, agriculture, transportation and industrial sectors can lead to major savings in terms of reduced energy consumption thereby leading to bridge the energy demand supply gap in the state. There is a potential of saving of energy upto 20-25% in different sectors of the economy in the state.

Energy Conservation Measures shall be implemented and enforced in the state in accordance with the provisions contained in the Energy Conservation Act- 2001 by PEDDA, in consultation with Bureau of Energy Efficiency, Ministry of Power, Govt. of India.

Punjab has issued notifications for mandatory use of CFL, Roof Top Solar Water Heating Systems, BIS approved & minimum BEE 4 Star Labeled pump sets and promotion of energy efficient buildings. Demo projects have been initiated for development of energy efficiency in municipal street lighting, water pumping & existing Govt. buildings. Use of BEE Star Labeled electrical appliances in all government organizations has also been mandated. Energy Conservation Building Code (ECBC) has been launched by Bureau of Energy Efficiency, MOP, GOI on 27th May, 2007 to be implemented on voluntarily basis. The code is

applicable to buildings / building complexes that have a connected load / contract demand of 100 kW / 120 KVA or more and is being amended as the Punjab Energy Conservation Building Code (PECBC) to be applicable in the state of Punjab which falls in the composite climate zone within the provision of the EC Act-2001. Three types of Green building rating are also available i.e. Leadership in Energy and Environmental Design (LEED), Green Rating for Integrated Habitat Assessment (GRIHA) & BEE Star Rating of Buildings.

An energy conservation action plan team has been constituted under the chairmanship of Principal Secretary, Science & Technology, Environment and NCES which reviews implementation of various energy conservation programmes in the State.

4. FACILITATION OF NRSE PROJECTS

4.1 Govt. of Punjab shall provide assistance for setting up of NRSE projects in the state. In addition, the Govt. shall also provide fiscal and technical assistance to encourage setting up of these projects.

4.2 **NODAL AGENCY:** Punjab Energy Development Agency (PEDA) is the nodal agency for the implementation of the NRSE Policy on behalf of the Govt. of Punjab. PEDA will be responsible for laying down the procedure for inviting of proposals from NRSE project developers i.e. preparing bid documents, managing the bid process, evaluation of project proposals and its award to successful bidder, project approvals and scrutiny of DPR, project implementation and monitoring. All NRSE project developers in the state (including Captive, Cogeneration, IPP and merchant power developers) will be required to submit their project proposals with PEDA for approval and validation for sale of power in or outside the state.

4.3 **Single Window Clearance:** Setting up of NRSE projects involves sanctions / clearance from a number of Government Agencies / Departments. The State Government shall provide the clearances in a time bound manner through a single window mechanism within a period of 60 days after the submission of complete application along with necessary enclosures, fees/charges and DPR. The Detailed procedure for according approvals/clearances is placed at **Annexure-II**.

4.4 **FISCAL AND TECHNICAL ASSISTANCE:** These have been detailed out in annexure on "FISCAL AND TECHNICAL ASSISTANCE" attached at **Annexure-III**.

4.5 ALLOTMENT OF PROJECTS:

All NRSE Projects including Small Hydro Projects upto 25 MW capacity, Biomass IPP, MW scale Solar PV & Solar Thermal Projects, Waste to energy projects under IPP mode and MW scale roof top solar PV for net metering/sale of power shall be allocated through competitive bidding by PEDA. The project developers shall sell all the energy generated from the projects to PSPCL/Licensee at the tariff arrived after competitive bidding. Financial eligibility Criteria for NRSE projects to be allocated through competitive bidding is given at **Annexure-IV**.

Projects under REC mechanism may be allocated through competitive bidding based on the

percentage share of REC price. For any project to be set up under REC mechanism, the first right to purchase power will lie with PSPCL/LICENSEE at APPC tariff. On their refusal, the bidding will envisage sale of power in open access.

Self-identified projects in the field of Small Hydro, waste to energy based on cattle dung/vegetable waste / poultry waste projects& Biomass Power Projects based on Energy Plantation & Rice Mill Integrated shall be allocated on the recommendation of the project allocation committee on case to case basis. Surplus Power from NRSE Co-generation Projects shall be procured by signing of Implementation Agreement (IA).In case of upcoming NRSE technology demonstration projects, the MOU route may be considered.

All NRSE projects of capacity upto 1 MW shall be allocated on the recommendation of PEDA, whereas all NRSE projects of capacity more than 1 MW shall be allocated on the recommendation of the Project.

Allotment Committee consisting of following members:

- | | | | |
|---|---|---|----------|
| 1 | Principal Secretary to Government of Punjab, Department of Science, Technology, Environment and Non-Conventional Energy | – | Chairman |
| 2 | Principal Secretary to Government of Punjab, Department of Power | – | Member |
| 3 | Principal Secretary to Government of Punjab, Department of Finance | – | Member |
| 4 | Chief Executive, Punjab Energy Development | – | Member |
| 5 | Chairman cum MD, Punjab State Power Corporation Ltd. | – | Member |
| 6 | Director, PEDA | – | Member |
| 7 | Jt. Director (Projects), PEDA | – | Convener |

The Committee shall examine/evaluate the techno-commercial conditions in the bidding documents for projects to be allocated through competitive bidding/detailed project report for project proposals under MOU route & shall grant approval to the offers/project proposal after considering the financial capability, technical capability, status of technical collaboration with proven technology suppliers, status of land identification and its availability etc.

5. RE Tariff:

The NRSE projects shall be provided tariff for sale of power as per PSERC RE tariff orders and shall be governed by RE regulations.

- 5.1 The preferential tariff of sale of power to the PSPCL/licensee from NRSE projects to be set up under this Policy shall be as notified by the PSERC for the financial year in which PPA is signed but shall be revised as per tariff notified for the financial year in which the scheduled date of commissioning of the project falls except in case of Solar PV and Solar Thermal power projects in which the tariff applicability is for two years and three years respectively inclusive of the Financial year in which PPA is signed in accordance with the CERC RE regulations. Likewise, in case of NRSE projects allocated through tariff based competitive bidding / discount on preferential tariff, the tariff arrived after competitive bidding /discounted tariff shall be applicable in accordance with CERC RE regulations.

- 5.2 The developer in technologies/resources where tariff has not been notified by the PSERC shall be required to submit petition to the Commission for determination of tariff.
- 5.3 To maximize the availability of NRSE Power for PSPCL/LICENSEE and to meet its RPO, NRSE based captive / co-gen power projects setup and commissioned during the period of NRSE Policy-2006 having surplus power and not registered with PEDDA so far or not signed the Implementation agreement will be allowed to get themselves registered with PEDDA and to sign agreement to facilitate power purchase by PSPCL/LICENSEE. PSPCL will sign only long term PPA with such registered projects on the last escalated tariff of NRSE Policy-2006 payable for FY 2011-12.
- 5.4 As per Power Purchase Agreements signed with PSEB (now PSPCL) by IPP Biomass/Biogas power projects allocated by PEDDA & set-up during the period of NRSE Policy 2001, the tariff has become stagnant at Rs. 3.49 per unit since 2006. The generic tariff as per RE tariff regulation 2012 notified by CERC and adopted by PSERC for biomass power projects allows 5% annual rise in the fuel cost for the tariff period from the date of commissioning. Therefore to enable these projects to continue generation, the tariff for these projects will be re-determined by PSERC for the remaining period of PPA.
- 5.5 No parallel operation charges shall be levied on NRSE projects.

6. IMPLEMENTATION OF PROJECTS

- 6.1 After issuing of all applicable statutory clearances the Producer shall enter into an Implementation Agreement with PEDDA within a period of 15 days from the date of grant of applicable statutory clearances for the project and also notification of tariff if applicable. The project developer shall be required to submit a performance security in the shape of Bank Guarantee of Rs 20 lacs per MW in case of non-solar projects and Rs. 40Lacs per MW in case of solar projects before signing of implementation agreement or as stipulated in the bid document. The performance security shall be forfeited by PEDDA for delays attributable to the developer as given in the allotment letter/implementation agreement/bid document.
- 6.2 The implementation agreement shall contain the major provisions for project allocation, land, location, power evacuation, project completion schedule, time period, project life, tariff, tariff period, PPA period, various fiscal and technical assistance granted to the projects under NRSE policy, penalty provisions in case of delay, arbitration etc.
- 6.3 PSPCL/LICENSEE shall sign a Power Purchase Agreement within 30 days from the date of order issued by Commission in case tariff approval is to be given by PSERC. In case of competitively arrived tariff/preferential tariff and APPC, the PPA shall be signed within 30 days from the date of signing Implementation agreement by PEDDA.

6.4 Scheduling: The NRSE projects operating in synchronization with PSPCL /PSTCL system and selling /wheeling power shall be required to adhere to scheduling as per applicable regulations of the Appropriate Commission.

6.5 Banking: The banking facility for the power generated shall be allowed for a period of one year by the PSPCL/LICENSEE/PSTCL. However, the energy banked during non-paddy season and non peak hours will not be allowed to be drawn during paddy season and peak hours respectively.

6.6 Injection of NRSE power: PSPCL/LICENSEE/PSTCL will accept the injection of energy in full even during sustained high frequency hours to ensure full utilization of non-conventional energy resources and merit order shall not be applicable.

6.7 Energy Payment: PSPCL/LICENSEE will clear dues within 60 days. However if the Developer requests for payment in 30 days or against Letter of Credit / payment in 7 days, rebate of 1% or 2% respectively, as the case may be, will be admissible to PSPCL/LICENSEE. Delay in payments will attract interest as per PSERC/CERC regulations.

6.8 Letter Of Credit: PSPCL/LICENSEE/PSTCL will provide facility of irrevocable and revolving, Letter of Credit issued by any nationalized bank. The amount of the Letter of Credit shall be equal to the bill amount of one month on the basis of average of last three months. All expenditures on Letter of Credit shall be borne by the power producers.

6.9 All project developers shall be required to submit monthly statement for verification of usage of fuel as detailed out in RE regulations and orders for determination of generic tariff issued by CERC. In addition, monthly information with regard to other parameter like energy generated, revenue earned, power factor and plant load factor achieved, reasons for non-achievement of full generation etc as directed by PEDA shall also be submitted so as to maintain and update data bank on NRSE generation in the state and also for the purpose of monitoring generation under RPO regulations.

7. **AMENDMENTS/ RELAXATION/ INTERPRETATION OF PROVISIONS OF THE POLICY**

Government of Punjab, Department of Science, Technology, Environment and Non-Conventional Energy shall take up cases for amendment/ relaxation/ addition/ interpretation of provisions under this policy.

Karan A. Singh

Principal Secretary to Govt. of Punjab,

Department of Science, Technology, Environment & Non-Conventional Energy

No. 10/174/2012/STE(3)/4726

Dated: 26th Dec, 2012

A copy is forwarded to the Controller, Printing and Stationary Punjab, Chandigarh for publishing the above Notification in Punjab Government Gazette and supply 50 copies thereof for official use.

Special Secretary

A copy is forwarded to the following for information and necessary action

1. Financial Commissioner, Excise & Taxation, Punjab.
2. Financial Commissioner, Revenue & Rehabilitation, Punjab.
3. Financial Commissioner, Forests & Wildlife Preservation, Punjab.
4. Principal Secretary to Govt. of Punjab, Deptt. of Industries & Commerce.
5. Principal Secretary to Govt. of Punjab, Deptt. of Local Government.
6. Principal Secretary to Govt. of Punjab Deptt. of Finance.
7. Principal Secretary to Govt. of Punjab Deptt. of Power.
8. Principal Secretary to Govt. of Punjab Deptt. of Irrigation.
9. Principal Secretary to Govt. of Punjab Deptt. of Housing & Urban Development.
10. The Chairman cum MD, Punjab State Power Corporation Limited.
11. The Chairman cum MD, Punjab State Transmission Corporation Limited.
12. The Secretary, Punjab State Electricity Regulatory Commission.
13. The Chairman, Punjab Pollution Control Board
14. The Chief Executive, Punjab Energy Development Agency.

Special Secretary

To,

1. Financial Commissioner, Excise & Taxation, Punjab.
2. Financial Commissioner, Revenue & Rehabilitation, Punjab.
3. Financial Commissioner, Forests & Wildlife Preservation, Punjab.
4. Principal Secretary to Govt. Of Punjab, Deptt. of Industries & Commerce.
5. Principal Secretary to Govt. Of Punjab, Deptt. of Local Government.
6. Principal Secretary to Govt. of Punjab, Deptt. of Finance.
7. Principal Secretary to Govt. of Punjab, Deptt. of Power.
8. Principal Secretary to Govt. of Punjab, Deptt. of Irrigation.
9. Principal Secretary to Govt. of Punjab, Deptt. of Housing & Urban Development.
10. The Chairman cum MD, Punjab State Power Corporation Limited.
11. The Chairman cum MD, Punjab State Transmission Corporation Limited.
12. The Secretary, Punjab State Electricity Regulatory Commission.
13. The Chairman, Punjab Pollution Control Board.
14. The Chief Executive, Punjab Energy Development Agency.

I.D. No. 10/174/2012/STE(3)/4727

Dated: 26th Dec, 2012

BIOMASS POWER GENERATION

a) Biomass IPP Project:

Punjab agriculture is dominated by wheat paddy cycle producing more than 10 million tons of paddy straw. Unlike the past, where these were burnt in the fields, crop residue would now contribute to farmer's income and also lead to power generation. It is estimated that huge quantities of surplus agro residues (including rice straw) and agro industrial/processing waste is produced annually which can generate de- centralized power of more than 600 MW. The State Government is committed to support and facilitate harnessing the total potential by the year 2022.

b) Energy Plantations based small capacity biomass plants: Punjab has some tracts of degraded/waste lands and non-forest areas. This could be used for raising dedicated plantations of fast growing high yielding plant species such as Bambusa balcooa, melia dubia etc. Lantana which is available in forest areas shall be encouraged for use as biomass in such projects. These small capacity. projects up to 2 MW can be set up in technology neutral mode i.e. Rankin cycle, Gasification cycle or Otto cycle.

c) Rice mills integrated small capacity Biomass Plants: Presently very low pressure non-efficient boilers, based on obsolete technologies are used in rice mills for parboiling/process steam requirements. There is untapped potential of surplus power generation which can be realized by promoting the setting up of small high pressure boilers based biomass plants with higher plant efficiency. Rice mills integrated small capacity Biomass Plants in IPP mode up to 5 MW capacity shall be allowed to be setup with due approval of PEDDA with the condition that at least 25% of the biomass used has to be rice straw. A rice mill of 4 TPH cap. shall be allowed to set up a 1 MW cap. Biomass plant and rice mill of 20 TPH and above shall be allowed to set up a 5MW cap. Biomass plant. These small capacity projects can be set up in technology neutral mode i.e. Rankin cycle, Gasification cycle or Otto cycle& will not infringe upon the command area of the biomass IPP projects.

d) Co-generation: The State of Punjab has an established industrial base which is expanding, Co-gen plants have proved to be highly beneficial for the industry. The sugar, paper, fertilizer, chemical, textile and other industries are still having an estimated combined potential of 500 MW, which is still to be realized. It is proposed to encourage the industry to set up co-gen plants and achieve capacity addition of 500 MW by 2022. These projects shall meet the qualifying criteria under topping cycle as per CERC regulations.

Cogeneration projects under bottoming cycle or based on back pressure turbines and tri-generation projects utilizing the waste heat for heating/cooling/chilling purposes shall also be encouraged.

SOLAR POWER GENERATION

Solar energy would mitigate carbon dioxide emissions and combat climate change. Rooftop projects shall be promoted in all sectors including Govt. buildings in order to enhance the share of solar power in the state. PEDDA will implement MNRE, GOI scheme which provides 30% capital subsidy for Stand alone rooftop SPV systems. PEDDA shall also undertake a solar rooftop programme in the state for the domestic, industrial and commercial sectors through Grid interconnectivity by deploying net metering / sale of power to PSPCL/LICENSEE.

PEDDA shall facilitate bundled power scheme of MNRE, IREDA and NVVN allocated MW scale solar power projects under JNNSM. Solar IPP projects (MW Scale) shall be promoted under this policy.

REC based Solar projects will be encouraged where the Solar PV and Solar Thermal IPP projects will be bid out competitively based on the share of REC revenue. The power can be sold on APPC/Open Access and proponent can claim REC for trading in power exchange. However, PSPCL/LICENSEE shall retain the first right of refusal to such NRSE power and in case of refusal, the developer can sell power under open access.

Punjab State will also promote decentralized and off-grid solar applications, including hybrid system as per guidelines issued by MNRE to meet various electrical and thermal energy requirements. Some of the major applications of solar thermal technologies include solar water heaters, solar cooling systems, air drying, steam cooking, power generation, sterling engine. The off grid photovoltaic applications include solar PV home lighting, police stations communication and lighting, Small powered looms, solar inverters, solar PV pumps, powering computers in schools, Small milk chilling plants, refrigeration for medicine in primary health centers and Hybrid systems for Powering telecom towers etc. The off-grid solar applications shall be promoted for replacement of diesel based generators sets. Guidelines and incentives issued by MNRE (www.mnre.gov.in) from time to time shall be followed in State for promotion of decentralized and off-grid solar applications.

PROCEDURE FOR PROJECT CLEARANCE

- (1) The project developers who are allocated projects by PEDDA shall be issued a detailed allocation letter, while the developers for upcoming technology projects shall sign an MOU with PEDDA. The parties selected to set up projects on the basis of competitive bidding or desirous of setting up NRSE projects under this policy will be required to submit a comprehensive proposal to PEDDA for appraisal.
- (2) The developer shall submit a Detailed Project Report (DPR) within two months of issue of allocation letter/signing of MOU. The DPR should contain the complete details of power generation technology, plant technical details and parameters, fuel, fuel collection and sourcing mechanism, water and land utilization and complete cost and financial analysis indicating proposed tariff for the life of the project. The developer shall be required to deposit the facilitation charges at the time of approval of DPR. PEDDA shall examine the DPR and give comments/approval within a period of 30 days and thereafter the developer shall submit a complete application for seeking applicable clearances.
- (3) All necessary and applicable clearances to be granted by State Govt.(viz. Change of land use, Pollution Control, water, use of NRSE resources ,factories/ labour clearances etc.) required for a project would be considered in a time bound manner (within a period of 60 days from the date of submission of complete application along with requisite fee as per the requirement of clearance issuing bodies / departments).
- (4) The procedure for obtaining applicable clearances is as follows:-
 - a) The developer shall proceed ahead for filing the complete applications on the required prescribed formats for obtaining all necessary applicable clearances, forests, pollution control, land, water, technical feasibility for evacuation of power etc. along with the requisite applicable fees to the PEDDA, which is the single window clearance body for facilitating such NRSE projects.
 - b) PEDDA along with the nodal officers of the concerned departments will scrutinize the applications and get the shortcomings completed and will forward the applications to the relevant Departments for their consideration and concerned department will convey their clearance or comments, if any within the stipulated time period of 30 days from the date of forwarding the completed application. Private developers shall be required to fulfill all statutory / legal requirements with regard to project reports/documents submission as per requirement of approval/clearance issuing bodies/organizations under the Govt rules,

regulations & Acts. Project developer shall be required to arrange fuel and water linkages for the project.

- c) In case, the concerned department fails to respond within the stipulated time of 30 days, the cases shall be taken up in the empowered committee. PEDDA shall seek a meeting of the Empowered Committee constituted as under for this purpose within the next 15 days.
- (5) The Empowered Committee of Administrative Secretaries for according statutory and non-statutory clearances of NRSE projects, intra- departmental issues, clearances of upcoming technology RE projects and policy matters is constituted as under:-

I)	Chief Secretary to Government of Punjab	–	Chairman
II)	Secretary to Government of Punjab, Department of New and Renewable Energy Sources	–	Member
III)	Principal Secretary to Government of Punjab, Department of Finance	–	Member
IV)	Principal Secretary to Government of Punjab, Department of Power	–	Member
V)	Principal Secretary to Government of Punjab, Department of Forests.	–	Member
VI)	Chairman cum MD, Punjab State Power Corporation Ltd.	–	Member
VII)	Chief Executive, Punjab Energy Development Agency	–	Convener

The Committee may co-opt other Administrative Secretaries/ State

Government officials as and when required (e.g. Principal Secretary, Irrigation, Industries and Commerce, Local Bodies, Rural Development etc.) in respect of projects/ Clearances in their respective jurisdiction. The Committee will also oversee implementation of this Policy by the other Departments/ Agencies.

- (6) Representative(s) of the concerned department will participate in the meeting of Empowered Committee to elaborate their comments/observations, if any, for consideration of the committee. The Secretariat of the Empowered Committee established in PEDDA will bring up the agenda items inclusive of the comments of the concerned Departments if any along with its internal assessment/note on the subject. The Empowered Committee would take a decision for according its clearances within the stipulated period. The decision of the Empowered Committee shall be final and binding on all concerned departments.
- (7) Punjab Irrigation Department/PSPCL/LICENSEE will designate Officers who will accord technical/feasibility clearances of drawings/technical specifications within 30 days.

FISCAL AND TECHNICAL ASSISTANCE

With the objective to promote and develop NRSE programmes/ projects, the State Government will provide fiscal and technical assistance for energy recovery and power generation projects based on NRSE, to be set up in the State to eligible power producers as under:-

1. Eligible Producers:

“Persons” generating electricity from non-conventional energy sources such as small hydro projects upto 25MW, biomass combustion and gasification, biomass and baggasse Co-generation process, Solar Photovoltaic, Solar Thermal, Urban, Municipal and Industrial Waste, Wind Electric Generators, biogas, gasification, Bio-methanation and upcoming NRSE technologies like fuel cells/Hydrogen/Biofuel technologies of any capacity etc. will be eligible to avail the assistance under the scheme. There will be no restriction on generation capacity or supply of electricity to the State grid.

2. Grid Interfacing:

- (i) Interfacing, including installation of transformers, panels, kiosks, protection and metering equipment on LT/ HT side of the generating station up to interconnection point and its subsequent maintenance shall be undertaken by the power producer/plant owner. Punjab State Power Corporation (PSPCL/LICENSEE) shall provide jumpers at the interconnection point as defined in applicable regulations or tariff order for evacuation of power to PSTCL/PSPCL/LICENSEE’s grid substation.
- (ii) If the power is proposed to be sold to PSPCL/LICENSEE on Preferential tariff on long term basis, then the transmission line and associated bay at PSPCL/LICENSEE grid substation along with ABT compliant Check meters and associated equipment will be provided by PSPCL/LICENSEE. In all other cases, the private developer shall be required to lay its own transmission lines from the switchyard of its generation facility to the PSPCL/LICENSEE/PSTCL grid substation at its own cost in addition to all equipment required for evacuation of power in its own generating facility switchyard. All Associated equipment(s) at the PSPCL/LICENSEE grid substation for accepting energy from the project including up gradation required if any shall be provided by the PSPCL/LICENSEE including Check meters and associated CTs/PTs.
- (iii) PSPCL/LICENSEE approved main ABT meter having two independent registering facilities, one for the export of power to the grid and another for import from the grid will be installed on the HT side of Generator transformer in the switch yard at interconnection point by the producer. The meters and metering boxes will be sealed by the PSPCL/LICENSEE/PSTCL. The energy meter(s) and associated CTs/PTs etc. shall comply with the requirements of State Grid Code

and CEA guidelines.

- (iv) Necessary current limiting devices will be installed in the generating equipment by the producer. Producer shall generate matching MVARs so that monthly average power factor does not exceed 0.90 or as specified from time to time.

3. Facilities by Punjab State Power/Transmission Corporation Limited:

- (i) Power Wheeling:** The PSPCL/LICENSEE/PSTCL will undertake to transmit/wheel the surplus power through its grid, and make it available to the producer for captive use in the same company units located in the State at a uniform wheeling charge of 2% of the energy fed to the grid or as amended from time to time by PSERC, irrespective of the distance from the generating station. Such wheeling and/or transmission of power shall be governed by Open Access Regulations /procedures. The captive power production and consumption by beneficiaries i.e. same group companies shall meet the requirements laid down in Electricity Rules 2005. Captive power generators will be required to seek permission of PSPCL/PSERC for laying of transmission line for taking power to destination of use in Punjab.
- (ii) Open Access:** The NRSE Project developer as per entitlement under the policy will also be allowed inter/intra state open access in accordance with the open access regulations. This facility shall be available only after refusal by State licensee to purchase the power on preferential tariff under long term PPA.

4. Fiscal assistance by Govt. of Punjab:

- (i)** Wherever Irrigation land on canal banks is available, Punjab Irrigation Department (PID) will transfer canal land to PEDDA on notional lease amount of Rs. 1.50 lac per annum per site. The leased canal land will be subsequently transferred to the power producers for development of Small Hydro Projects on Build, Operate and Own basis for 38 (three years shall be considered as construction period) years on the same terms and conditions set forth by PID subject to further renewal on mutually agreed terms and conditions. Ownership of such land will remain with PID. For setting up MHP on canals, wherever the Irrigation Department executes the Deposit work inside the canal on behalf of Private Developer, no Departmental Charges shall be paid to PID by the private developer however, supervision charges on actual basis shall be payable subject to maximum 5% of the deposit work executed by PID. In case the work is executed by the private developer on his own, these works shall be done after approval of the detailed design and drawings by PID under the Supervision of Punjab Irrigation Department and the Supervision Charges to be borne by the Private Developer shall be on actual basis subject to maximum 5% of the total work executed by the developer inside the canal.
- (ii)** Wherever the required land belonging to local bodies/ panchayats is available, the

State would encourage the local bodies/ panchayats to provide the land for NRSE projects on the terms and conditions specified in para above.

- (iii) The power producers setting up hydel projects will pay cess @ 1.5 paisa per unit of electricity generated for use of river/ canal water.
- (iv) For canal based hydel projects, pondage of water upto Full Supply Level in the upstream of canal shall be allowed for optimal utilization of water resources.
- (v) The NRSE Power Generation and consumption by generators themselves as a captive unit from NRSE projects shall be fully exempted from levy of Electricity Duty. 100% Electricity Duty for power consumed from state licensee during construction and testing of the project shall be waived.
- (vi) Octroi on NRSE fuels to be used for energy generation and NRSE devices/equipment/machinery for NRSE Power Projects shall be fully exempted. Similarly Octroi on self-consumption of power by captive power plants in the same premises or thru wheeling by open access to same group companies shall also be exempted.
- (vii) To promote usage /generation from NRSE, manufacturing & sale of NRSE devices/systems, and equipments / machinery required for NRSE Power Projects shall be exempted from Value Added Tax (VAT) and any cess thereupon
- (viii) 0% exemption from entry tax in respect of all supplies (including capital goods, structure and raw materials) made for setting up and trial operations of the projects.
- (ix) 0% exemption from payment of fee and stamp duty for registration/lease deed charges for the land required for the project.
- (x) Agricultural land shall be allowed to be used for setting up of Renewable Energy Power Projects in the state and no CLU, EDC/or any other charges/fees for the same shall be payable.
- (xi) Solar PV Power projects shall be exempt from obtaining any NOC/consent under Pollution control laws from the PPCB.
- (xii) All projects developed under this policy will be treated as industry in terms of industrial policy of the state and all the incentives available to new industrial projects will be applicable to Renewable power projects set up under this policy as per industrial policy of the state, for which approval shall be taken from the Department of Industries and Commerce.
- (xiii) Any benefits under any relevant policy such as Mega projects Policy of State Government can be availed by the project covered under this policy, subject to qualifications and approval of the concerned departments, if any, and subject to conditions as may be prescribed on case to case basis by the Concerned Administrative Department.

FINANCIAL QUALIFICATION CRITERIA FOR NRSE PROJECTS

1. **Existing Companies:** The company/entity desiring to setup NRSE projects in State of Punjab must fulfill the following minimum financial criteria & required to submit its proposal to PEDDA for approval of the project.

Financial Criteria:

- (i) **Internal Resource Generation:** Rs. 75 Lacs or equivalent US\$* per MW of the capacity, computed as five times the maximum internal resources generated during any of the last five years business operations.
- (ii) **Net worth:** Rs. 1.00 crore or equivalent US\$* per MW of the capacity. The computation shall be derived from any of the last three year's annual accounts.
- (iii) **Annual Turnover:** Rs. 3.00 crore or equivalent US\$* per MW of the capacity. The computation shall be derived from any of the last three year's annual accounts.

*The US\$-Indian Rupee Exchange rate shall be considered as the corresponding TT buying rate specified by the State Bank of India seven days before the last date of submission of proposal to PEDDA

2. **Newly Incorporated Companies:**

For a newly incorporated Company/Consortium relying solely on its own credentials, where the annual accounts have not been prepared, The Net Worth requirement for such companies/consortium shall be Rs.2 Cr / MW and should be met as on day not more than seven days prior to the last date of submission of response to RFP by the bidding Companies/Consortium. To demonstrate fulfillment of the criteria, the Bidder shall submit a certificate from a Chartered Accountant certifying the availability of Net Worth on the date not more than seven days prior to submission of response to RFP along with a certified copy of balance sheet, profit & loss account, schedules and cash flow statement supported with the Bank Statement.

**GOVERNMENT OF PUNJAB
DEPARTMENT OF NEW AND RENEWABLE ENERGY
(ENERGY BRANCH)**

NOTIFICATION

NO.18/7/2015-PE1/1605

Dated: Chandigarh 09-07-2015

In exercise of powers conferred under Clause 7 of the NRSE Policy 2012, the Governor of Punjab is pleased to make the following additions/amendment (s).

a) Clause 2, Sub clause 2.7 (Upcoming NRSE technology based Projects):-

Lot of research is going on around the world for efficient and economic transformation of available renewable sources of energy for usage by the society Fuel Cells, Hydrogen Energy, Geothermal Energy, Bio-Fuels, Bio-Ethanol, **Canal Top Solar, Canal Bank Solar, Reservoir Solar and Hybrid NRSE Projects etc.** have great potential of becoming commercial RE technologies. Pilot, demonstration & commercial projects in these upcoming NRSE technology sector shall be encouraged to be set up in the state by PEDA. In addition PEDA shall take up R&D projects in the Biomass especially paddy straw combustion for power generation through Rankin Cycle/Gasification in pilot mode GIS mapping shall be carried out for land, biomass and solar radiation and made available to project developers for project facilitation. PEDA shall also carry out Power transmission/distribution grid network study on 132/66 KV substations for assessing the location suitability of RE projects for max grid/power benefits in terms of voltage improvement reduction in transmission/distribution losses, evacuation infrastructure/support and decentralized power supply.

b) Clause 2.9:-

The Govt. of Punjab endeavor to promote solar energy projects at farm level through land owing farmers with a minimum capacity of 1MWp and maximum capacity of 2.5 MWp per land owing farmer in the state for the sale of power of PSPCL at applicable generic tariff determined by PSERC from time to time. A group of farmers can also get together for setting up solar power project on the land owned by the members of the group. The government of Punjab shall facilities purchase of energy of energy generated under this category through PSPCL. The cumulative capacity under this category shall be limited to 500MW.

Clause 4.5 (Allotment of Projects), Para 1

Financial eligibility criteria for NERS projects shall be specified in the project bidding documents .

c. Clause 4.5 (Allotment of projects), Para3 :-

Self-identified projects in the field of small Hydro, waste to energy based on cattle Dung/Vegetable Waste/Poultry Waste projects & Biomass Power Projects based on Energy Plantation & Rice Mill Integrated shall be allocated on the recommendation of the project allocation committee on case to case basis. Surplus Power from NRES Co-Generation projects shall be procured by signing of implementation Agreement (IA). In case of upcoming NRES technology based projects, the MOU route be considered.

d. Clause 7 (Amendments/ Relaxation/Interpretation of Provisions of the policy):-

At the place in the NRSE Policy 2012 “Department of Science Technology ,Environment & Non-conventional Energy” be replaced with “Department of New and Renewable Energy”

Government of Punjab, Department of new and renewable energy can amend/ relax addition/ interpret provisions under this policy with due approval of the chief Minister.

e. Annexure-III, clause 3 (Facilities by Punjab State Power / Transmission Corporation Limited) :-

(i) Power Wheeling: The PSPCL/ Licensee/PSTCL, will undertake to transmit / wheel the NRSE power through its grid, to consumers located in the state without any transmission and wheeling charges on the energy fed to the grid, irrespective of the distance from the generating station. However, all transmission & distribution losses and all other charges as per open access regulation shall be to the account of the OA consumers. Such wheeling and /or transmission of power shall be governed by open Access Regulations I procedures.

ii) The captive power production and consumption by beneficiaries i.e. same group companies shall meet the requirements laid down in Electricity Rules 2005. Captive power generators will be required to seek permission of PSPCL/PSERC for laying of transmission line for taking power to destination of use of Punjab.

iii) The facility of exemption of transmission & wheeling charges on intra state open access shall be available to the NRSE plants achieving commercial operation (COD) from the date of issuance of this amendment notification uptill 31.03.2017 for a period of ten years from the date of COD of the plant.

f. Annexure III Clause 4 (Fiscal assistance by Govt. of Punjab) Sub clause (i)

For canal and reservoir based solar projects special scheme shall be launched in consultation with Punjab irrigation Department.

g. Annexure III Clauses 4 (Fiscal assistance by Govt. of Punjab) sub clause(ii):-

Whenever the required land belonging to local bodies/ panchayats is available, the state would encourage the local bodies/panchayats to provide the land for NRES projects on the terms and conditions specified by **the Deptt. of Rural Development & Panchayats/ Deptt. of Local Government.**

It shall come into force with immediate effect.

Dated Chandigarh, the
2 July,2105
Department of New and Renewable Energy

(Anirudh Tiwari) IAS
Principal Secretary to Govt. of Punjab

Endst.NO.18/7/2015-PE1/

Dated: Chandigarh

A copy of the above is forwarded to The Controller, Printing & Stationery Punjab, Chandigarh with the request that this notification may be published in the Punjab Government Gazette and 200 copies thereof be sent to this department.

Deputy Secretary

Dated, Chandigarh 09/07/2015
Endst. No.18/7/2015-PE1/1610

A copy of the above is forwarded to the following for information and necessary action: -

- 1) Chairperson, Punjab state Electricity Regulatory Authority, SCO No. 220-221, Sector-34, Chandigarh.
- 2) Chairman-cum- managing Director, Punjab State power corporation Limited, The Mall, Patiala.
- 3) Chairman-cum- managing Director, Punjab State transmission Corporation Limited, The Mall Patiala.
- 4) Chief Executive, Punjab energy Development Agency, Chandigarh.
- 5) Chief Electrical Inspector, Punjab

Superintendent

Form 'A'

Form of application for seeking information under the Right to Information Act, 2005

I.D. No. _____

(For official use)

To

The Public Information Officer,

1. Full Name of the Applicant _____
2. Father's/Spouse's name _____
3. Permanent Address _____
4. Correspondence Address _____
5. Particulars of information required
 - a. Subject matter of information*: _____
 - b. The period to which the information relates** _____
 - c. Specify details of information required _____
 - d. Whether information is required by post or in person _____
(The actual postal charges shall be included in providing information)
 - e. In case by post (Ordinary, Registered or Speed post.) _____
6. Is this information not made available by the Public Authority under voluntar disclosure?
7. Do you agree to pay the required fee? _____
8. Whether belongs to Below Poverty Line category? If yes, have you furnished the proof of the same with applicant?

Place :

Date :

Full Signature of the applicant and Address

E-mail address, if any.....

Tel. No. (Office).....

(Residence).....

Note: - (i) Reasonable assistance can be provided by the competent authority in filling up the Form A.

(ii) Please ensure that the Form A is complete in all respect and there is no ambiguity in providing the details of information required.

ACKNOWLEDGEMENT OF APPLICATION IN FORM –A

I.D No _____

Dated:

1. Received an application in Form A from Shri/Ms. _____ resident of _____ under the Right to Information Act, 2005.
2. The information is proposed to be given normally within 30 days from the date of receipt of application and in case it is found that the information asked for cannot be supplied, the rejection letter shall be issued stating reason thereof.
3. The applicant is advised to contact Shri. _____ between 11 A.M to 1 P.M.
4. in case the applicant fails to turn up on the scheduled date(s), the Competent Authority shall not be responsible for delay, if any
5. The applicant shall have to deposit the balance fee, if any, with authorized person before collection of information.

Dated.....

Signature and Stamp of the Public Information Officer, PICT

E-mail Address _____

Website:-----

Tel. No.: _____

Form 'B'
TRANSFER OF APPLICATION FORM

From _____

To,

Date: _____

Sir / Madam,

Please refer to your application; I.D. No. _____ dated _____ addressed to the

Undersigned regarding supply of information on _____

2. The requested information does not fall within the jurisdiction of this Corporation and, Therefore, your application is being referred herewith to Shri _____

1 This is supersession of the acknowledgement given to your on _____

Yours faithfully,

Public Information Officer.

E-mail address: _____ Web-site: _____ Tel. No. _____

=====
=====

Form 'C' Rejection Order [See rule 8&9]

From _____

.....
Dated:

To,

Sir/ Madam,

Please refer to your application; I.D. No. _____ dated _____
addressed to the undersigned regarding supply of information on

-
2. The information asked for cannot be supplied due to following reasons: -
i).....
..... ii).....
.....
3. As per Section 7 (8) of Right to Information Act, 2005, you may file an appeal to the Appellate authority within 30 days of the issue of this order.

Yours faithfully,

Public Information Officer.

E-mail address: _____

Web-site: _____

Tel. No. _____

=====

FORMAT OF REGISTER TO BE MAINTAINED BY THE COMPETENT AUTHORITY

I. D N. o	Name and Addre ss of Appli cant	Date of Receip t of Appli cation in Form A	Type of Inform ation asked	Particulars of fees deposited			Status of Disposal of Application			
				Amt	Recpt no.	Date	Information		Application	
							Sup pli ed	Par tial ly Sup plie d	Rej ect ed	Return ed to Applica nt

18 Publish all relevant facts while formulating important policies or announcing the decisions which affect public:

The facts of important schemes/ programmes/projects/policies/decisions are published in the agency's website www.peda.gov.in

19 Provide reasons for its administrative or quasi-judicial decisions to affected persons

Punjab Energy Development Agency is not quasi-judicial body and its decisions are taken at state government level.