

The Manual of Information

Under The Right to Information Act, 2005



WEST BENGAL ELECTRICITY REGULATORY COMMISSION

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POSITION AS ON 30th SEPTEMBER, 2015



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CHAPTER - I

Particulars of the organisation, functions and duties

[See clause (b)(i) of sub-section (1) of section 4 of Right to Information Act, 2005]

Organisation. The Govt. of West Bengal constituted The West Bengal Electricity Regulatory Commission (WBERC) under sub-section (1) of section 17 of the Electricity Regulatory Commissions Act, 1998 (14 of 1998), vide Notification No. 06-Power/III dated 6.1.1999. The Commission became formally functional with the joining of its first Chairperson on 31.3.1999. The Electricity Regulatory Commissions Act, 1998 was repealed with the Electricity Act, 2003 (36 of 2003), coming into force w.e.f. 10.06.03. The WBERC established under section 17(1) of the Electricity Regulatory Commissions Act, 1998 became the State Commission for the purposes of The Electricity Act, 2003 in terms of first proviso to sub-section (1) of section 82 of the said Act.

The State Commission continued as a body corporate by the name aforesaid (WBERC), having perpetual succession and a common seal, with power to acquire, hold and dispose of property, both movable and immovable, and to contract and shall, by the said name, sue or be sued.

General Information of the Commission:

Name of the Office	:	West Bengal Electricity Regulatory Commission
Office Address	:	
Commission	:	FD-415A, Poura Bhavan, 3 rd Floor, Sector – III, Bidhannagar, Kolkata – 700 106.
Ombudsman	:	Bikalpa Shakti Bhawan (3 rd Floor), J-1/10, Block-EP, Sector V, Salt Lake, Kolkata 700 091.
Telephone and Fax No.	:	
Commission	:	(033) 2359 2189, 3397 FAX: (033) 2359 3397
Ombudsman	:	(033) 2357 2416, FAX (033) 2357 2415
Email & Website	:	
Email	:	Commission - wberc99@gmail.com Ombudsman - wbercombudsman2012@gmail.com
Website	:	www.wberc.net



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Office working hours	:	10.00 to 17.30 hours from Monday to Friday. Saturday and Sunday are weekly holidays Other Holidays, as declared by the Government of West Bengal
Head of Office	:	Chairperson (He is the Chief Executive of the Commission).

Functions and duties of the Commission: -

Previously i.e., prior to 10.6.2003, the Commission was to discharge only those functions that had been given to it by the State Government under the Electricity Regulatory Commissions Act, 1998 (No. 14 of 1998).

After repeal of the Electricity Regulatory Commissions Act 1998 and its replacement by the Electricity Act 2003 with effect from 10.6.2003, the functions of the Commission were widened. Section 86 of the Electricity Act 2003 outlines the functions of the Commission which are reproduced below:-

“86. Functions of State Commission.—

(1) The State Commission shall discharge the following functions, namely:-

(a) determine the tariff for generation, supply, transmission and wheeling of electricity, wholesale, bulk or retail, as the case may be, within the State:

Provided that where open access has been permitted to a category of consumers under section 42, the State Commission shall determine only the wheeling charges and surcharge thereon, if any, for the said category of consumers;

(b) regulate electricity purchase and procurement process of distribution licensee including the price at which electricity shall be procured from the generating companies or licensees or from other sources through agreements for purchase of power for distribution and supply within the State;

(c) facilitate intra-State transmission and wheeling of electricity;



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- (d) *issue licences to persons seeking to act as transmission licensees, distribution licensees and electricity traders with respect to their operations within the State;*
 - (e) *promote cogeneration and generation of electricity from renewable sources of energy by providing suitable measures for connectivity with the grid and sale of electricity to any person, and also specify, for purchase of electricity from such sources, a percentage of the total consumption of electricity in the area of a distribution licensee;*
 - (f) *adjudicate upon the disputes between the licensees and generating companies and to refer any dispute for arbitration;*
 - (g) *levy fee for the purpose of this Act;*
 - (h) *specify State Grid Code consistent with the Grid Code specified under clause (h) of sub-section (1) of section 79;*
 - (i) *specify or enforce standards with respect to quality, continuity and reliability of service by licensees; and*
 - (j) *fix the trading margin in the intra-State trading of electricity, if considered, necessary;*
 - (k) *discharge such other functions as may be assigned to it under this Act;*
- (2) *The State Commission shall advise the State Government on all or any of the following matters, namely:-*
- (i) *promotion of competition, efficiency and economy in activities of the electricity industry;*
 - (ii) *promotion of investment in electricity industry;*
 - (iii) *reorganization and restructuring of electricity industry in the State;*
 - (iv) *matters concerning generating, transmission, distribution and trading of electricity or any other matter referred to the State Commission by that Government;*



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- (3) *The State Commission shall ensure transparency while exercising its powers and discharging its functions.*
- (4) *In discharge of its functions, the State Commission shall be guided by the National Electricity Policy, National Electricity Plan and Tariff Policy published under sub-section (2) of section 3.”*

These apart, the State Commissions are, inter alia, to help development of market, regulate supply, distribution, consumption and use of electricity, as also to protect the interest of the consumers.

The functions and duties of the Commission as stated under other Provisions of the Electricity Act, 2003 (EA, 2003).

Sl. No.	Particulars	Section
1	Exempt requirement of licence for transmitting, distributing and trading in electricity in respect of any local authority, Panchayat Institution, users' association, co-operative societies, non-governmental organizations or franchisees, subject to terms and conditions in section 13 of the Electricity Act, 2003.	Section 13 of EA 2003
2	Issue licence for transmitting, distributing and trading of electricity	Section 14 of EA 2003
3	Amendment of licence	Section 18 of EA 2003
4	Revocation of licence	Section 19 of EA 2003
5	Sale of utilities of licensees and to make interim arrangements for operation of the Utility including appointment of an Administrator	Section 20 of EA 2003
6	Directions to licensees for regulating supply, distribution, consumption or use of electricity	Section 23 of EA 2003
7	Suspension of distribution licence and sale of utility and appointment of an Administrator to Discharge the functions of Distribution Licensee	Section 24 of EA 2003
8	Order to provide intervening transmission facilities to the extent of surplus capacity available and to decide rates, charges and terms and conditions for such facility, if not agreed upon by the licensees mutually	Section 35 & 36 of EA 2003
9	Introduce open access in distribution and determine charges for wheeling	Section 42 (2) of EA 2003
10	Appointment of Electricity Ombudsman	Section 42 (6) of EA 2003
11	Directions to a licensee or generating company for avoiding market domination	Section 60 of EA 2003



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12	Establish State Advisory Committee	Section 87 of EA 2003
13	Appoint Secretary, other Officers and Employees of the Commission	Section 91(1) of EA 2003
14	Appoint Consultants	Section 91 (4) of EA 2003
15	Authorize any person, as it deems fit , to represent the interest of the consumers in the proceedings before it	Section 94(3) of EA 2003
16	Take criminal action for intentionally giving false evidence in any of the proceedings of the Commission or fabricating false evidence for the purpose of being used in any of the proceedings	Section 95 of EA 2003
17	Take criminal action for intentionally insult or causes any interruption in any of the proceedings of the Commission	Section 95 of E. A. 2003
18	Maintaining Accounts of the Commission and Forwarding the accounts of the Commission, together with the audit report thereon, annually to the State Government	Section 104 of EA 2003
19	Preparation of the annual report of the Commission and forwarding the same to the State Government	Section 105 of EA 2003
20	Preparation of Budget of the Commission	Section 106 of EA 2003
21	Investigate in certain matters	Section 128 of EA 2003
22	Punishment for non-compliance of directions by Commission	Section 142 of EA,2003
23	To make regulations and its amendment (s) as required from time to time.	Section 181 of EA 2003
24	Publication of information and its annual updating relating to this Commission	Section 4 (1) (b) and 4 (2) of the Right to Information Act.



CHAPTER – II

Powers and duties of officers and employees

[See clause (b)(ii) of sub-section (1) of section 4 of Right to Information Act, 2005]

The West Bengal Electricity Regulatory Commission consists of the following Members:-

- | | | |
|-----------------------|----------|----------------------------|
| 1. Chairperson | - | Shri R. N. Sen |
| 2. Member | - | Shri Sujit Dasgupta |
| 3. Member | - | Shri Amitava Biswas |

Chairperson of the Commission is the Chief Executive of the Commission. The Commission discharges the functions and exercises the powers as per the provisions of the Electricity Act, 2003 and for this purpose takes decisions in meetings, passes orders and makes regulations. Secretary and other officers of the Commission work under the control of the Chairperson in particular and the Commission in general as per the provisions of the Electricity Act, 2003, the Regulations on Conduct of Business and other Regulations made by the Commission, Orders, decisions *etc.* of the Commission. The Receiving Officer (Accounts Officer – is looking after such work) is responsible for (a) receiving all petitions and subsequent actions as per the Conduct of Business Regulations (b) and also for dealing with applications for certified copy or inspection of records of any proceedings of the Commission. He is also the State Public Information Officer under the RTI Act, 2005 in respect of the Commission and Ombudsman's office of the Commission. Works of the Commission as mentioned below is looked after by a number of units / groups – consisting of one or more number of officers and other employees:

A. Establishment & Commission's General Administration.

All establishment matters, Commission's meetings, Proceedings, Orders and their follow up matters, Regulations, Electricity Act, 2003, Assembly / Parliament related matters, other ERCs / CERC/ CEA / Forum of Indian Regulators / Forum of Regulators / State Govt. — related issues, complaints under the Electricity Act, 2003 & Regulations.



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- B. Tariff Engineering and Technical matters:
- C. Tariff Finance matters
- D. Legal matters, acquisition & maintenance of durable assets, office equipments / furniture / fixtures
- E. Cash & Accounts / Audit matters
- F. Records & Library
- G. Reference / Issue / Receipt and Despatch / House keeping / Stationary

Power of the Officer of the Commission:

Secretary

Sl. No.	Item	Delegation	Remarks
1.	Telephone/Fax/Broad Band charges	Full Powers	Except sanction of new installation
2.	Newspaper/Books*/Periodicals	Full Powers	*For books upto Rs. 4,000.00 in each case. 'In principle' approval necessary above Rs. 4,000.00
3.	Postage/Telegram/Courier/Speed Post charges	Full Powers	-
4.	Electricity Charges	Full Powers	-
5.	Car Hire Charges	Full Powers	Except sanction of hiring
6.	Meeting/Conference charges including charges for Tea/Coffee/Cold Drinks/Snacks/ working lunch	Full Powers	-
7.	Rent/Rates/Taxes/Office Accommodation – License Fee	Full Powers	Except hiring of new / additional space
8.	Advertisement/Publicity Expenses	Full Powers	'In principle' approval required in each case
9.	Printing charges/Stationery/Binding of Books/Periodicals/Reports/Orders etc.	Full Powers	-
10.	Misc. Expenses/Office Expenses	Full Powers	-
11.	Repair/Maintenance/Annual Maintenance Contract of Office Furniture/Equipments etc.	Full Powers	-
12.	Purchase of Stores/Spare Parts for Office Equipments	Rs. 20,000.00 in each item	-

Sanction of casual leave of Director and sanction of other leave upto the level of Accountant/HA has been delegated to the Secretary.

Member

All other administrative and financial powers of the Commission are delegated to Shri Sujit Dasgupta, Member of the Commission excepting policy issues and subject to legal limitation, if any, till further order.



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Duties of the Officers/Employees of the Commission:

- Secretary : Exercises his powers and performs his duties under the control of the Chairperson in particular and the Commission in general. He shall exercise such functions as are assigned to him by the Regulations, or otherwise by the Commission or the Chairperson. In particular, or without prejudice to the generality of the above provisions, the Secretary shall have the following duties, viz.: -
- i) Custody of the seal, records and assets of the Commission;
 - ii) Receive or cause to receive all petitions;
 - iii) Prepare or cause to prepare briefs and summaries of the pleadings presented by various parties in course of hearings held by the Commission in discharge of its functions as may be directed by the Commission;
 - iv) Assist the Commission in the proceedings relating to the powers exercisable by the Commission;
 - v) Ensure compliance of the decisions and orders passed by the Commission;
 - vi) Shall have the right to collect from the State Government or other Offices, companies or firms or any other party or the licensees, as may be directed by the Commission, such information as may be considered useful for the purpose of efficient discharge of the function of the Commission under the Act and place the said information before the Commission;
 - vii) Shall authenticate the orders and decisions passed by the Commission; and
 - viii) Perform and provide administrative, logistical and other support functions in the Commission and will work within approved organizational chart of the Commission.
 - ix) Any other matter as may be entrusted by the Commission.



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- Adviser (Engineering) : Deals with the following subjects:
- i) All Tariff/ARR, FPPCA/FCA, Adhoc Fuel Cost/Power Purchase Cost/Variable Cost, MFCA/MVCA, APR, etc. of generating companies, distribution licensees and transmission licensees, etc. and all review applications related to tariff and other orders.
 - ii) Capital Expenditure (Capex) Schemes - in principle clearances, final approval and monitoring;
 - iii) Plans of STU, Transmission Licensee, SLDC and Distribution Licensees;
 - iv) Compliance of Tariff / other Tariff related orders;
 - v) Third party Energy Audit and monitoring;
 - vi) Matter related to Supply Code, and Standard of Performances, monitoring Standard of Performances of Distribution Licensees;
 - vii) Petitions filed by Licensee/ Consumer / Person (other than tariff petitions and Review petitions on the Tariff Orders);
 - viii) General and Specific conditions of Licence;
 - ix) Processing of Applications for grant of Licence (for Trading, Transmission and Distribution);
 - x) Open Access Regulations - Implementation of Regulatory Framework for supporting Open Access;
 - xi) Grid Code, ABT metering, Balancing & Settlement Code;
 - xii) Compliance of directions given in Act, National Tariff Policy, CEA Regulations,
 - xiii) Technical aspects in regard to preparation of / amendment to Regulations;
 - xiv) Energy efficiency and DSM;
 - xv) Approval of PPAs;
 - xvi) Energy Purchase Agreements for Renewable Energy Sources;
- Any other work assigned by Commission from time to time
- Jt. Adviser (Engineering) : Deals with the technical aspects of the following matters and assist Adviser (Engineering) in the matter:
- i) Technical aspects relating to all Tariff/ARR, FPPCA/FCA, Adhoc Fuel Cost/Power Purchase Cost/Variable Cost, MFCA/MVCA, APR, etc. of generating companies, distribution licensees and



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- transmission licensees, etc. and all review applications related to tariff and other orders.
- ii) Capital Expenditure (Capex) Schemes - in principle clearances, final approval and monitoring;
 - iii) Plans of STU, Transmission Licensee, SLDC and Distribution Licensees (as and when directed);
 - iv) Compliance of Tariff / other Tariff related orders (as and when directed);
 - v) Third party Energy Audit and monitoring (as and when directed);
 - vi) Matter related to Supply Code, and Standard of Performances, monitoring Standard of Performances of Distribution Licensees;
 - vii) Petitions filed by Licensee/ Consumer / Person (other than tariff petitions and Review petitions on the Tariff Orders) (as and when directed); General and Specific conditions of Licence (as and when directed);
 - viii) Processing of Applications for grant of Licence (for Trading, Transmission and Distribution) (as and when directed);
 - ix) Open Access Regulations - Implementation of Regulatory Framework for supporting Open Access (as and when directed);
 - x) Grid Code, ABT metering, Balancing & Settlement Code (as and when directed);
 - xi) Compliance of directions given in Act, National Tariff Policy, CEA Regulations (as and when directed),
 - xii) Technical aspects in regard to preparation of amendment to Regulations (as and when directed);
 - xiii) Energy efficiency and DSM (as and when directed);
 - xiv) Approval of PPAs;
 - xv) Energy Purchase Agreements for Renewable Energy Sources (as and when directed);
 - xvi) Any other work assigned by Commission from time to time

Dy. Director
(Engineering)

: Discharging the duties in preparing technical data and other related issues as assigned by the Adviser (Engineering) and Jt. Adviser (Engineering) from time to time.



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- Jt. Adviser (Finance) : Deals with finance related matters in the following subjects and assist Adviser (Engineering) in the matter:
- i) ARR/Tariff Petitions - determination of ARR/Tariff of Generating Companies, Transmission Licensees and Distribution Licensees under MYT;
 - ii) Transmission Tariff;
 - iii) Determination of APR for Generating Company and Distribution Licensees;
 - iv) SLDC Budget and allotment of Fund for operation of SLDC;
 - v) Review Petitions on Tariff Orders/other Tariff related Orders;
 - vi) Finance related matters in regard to preparation of / amendment to Regulations;
 - vii) Tariff Orders - Compliance Monitoring;
 - viii) Finalization of Annual Accounts;
 - ix) Finalization of Annual Budget;
 - x) Day to day passing of bills and signing of cheques;
 - xi) Project cost approval;
 - xii) Any other work assigned by the Commission from time to time.
- Director (Finance) : Assisting Jt. Advisor (Finance) in financial analyses as assigned by him from time to time.
- Dy. Director (Finance) : Assisting Director (Finance) in financial analyses as assigned by him from time to time.
- Dy. Director (Engineering) in Ombudsman's Office : Assisting Ombudsman in the matter related to technical aspects of the complaints received. Also assisting Ombudsman for day to day office maintenance.
- Accounts Officer : Assisting Secretary/Jt. Adviser (Finance)/Director (Finance) in regard to keeping accounts and finalization of the Accounts of the Commission, drawing, disbursement, receipts/payments, etc.
- Personal Assistants : Assisting the Chairperson/Members as well as Secretary and Other Officers of the Commission in performing their duties.
- Senior Assistants/Assistants : Assisting the Secretary / other Officers in performing their duties as a whole.



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CHAPTER – III

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

[See clause (b)(iii) of sub-section (1) of section 4 of Right to Information Act, 2005]

For policy decisions and major issues, proposal is considered at the Commission Level and decisions are taken in Commission's meetings. Chairperson as the Chief Executive takes the decisions on other issues. The Commission has made Regulations on Conduct of Business which is followed for dealing with petitions / applications and other matters. There are Regulations on Tariff for dealing with tariff matters. Regulations are available on the website of the Commission.

Secretary of the Commission and other officers perform their duties and take decisions on routine / establishment matters / financial matters as per delegation of power and as per Regulations of the Commission.

Some quasi-judicial functions are assigned by the Conduct of Business Regulations to the Secretary, Accounts officer as appellate Authority and Receiving Officer respectively. They perform the same independently. Quasi-judicial function under the RTI Act, 2005 is also performed independently by the Officers so authorized.

A) Petitions (Tariff, FPPCA/FCA, APR, Other Applications, etc.)/Review Petitions filed before the Commission:

- (1) The proceedings before the Commission may relate to any of the following matters:
 - (a) determination of tariff;
 - (b) issue of licence or amendments in the licence or cancellation of licence or any matter relating thereto;
 - (c) adjustment or resolution of dispute;



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- (d) open access, use of surplus transmission facilities, supply of electricity other than by distribution licensee or any matter relating thereto;
 - (e) regulation of purchase and procurement process of electricity or any matter relating thereto;
 - (f) investigation of generating company or licensee etc. or any matter relating thereto including market domination;
 - (g) complaint against contravention of Act or Rules or Regulations or directions or the order of the Commission including matters which fall under Section 129 of the Act;
 - (h) any other matter provided under the Act.
- (2) The Commission follows the provisions of the West Bengal Electricity Regulatory Commission (Conduct of Business) Regulations, 2013 in regard to proceedings before the Commission. This set of Regulations can be viewed / downloaded from the website of the Commission.

These Regulations apply to all matters falling within the jurisdiction of the Commission, including determination of tariff, grant of licence, adjudication or resolution of dispute, open access, use of surplus transmission facilities, supply of electricity other than by distribution licensee, power purchase / procurement regulation, investigation of generating company or licensee including market domination, complaint against contravention of Act or Rules or Regulations or Directions, etc.

(3) **Channels of supervision and accountability:**

- (a) Receiving Officer (Accounts Officer)
- (b) Secretary / Adviser (Engineering) / Officers in respective matters
- (c) Chairman / the Commission



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B) Matters relating to Administration, Establishment, Finance, Accounts, Budget, Annual Report, Annual Accounts etc.

(1) The Proposal is prepared by the concerned Officer of the Commission, who deals with the subject. The said Proposal is submitted to the Secretary. It is then placed before the Chief Executive (i.e. Chairman of the Commission) or to the Commission, as the case may be, for approval.

(2) Channels of supervision and accountability:

- a) Officer concerned
- b) Secretary of the Commission
- c) Chief Executive of the Commission or the Commission, as the case may be.



CHAPTER – IV

Norms set for discharge of functions

[See clause (b)(iv) of sub-section (1) of section 4 of Right to Information Act, 2005]

The Commission is a quasi-judicial body. It has already made the Regulations wherein norms have been set for the discharge of its quasi-judicial functions. These Regulations are as under:

- 1) WBERC (Conduct of Business) Regulations, 2013;
- 2) WBERC (Fees) Regulations, 2013;
- 3) WBERC (Licensing and Conditions of Licence) Regulations, 2013;
- 4) WBERC (Open Access) Regulations, 2007 as amended;
- 5) WBERC (Terms and Conditions of Tariff) Regulations, 2011 as amended;
- 6) WBERC (Standard of Performance of Distribution Licensees Relating to Consumer Services) Regulations, 2010 as amended;
- 7) WBERC (Electricity Supply Code) Regulations, 2013.

These documents are available on Commission's website.



CHAPTER – V

The rules, regulations, instructions, manuals and records held by the Commission or under its control or used by the employees for discharging its function

[See clause (b)(v) of sub-section (1) of section 4 of Right to Information Act, 2005]

The rules, regulations, instructions, manuals and record used by the employees for discharging their functions are:—

1. Act and Rules of Central Government:

- i) The Electricity Act, 2003;
- ii) National Electricity Policy, 2005;
- iii) The Electricity Rules, 2005;
- iv) National Electricity Plan;
- v) National Tariff Policy, 2006.

2. Some of the Policies and Rules issued by Department of Power and Non-conventional Energy Sources, Govt. of West Bengal under the Electricity Act, 2003 are mentioned below:-

Policies

- i) Policy on “Co-generation and Generation of Electricity from Renewable Sources of Energy.”



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Rules

- i) The West Bengal Electricity Regulatory Commission (Appointment of Chairperson and Members, Budget and Annual Report) Rules, 2003;*
- ii) Notification No. 189-Power/III dated 17.05.2004 amending the West Bengal Electricity Regulatory Commission (Appointment of Chairperson and Members, Budget and Annual Report) Rules, 2003;*
- iii) The West Bengal Electricity (Intimation of accident) Rules 2003;*
- iv) The West Bengal Electricity (Manner of service of order of provisional assessment and appellate authority) Rules, 2003;*
- v) Notification No. 51-PO//III/3R-07/2003 dated 18.02.2008 relating to supersession of Rule 3 of The West Bengal Electricity (Manner of service of order of provisional assessment and appellate authority) Rules, 2003;
- vi) Notification No. 84-PO/0/III/3R-07/2003 dated 11.03.2008 relating to partial modification of Notification No. 51-PO//III/3R-07/2003 dated 18.02.2008 for validation of actions taken in terms of rule 3 so superseded.
- vii) The West Bengal Electricity Regulatory Commission (Annual Statement of Accounts) Rules, 2004;*
- viii) The West Bengal Electricity Regulatory Commission (Salaries, Allowances and Conditions of Services of the Chairperson and Other Members and subscribing to oath of office and secrecy by the Chairperson and other Members) Rules, 2004;*
- ix) Notification No. 28-PO-O/III/3R-07/2003 (Pt.) dated 14.02.2007 amending the West Bengal Electricity Regulatory Commission (Salaries, Allowance and Conditions of Services of the Chairperson and Other Members and subscribing to oath of office and secrecy by the Chairperson and other Members) Rules, 2004;(Amendment)*
- x) The West Bengal Electricity (Fees for Application for grant of licence) Rules, 2005;*
- xi) The Means of delivery of notice, order or document Rules, 2005;*
- xii) The West Bengal Works of Licensees Rules, 2006;*
- xiii) The West Bengal Electricity Regulatory Commission (Manner of application of Fund) Rules, 2006.*
- xiv) The West Bengal Electricity Regulatory Commission (Prior approval for Installation of Overhead Lines) Rules, 2007.*



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- xv) Notification No. 232-PO/O/III/3R-08/2007 dated 05.08.2009 amending the West Bengal Electricity Regulatory Commission (Prior approval for Installation of Overhead Lines) Rules, 2007.*
- xvi) The West Bengal Electricity Regulatory Commission (Procedure for Holding Inquiry by Adjudicating Officer) Rules, 2013.*

*These are available in the Commission's website www.wberc.net

3. The Regulations (Currently in force) made by the West Bengal Electricity Regulatory Commission under the Electricity, 2003:

- i) The West Bengal Electricity Regulatory Commission (Number, Nature and Categories of Other Employees and Salaries, Allowances and Other Conditions of Service of Secretary, Other Officers and Employees) Regulations, 2006 published in Kolkata Gazette on 04.05.2006;*
- ii) The West Bengal Electricity Regulatory Commission (Phasing for Open Access in Distribution / Sale of Electricity) Regulation 2006 published in Kolkata Gazette on 20.07.2006;*
- iii) West Bengal Electricity Regulatory Commission (State Electricity Grid Code) Regulations, 2007 published in Kolkata Gazette on 04.04.2007;*
- iv) West Bengal Electricity Regulatory Commission (State Electricity Grid Code) (Amendment) Regulations, 2009 published in Kolkata Gazette on 22.05.2009;*
- v) West Bengal Electricity Regulatory Commission (Open Access) Regulations, 2007 published in Kolkata Gazette on 12.04.2007;*
- vi) West Bengal Electricity Regulatory Commission (Open Access) (Amendment) Regulations, 2009 published in Kolkata Gazette on 22.05.2009;*
- vii) The West Bengal Electricity Regulatory Commission (Balancing and Settlement Code) Regulations 2008 published in Kolkata Gazette on 25.03.2008;*
- viii) The West Bengal Electricity Regulatory Commission (Balancing and Settlement Code) (Amendment) Regulations 2009 published in Kolkata Gazette on 22.05.2009;*
- ix) The West Bengal Electricity Regulatory Commission (Standards of Performance of Distribution Licensees Relating to Consumer Services) Regulations, 2010 published in Kolkata Gazette on 31.05.2010;*
- x) The West Bengal Electricity Regulatory Commission (Standards of Performance of Distribution Licensees Relating to Consumer Services) (First Amendment) Regulations, 2013 published in Kolkata Gazette on 26.08.2013;*
- xi) The West Bengal Electricity Regulatory Commission (Terms and Conditions of Tariff) Regulations, 2011 published in Kolkata Gazette on 29.04.2011;*



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- xii) The West Bengal Electricity Regulatory Commission (Terms and Conditions of Tariff) (Amendment) Regulations, 2012 published in Kolkata Gazette on 27.08.2012;*
- xiii) The West Bengal Electricity Regulatory Commission (Terms and Conditions of Tariff) (Amendment) Regulations, 2013 published in Kolkata Gazette on 30.07.2013;*
- xiv) The West Bengal Electricity Regulatory Commission (Cogeneration and Generation of Electricity from Renewable Energy Sources) Regulations, 2013 published in Kolkata Gazette on 22.03.2013;
- xv) The West Bengal Electricity Regulatory Commission (Procedure for Accreditation of a Renewable Generation Project for REC Mechanism) Regulations, 2013 published in Kolkata Gazette on 02.04.2013;
- xvi) The West Bengal Electricity Regulatory Commission (Miscellaneous Provisions) Regulations, 2013 published in Kolkata Gazette on 02.04.2013;
- xvii) The West Bengal Electricity Regulatory Commission (Recovery of Expenditure for Providing New Connections) Regulations, 2013 published in Kolkata Gazette on 02.04.2013;
- xviii) The West Bengal Electricity Regulatory Commission (Electricity Supply Code) Regulations, 2013 published in Kolkata Gazette on 07.08.2013;*
- xix) The West Bengal Electricity Regulatory Commission (Guidelines for Establishment of Forum for Redressal of Grievances of Consumers and Time and Manner of Dealing with such Grievances by the Ombudsman) Regulations, 2013 published in Kolkata Gazette on 26.08.2013;
- xx) The West Bengal Electricity Regulatory Commission (Licensing and Conditions of Licence) Regulations 2013 published in Kolkata Gazette on 03.09.2013;*
- xxi) The West Bengal Electricity Regulatory Commission (Conduct of Business) Regulations 2013 published in Kolkata Gazette on 11.09.2013;*
- xxii) The West Bengal Electricity Regulatory Commission (Fees) Regulations 2013 published in Kolkata Gazette on 11.09.2013;*
- xxiii) The West Bengal Electricity Regulatory Commission (Standards of Performance of Licensees Relating to Consumer Services) (Second Amendment) Regulations 2013 published in Kolkata Gazette on 07.01.2014;*

*These are available on Commission's website www.wberc.net

4. Reference Books on Tariff Engineering / Tariff Finance.



CHAPTER – VI

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

[See clause (b)(vi) of sub-section (1) of section 4 of Right to Information Act, 2005]

The following categories of documents are held by the Commission:—

- i) Letter Receipt Register;
- ii) Letters issue Register;
- iii) File Register;
- iv) Peon Book;
- v) Attendance Register;
- vi) Service History Sheet of Employees;
- vii) Files / Records of proceedings before the Commission with orders thereon, if any, such as Tariff Orders, FPPCA Orders, APR Orders, Other Orders, etc.;
- viii) Stock Register (Stationery);
- ix) Stock Register (Furniture, Fixture, Computers, copiers, printers, other office equipments etc.);
- x) Cash Book / Bank Statement;
- xi) Ledger / journal Books with related subsidiary registers;
- xii) Receipt / Payment Vouchers;
- xiii) Income Expenditure Statements / Balance Sheet;
- xiv) Annual Accounts;
- xv) Minutes of the meetings of the Commission;
- xvi) Minutes of other Committee meeting;
- xvii) Annual Report;
- xviii) Budget.



CHAPTER – VII

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

[See clause (b)(vii) of sub-section (1) of section 4 of Right to Information Act, 2005]

Provisions made in the Electricity Act, 2003 (herein after referred to as 'the Act') are followed. For instance, while making any Regulations, the Commission is following the procedure of 'previous publication' of draft of Regulations as per section 181(3) of the 'Act'. Objections, comments, suggestions from the public in general on the application for determination of tariff are invited while such application in abridged form (gist of such application) in terms of section 64(2) of 'the Act' is published by the applicant generating company / licensees.

Moreover, provisions exist in the Conduct of Business Regulations of the Commission in this matter. The relevant provisions are quoted below:

Regulation No. 2.1: Proceedings before the Commission:

- 2.1.1 The Commission may, from time to time, hold such proceedings which may or may not involve hearings or inviting objections from the affected person through press notification or web notification etc. as it may consider appropriate in the discharge of its functions, but shall also be consistent with the provisions of the Act and the specific Regulations concerned to the matter of the proceedings.
- 2.1.2 The Commission may, from time to time, hold such public consultation or circulate consultative papers on broad macro issues to solicit the views, comments, suggestions, critical assessment etc. from the public and other stakeholders etc. as it may consider appropriate in discharge of its function. The decision of the Commission to hold or not to hold such consultation on any issue shall be final and binding.



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2.1.3 The proceedings before the Commission may relate to any of the following matters: -

- a) determination of tariff;
- b) issue of licence or amendments in the licence or cancellation of licence or any matter relating thereto;
- c) adjudication or resolution of dispute;
- d) regulation of purchase and procurement process of electricity or any matter relating thereto;
- e) investigation of generating company or licensee etc. or any matter relating thereto including market domination;
- f) complaint against contravention of Act or Rules or Regulations or directions or the order of the Commission including matters which fall under Section 129 of the Act;
- g) any other matter provided under the Act.

There are provisions in the West Bengal Electricity Regulatory Commission (Terms and Conditions of Tariff) Regulations, 2011 as amended for inviting suggestions and objections for the members of the public, etc. Some of the provisions are mentioned below:

Regulation 2.6.12:

The applicant shall, within 5 (five) working days of an intimation provided to him intimating him of admission of Annual Performance Review (APR) application in question, publish a notice containing a gist of the APR application approved by the Commission in at least 4 (four) daily newspapers widely circulated in the area to which the application pertains and also in the website of the licensee inviting suggestions and objections from the members of the public and all stake holders, relating to the APR application. For this purpose the licensee or generating company shall submit the gist along with the application. The stakeholders shall be given at least 21 days to submit their suggestions and objections.



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Regulation No. 2.7.3:

The applicant shall within 5 (five) working days of an intimation provided to him intimating him of admission of tariff application in question, publish a notice containing a gist of the tariff application approved by the Commission in at least 4 (four) daily newspapers widely circulated in the area to which the application pertains and also in the website of the licensee inviting suggestions and objections from the members of the public and all stake holders, relating to the composite tariff application submitted for all the ensuing years of the control period.

Regulations 2.8.1.4

Upon admission of application containing the detailed project report for new investment for the new generating station commissioned after 31.12.2007, the applicant shall publish the gist of the application, as may be approved by the Commission, in such manner, as may be directed by the Commission, inviting objections, suggestions and comments from the public. After considering all objections, suggestions and comments from the public, the Commission shall give its decision about 'in principle' clearance to the investment proposal.

Regulations 2.8.2.3:

On receiving an application alongwith the required documents for investment in all new transmission projects and distribution projects whose cost is above rupee one hundred and twenty five crore or 5% of the gross fixed asset of the distribution business of the licensee at the time of taking up the project, whichever is lower, the Commission shall intimate the applicant within a fortnight from the date of submission of the application, whether application is admitted or not admitted. If the application is admitted, the applicant shall publish the gist of the application, as may be approved by the Commission, in such manner, as may be directed by the Commission, inviting objections, suggestions and comments from the public. After considering all objections, suggestions and comments from the public, the Commission shall give its decision regarding investment approval.



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Regulation No. 2.8.7.5:

While determining FPPCA or adhoc power purchase cost or adhoc fuel cost or adhoc variable cost under regulation 5.8.8, suggestions and objections are invited only when there is any deviation from the formula laid down in Schedule – 7A of the West Bengal Electricity Regulatory Commission (Terms and Conditions of Tariff) Regulations, 2011 as amended.



CHAPTER – VIII

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

[See clause (b)(viii) of sub-section (1) of section 4 of Right to Information Act, 2005]

West Bengal State Advisory Committee has been constituted in terms of the provisions of section 87(1) of the Electricity Act, 2003

Members attend the meetings of this Committee. Any one can apply for certified copy / inspection of records of proceedings of the Commission as per Conduct of Business Regulations of the Commission.

- B. Ombudsman under section 42(6) of the Electricity Act, 2003, as per provision of the West Bengal Electricity Regulatory Commission (Guidelines for Establishment of Forum for Redressal of Grievances of Consumer and Time and Manner of Dealing with such Grievances by the Ombudsman) Regulations, 2013.**

Ombudsman considers the representation of the aggrieved consumers of distribution companies and settles the grievances in terms of the provisions of the Regulations mentioned above.



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CHAPTER – IX

A directory of officers and employees

[See clause (b)(ix) of sub-section (1) of section 4 of Right to Information Act, 2005]

CHAIRMAN/ MEMBERS OF WEST BENGAL ELECTRICITY REGULATORY COMMISSION

Sl. No.	NAME	DESIGNATION	TELEPHONE NO.	EXTN. OF EPBX
1.	R. N. SEN	CHAIRPERSON	(033) 2359-3553	(033) 2359-2189
2.	SUJIT DASGUPTA	MEMBER	(033) 2359-3545	(033) 2359-2189
3.	AMITAVA BISWAS	MEMBER	(033) 2359-3544	(033) 2359-2189

DIRECTORY OF OFFICERS OF WEST BENGAL ELECTRICITY REGULATORY COMMISSION

Sl. No.	NAME	DESIGNATION	TELEPHONE NO.	EXTN. OF EPBX
1.	SHRI K.P. BHAR	SECRETARY	(033) 2359-3397	(033)-2359-2189
2.	SHRI T. K. CHAKRABARTI	ADVISOR (ENGG)	(033) 2334-8984	(033)-2359-2189
3.	SHRI N. DAWN	DIRECTOR (FINANCE)	(033) 2359-3391	(033)-2359-2189
4.	SHRI S. PONDA	DY. DIRECTOR (ENGG)	(033) 2359-2188	(033)-2359-2189
5.	SHRI AJOY KUMAR BALLAV	DY. DIRECTOR (ENGG)	(033) 2359-2188	(033)-2359-2189
6.	SHRI P. GANGULY	ACCOUNTS OFFICER	(033) 2321-5619	(033)-2359-2189

DIRECTORY OF EMPLOYEES OF WEST BENGAL ELECTRICITY REGULATORY COMMISSION

Sl. No.	NAME	DESIGNATION	TELEPHONE NO.	EXTN. OF EPBX
1.	SHRI P. KANJILAL	ACCOUNTANT	-	(033)-2359-2189
2.	SHRI G. BISWAS	SSD e.o. HA	-	(033)-2359-2189
3.	SHRI T. DAS	SENIOR ASSISTANAT	-	(033)-2359-2189
4.	SHRI A. GOSWAMI	PA	-	(033)-2359-2189
5.	SHRI J.C. MANDAL	SENIOR ASSISTANAT	-	(033)-2359-2189
6.	SHRI R.K. RAY	SENIOR ASSISTANAT	-	(033)-2359-2189
7.	SHRI P. MUKHERJEE	PA	-	(033)-2359-2189
8.	SHRI S. MUKHERJEE	PA	-	(033)-2359-2189
9.	SK NURUDDIN	PA	-	(033)-2359-2189
10.	SHRI B. MONDAL	ASSISTANT	-	(033)-2359-2189
11.	SHRI M. MONDAL	ASSISTANT	-	(033)-2359-2189
12.	SHRI BIKASH. MONDAL	ASSISTANT	-	(033)-2359-2189
13.	SHRI PULOK BANERJEE	ASSISTANT	-	(033)-2359-2189



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DIRECTORY OF GROUP 'D' EMPLOYEES OF WEST BENGAL ELECTRICITY REGULATORY COMMISSION

Sl. No.	NAME	DESIGNATION	TELEPHONE NO.	EXTN. OF EPBX
1.	SHRI S. BISWAS	GROUP 'D'	-	(033)-2359-2189
2.	SHRI G.C. DAS	GROUP 'D'	-	(033)-2359-2189
3.	SHRI S.R. CHAND	GROUP 'D'	-	(033)-2359-2189
4.	SHRI D.R. MUKHERJEE	GROUP 'D'	-	(033)-2359-2189
5.	SHRI N. BISWAS	GROUP 'D'	-	(033)-2359-2189
6.	SHRI A. SIKDAR	GROUP 'D'	-	(033)-2359-2189
7.	SHRI H. JANA	SWEEPER	-	(033)-2359-2189

OMBUDSMAN OF WEST BENGAL ELECTRICITY REGULATORY COMMISSION

Sl. No.	NAME	DESIGNATION	TELEPHONE NO.	EXTN. OF EPBX
1.	SHRI NILOY GHOSH	OMBUDSMAN	(033) 2357-2116	(033) 2357-2415
2.	SHRI A. K. THAKUR	OMBUDSMAN	(033) 2357-2414	(033) 2357-2415

DIRECTORY OF OFFICERS AND OTHER EMPLOYEES IN THE UNIT OFFICE ATTACHED TO OMBUDSMAN

1.	SHRI AJOY KUMAR BALLAV	DY. DIRECTOR (ENGG)	-	(033) 2357-2415
2.	SHRI S. N. DAS	P.A	-	(033) 2357-2415
3.	SHRI S. BANDOPADHYAY	P.A.	-	(033) 2357-2415
4.	SHRI P. K. DUTTA	P.A.	-	(033) 2357-2415
5.	SHRI B. N. GHOSH	ASSISTANT	-	(033) 2357-2415
6.	SHRI SUSHANTA GHOSH	ASSISTANT	-	(033) 2357-2415
7.	SHRI ASIT SARKAR	ASSISTANT	-	(033) 2357-2415
8.	SHRI D.K. MANDAL	GROUP 'D'	-	(033) 2357-2415
9.	SHRI A. K. DUTTA	GROUP 'D'	-	(033) 2357-2415

DIRECTORY OF CONSULTANT OF WEST BENGAL ELECTRICITY REGULATORY COMMISSION

Sl. No.	NAME	DESIGNATION	TELEPHONE NO.	EXTN. OF EPBX
1.	SHRI D. P. MALLICK	CONSULTANT	(033) 2321-8020	(033) 2359-2189
2..	SHRI B. B. SHOME	CONHSULTANT	(033) 2359 2203	(033) 2359-2189



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CHAPTER – X

The monthly remuneration received by each of the officers and the employees, including the system of compensation as provided in regulations

[See clause (b)(x) of sub-section (1) of section 4 of Right to Information Act, 2005]

OFFICERS AND OTHER EMPLOYEES OF WBERC

Sl. No.	NAME	DESIGNATION	GROSS REMUNERATION (SEPTEMBER 2015) (RS.)
	<u>CHAIRPERSON & MEMBER OF THE COMMISSION</u>		
1.	R. N. SEN	CHAIRMAN	1,98,810.00
2.	SUJIT DASGUPTA	MEMBER	1,57,676.00
3.	AMITAVA BISWAS	MEMBER	1,42,620.00

Sl. No.	NAME	DESIGNATION	GROSS REMUNERATION (SEPTEMBER 2015) (RS)
1.	SHRI K. P. BHAR	SECRETARY	80,000.00
2.	SHRI T. K. CHAKRABARTI	JT. ADVISOR (ENGG)	1,44,844.00
3.	SHRI N. DAWN	DIRECTOR (FINANCE)	1,01,751.00
4.	SHRI S. PONDA	DY. DIRECTOR (ENGG)	78,706.00
6.	SHRI AJAY KUMAR BALLAV	DY. DIRECTOR (ENGG)	38,000.00
7.	SHRI P. GANGULY	ACCOUNTS OFFICER	36,000.00
8.	SHRI P. KANJILAL	ACCOUNTANT	27,350.00
9.	SHRI G. BISWAS	SSD e.o. HA	27,350.00
10.	SHRI T. DAS	HEAD ASSISTANT	27,350.00
11.	SHRI A. GOSWAMI	PA	26,600.00
12.	SHRI J.C. MANDAL	SENIOR ASSISTANAT	22,500.00
13.	SHRI R.K. RAY	SENIOR ASSISTANAT	22,500.00
14.	SHRI P. MUKHERJEE	PA	23,300.00
15.	SHRI S. MUKHERJEE	PA	23,300.00
16.	SHRI S. K. NURUDDIN	PA	14,500.00
17.	SHRI B. MONDAL	ASSISTANT	19,900.00
18.	SHRI M. MONDAL	ASSISTANT	19,350.00
19.	SHRI BIKASH MONDAL	ASSISTANT	14,050.00
20.	SHRI PULAK BANERJEE	ASSISTANT	14,050.00
21.	SHRI S. BISWAS	GROUP 'D'	17,050.00
22.	SHRI G.C. DAS	GROUP 'D'	17,050.00
23.	SHRI S.R. CHAND	GROUP 'D'	17,050.00
24.	SHRI D.R. MUKHERJEE	GROUP 'D'	17,050.00
25.	SHRI N. BISWAS	GROUP 'D'	14,650.00
26.	SHRI A. SIKDAR	GROUP 'D'	13,050.00
27.	SHRI H. JANA	SWEEPER	3,600.00



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DIRECTORY OF OFFICERS AND OTHER EMPLOYEES IN THE UNIT OFFICE
ATTACHED TO OMBUDSMAN

Sl. No.	NAME	DESIGNATION	GROSS REMUNERATION (SEPTEMBER 2015) (RS.)
<u>OMBUDSMAN OF THE COMMISSION</u>			
1.	SHRI NILOY GHOSH	OMBUDSMAN	56,000.00
2.	SHRI A. K. THAKUR	OMBUDSMAN	56,000.00

Sl. No.	NAME	DESIGNATION	GROSS REMUNERATION (SEPTEMBER 2015) (RS.)
1.	SHRI S. N. DAS	P.A	21,150.00
2.	SHRI S. BANDOPADHYAY	P.A.	19,200.00
3.	SHRI P. K. DUTTA	P.A.	17,550.00
4.	SHRI B. N. GHOSH	ASSISTANT	16,300.00
5.	SHRI SUSHANTA GHOSH	ASSISTANT	15,000.00
6.	SHRI ASIT SARKAR	ASSISTANT	15,000.00
7.	SHRI D.K. MANDAL	GROUP 'D'	17,050.00
8.	SHRI A. K. DUTTA	GROUP 'D'	13,050.00

Sl. No.	NAME	DESIGNATION	GROSS REMUNERATION (SEPTEMBER 2015) (RS.)
1.	SHRI D. P. MALLICK	CONSULTANT	68,000.00
2.	SHRI B. B. SHOME	CONSULTANT	64,000.00



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CHAPTER – XI

The budget allocated to each agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made

[See clause (b)(xi) of sub-section (1) of section 4 of Right to Information Act, 2005]

BUDGET OF THE COMMISSION FOR 2015 – 2016

Expenditure		Revised Estimate for the year 2015 – 2016 (Rs.)
Salaries –	Pay	1,98,00,000
	Dearness Allowance	40,00,000
	House Rent and other allowance	75,00,000
	Ad hoc Bonus	1,30,000
Total Salaries:		3,14,30,000
Wages		90,000
Travel Expenses		7,00,000
Office Expenses		95,00,000
Rent, Rates and Taxes		65,00,000
Maintenance		16,00,000
Major/Minor Works		5,00,000
Payment for Professional and Special Services		85,00,000
Other Charges		72,00,000
Motor Vehicles		-
Tools and Plants/Machinery and Equipments		50,00,000
G. Total		7,10,20,000

There is no agency to which budget is allocated. This budget is meant for the Commission's establishment.



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CHAPTER – XII

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes

[See clause (b)(xii) of sub-section (1) of section 4 of Right to Information Act, 2005]

There is no such programme of the Commission.



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CHAPTER – XIII

Particulars of recipients of concessions, permits or authorizations granted by the Commission.

[See clause (b)(xiii) of sub-section (1) of section 4 of Right to Information Act, 2005]

The following organizations are the Deemed Licensees under the Electricity Act, 2003.

Sl.No	Name	Address	Deemed Licensee for
1.	West Bengal State Electricity Transmission Company Limited	Vidyut Bhawan, Block – DJ, Sector – II, Kolkata 700 091.	Transmission of Electricity
2.	West Bengal State Electricity Distribution Company Limited	Vidyut Bhawan, Block – DJ, Sector – II, Kolkata 700 091.	Distribution of Electricity
3.	CESC Limited	CESC House, Chowringhee Square, Kolkata 700 001.	Distribution of Electricity
4.	The Durgapur Projects Limited	Administrative Building, Durgapur 713 201, Dist. Burdwan, West Bengal.	Distribution of Electricity
5.	*India Power Corporation Limited (IPCL)	Centre for 'Excellence', Plot No. X-1, 2 & 3, Block EP, Sector – V, Salt Lake City, Kolkata 700 091.	Distribution of Electricity
6.	Damodar Valley Corporation	DVC Towers, VIP Road, Kolkata 700 054	Distribution of Electricity

This Commission did not grant any License to any other Organisation.

***The name of the distribution licensee at Sl. No. 5 (erstwhile DPSC Ltd.) is subject to outcome of any order which may be passed by The Hon'ble Division Bench in M.A.T. 1643 of 2015.**

The West Bengal Power Development Corporation Limited, 'Bidyut Unnyan Bhavan', 3/C, LA-Block, Sector – III, Bidhannagar, Kolkata 700 098 is a generating company whose tariff is determined by this Commission.

There is no recipient of concession, permit or authorization granted by this Commission.

The Commission allowed open access in respect of captive power plants in the following cases:-

1. **M/s Indian Aluminium Company Limited, (since known as HINDALCO Industries Ltd),
39, G. T. Road, Belurmath, Howrah – 711 202**
2. **M/s Bhusan Limited, "Bhusan", J. K. Millennium Centre, 6th Floor, 46D, J. L. Nehru Road, Kolkata-700 071**
3. **M/s. Electrosteel Casting Ltd., M/s Electrosteel Castings Ltd.,40, Stephen House, 4, B. B. D. Bag (East), Kolkata – 700 001**



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CHAPTER – XIV **Details in respect of the information, available to or held by the Commission, reduced in an electronic form**

[See clause (b)(xiv) of sub-section (1) of section 4 of Right to Information Act, 2005]

The following information is available in the website of the Commission – www.wberc.net.

- a) Rules under the Electricity Act, 2003;
- b) Regulations made by the Commission under the Electricity Act, 2003;
- c) Tariff Orders issued by the Commission;
- d) Orders on FPPCA issued by the Commission;
- e) Orders on APR issued by the Commission;
- f) Annual Report;
- g) Draft Regulations inviting objections, suggestions and comment as and when required.

Commission's website www.wberc.net can be viewed by any member of public and content, downloaded, free of cost.



Manual of Information

CHAPTER – XV

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

[See clause (b)(xv) of sub-section (1) of section 4 of Right to Information Act, 2005]

There is no library facility for public.

Any member of public may approach the receiving officer in the Commission (Accounts Officer) for inspection of documents for information or for certified copies of documents in terms of the Regulations on Conduct of Business of the Commission. Any body may also see the website of the Commission www.wberc.net and download anything so displayed in the site, free of cost.

Moreover, after the Right to Information Act, 2005 came into force, any member of public may approach Accounts Officer, who is State Public Information Officer for information.



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CHAPTER – XVI

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

[See clause (b)(xvi) of sub-section (1) of section 4 of Right to Information Act, 2005]

Accounts Officer – State Public Information Officer.

FD-415A, Pura Bhavan, 3rd Floor, Sector-III,
Bidhannagar, Kolkata – 700 106

Telephone No. 2321 5619

Secretary – Appellate Authority (for appeal u/s 19(1) of the RTI Act,2005)

FD-415A, Pura Bhavan, 3rd Floor, Sector-III,
Bidhannagar, Kolkata – 700 106

Telephone No. 2359 – 3397

In absence / on leave or for other reasons, of the officers so designated, the officers looking after their work will also perform the duties of Appellate Officer and State Public Information Officer, as the case may be.



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CHAPTER – XVII **Such other information as may be prescribed**

[See clause (b)(xvii) of sub-section (1) of section 4 of Right to Information Act, 2005]

No other information.

Date: 08 January, 2016

Bidhannagar, Kolkata

Sd/-

**Secretary
WBERC**