



# Bhakra Beas Management Board

Right To Information Act 2005-

Manua I- 1

Particulars of Organization, Functions and Duties

IS /ISO 9001



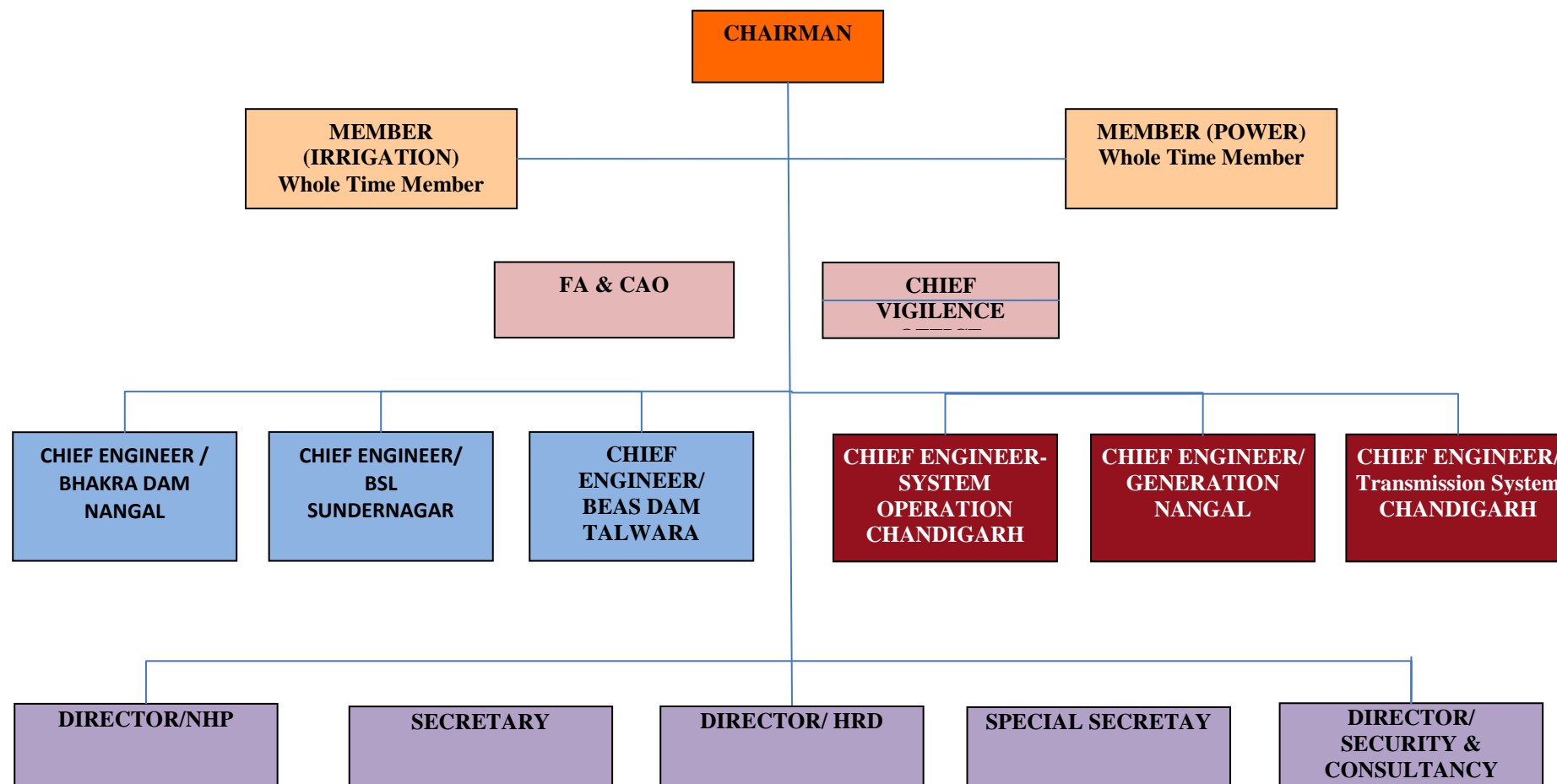
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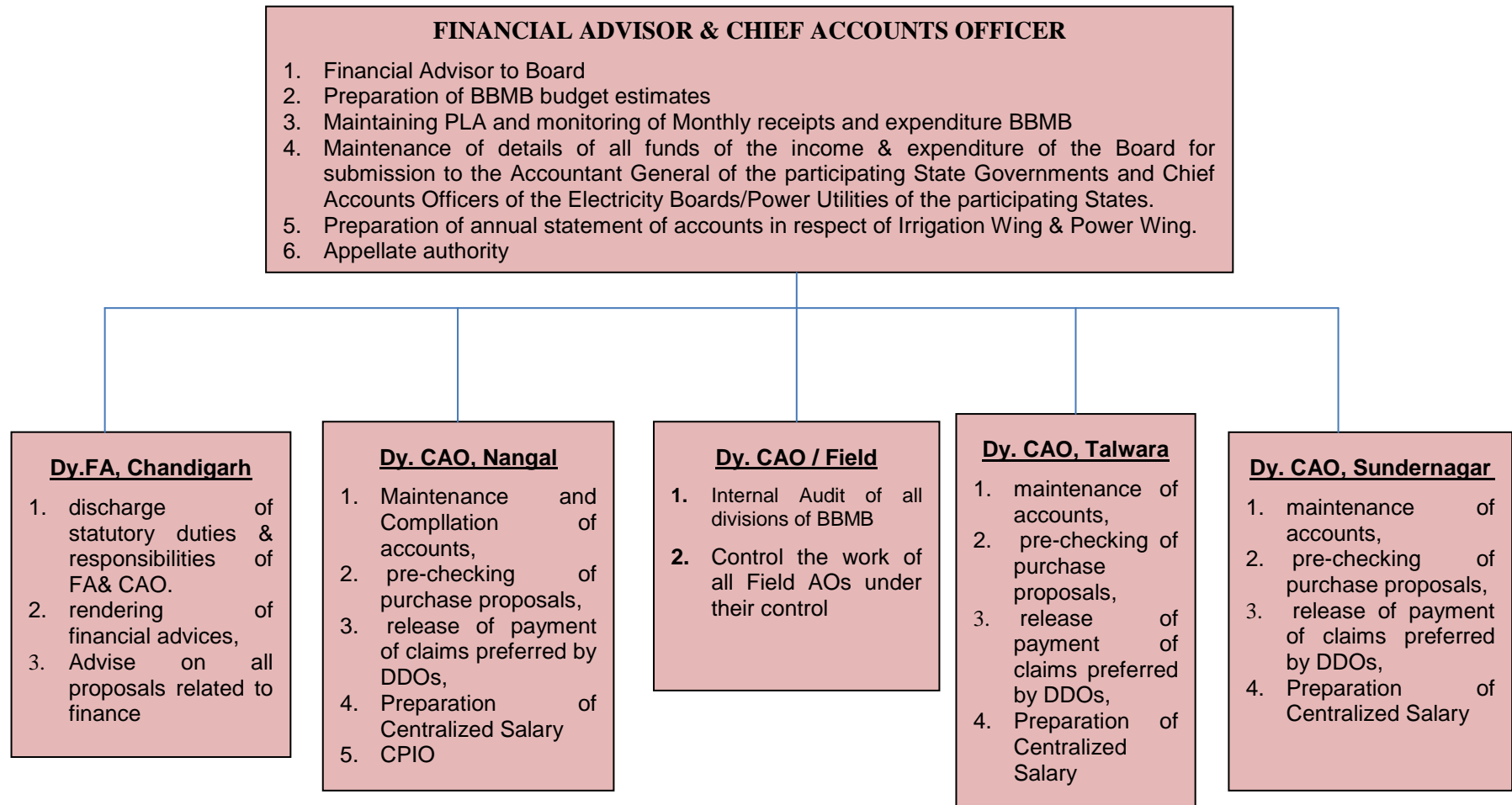
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## ORGANISATION STRUCTURE OF BHAKRA BEAS MANAGEMENT BOARD



## FINANCIAL ADVISOR & CHIEF ACCOUNTS ORGANISATION



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

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

## VIGILANCE OFFICE

### CHIEF VIGILANCE OFFICER (CVO)

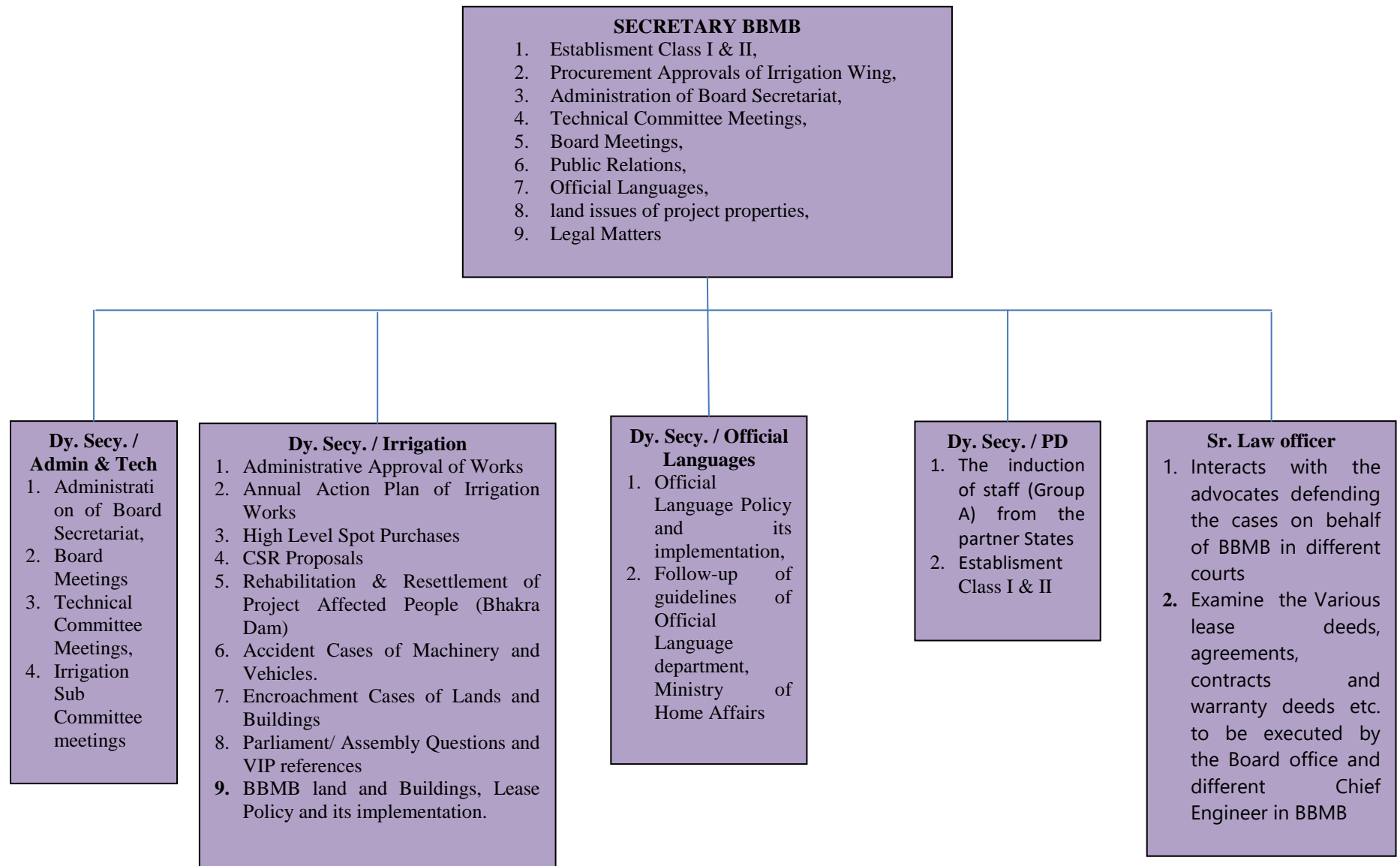
Responsible for overall Vigilance related matters of the BBMB

### Dy. CVO

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

### Dy. Director/Vigilance

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



### **SPECIAL SECRETARY**

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

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

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

#### **Dy. Secy. / Co – ordination**

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

#### **Dy. SECY. / Power & General**

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

#### **Senior Software Manager**

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

## **DIRECTOR/ HUMAN RESOURCE DEVELOPMENT**

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

### **Dy. Director/ HRD-I**

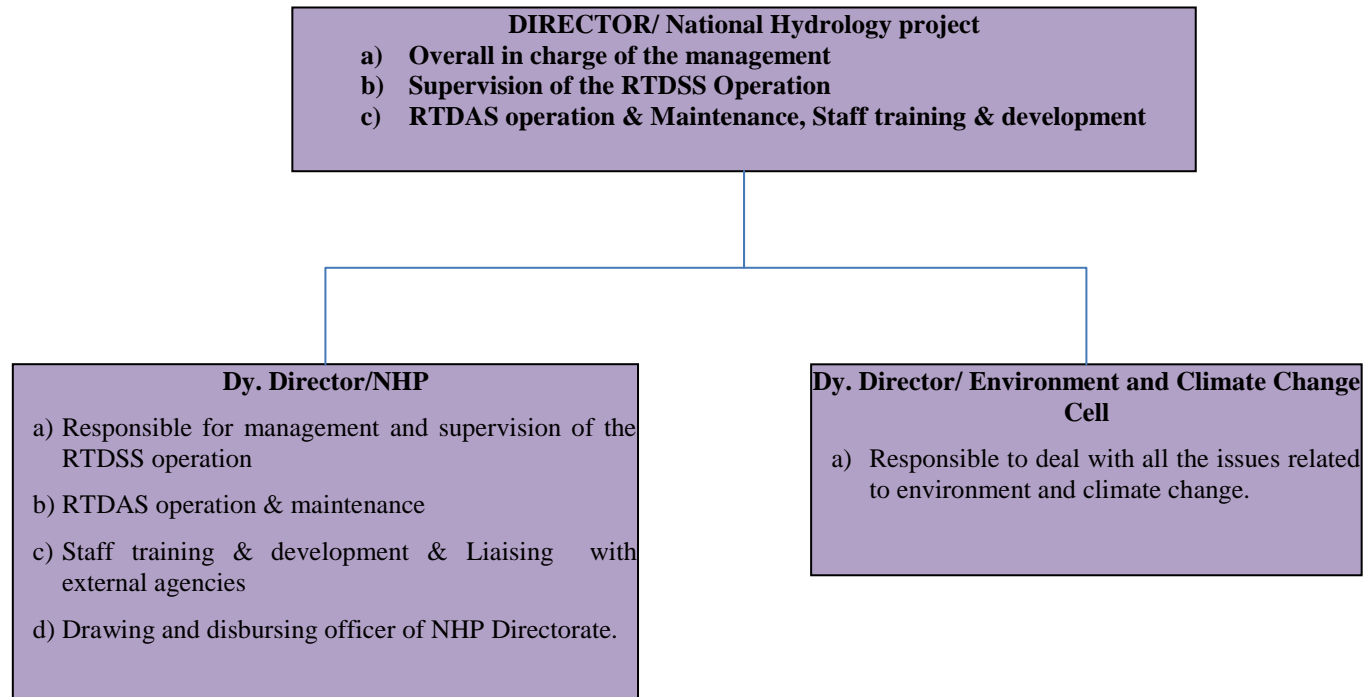
- a) identification of Institutions/ Agencies related to Power
- b) Power Wing Trainings
- c) Organizing State Level Painting Competition on Energy Conservation
- d) Updation of BBMB Website data related to Power WIng
- e) Third party audit on Suo Moto disclosure under Section 4 of the RTI Act.2005.

### **Dy. Director/ HRD-II**

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

### **Dy. Director / Quality Assurance**

- a) Q A checks, compliance of Quality Process of ongoing Civil Works
- b) Updation of Website for profile of BBMB its Awards, Achievements and Bio Data of Board Members



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

**DIRECTOR/ SECURITY AND CONSULTANCY**

- a) Overall Central Co-coordinator for Security matters of BBMB.
- b) Liaison with all CEs , Home department of Partner states , Govt. intelligence agencies, etc. on security matters
- c) Enforcement of instructions from the M.O.P. and other Government agencies viz Intelligence Bureau , police department etc. regarding security related matter
- d) Implementation of Disaster management plan and emergency action plans of project sites
- e) Member Secretary of centralized staff selection committee
- f) Consultancy works
- g) Management system certification of BBMB
- h) Nodal officer for safety of employs at work place
- i) CPIO of Board Secretariat

**Dy. Director/Security**

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

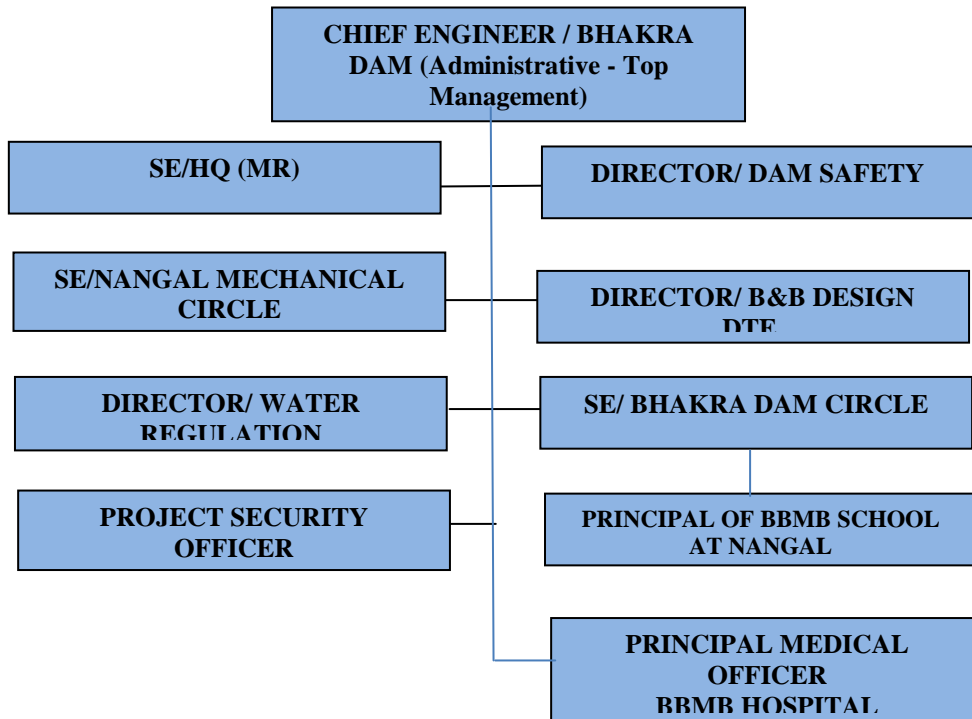
**Dy. Director/ Consultancy**

- a) 21 no management system certification (7 QMS, 7 EMS and 7 OHSMS)
- b) Consultancy works
- c) Electrical part of envisaged Baggi Power House.
- d) Updating of BBMB websites

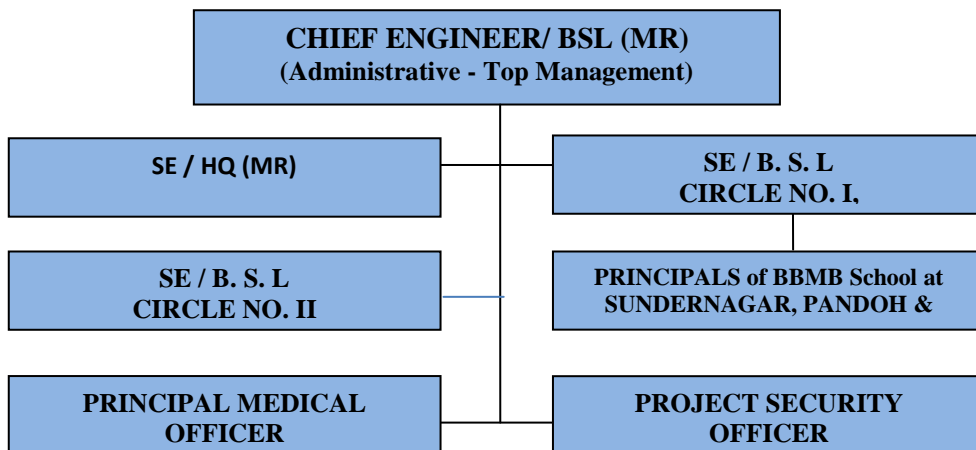
**Assistant Director/Requirement**

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

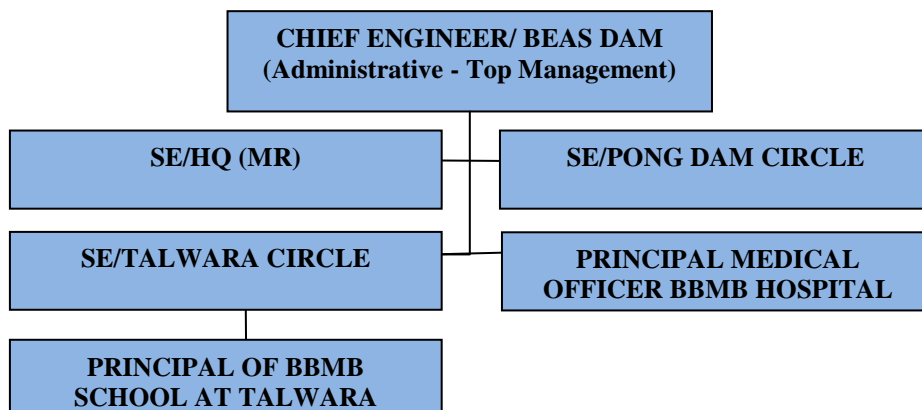
### A. Organization set up of Chief Engineer/Bhakra Dam, Nangal (Irrigation Wing)



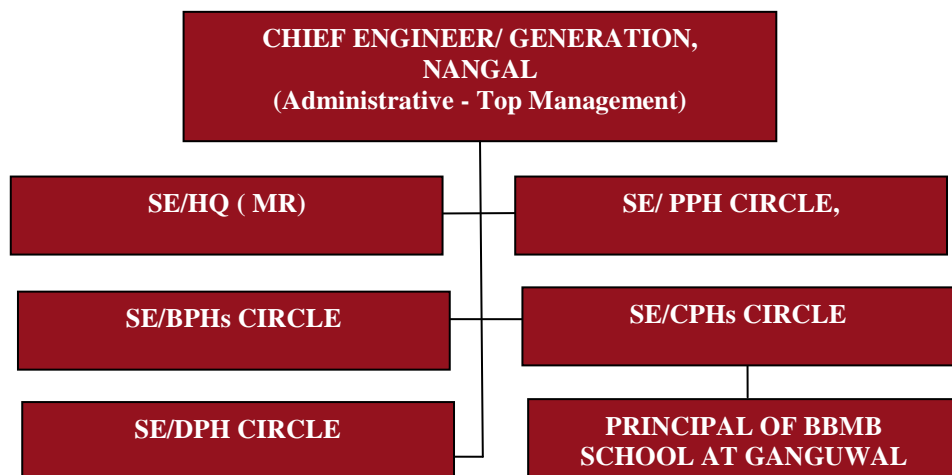
### B. Organization Step of Chief Engineer /BSL Project, Sunder Nagar (Irrigation Wing)



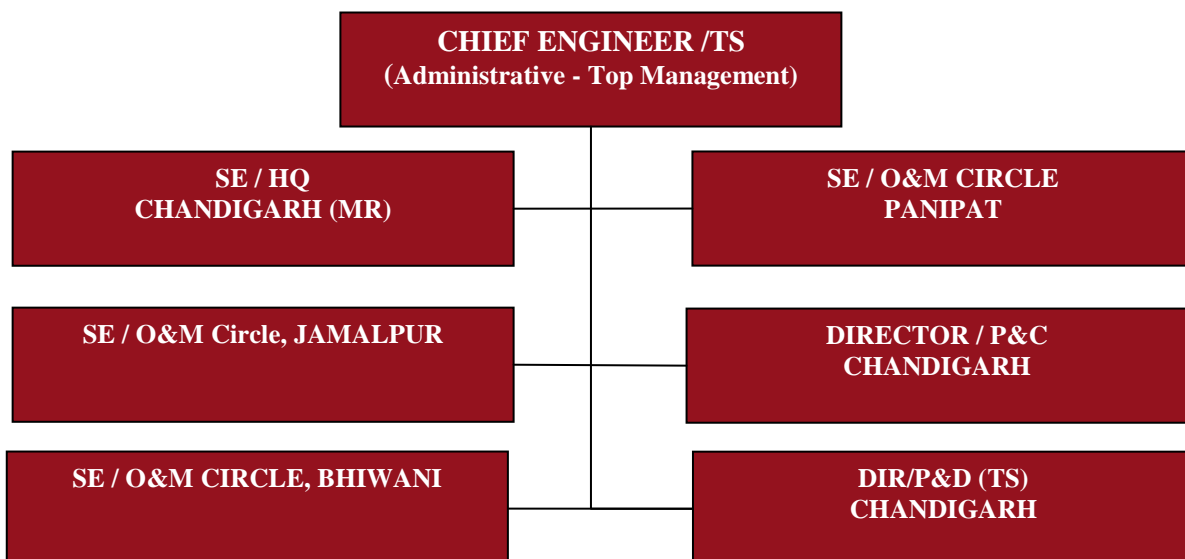
### C. Organization set up of Chief Engineer / Beas Dam, Talwara (Irrigation Wing)



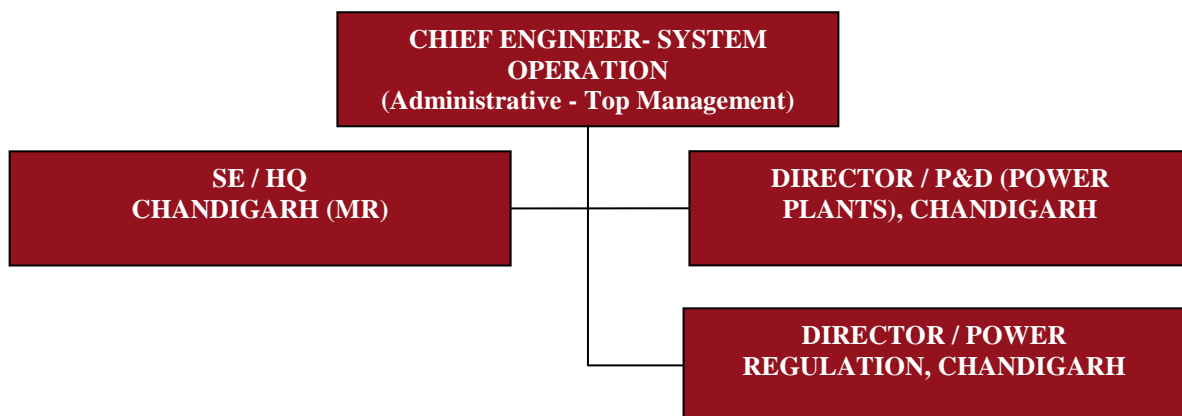
**D. Organization set up of Chief Engineer/Generation, Nangal (Power Wing)**



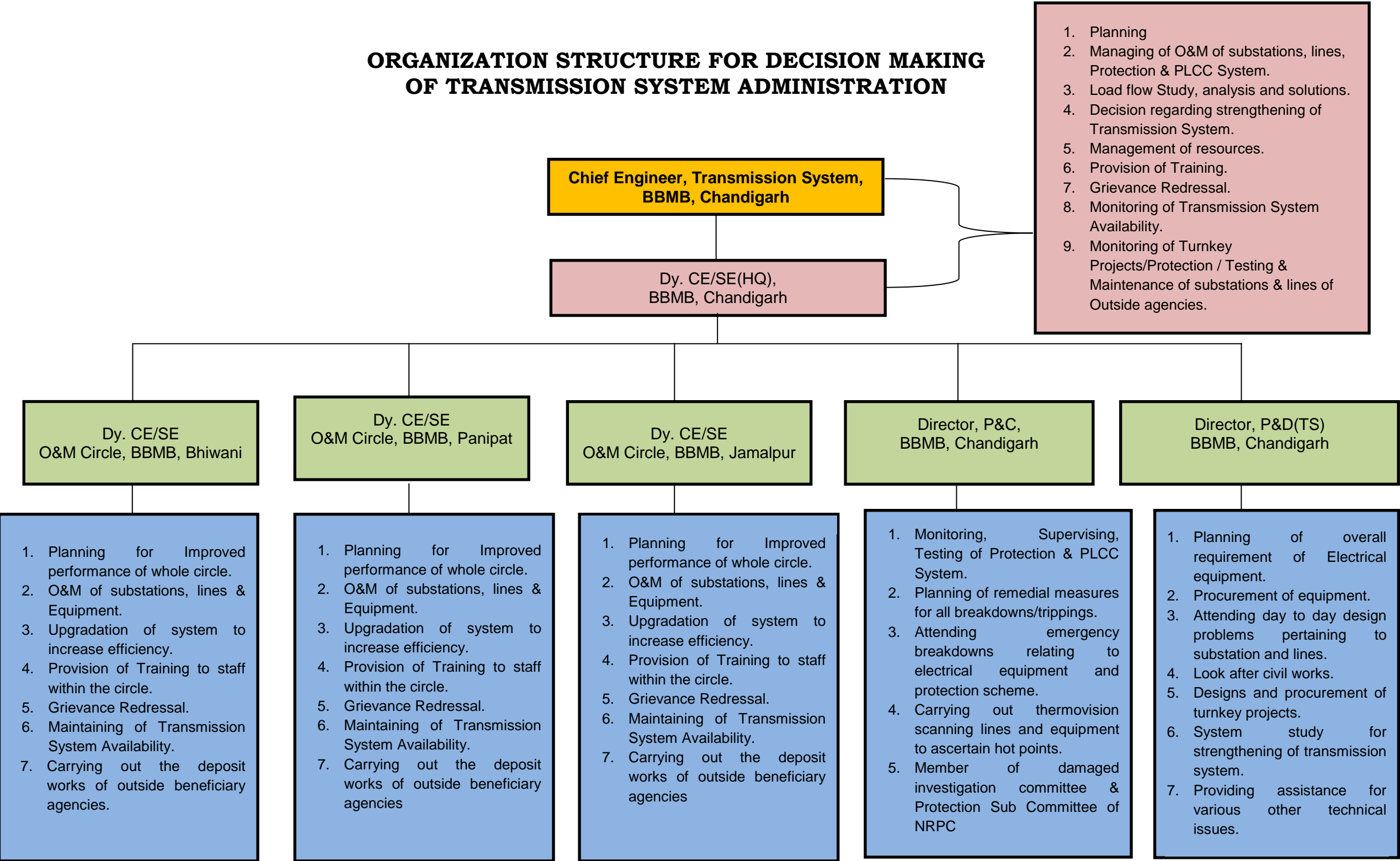
**E. Organizational set up of Chief Engineer / Transmission System, Chandigarh (Power Wing)**



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



# ORGANIZATION STRUCTURE FOR DECISION MAKING OF TRANSMISSION SYSTEM ADMINISTRATION



S.No.	Description	Reference
2.1	Objective/purpose of the public authority.	<a href="https://www.bbmb.gov.in/citizen-charter.htm">https://www.bbmb.gov.in/citizen-charter.htm</a>
2.2	Mission / Vision Statement of the public authority.	<a href="https://www.bbmb.gov.in/citizen-charter.htm">https://www.bbmb.gov.in/citizen-charter.htm</a>
2.3	Brief history of the public authority and context of its formation.	<a href="https://www.bbmb.gov.in/formation-of-bbmb.htm">https://www.bbmb.gov.in/formation-of-bbmb.htm</a>
2.4	Duties of the public authority.	<a href="https://www.bbmb.gov.in/citizen-charter.htm">https://www.bbmb.gov.in/citizen-charter.htm</a>
2.5	Main activities/functions of the public authority.	<a href="https://www.bbmb.gov.in/functions-of-bbmb.htm">https://www.bbmb.gov.in/functions-of-bbmb.htm</a>
2.6	List of services being provided by the public authority with a brief write-up on them.	<a href="https://www.bbmb.gov.in/citizen-charter.htm">https://www.bbmb.gov.in/citizen-charter.htm</a>
2.7	Organizational Structure Diagram at various levels namely State, directorate, region district, block etc (whichever is applicable).	<a href="https://www.bbmb.gov.in/writereaddata/Portal/ISO Document/11_1_ims2017.pdf">https://www.bbmb.gov.in/writereaddata/Portal/ISO Document/11_1_ims2017.pdf</a>
2.8	Expectation of the public authority from the public for enhancing its effectiveness and efficiency.	<p>BBMB is custodian of the infrastructure of its Partner States (Punjab, Haryana, Rajasthan and Himachal Pradesh for Power and Punjab, Haryana, Rajasthan for Irrigation) who are the major beneficiaries of water and power generated from the projects. In addition, some part of the water and power generated from the projects are also released to Common Pool Consumers. The concerned Power and Irrigation organizations of the Partner States act as the co-ordinating organizations on their behalf and can be treated as beneficiaries for all intents and purposes. In broader respect it is largely the public at large belonging to these states which is the ultimate beneficiary/customer of BBMB, although there is no direct interface of BBMB with them.</p> <p>The end product (Water and Power) is dependent on nature and BBMB manages these precious resources optimally with sense of equity and justice to the Partner States. It is expected that the citizenry of the Partner States appreciate the mutual interest as it is subject to the vagaries of nature.</p>

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

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