



રાઈટ ટુ ઈન્ફર્મેશન એક્ટ ૨૦૦૫
હેઠળ પ્રોએક્ટીવ ડીસ્ક્લોસર (૧૭ મુદ્દાઓ)

મેન્યુઅલ્સ

{ MANUALS }

અનુક્રમણિકા

અનુ. નં.	વિગત [કલમ – ૪ (૧) (ખ)]
૧	સંસ્થાની વિગતો, કાર્યો અને ફરજો
૨	અધિકારીઓ અને કર્મચારીઓની સત્તા અને ફરજો
૩	નિર્ણય લેવાની પ્રક્રિયા તેમજ નિયંત્રણ અને જવાબદારી માટેની વ્યવસ્થા
૪	સંસ્થાની કામગીરી સંબંધિત નીતિ –નિયમો
૫	કાર્યો કરવા માટેના નિયમો-વીનીયમો, સૂચનાઓ, નિયમસંગ્રહો અને દફતરો
૬	સંસ્થાના વિવિધ કક્ષાના દસ્તાવેજોનું પત્રક
૭	જાહેર જનતાના પરામર્શ દ્વારા નિતિ ઘડતર માટેની વ્યવસ્થાની વિગતો
૮	સંસ્થા દ્વારા રચાયેલ બોર્ડ, પરિષદ, સમિતિ અને અન્ય સંસ્થાઓનું પત્રક
૯	સંસ્થાના અધિકારીઓ તથા કર્મચારીઓની માહિતી
૧૦	વીનીયમોની જોગવાઈઓ મુજબ અધિકારીઓ તથા કર્મચારીઓને મળતુ માસિક મહેનતાણું
૧૧	સંસ્થાએ ફાળવેલ અંદાજપત્ર, તમામ યોજનાઓનો સૂચિત ખર્ચ અને કરેલી ચુકવણી અંગેની વિગતો
૧૨	સહાયકી કાર્યક્રમના અમલ અંગેની પદ્ધતિ
૧૩	સંસ્થા દ્વારા આપવામાં આવેલ રાહતો, પરમીટ કે અધિકૃતિ
૧૪	વિજાણુ રૂપે ઉપલબ્ધ માહિતી
૧૫	નાગરીકોને માહિતી મળી રહે એ હેતુથી રીડીંગ રૂમ કે લાયબ્રેરીની વ્યવસ્થા હોઈ તો તે અંગેની માહિતી તેમજ તે અંગેની અન્ય વિગતો
૧૬	સંસ્થાના અપેલેટ અધિકારી / જાહેર માહિતી અધિકારી / મદદનીશ જાહેર માહિતી અધિકારીની માહિતી
૧૭	સંસ્થાની અન્ય ઉપયોગી માહિતી

મેન્યુઅલ્સ –૧ (નિયમ સંગ્રહ-૧) કલમ – ૪ (૧) (ખ) (૧)

સંસ્થાની વિગતો, કાર્યો અને ફરજો

ગુજરાત ઊર્જા વિકાસ નિગમ લિમિટેડની સ્થાપના કંપની ધારા, ૧૯૫૬ અન્વયે તા. ૨૨.૧૨.૨૦૦૪ ના રોજ કરવામાં આવી છે. ગુજરાત ઊર્જા વિકાસ નિગમ લિમિટેડ પૂર્વ ગુજરાત વિદ્યુત બોર્ડ ના પુનર્ગઠનના ભાગરૂપે અસ્તિત્વમાં આવેલ છે, અને છ પેટા કંપનીઓની હોલ્ડીંગ કંપની તરીકે કાર્યરત છે.

ગુજરાત ઊર્જા વિકાસ નિગમ લિમિટેડની સ્થાપનાનો મુખ્ય ઉદ્દેશ ઊર્જા ખરીદી, ફાળવણી, આયાત, વેચાણ, નિકાસ અને ઊર્જાની તમામ પ્રકારે વિનિમય કરવો તે રહેલો છે, જેમાં પરંપરાગત અને બીન પરંપરાગત ઊર્જાનો પણ સમાવેશ થાય છે. તદુપરાંત છ પેટા કંપનીઓ સાથેનું સંકલન તથા ઉપરોક્ત કામગીરીનું અન્ય સંસ્થાઓ સાથે રહીને સંકલન કરવું તેમજ તેને લગતી કામગીરી ભારત તેમજ વિદેશોમાં પણ કરવી. વીજ ઉત્પાદન કંપનીઓ કેપ્ટીવ પાવર પ્લાન્ટ, ઈલેક્ટ્રીસિટી યુટીલીટી અન્ય સરકારો, અન્ય સંસ્થાઓ, ટ્રેડીંગ એજન્સીઓ, લાયસન્સીઓ વિગેરે પાસેથી ઊર્જા મેળવવી અથવા તો ઊર્જા ની ખરીદી કરવી (જેમાં અન્ય રાજ્યોમાંથી પણ ઊર્જા ની આયાત/ નિકાસનો સમાવેશ થાય છે.) તેમજ તેનું વેચાણ કરવું, વ્યાપાર કરવો, નિકાસ કરવી તેનો પણ સમાવેશ થાય છે. આ વેચાણ, ઈલેક્ટ્રીસિટી યુટીલીટી, લાયસન્સી, સરકાર અને અન્ય એજન્સીઓ તેમજ સંસ્થાને કરવું.

આ ઉપરાંત વિશ્વસનીય વીજ વ્યાપારની સીસ્ટમનું આયોજન કરવું, ઉત્તેજન આપવું, વિકાસ કરવો અને વીજ વિનિમયની સીસ્ટમને અમલમાં મૂકવી તે સંસ્થાનો ઉદ્દેશ છે.

મેન્યુઅલ્સ – ૨ (નિયમ સંગ્રહ – ૨)

કલમ – ૪ (૧) (ખ) (૨)

અધિકારીઓ અને કર્મચારીઓની સત્તા અને ફરજો :

ગુજરાત ઊર્જા વિકાસ નિગમ લિમિટેડ તા.૦૧/૦૪/૨૦૦૫ થી કાર્યરત થયેલ છે. આ સંસ્થામાં કંપનીને ફાળવેલ કર્મચારીઓ તથા પેટા કંપનીઓમાંથી પ્રતિનિયુક્ત કર્મચારીઓ ફરજ બજાવે છે.

ગુજરાત ઊર્જા વિકાસ નિગમ લિમિટેડના અધિકારીશ્રીઓ તથા કર્મચારીઓની મુખ્ય કામગીરીઓ નીચે મુજબ છે.

Sr. No.	NAME	
BOARD SECTION		
1	Shri D.J. Pandian, IAS Chairman	વીજ ક્ષેત્રની તમામ નીતિ વિષયક બાબતો.
2	Shri L.Chuaungo, IAS Managing Director	ઉચ્ચ મહાનુભાવો અને ભારત સરકારના સંદર્ભો, એચ.આર. પોલીસી અને કંપનીઓમા આંતરિક નિમણૂકો, વીજ નિયમન પંચ સમક્ષની કામગીરીઓ, વીજ ખરીદી કરારોની સમીક્ષા, નવા વીજ કરારો વાણિજ્ય તેમજ નાણાં વિગેરે તથા નીતિવિષયક બાબતો અંગે પેટા કંપનીઓ સાથે સંકલન તથા કંપનીના રોજ બરોજના સંચાલન અંગેની તમામ બાબતો.
3	Shri P.H.Rana Director (Tech)	વીજ ઉત્પાદન અને માંગની પરિસ્થિતિ અને અન્ય ટેકનીકલ બાબતોનું સંકલન
4	Shri V.J. Gautam, IPS D.I.G. of Police (Security) & CVO	વીજ સંરક્ષણ કાનૂની જોગવાઈઓ અને તેનું અમલીકરણ, વીજચોરીની બાબતો.
5	Shri Dinesh Patel, GAS Vice President (Co-ord.)	મહાનુભાવોની મુલાકાતો, જનસંપર્ક એકમ, પ્રચાર પ્રસિધ્ધિ, વિધાનસભાના પ્રશ્નો, વિધાનસભા સમિતિઓને લગતી બાબતો તથા રોસ્ટર એડમીનીસ્ટ્રેશન માનવસંસાધન (એચઆર) સંબંધ નીતિ વિષયક બાબતો તથા ઈન્ટરવ્યુ, આંતર કંપની વહીવટી સંકલન, વિવિધ રાજ્ય વીજળી બોર્ડ સાથે સંકલન તથા ગુજરાત સરકારના વિવિધ ખાતાઓ સાથે પરામર્શ અને સંકલન, કંપનીના મહેકમ તથા તેને સંલગ્ન વહીવટી બાબતો, જયોતિગ્રામ યોજના અમલીકરણ તથા તે સંબંધિત સંકલનની કામગીરી.
6	Shri S.B. Khayalia Executive Director (Fin.)	Overall supervision of Finance, Accounts and Commercial functions. Maintenance & Supervision of Finance, Accounts and Commerce
7	SMT.C.P. Baranda, GAS G.M.(L&E)	–જેટકો /જીસેક પાસેથી આવેલ જમીન સંપાદનની ફાઈલોની ચકાસણી કરી મંજૂરી અર્થે મોકલવી. – કંપની સંચાલિત વીજ ઉત્પાદન માટે પાવર સ્ટેશનો, વીજ પ્રવહન માટે સબ સ્ટેશનો બનાવવા જમીન સંપાદનને લગતી કામગીરી વેગીલી બનાવડાવી, જમીનો મેળવવા સરકારશ્રીના મહેસુલી ખાતા તેમજ અન્ય સરકારી કચેરીઓ સાથે પરામર્શ કરી કંપનીઓને જમીનો મેળવી આપવી. – કંપનીઓની સંપાદિત જમીનો કંપનીઓના નામે કરાવવાની કાર્યવાહી. – કંપનીની જમીનોને લગત વિવાદી પ્રશ્નોમાં કંપનીના ફિલ્ડ ઓફિસરોને માર્ગદર્શન. – કલેક્ટરશ્રી/ જી.વિ.અધિકારીશ્રી તરફથી સોપવામાં આવતી વિવિધ કામગીરી.
8	Shri C. Bhaskaran Personal Secretary	Dictation & Typing Management of telephone calls Self Correspondence Making travel arrangements for MD Inter acting with visitors and departmental heads and officers Follow up with departmental heads to compile details required by MD Arrangement of meetings and preparation of itinerary for MD Reconciliation of accounts with Travel agents in respect of MD Management of incoming and outgoing files Management of incoming & outgoing letters/Tapals/Notes etc. Coordinating for details required by Govt as per directives of MD Organising hotel/guest house accommodation inside and outside Gujarat for MD Making travel arrangements for MD's visits to outside headquarter Preparing TA Bills and medical vouchers in respect of MD Arrangement of upkeep of files Sending and receiving fax messages Updating MD with required information and other administrative works

		assigned
9	Shri Shivam Nair Personal Secretary	Working as PS to Vice President (Co-ordination)
10	Shri T.Vijaykumar Nair Sr. Steno	Administrative & Secretarial duties and to act/ coordinate between the office and outside agencies ensuring the smooth administration of Director / M.D's office. General office administration and perform other administrative assignments, as required. Management of the company's telephone calls / fax messages and emails To meet and greet personnel arriving to meet the Director / M.D., also to answer phone, take messages, respond to highly diversified inquiries. To provide day to day secretarial services, drafts and types non-routine letters, documents and various reports. Follow up actions on execution of decisions taken in the meetings. To make appointments and prepare itinerary for Director, Make travel arrangements including journey, hotel / airline bookings. To provide accurate record and file maintenance. To maintain all confidential documents and computer based information related to the department Set-up and maintain filing system and procedure, manage all important documents related to the department. To perform other duties from time to time reasonably direct. To provide efficient and cost-effective office management skills.
11	Shri B S Jani Jr. Assistant	Maintaining Inward & outgoing Registers Management of filing Management of incoming and outgoing telephone calls Management of Fax Machine. And other administrative works as is asked to do.
12	Smt. S.C.Devle Jr. Assistant	Management of incoming and outgoing files Management of keeping records Management of filing Management of faxes messages etc. Management of incoming and outgoing telephone calls And other administrative works as is asked to do.
13	Shri B.I. Pandya Jr. Assistant	Administrative work of Chairman/GUVNL office like Chairman level files Inward/Outward. Chairman Office mails records of GUVNL/GSECL/GETCO Attend to visitors as well as attending to phone calls from public/consu.etc. Communications with Central/State Govt offices and subsidiary companies Regular liaison of Principal Sec., EPD Deptt. Looking after all the work of PS to Chairman except dictation after retirement of regular P.S. on 30.9.2008.
14	Shri M M Pamnani Jr. Assistant	Working Inward / Outward at Vice President (Co-ordination) office.
15	Shri P.J. Pandya Peon	All work related to Peon.
16	Shri S D Sagar Peon	All work related to Peon.
17	Shri M L RATHOD Peon	All work related to Peon.
18	Shri R J Solanki Peon	All work related to Peon.
19	Shri A.R.Thakor Peon	All work related to Peon.
20	Shri D B Parekh	All work related to Peon.

	Peon	
21	Shri K K Prajapati Peon	All work related to Peon.
COMPANY SECRETARY		
22	Shri P.K Bhatt Company Secretary	કંપની ધારા, વલપડ અને તેને લગતી તમામ બાબતો, બોર્ડ ઓફ ડીરેક્ટર્સને લગતી અન્ય બાબતો.
23	Shri K S Barot Sr. Assistant	Board Meeting/AGM/ACM/Apex Committee Meeting work and other work assist by Chairman Office, Director (Tech) office, V.P. (Co-ordination), Company Secretary Office, GM(HR) office, P.R.O. Office, GM(F&A) office.
24	Shri R.J. Chuhan Jr. I/O Assistant	Right to Information work and Confidential Report work of all employees of GUVNL, preparing Bills of Pantry and other miscellaneous work related to Board Section.
25	Shri M R Pandya Jr. Assistant	Right to Information work and Vidyut Board Vidyalaya school work, Pantry work and other miscellaneous work related to Board Section.
26	Shri F M Baria Daftary	All work related to Daftary
27	Shri S P Parmar Peon	All work related to Peon.
28	Shri N V Waghela Peon	To running pantry of GUVNL.
29	Shri A C Naik, Peon	All work related to Peon.
HR DEPTT.		
30	Sh.K.K. Soni GM(HR)	HOD, work of Govt Reference, LAQs and their compliance , RTI/PIO & their compliance, Training, gratuity, Quarter allotment, Meetings, Registry including transit of HR Deptt., ISO 9001 related work.
31	Shri N.C. Munshi AGM(HR)	Disciplinary Action, Vigilance Commission, Industrial Relations, Service Matter (Legal), Pay Revision Work, Pay Bill in r-Urja, Performance Incentive Scheme Work, CRs/RTI,GUVNL,HR,All Establishment Work.
32	Shri M.A. Shaikh DGM(HR)	Staff Set Up, Transfer/Recruitment, Promotion/Higher Grade, Transport, Seniority, SB/PF related work, Social Welfare Sports and cultural activities, Roster Cell, Deputation. Overall supervision over Transport Deptt. Passing TA Bills in E Urja including OT.
33	Sh. H.U. Trivedi A.S.	Staff Set Up, Transfer / Recruitment, Promotion/Higher Grade, Transport, Seniority, SB/PF related work, Social Welfare Sports and cultural activities, Roster Cell, Deputation.
34	Shri V.V.Pandya A.S.	Disciplinary Action, Vigilance Commission, Industrial Relations, Service Matter (Legal), Pay Revision Work, Pay Bill in r-Urja, Performance Incentive Scheme Work, CRs/RTI,GUVNL, HR All Establishment Work.
35	Shri. J. J Parmar Sr. Steno	Gujarati Stenographer (Steno work)
36	Shri. R.Mohanani Sr. Steno	English Stenographer (Steno work)
37	Shri C J Joshi Supdt. (E)	Industrial Relation/ Court cases
38	Shri B A SHAH Dy. Supdt.(A/c.)	Social Welfare, Sports and cultural activities
39	Shri I D Patel Sr. Assistant	Social Welfare, Sports and cultural activities, RTI Act work
40	Shri K J Gohil Sr. Assistant	Training, gratuity, Quarter allotment, ISO 9001 related work.
41	Smt. Smitaben Desai	All medical related work, medical staff welfare related work, medical

	Sr. Assistant	guidance and advance work
42	Shri H D Gandhi Sr. Assistant	Transfer/Recruitment, Promotion/Higher Grade, Deputation and other work allotted by higher authority
43	Shri H C Parmar Jr. Assistant	Work of Govt. reference, LAQ and their compliance
44	Smt. N D Shah Jr. Assistant	Registry work of GUVNL
45	Shri R K Patel Jr. Assisatnat	Working at GTECO (HR)
46	Shri R K Rana Jr. Assistant	Pay Revision Work, Pay Bill in E-Urja, Performance Incentive Scheme Work, RTI and All Establishment Work
47	Smt. M P Patel Jr. Assistant	Higher Grade, SB/PF related work, Deputation and other work allotted by higher authority
48	Shri I I Patel Jr. Assistant	Staff set up, Roster, Seniority and other work allotted by higher authority
49	Kum. J Y Jhala Jr. Assistant	Industrial Relation/ Court cases and others work allotted by higher authority
50	Shri A R Dusane Jr. Assistant	Disciplinary Action, Vigilance Commission, Pay Revision Work, Performance Incentive Scheme Work, CRs
51	Shri J K James Jr. Assistant (T)	Typing / Dictation work of HR Heads
52	Shri M A Vasava Daftary	SB/PF related work, All medical related work and filling
53	Shri K M Vankar Daftary	SB/PF related work, All medical related work, filling and transit work of HR department(to be retired on 30/11/2009)
54	Smt. VIMAL D DHIRDE Daftary	Registry work of GUVNL
55	Shri M P Pagi Peon	Registry work of GUVNL / Peon work
56	Shri P S Devre Peon	Peon work
57	Shri A.M. Macchi Peon	Peon work
58	Shri Hitesh K.Rohit Peon	Peon work
59	Shri P.S. Chaudhary Peon	Registry work of GUVNL / Peon work
VEHICAL DEPTT.		
60	Shri N M Pathan Jr. Assistant	<ul style="list-style-type: none"> • Issue a Vardhi to GUVNL Drivers plus 3 Taxi's during office hours as well as in odd hours, in morning and evening from my residence according to requirement of Officials. • Sending SMS to concerned officer informing about Vehicle No., Driver and Mobile No. • Sending all Bills to A/cs deptt. with maintaining vehicles wise expenditures including Petrol, Diesel & spares. • Issue of Petrol / Diesel slips during office hours as well as in odd hours, in morning and evening from my residence. • Incase of failure of the vehicle any where at any time, toeing/repairing arrangement is made with vehicle and Garage staff. • Preparing maintenance file for each vehicles and tie up with agencies for timely supply of spares and oils etc at our garage. • Checking log books. • Preparing OverTime of Drivers & Auto Electricians. • Entering TA Bills, Petrol Docket vouchers of Drivers in E-Urja.

		<ul style="list-style-type: none"> Once in year to look after Insurance renewals. Preparing MR / CR for Old & New Tyres. Casual hiring requirements of Luxrious cars for VIP's and Buses for Social activities	
61	Shri V.S.Nair Auto Electrician	Repairing of Pools vehicles.	
62	Shri G.C.Mali Auto Electrician	Repairing of Pools vehicles.	
63	Shri G.R.Kharva Auto Electrician	Repairing of Pools vehicles.	
64	Shri N.P.Bhavsar Driver	Driving work	
65	Shri J.R.Tadvi Driver		
66	Shri C.G.Jat Driver		
67	Shri K.Shri Parkashan Driver		
68	Shri R.D.Rozahara Driver		
69	Shri H.M.Rajput Driver		
70	Shri J.T.Pawar Driver		
71	Shri B.I.Rathod Driver		
72	Shri R.S.Nair Driver		
73	Shri K.J.Rana Driver		
74	Shri R.M.Vasava Driver		
75	Shri G.R.Tadvi Driver		Driving work
76	Shri K.B. Rathwa Driver		
77	Shri P,V.Rathva Driver		
78	Shri R.P.Kanse Driver		
79	Shri J.S.Pathan Driver		
80	Shri K.A.Dabhi Driver		
81	Shri K.M.Parmar Driver		
82	Shri K.C.Vasava Driver		
83	Shri C.S.Mane Driver		
84	Shri H.J.Jadeja Driver		
85	Shri I.J. Vasava Driver		

FIRE SECTION		
86	Shri S S MISHRA Fire Officer	Overall in-charge of Fire Section. To ensure Fire safety of the building and occupants. To obtain NOC for the building, prepare and update Emergency Action plan, conduct evacuation drill etc. To check his subordinate for their efficient working. To give suitable guidelines on Fire safety arrangements to MGCVCL, GETCO, GSECL etc. To impart training to employees. To check healthiness of Fire Fighting system installed for the protection of building etc.
87	Shri E.J. lakra Driver	Periodic Checking, Servicing, Testing & Maintenance of Fire Vehicle and its accessories like VHF set, Siren, Electric Siren, Oxygen Pac, revolving lights etc. &. Keeping all the records related to vehicles and its accessories.
88	Shri N.N.Joshi Pump Operator	Periodic Checking, Servicing, Testing & Maintenance of all Fire Pumps including booster pump and their panels, Hydrant System, Sluice valve, Sprinklers system, upkeep of Fire pump house, availability of water in Fire Water Tank. To maintain records of each and every work performed.
89	Shri P J SHUKLA Leading Fireman	Periodic Checking, Servicing, Testing and Maintenance of all Fire Fighting equipments installed at GETRI, VIP Guest House, Vidhyut Board Vidhyalaya and other locations in Vidhyut Nagar Colony. Checking & maintenance of Hose boxes, Hose reels, Landing valves, nozzles etc. installed at Sardar Patel Vidhyut Bhavan building, Transformer Room, Pump House. To maintain above records in register properly. He has to prepare shift schedule and maintain Muster roll.
90	Shri N R BRAHMBHATT Leading Fireman	Periodic Checking, Servicing, Testing and Maintenance of all Fire Fighting equipments installed at Data Centre & Old Building. Periodical checking & testing of Aluminium proximity Suit, chemical suit, B.A. Sets etc. To maintain above records in register properly. He has to maintain leave record register and adjustment of shift duty also.
91	Shri K A RAVAL Leading Fireman	Periodic Checking, Servicing, Testing and Maintenance of all Fire Fighting equipments like Fire Extinguishers Sardar Patel Vidhyut Bhavan. Checking and Testing of FDA System of Sardar Patel Vidhut Bhavan building. To maintain above records in register properly. He has to check & maintain FDA system record as specified.
92	Shri A.P. Gandhi Helper	To keep Fire Control Room & all the Fire Fighting System including system installed at Old building in neat & clean condition. To help other Fire Staff in performing their duties. Weekly Battery distilled water check and maintain record.
PR UNIT		
93	Sh. S.C. Dave Public Relations Officer	Monitoring of all the works related to Public Relations like Releasing Press Notes, Issuing Rejoinders, Arranging Press Conferences/Press Tours, Publication of 'UJJVAL'-the house magazine of the GUVNL, Receiving/escorting VIPs/ VIP Guest House Vadodara, Sabarmati & G'nagar.
94	Shri M.A. Agravat Sr. Steno	Dictation of Pressnote, Rejoinder, Correspondence of Govt. Ref, RTI, HR Deptt. GUVNL, Office of V.P. (Cord.) / Dir.(Tech) and Daily News Paper Marking
95	Shri H.U.Trivedi Photographer	Photography and Videography of all Public functions and Events organized by GUVNL and subsidiary companies
96	Kum. Niti P. Dave Jr. Assistant	Information/compliance from the relevant departments in HO and other Companies offices, Intimation for Guesthouse, Preparation of ' UJJVAL" Magazine News item & proof reding, Releasing of Advertisement(Public Notice/Tender/ Recruitment/ Display/ Classified / special Campaigns etc.) within State & Outside.
97	Shri R S Patel	All work related to Peon.

	Peon	
98	Shri B R Solanki Peon	All work related to Peon.
LAND & ESTATE CELL		
99	Sh. J.J.Parikh Dy. Engineer	– સબ સ્ટેશનો તેમજ પાવર સ્ટેશન માટેની જમીન સંપાદનોની ફાઈલની ચકાસણી, દસ્તાવેજોની ચકાસણી કરી જરૂરી મંજૂરી અર્થે મુકવી. – 'નિર્મળ ગુજરાત' ની કાર્યવાહી. – સ્ટોર્સ ફર્નિચરને લગતી કામગીરી.
100	V C THAKORE, Peon	All work related to Peon.
CIVIL DEPTT.		
101	Shri K C BARIA Gardner (Mali)	
102	Shri J F RABARI Gardner (Mali)	
103	Shri V J BARIA Gardner (Mali)	
104	Shri L J RABARI Peon	
ELECTRICAL MAINTENANCE DEPTT.		
105	Sh. S.N.Bhavsar Dy. Engineer (E&M)	Looking after the works of Electrical maintenance of Head office new building, old building, Vidyutnagar Colony, Baroda City Circle's all offices, Baroda Circles all office. GETRI Building, including all type of Air condition machine, Mobile Hand set and sim cards, Lift, P&T and Internal Phones, EPABX systems of all offices, R.O. Plant of all offices etc.
106	Shri S I Prajapati Jr. Assistant	Paper works for all maintenance work.
107	Shri D.V.Baria Electrician	Work carried out for electrical Internal & P&T telephones, AC, Lift complaint all offices and Vidyutnagar Colony.
108	Shri H.F. Mangi Electrician	Work carried out for electrical Internal & P&T telephones, AC, Lift complaint all offices and Vidyutnagar Colony.
109	Shri S.K.Vasava L.M.	Work carried out electrical complaint at Vidyutnagar colony.
110	Shri K.C. Rathwa L.M.	Work carried out electrical complaint at Vidyutnagar colony.
111	Shri S.N.Kothari Helper	Work carried out for electrical Internal & P&T telephones, AC, Lift complaint all offices and Vidyutnagar Colony.
112	Shri C.G.Gadge Helper	Work carried out for electrical Internal & P&T telephones, AC, Lift complaint all offices and Vidyutnagar Colony.
113	Shri R.V.Pargi Helper	Work carried out for electrical Internal & P&T telephones, AC, Lift complaint all offices and Vidyutnagar Colony.
114	Shri A.D.Rakhe Helper	Work carried out for electrical Internal & P&T telephones, AC, Lift complaint all offices and Vidyutnagar Colony.
COMMERCE DEPTT.		
115	Shri K.P.Jangid C.F.M. (Comm)	Power Purchase from Central Sector, CPPs, Wind Farms & Long Term Power Procurement, Sale of power to DISCOMs, Regulatory Affairs
116	Mrs. Shalilaja Vachharajani C.F.M. (IPP)	Power Purchase from GSECL, Independent Power Producers and all related issues including regulatory affairs
117	Shri N.A.Patel C.F.M.(Trading)	Short Term Power Purchase and Sale, Scheduling power for GUVNL and LAQ compliance, Regulatory matters, Power Exchange activities etc.
118	Shri. S.S. Trivedi Accounts Officer(Comm)	Supervision of Payment vouchers, Accounting work, Compliances to Audit, preparation of MIS data, other details related to power purchase/sale of power reconciliation of accounts with the books of Suppliers & costumers

119	Shri. P.J. Jani Exe.Engr.(Comm.)	Power Purchase from Central Sector, CPPs, transmission charges of PGCIL, Regulatory Affairs.
120	Shri. A.N. Khambatta Dy. Engineer(Tariff)	Power Purchase from Renewable Sources, GERC Regulatory affairs, billing to DISCOMs, calculation of Fuel Surcharge, Tariff related work
121	Shri U.N.Acharya Dy. Engineer(IPP)	Processing of power purchase bills of IPPs and GSECL and other related matters
122	Shri K.B.Parekh Dy. Engineer(IPP)	Processing of power purchase bills of IPPs and GSECL and other related matters.
123	Shri M.V.Makwana Dy. Engineer	Power Exchanges related work, processing of Wind Farm/ power trading Bills and other miscellaneous works. Replies of LAQ/RSQ and SLDC related works.
124	Shri N.B. Kansara Dy. Engineer(Comm.)	Power Purchase from Central Sector, CPPs, transmission charges of PGCIL, Regulatory Affairs & Energy Accounting.
125	Shri S.S. Mistry Dy. Engineer(IPP)	Processing of power purchase bills of IPPs and GSECL and other related matters
126	Shri S.K.Nair Dy. Engineer	Power Purchase from Central Sector, CPPs, transmission charges of PGCIL, Regulatory Affairs & Energy Accounting.
127	Shri R.P.Soni Dy. Engineer (IPP)	Processing of power purchase bills of IPPs and GSECL and other related matters
128	Shri V.T.Patel Jr. Engineer	Regulatory affairs, GERC related works, DISCOMs billing, FPPPA calculation, tariff related work, powder procurement from renewable sources.
129	Shri A.A.Ganchi Jr. Engineer	Power Exchanges related work, processing of Wind Farm/ power trading Bills and other miscellaneous works. Replies of LAQ/RSQ and SLDC related works. Technical support in maintaining GUVNL Vehicles Transport Dept.Work
130	Shri V P Shah Supdt. (A/cs.)	Supervision of payment vouchers relating to power purchase and miscellaneous editing. Preparation of office notes and payment vouchers of central sector, IPP, Bilateral power purchase
131	Shri R.K.Parekh Supdt. (A/cs.)	Supervision of Wing Farm payments, accounting of power purchase and sale of power, supervision of payment of U.I. to W.R., SLDC and accounting thereof, Supervision of TDS Certificate issued by Commerce Department
132	Shri S.T.Saiyad, Sr. Steno	Attending Executive Director (Finance)
133	Shri A.M.Shaikh Stenographer	Attending CFM(IPP), CFM(Com), CFM(Trading)
134	Shri V B Vaghela Sr. Assistant	Assist on all IPP related works.
135	Smt. T U Chaudharl Sr. Assistant	Central sector/ power trading & CERC/ CPP works
136	Shri K.V.Parmar Jr. Assistant	Process of Wind farm bills and other work assign by SE(Tariff)
137	Smt. M P Sheth Jr. Assistant	GERC, Tariff & wind farm related work
138	Shri N K Makwan Jr. Assistant	Preparation of office notes and payment vouchers of IPP, Misc. payments, Advocates payments, posting of suspense ledger preparation of TDS certificates and other related works.
139	Shri Y B Desai Jr. Assistant	Dispatch/ transit/ zerox slips& bills/ Muster roll & establishment work.
140	Shri D S Patel Jr. Assistant	Preparation of office notes and payment vouchers of Central Sector& CPP power purchase, and Misc. payments , Accounting of power purchase, posting of suspense ledger preparation of TDS certificates and other related works
141	Smt. A.M.Shaikh Jr. Assistant	Process of power purchase bills of PXI and PIEX accounting, suspense work of sale of power and related work. Process of Wind Farm Bills and

		other allied works.
142	Smt. U.S.Waghela Jr. Assistant	Process of payment of Wind Farm, accounting, maintaining Suspense and related work.
143	Shri C K Solanki Daftary	Filing work
144	Shri A D Vankar Daftary	Filling work
145	Shri V A Luste Peon	All work related to Peon.
146	Shri R M Solanki Peon	All work related to Peon.
147	Shri A D RANA Peon	All work related to Peon.
ACCOUNTS DEPTT.		
148	Shri K.M.Shringarpure G.M.(F&A)	Maintenance & Supervision of Finance & Accounts, Resource mobilization
149	Shri J.N.Pancholi C.F.M.	Maintenance & Supervision of Govt. Ref., Accounts / Audit etc.
150	Shri Shubhdeep Sen C.O.A.	Maintenance & Supervision of Fund Flow, CPF, Resource mobilization etc.
151	MRS. K.R.RATHOD Dy.C.A.O.	Maintenance & Supervision of CPF Final Settlement, bills payment, cheque signing, Muster Roll
152	Sh. A.H.Vyas A.O.	Maintenance of ADB-1804, ADB-1826 Loan and PFC loan, SRDBFC-II & SWF
153	Sh. M.D.Valvi A.O.	Maintenance & Supervision of Daily Cash Transaction, Working Capital etc.
154	Sh. A.V.Chuadhary A.O.,	Maintenance & Supervision of Bills, VAT (Taxes) & A/cs.
155	Sh. M.K.GAMIT A.O.	Supervision of BRS work and Cash Counter
156	Sh. N.M.SHAH Supdt. (A/c.)	Maintenance of all Term Loans & misc. works
157	Shri G.G.Joshi Supdt. (A/c.)	Entire CPF Work, Investment of CPF, Pension & Gratuity – Supervision thereof for GUVNL & its subsidiaries
158	Shri M.P.Patel Supdt. (A/cs.)	Maintenance & Supervision of Final Accounts, Fixed Assets and compliance to Govt. / Statutory / Internal Audit etc.
159	SHRI R.R.TRIVEDI Supdt. (A/cs.)	Entire CPF work and Supervision thereof for GUVNL & its subsidiaries
160	Mrs.Heena Patel Supdt. (A/c.)	Pay Bill & Resource, Govt. Guarantee (Bond) etc.
161	SHRI N.A.PANDIT Supdt. (A/cs.)	Bank Reconciliation Work
162	SMT.D.M.Vasava Dy. Supdt. (A/c.)	Cash Counter
163	SHRI S.C PATEL Dy. Supdt. (A/c.)	Maintenance of Investment Portfolio & PF Final A/cs & Misc. work
164	SHRI M.T.MALAR Dy. Supdt. (A/cs.)	Processing Suppliers Bills
165	Mrs.S. S.Ranade Dy. Supdt. (A/c.)	DPG-LC-Processing of monthly & Annual A/c, e-urja ledger
166	SHRI R.K.PARMAR Dy. Supdt.(A/c.)	Govt. subsidy / Loan / Grant / Elect. Duty & Capital Exp. FD
167	Shri N B Rabari Dy. Supdt. (A/c.)	Cash Book, PV Data work and reconciliation work

168	Shri M D Ganasva Dy. Supdt.(A/c)	Checking of F/S of all successor companies. Payment Voucher of Gratuity checking etc.
169	Shri B N Khambhatta Dy. Supdt. (A/c.)	Pension work of all corporate offices of Baroda (i.e. GUVNL, MGVCL, GETCO, GSECL)
170	Shri R G Dangi Dy. Supdt. (A/c.)	Banking work, Investment correspondence with Arrangers and Bond Holders and other works
171	Smt.P.A.Sawhani Dy. Supdt. (A/c.)	Bank CC Int. Posting. Prepayment Adj. Vouchers & Income Tax matter
172	Shri D.R.Kulkarni Jr. Steno	Personal Assistant to GM (F&A) – Dictation etc.
173	SHRI P.R.VYAS Sr. Asst.(T)	Typing and courier work of Finance & Accounts Deptt.
174	SHRI R.C.RANA Sr. Assistant	e-Urja payment entry and cheque printing, Wind Farm etc.
175	Smt.S R Mudgal Sr. Assistant	Inward / outward, receiving Tapal, Files and keeping files of GM (F&A)
176	Mrs. M P Sawant Sr. Assistant	Passing of TA Bills / LTC Claim / Pay Bill related works, Telephone & Mobile Bills
177	Miss. Pratibha H. Bhatt Sr. Assistant	HBA & Pay Bill Voucher Checking & e-Urja
178	Shri P S SHETH Sr. Assistant	EDLI, Investment etc.
179	SHRI D.S.KARODE Jr. Assistant	Pay-Roll from processing to Reports, Form 16, Mobile /TA Bill & Reconciliation work of Suspense and Misc. work
180	SMT.D.H.VORA Jr. Assistant	Cash Book, Legacy & e-Urja entry, Credit Adj. vouchers
181	Shri R N Shah Jr. Assistant	Inter Company Reconciliation & Cash Book auditing
182	Shri R.D.Parekh Jr. Assitant	Processing for suppliers' Bills
183	SHRI G.G.SHAH Jr. Assistant	Bill Discount, e-TDS, Daily Rev & Misc.
184	Smt.H.G. Gajjar Jr. Assistant	Non Refundable / Refundable Loan, PGVCL Final Settlement, dispatch
185	SHRI R.H.PANJABI Jr. Assistant	Inspection Charges, CPF Returns & entire Gratuity related work
186	Smt. I Y Desai Jr. Assisatant	All F/S cases of distribution Company & GUVNL
187	Shri P N Bariya Daftary	Filling work etc.
188	Shri R.I.RAVAL Peon	
189	Shri D N Vankar Peon	
190	Shri R.N.SINGH Peon	
Vigilance Dept.		
191	Shri K.T.Thomas P.S.	Assisting IG(S) & CVO on daily official work.
192	Shri R.C. Dogra Supdt. Engineer	Installation checking.
193	Shri N.C. Vaidya Dy. Engineer	Installation checking.
194	Shri Kishor S. Patel	Co-ordination.

	Dy. Engineer	
195	Shri D.C.Javia Dy. Engineer	Technical Assistant.
196	Shri M.G.Amin Jr. Engineer	Installation checking.
197	Shri M.P.VASAVA Dy. S.P.	To look after security of GUVNL and subsidiary companies all regular contract security supervise, contract security tendering of all companies.
198	Shri A.M. MUNIYA Dy. S.P.	To monitor GUVNL Polices Stations and Vigilance deptt. inquiry.
199	Shri M.R. Sharma Police Inspector	Reader PI to IGP (Security)
200	Shri R.C. Parekh Sr. Technician	Vigilance Control Room
201	Shri A.I. Multani Sec. Insp.	Performing General day duty and security supervisor duty timing 10.00 to 18.00 Hrs. and looking of in-out materials, Gujarati typings and as per instruction of Dy.S.P.(Security).
202	Shri A.S. Mishra Sec. Insp.	To perform day duty i.e. 16.00 to 24.00 hrs and night checking on every Monday and Wednesday at Vidyutnagar, HO.
203	Shri R.S.Parmar Sec. Insp.	To perform general duty at HO, i.e. from 10.00 am to 6.00 PM and perform duty as per the instructions of the Dy.S.P.(Security).
204	Shri D.L.Dindor Sec. Inspector	To look after administrative work in the office of Dy.S.P.(S) and all GUVNL security handling and duty details. To perform nigh duty on every Thursday at Vidyutnagar, Gotri & SLDC.
205	Shri A.S.Mahida Sec. Insp.	To perform day General duty at E. Urja Project. To perform Night checking duty every Friday and Sunday at Head Office, Colony to remain present at e-Urja project.
206	Shri B D Rathva Sr. Assistant	Clarical work.
207	Shri S S Patel Sr. Assistant	Installation checking reporting and clerical support.
208	Shri B.B.Ray Driver	Driving work.
209	Shri N.B.Solanki Driver	Driving work
210	Shri V.V.Kalara A.S.I.	To perform round the clock shift duty at Head Office.
211	Shri R.H.Katara A.S.I.	To perform round the clock shift duty at Head Office.
212	Shri J.P. Solanki Peon	Peon related work.
213	Shri V N Vankar Peon	Peon related work.
214	Shri R H Padhiar Peon	Peon related work.
215	Shri B B WAGHELA Watchman	To perform general duty at colony.
216	Shri G.G.Jadav Watchman	To perform round the clock shift duty at Head Office.
217	Shri G B RAO Watchman	To perform general security duty at Head Office i.e. from 10.00 to 18.00 Hrs.
218	Shri H B PATEL Watchman	To perform round the clock shift duty at Head Office.
219	Shri H A GADHAVI Watchman	Vigilance Control Room duty.

220	Shri P P VALAND Watchman	To perform round the clock shift duty at Vidyutnagar colony.
221	Shri N.H.Vasava Watchman	To perform general security duty at Head Office, VIP Pouch New Building.
222	Shri G.S.MEHRA Watchman	To perform round the clock shift duty at Vidyutnagar colony.
223	Shri R.P.GARASIYA Watchman	To perform round the clock shift duty at Head Office.
224	Shri D H MACHCHAR Watchman	To perform round the clock shift duty at Head Office.
IT DEPTT.		
225	Sh. Rajesh A. Shah DGM(IT)	Head of the Department
226	Shri A.J.Deshmukh, Sys. Analyst	At e-Urja Data Center, involving with TCS team for database admin activities of 37 Oracle 10g DB RAC with ASM which includes all activities right from Backup / Restore. Oracle Applications patches application from time to time During maintenance schedules. Miscellaneous admin activates of Datacenter from GUVNL side. Application Maintenance, Database Administration activities and supporting field offices of all Discoms for Division level HT Billing application and some other modules using D2K & Oracle 9i DB. Major role in implementing e-Urja HT Billing with M/s. Broadline & M/s. TCS. Application level issues streamlining, co-coordinating with consultants and End users, data migrations etc. One of the participants in change management Group of this activity. Assisting Dy.G.M.(IT) in various activities at GUVNL, IT
227	Sh. B. R. Shah Programmer	Development and Maintenance of Pay bill system, Income Tax, CPF system, EPS System, Data base for gratuity, EDLI, Above all system co-ordination with TCS for e-Urja project, Work related to connectivity for all company; Hardware maintenance Preparing proposal of contactor, and Bill passing there of. Process champion for e-Urja pay bill Module. Convener for e-urja HR & PAY System.
228	Shri J.P.Mirani Programmer	Purchase of Hardware & Peripherals , Purchase Order Module in E-urja , System Admin work in E-urja, Bill Passing of Data Center & Facility Management , Library Management for Computer related Books , Gen. Admin Work;
229	Shri U.I.Patel Programmer	Maintenance and implementation and support of Sub division level LT Billing and Accounting System, Coordinating with LT Agencies Support to vendors for development of billing software for Hand Held and e-Urja, MIS. Reports; ISO team member; eBilling co-ordination
230	Shri S.G.Desai Jr. Prog.	Pay bill system, CPF, e-Urja training for all company; coordination for e-Urja project; Implementation of e-Urja Finance Module; Cash Collection System, in all DISCOMS & all S/Dn of Board & agencies (950) Implementation of e-URJA Pay., e-Gram Panchyat. Of Gram Panchayat
231	Sh. P. Y. Desai Jr. Prog.	Various Activity of e-Urja data center like Independently perform activity of Development Server (GUVNL, GETCO, DISCOM, GSECL), Day 2 day Learning DBA activity for future use like. Understanding detail architecture of production servers with its OS & Network. Its functionality & how it works. Creation of test vision database .Upgrading database from 9i to 10 g. creating ASM , RAC. Load balancing of servers. Understanding Check point software to create rules For accessing different tiers of servers.

		Understanding of day to day live problems & solutions regarding Live production servers of each company As well as OCS servers. Patch Management activity with TCS Co-ordination with team of Data Centre ,General Admin work Daily Punch Card System – Access Control System (Co-ordination with Supplier regarding hardware issue, Backup of the database, Monitoring of Networking and fine tuning of the punch card machine)
232	Sh. H.B. Raut, J.E.(IT)	Various activity of e-Urja data center, ISMS Medical System, RSO inventory system.
233	Smt. M.K.SHAH Jr. Prog.	Activities at e-Urja data center : Development Server Backup for GUVNL, GETCO, DISCOM, GSECL. Day 2 day Learning DBA activity for future use like. Understanding detail architecture of production servers with It's OS & Network. Its functionality & how it works. Creation of test vision database Upgrading database from 9i to 10 g. creating ASM , RAC. Load balancing of servers. Understanding Check point software to create rules For accessing different tiers of servers. Understanding of day to day live problems & solutions regarding Live production servers of each company As well as OCS servers. Daily Punch Card System Co-ordination with Access Computers regarding hardware issue, Backup of the database, Monitoring of Networking And fine tuning of the punch card machine.
234	Shri P O Shah Sr. Assistant	General Administration and HR & Account related matters
235	Shri D.H. Mehta Jr. Prog.	e-urja Item Master maintenance (GETCO& GUVNL) Hardware/Networking maintenance Monitoring, Purchase Proposal preparation for Computers & peripherals
236		
237	ShRI S.M.Shah Jr. I/O	Uploading Tender and Gen Office Work CEA Daily report Uploading on WEB Home page.
238	Shri S.D.Bhavsar Jr. I/O	Processing of LT Billing System e-Urja LT System MIS and report Data Backup
239	Shri G.I.Gavit Jr. I/O	Tender Uploading ,Uploaded Tender Verifying and Processing of BRIF System/Revenue MIS report Backup
240	Shri R.K.Chavda Jr. I/O	LT MIS Process & MIS data backup & it's follow up with LT Billing agencies, Processing of Cash Book Passbook up to final account for GETCO Accounts
241	Shri U.K.Jani A.C.P.A.	A/C maintenance, Transit work
242	Shri Ketan Rao Peon	All work related to Peon.
243	Shri R K Solanki Peon	All work related to Peon.
LEGAL DEPTT.		
244	Sh. A A JOSE Legal Adviser	<ul style="list-style-type: none"> • Heading the Legal Department and looking after the overall legal functions of the GUVNL and all subsidiary Companies, including legal advise / opinion and guidance on legal matters. • Rendering legal advise and opinion on legal matters received from

		<p>different Departments of GUVNL & its subsidiary companies.</p> <ul style="list-style-type: none"> • Regular interaction, liasioning, co-ordination and rapport with the Advocate General; Additional Advocate General, Senior Advocates of High Court/Supreme Court in connection with important legal issues. • Overseeing/monitoring of Court cases and arbitration matters of GUVNL & its subsidiary Companies. • Co-ordination and liasioning for settlement of cases in the Lok-Adalats and Pre-Litigation Lok-Adalats. • Holding regular meetings with Panel Advocates and field officers at different places to expedite Court cases. • Interaction with other SEBs / Power Utilities, CPU etc. on legal matters. • Regular interaction with field units, different Courts, GERC, Tribunals, Advocates etc. regarding pending Court cases. • Regular follow up with field units and Panel advocates regarding pending Court cases. • Empanelment of Advocates in, and/or deletion from, the Panel of GUVNL and all subsidiary Companies and related correspondence with the Advocates and field Offices. • Study and analysis of the Judgments/ Decrees received for / against the GUVNL & its subsidiary Companies. • Overseeing MIS of Court cases received from the field offices. • General correspondence and guidance to the field officers & Panel Avocates on legal issues. • Overall supervision of the working of employees of the Legal Department. • Submission of various details required by the State Government and attending to Govt. references. <p>Other legal functions entrusted by the top management.</p>
245	Sh. A.S. Pasnani Dy. Engineer (Legal)	<ul style="list-style-type: none"> • Techno-legal scrutiny of cases referred to the Legal Adviser, involving complicated technical questions. • Legal guidance to Board's field units and Panel Advocates to tackle technical questions involved in the legal matters. • Legal Scrutiny and analysis of the proposals for filing Civil Suits, Appeals etc. • Submission of various notings and proposals in legal matters. • Regular follow up with field offices for arranging Lok-Adalats / Pre Litigation Lok-Adalats for setting maximum number of pending cases. • Maintaining Data & status report of Lok-Adalat & Pre-Litigation Lok-Adalat held by DISCOMs. • Circulation of important Judgement received by the Board. <p>Rendering general assistance to the Legal Adviser for different legal functions.</p>
246	Sh. A.T. Trivedi, Supdt. (Legal)	<ul style="list-style-type: none"> • Receiving Summons / Notice from the Courts and forwarding the same to concerned Department / Company. • Legal scrutiny and analysis of the proposals for filing Civil Suits, Appeals etc. • Legal Scrutiny of quarterly returns of Court cases of different DISCOMs. • Scrutiny of bills of Panel Advocates. • Looking after the sationary and other office items required by the Legal Dept. • Review and feed back of the Annual Status Reports received from the Panel Advocates. • Rendering general assistance to the Legal Adviser for legal functions. • Looking after Govt. references and general establishment matters.

		Other legal works entrusted by the LA.
247	Shri H.F. Hakimji, Dy. Supdt. (Est)	<ul style="list-style-type: none"> • Scrutiny and up-dating of Quarterly Returns of Courts cases received from DISCOMS, GETCO, GSECL as well as follow up thereof. • Legal scrutiny and processing of proposals for filing Civil Suits / Appeals received from the DISCOMS field units and Transmission units, Name change cases, etc. • Legal scrutiny of contract agreements, Bonds, Power of Attorneys etc. • Legal scrutiny of HBA loan applications and title clearance thereof. • Updating Law Library and looking after related correspondence. • Legal scrutiny of Title Documents of HBA cases. • Law Library records and circulation of important judgements. <p>Other legal works entrusted by L.A. & Supdt. (Legal).</p>
248	Shri R N Pandya Sr. Assistant-I	<ul style="list-style-type: none"> • Maintaining and up-dating records of Panel Advocates. • Follow up with the field office for Lok-Adalats / Pre-Litigation Lok-Adalats. • Maintaining & updating records of pending Civil Suits; pending Decrees; time-barred cases; settlement of cases in Lok-Adalats; disposal of cases, etc. • Scrutiny and monitoring of Quarterly Returns of court cases submitted by different GUVNL & subsidiary Companies. • Review, monitoring and feedback on Annual Status Report of Court cases submitted by the Panel Advocates. • Drafting various Notes / Letters and comparing work of typed matters. • Other general clerical assistance to the Legal Department. <p>Other works entrusted by the superiors.</p>
249	Mrs B K Soni, Sr. Assistant-II	<ul style="list-style-type: none"> • Legal scrutiny of Power of Attorneys, B.G., NOCs. • Monitoring of Legal cases / Quarterly Returns of different DISCOM's & GUVNL. • Review, monitoring and feedback on Annual Status Report of Court cases submitted by the Panel Advocates. • Follow up with different departments of the GUVNL for legal works. • Scrutiny and monitoring of Quarterly Returns of court cases submitted by different GUVNL & subsidiary Companies. • Drafting different proposals / correspondence. • Legal scrutiny of HBA documents for title clearance. • Legal scrutiny of Contract Agreements. <p>Other works entrusted by the superiors.</p>
250	Sh R A Misarwala, Sr. Steno	<ul style="list-style-type: none"> • Attending the dictation, typing and other general secretarial duties of the Legal adviser. <p>Maintenance of various important data required for the Legal Department.</p>
251	Shri S P Desai Sr. Assistant-III	<ul style="list-style-type: none"> • Looking after the Inward / outward work. • Drafting different notes / letters. • Comparing types matters. • Preparation of files. • Up-dating an preservation of Summons Register, B.G. Register, H.B.A. Register, Inward / Outward and Transit Registers. • Other clerical functions of the Legal Department. • Maintenance of Records of Law Library. • Filing works.

		<ul style="list-style-type: none"> Up-keeping of records, files and Circulars. Other clerical duties entrusted by the officers of the Legal Department.
252	Shri H V Nanavati, Jr. Assistant (T)	<ul style="list-style-type: none"> Typing and clerical works of Legal Department. Other clerical duties entrusted by the Officers of the Legal Department.
253	G B Dodia Peon	All work related to Peon.
254	H M Rohit Peon	All work related to Peon.
STORE & PURCHASE DEPTT.		
255	Shri P.A. Shah Chief Engineer(Tech)	Co-ordination with subsidiaries & Govt and monitoring of Government granted schemes/projects.
256	Shri S.P. Trivedi Dy. Engineer	Co-ordination with DISCOMs for techno-comm.matters, BIFR,AAIFR & GBIFR cases, correspondence with DISCOMS.GSFC&GIIC matter related.
257	Shri S.P. Shah Dy. Engineer	Looking after all types of Purchase /ARC/AMC, printing of forms, registers, Annual reports, Energy conservation.
258	Shri S.S. Modi Dy. Engineer	Co-ordination with DISCOMs,CPC work, Project report on HVDS & EEPS over and above work as a Executive Technical Assistant to chairman, PGVCL.
259	Shri R.G. Nagaria Dy. Engineer	Old SP related works, purchase work,CPC works, Disaster management works, Co-ordination with DISCOMs etc. Govt.& Central Govt. related works
260	Shri N.R.Pillai Sr. Steno	Dictation typing CE(TECH) & sorting and marking of Tapals, posts, files. Attending phones and making correspondence.
261	Shri V M Shah Dy. Supdt. (A/c.)	Legal cases, Audit para.
262	Shri S.B.Pathak Sr. Assistant	Procurement of stationery and other office equipment not covered under ARC. Maintaining of CRs of staff.
263	Shri J D Bhojani Sr. Assistant	Tender related works and enquiry of AMC/ARC purchase of items of Gr.VI A/Ts refund of EMD, Refund of PBG of Gr.II Transformers cable.
264	Shri A D Patel Sr. Assistant	Office related works pertaining earlier old matter as SP deptt., correspondence, with supplier for related store items.
265	Shri P.G.Rathwa Sr. Assistant	Preparing of Indent for various types of Stationery, Cartridges and Uniform Articles. Receiving of stationery, Cartridges & Uniform Articles Issue of Stationery items and cartridges to various departments of GUVNL. Issue of Uniform article to eligible staff of GUVNL. e-Urja functionally for above all mention work.
266	Shri N.K.Kavishwar Jr. Assistant	Posting of M.R.s, pricing, bin cards and preparing IBA, ST-8, ST-9, ST-10 for all furnitures and capital items of GUVNL. Preparing of monthly store return for capital items of GUVNL and compliance thereof. Inventory functionality. Issue of DI (Manual & in e-urja) Preparing of SMB, Store Receipt Notes, Recording of bills for supply of stationary, cartridges, ARC for printing, uniform clothes etc. and compliance thereof. Preparing of all office notes, statements, and necessary correspondence of store related matters. e-urja functionality for above all mention work.
267	Kum. J.B.Dhebar Jr. Assistant	Maintaining dispatch,Transit, & inward registered of CE(T) GUVNL.
268	Shri K.J.Panchal Jr. Assistant	Tender related works, CPC works, e-urja works, maintaining muster works.
269	Shri R B Parmar Daftary	Filing works.

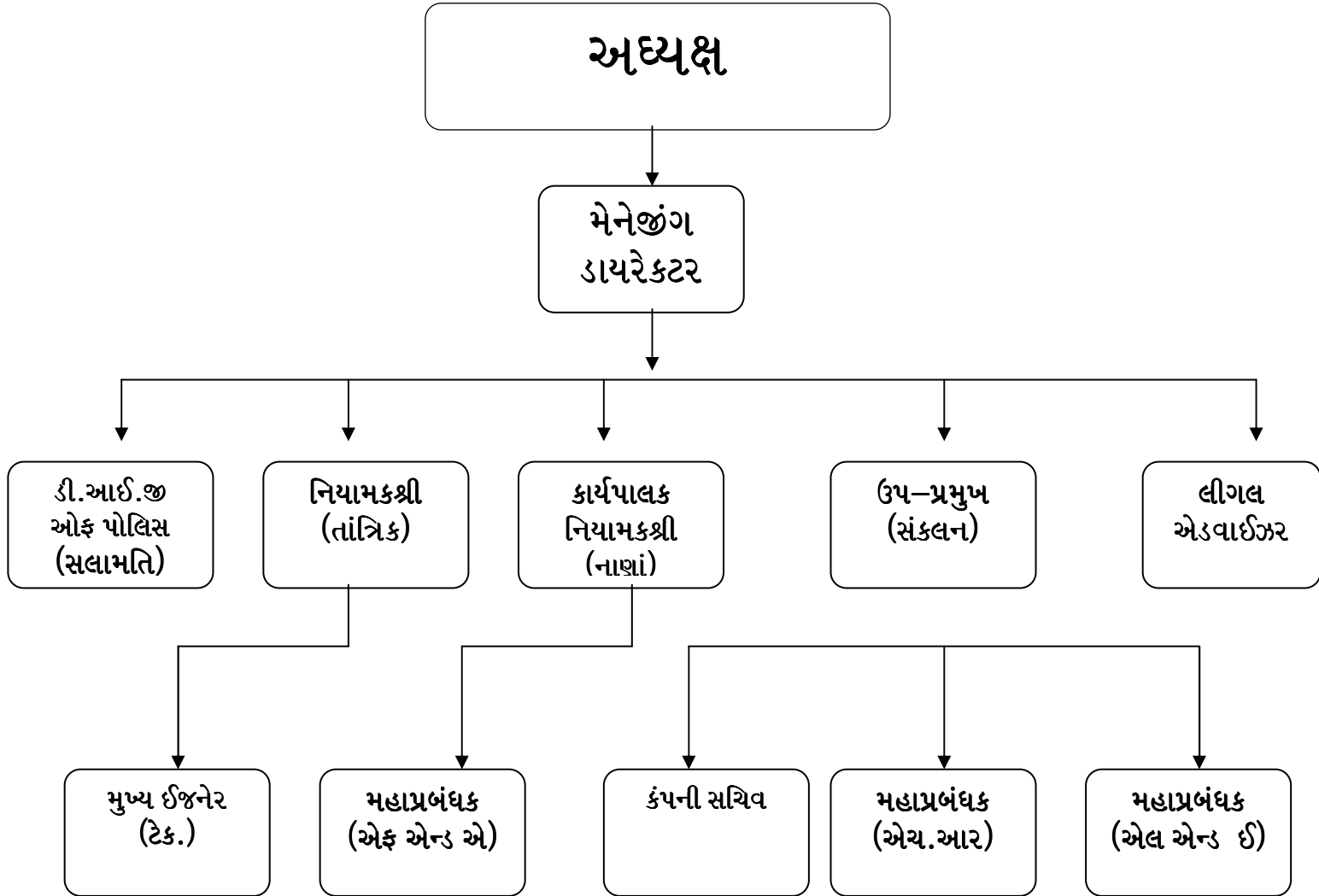
270	Shri RASHID A MUNSHI Peon	Peon related work.
271	Smt. N C Thakor, Peon	Peon related work.
272	Shri Dilip Harijan Peon	Peon related work
RURAL ELECTRIFICATION DEPTT.		
273	Shri H.B. Pancholi Supdt. Engineer	Over all monitoring of various rural electrification scheme and co ordination with DISCOM and Govt.
274	Shri H. M. Solanki Dy. Engineer	RE scheme i.e. TASP wells & Petapara, SCSP, Tatkal scheme, Compliance of Govt. references, Vanbandhu kalia yojana, Star/Non Star Questions, 30 taluka, Ag. Complaint, etc,
275	Smt. R D.Fumakia Dy. Engineer	Normal wells/ Petapara, RGGVY, MIS Scheme, Zupadpatti, Kutir Jyoti, Primary school, MIS reports, PMGY scheme, Village electrification, Complaints, Govt reference, RAPDRP
276	Smt. Ranna. S. Patel Dy. Engineer	RAPDRP, APDRP, Dist, MIS, Dist. Losses, AAR, Meetings, LAQ, Govt. reference, Various distribution related Deta preparations, Complaints etc
277	Shri D.V.Patel Dy. Engineer	Jyoti Gram Yojana scheme related preseration Energy Conservation scheme, Sagarkhedu Yojana, Accident, Complaints related govt.reference, Compliance of meetings, Related LAQ ISO 9001 2008 related audits/works Award nominations.
278	Shri S.H.Sheth Supdt. (A/c.)	Monthly, Quarterly & annual physical and financial schemes reports, UTC, Accts. Related works etc.
279	Shri D V Mhasavde Sr. Steno	Gujarati Steno.
280	Kum. U.L.Shroff Dy. Supdt. (E)	Office related works.
281	Shri H B Rana Sr. Assistant	Office related works
282	Shri J R Jani Sr. Assistant	Accounts related work, Monsoon related works etc.
283	Smt. D.D.Buch Sr. Assistant	Office related works
284	Smt. G.P.Trivedi Peon	Office attendant
285	Shri D G Gor Peon	Office attendant

મેન્યુઅલ્સ – ૩ (નિયમ સંગ્રહ –૩) કલમ – ૪ (૧) (ખ) (૩)

નિર્ણય લેવાની પ્રક્રિયા તેમજ નિયંત્રણ અને જવાબદારી માટેની વ્યવસ્થા

ગુજરાત ઊર્જા વિકાસ નિગમ લિમિટેડ તા.૧-૪-૨૦૦૫ થી કાર્યરત થયેલ છે. સંસ્થાના હેતુઓ સિદ્ધ કરવા માટે જુદાં જુદાં કર્મચારીઓ સંબંધિ નિર્ણયો લેવા માટે તેમજ જે તે અધિકારી / કર્મચારીઓને જવાબદારી સોંપવા અંગે એક સંસ્થાકીય માળખું તૈયાર કરવામાં આવેલ છે, જે નીચે પ્રમાણે છે.

સંલગ્ન દેખરેખ નિર્ણયો કરવાની સત્તાઓ બાબતનું માળખું
કોર્પોરેટ ઓફિસ



મેન્યુઅલ્સ –૪ (નિયમ સંગ્રહ –૪)
કલમ – ૪ (૧) (ખ) (૪)

સંસ્થાની કામગીરી સંબંધિત નીતિ – નિયમો

ગુજરાત ઊર્જા વિકાસ નિગમ લિમિટેડ એ હોલ્ડીંગ કંપની છે. અને કંપનીએ તેની આનુષાંગિક વીજ વિતરણ, વીજ પ્રવહન અને વીજ ઉત્પાદન કંપનીઓ તેમની કામગીરી સુચારૂપણે કરે તેનું સંકલન કરવાનું છે. તદુપરાંત સરકારની વિવિધ યોજનાઓ અન્વયે કૃષિ ક્ષેત્રે, ઘરવપરાશ ક્ષેત્રે, વાણિજ્ય ક્ષેત્રે, ઔદ્યોગિક ક્ષેત્રે ગુણવત્તાસભર વીજળી મળી રહે એ નિયત કરવાનું છે અને રાષ્ટ્રીય વીજ નીતિ અનુસાર નિયત કરેલ લક્ષ્યાંકો સિધ્ધ કરવાના રહે છે.

મેન્યુઅલ્સ –૫ (નિયમ સંગ્રહ –૫)

કલમ – ૪ (૧) (ખ) (૫)

કાર્ય કરવા માટેના નિયમો– વિનિયમો, સૂચનાઓ, નિયમસંગ્રહ અને દફતરો

ગુજરાત ઊર્જા વિકાસ નિગમ લિ. જ્યારે ગુજરાત વિદ્યુત બોર્ડ તરીકે કાર્યરત હતું ત્યારે કામગીરી કરવા અંગેના વિવિધ નિયમો, વિનિયમો , સૂચનાઓ વિગેરે ઘડવામાં આવેલ, જે મુજબ હાલમાં ગુજરાત ઊર્જા વિકાસ નિગમ કામગીરી કરે છે. મુખ્યત્વે નીચે મુજબના નિયમ – વિનિયમો દ્વારા આ સંસ્થા કામગીરી કરે છે.

૧. જનરલ સ્ટેન્ડીંગ ઓર્ડર (G. S. O.)

નિયામક મંડળ દ્વારા સંસ્થાની કામગીરી અંગે જે નિર્ણયો લેવામાં આવે છે, તેના અમલ માટે જનરલ સ્ટેન્ડીંગ ઓર્ડર બહાર પાડવામાં આવે છે.

૨. મેન્યુઅલ્સ :

સંસ્થાની કામગીરીની વિવિધ પ્રક્રિયા માટે મેન્યુઅલ્સ ધ્વારા માર્ગદર્શિકા આપવામાં આવેલ છે, તે અનુસાર વિવિધ કામગીરીઓ હાથ ધરવામાં આવે છે.

૩. પરિપત્ર :

સંસ્થાની કામગીરી સંબંધિત સ્પષ્ટતાઓ, માર્ગદર્શન માટે પરિપત્રો બહાર પાડવામાં આવે છે, જેનો પુસ્તક સ્વરૂપે સંગ્રહ કરવામાં આવે છે. કોમર્શિયલ સરક્યુલર તથા ડીસ્ટ્રીબ્યુશન સરક્યુલર સંસ્થાની વેબસાઈટ ઉપર મૂકવામાં આવેલ છે.

મેન્યુઅલ્સ – ૬ (નિયમ સંગ્રહ – ૬)
કલમ – ૪ (૧) (ખ) (૬)

સંસ્થાના વિવિધ કક્ષાના દસ્તાવેજોનું પત્રક

ગુજરાત ઊર્જા વિકાસ નિગમ લિમિટેડ તાજેતરમાં કાર્યરત થયેલ કંપની છે. આ સંસ્થાના મહત્વના દસ્તાવેજોની યાદી નીચે મુજબ છે.

ક્રમ	દસ્તાવેજોનું નામ	દસ્તાવેજો કોના નિયંત્રણમાં છે
૧.	જનરલ સ્ટેન્ડીંગ ઓર્ડર	વહીવટી શાખા જી.યુ.વી.એન.એલ.
૨.	મેન્યુઅલ્સ	વહીવટી શાખા- "
૩.	પરિપત્રો	સંબંધિત ખાતાકીય વડાઓ
૪.	મેમોરેન્ડમ ઓફ એસોસીએશન અને આર્ટીકલ્સ ઓફ એસોસીએશન	કંપની સેક્રેટરી

મેન્યુઅલ્સ –૭ (નિયમ સંગ્રહ –૭)
કલમ – ૪ (૧) (ખ) (૭)

જાહેર જનતાના પરામર્શ દ્વારા નીતિ ઘડતર માટેની વ્યવસ્થાની વિગતો

ગુજરાત ઊર્જા વિકાસ નિગમ લિમિટેડ ની કામગીરી તેની આનુષાંગિક કંપનીઓ સાથે સંકલન તેમજ આ કંપનીઓની કામગીરી સુચારૂ રીતે થાય તેમજ વીજ ખરીદી વિનિમયની છે. હાલમાં જાહેર જનતાના પરામર્શમાં નીતિ ઘડતરની કોઈ વ્યવસ્થા અમલમાં નથી. આમ છતાં જ્યારે પણ તેની આનુષાંગિક વીજ વિતરણ કંપનીઓના વીજ વેચાણના ભાવ ગુજરાત વીજ નિયમન પંચ દ્વારા કરવામાં આવશે ત્યારે ગુજરાત વીજ નિયમન પંચ દ્વારા વિવિધ સંસ્થાના, ગ્રુપના પ્રતિનિધિઓ સાથે પરામર્શ કરવામાં આવે છે.

મેન્યુઅલ્સ –૮ (નિયમ સંગ્રહ –૮)

કલમ – ૪ (૧) (ખ) (૮)

સંસ્થા દ્વારા રચાયેલ બોર્ડ, પરિષદ, સમિતિ અને અન્ય સંસ્થાઓનું પત્રક

ગુજરાત ઊર્જા વિકાસ નિગમ લિમિટેડના નિયામક મંડળ દ્વારા ફક્ત નીતિ વિષયક નિર્ણયો લેવામાં આવે છે. ગુજરાત ઊર્જા વિકાસ નિગમ લિમિટેડના નિયામક મંડળના હાલના સભ્યોના નામ નીચે મુજબ છે.

ક્રમ	અધિકારીનું નામ અને હોદ્દો
૧.	શ્રી.ડી.જે. પાન્ડીયન, આઈ.એ.એસ.— ચેરમેન
૨	શ્રી અતનું ચક્રબર્તી, આઈ.એ.એસ. ડાયરેક્ટર
૩.	શ્રી પી.એચ. રાણા — ડાયરેક્ટર (ટેકનીકલ)
૪.	શ્રી આર. એન.સિંઘ — ડાયરેક્ટર
૫.	શ્રી બીમલ.એન. પટેલ — ડાયરેક્ટર
૬.	શ્રી એલ. યુઆન્ગો આઈ.એ.એસ.— મેનેજિંગ ડીરેક્ટર

આ ઉપરાંત કંપનીધારાની જોગવાઈઓ હેઠળ ઓડીટ કમીટીની રચના કરવામાં આવેલ છે જેના હાલના સભ્યો નીચે મુજબ છે.

ક્રમ	સભ્યોના નામ અને હોદ્દો
૧.	શ્રી પી.એચ. રાણા — ડાયરેક્ટર (ટેકનીકલ) સભ્ય
૨.	શ્રી અતનું ચક્રબર્તી, આઈ.એ.એસ. — ડાયરેક્ટર, સભ્ય
૩.	શ્રી આર. એન.સિંઘ — ડાયરેક્ટર
૪.	શ્રી બીમલ.એન. પટેલ — ડાયરેક્ટર

આ નિયામક મંડળ દ્વારા કરવામાં આવતી કાર્યવાહીની નોંધ જાહેર જનતા માટે ઉપલબ્ધ કરવામાં આવતી નથી.

મેન્યુઅલ્સ -૯ (નિયમ સંગ્રહ -૯)
કલમ - ૪ (૧) (ખ) (૯)

સંસ્થાના અધિકારીઓ તથા કર્મચારીઓની માહિતી :

ગુજરાત ઊર્જા વિકાસ નિગમ લિમિટેડના અધિકારીઓ તથા કર્મચારીઓની માહિતી આ સાથેના
પત્રકમાં સામેલ છે.

Sr. No.	NAME	Designation	DEPUTATION	Remarks
BOARD SECTION				
1	Shri D.J. Pandian, IAS	Chairman	GUVNL	
2	Shri L.Chuaungo, IAS	Managing Director	GUVNL	
3	Shri P.H.Rana	Director (T)	GUVNL	
4	Shri V.J. Gautam, IPS	D.I.G. of Police (Security) & CVO	GUVNL	
5	Shri Dinesh Patel, GAS	Vice President (Co-ordination)	GUVNL	
6	Shri S.B. Khayalia	Executive Director (Fin)		
7	Smt. C.P. Baranda, GAS	General Manager (L&E)	GUVNL	
8	Shri C. Bhaskarana	Personal Secretary	GSECL	Working as PS to MD
9	Shri Shivam Nair	Personal Secretary	GETCO	Working as PS to VP(Co-ord.)
10	Shri T.Vijaykumar Nair	Sr. Steno	GETCO	Working as PS to Dir(T)
11	Shri B S Jani	Jr. Asst.	GUVNL	Working at Dir.(T) Office
12	Smt. S.C.Devle	Jr. Asst.	GUVNL	Working at M.D. Office
13	Shri B.I. Pandya	Jr. Asst.	GUVNL	Working at Chairman Office
14	Shri M.M. Pamnani	Jr. Asst.	GUVNL	Working at V.P. (Co-ordination)
15	Shri P.J. Pandya	Peon	GUVNL	Working at Chairman Office
16	Shri S D Sagar	Peon	GUVNL	Working at M.D. Office
17	Shri M L RATHOD	Peon	GUVNL	Working at M.D. Office
18	Shri R J Solanki	Peon	GUVNL	Working at D.(T) Office
19	Shri A.R.Thakor	Peon	GUVNL	Working at D.(T) Office
20	Shri D B Parekh	Peon	GUVNL	Working at V.P.Office
21	Shri K K Prajapati	Peon	GUVNL	Working at V.P.Office
COMPANY SECRETARY				
22	Shri P.K Bhatt	Company Secretary	GUVNL	
23	Shri K S Barot	Sr. Asst.	GUVNL	
24	Shri R.J. Chuhan	Jr. I/O. Asstt.	GSECL	
25	Shri M R Pandya	Jr. Asst.	GUVNL	
26	Shri F M Baria	Daftary	GUVNL	
27	Shri S P Parmar	Peon	GUVNL	Working at C.S. Office
28	Shri N V Waghela	Peon	GUVNL	Working at C.S. Office
29	Shri A C Naik	Peon	GUVNL	Working at C.S. Office

HR DEPTT.

30	Sh.K.K. Soni	GM(HR)	GUVNL	
31	Shri N.C. Munshi	AGM(HR)	GUVNL	
32	Shri M.A. Shaikh	DGM(HR)	DGVCL	
33	Sh. H.U. Trivedi	A.S.	GSECL	
34	Shri V.V.Pandya	A.S.	GUVNL	
35	Shri. J. J Parmar	Sr. Steno	GETCO	
36	Shri. R.Mohanan	Sr. Steno	GSECL	
37	Shri C J Joshi	Supdt (E)	GUVNL	
38	Shri B A SHAH	Dy Supdt.(A/c.)	GUVNL	
39	Shri I D Patel	Sr. Asst.	GUVNL	
40	Shri K J Gohil	Sr. Asst.	GUVNL	
41	Smt. Smitaben Desai	Sr. Asst.	GUVNL	
42	Shri H D Gandhi	Sr. Asst.	GUVNL	
43	Shri H C Parmar	Jr. Asst.	GUVNL	
44	Smt. N D Shah	Jr. Asst.	GUVNL	
45	Shri R K Patel	Jr. Asst.	GUVNL	Working at GTECO (HR)
46	Shri R K Rana	Jr. Asst.	GUVNL	
47	Smt. M P Patel	Jr. Asst.	GUVNL	
48	Shri I I Patel	Jr. Asst.	GUVNL	
49	Kum. J Y Jhala	Jr. Asst.	GUVNL	
50	Shri A R Dusane	Jr. Asst.	GUVNL	
51	Shri J K James	Jr. Asst. (T)	GUVNL	
52	Shri M A Vasava	Daftary	GUVNL	
53	Shri K M Vankar	Daftary	GUVNL	
54	Smt. VIMAL D DHIRDE	Daftary	GUVNL	
55	Shri M P Pagi	Peon	GUVNL	
56	Shri P S Devre	Peon	GUVNL	
57	Shri A.M. Macchi	Peon	GUVNL	
58	Shri Hitesh K.Rohit	Peon	GUVNL	
59	Shri P.S. Chaudhary	Peon	GUVNL	

VEHICAL DEPTT.

60	Shri N M Pathan	Jr. Asst.	GUVNL	
61	Shri V.S.Nair	Auto Electrician	GUVNL	
62	Shri G.C.Mali	Auto Electrician	GUVNL	
63	Shri G.R.Kharva	Auto Electrician	GUVNL	
64	Shri N.P.Bhavsar	Driver	GUVNL	
65	Shri J.R.Tadvi	Driver	GUVNL	
66	Shri C.G.Jat	Driver	GUVNL	
67	Shri K.Shri Parkashan	Driver	GUVNL	
68	Shri R.D.Rozahara	Driver	GUVNL	
69	Shri H.M.Rajput	Driver	GUVNL	
70	Shri J.T.Pawar	Driver	GUVNL	
71	Shri B.I.Rathod	Driver	GUVNL	
72	Shri R.S.Nair	Driver	GUVNL	
73	Shri K.J.Rana	Driver	GUVNL	
74	Shri R.M.Vasava	Driver	GUVNL	
75	Shri G.R.Tadvi	Driver	GUVNL	
76	Shri K.B. Rathwa	Driver	GUVNL	

77	Shri P,V.Rathva	Driver	GUVNL	
78	Shri R.P.Kanse	Driver	GUVNL	
79	Shri J.S.Pathan	Driver	MGVCL	
80	Shri K.A.Dabhi	Driver	GETCO	
81	Shri K.M.Parmar	Driver	MGVCL	
82	Shri K.C.Vasava	Driver	MGVCL	
83	Shri C.S.Mane	Driver	GETCO	
84	Shri H.J.Jadeja	Driver	GUVNL	
85	Shri I.J. Vasava	Driver	GETCO	
FIRE SECTION				
86	Shri S S MISHRA	Fire Officer	GUVNL	Promoted as Fire Officer
87	Shri E.J. lakra	Driver	GSECL	
88	Shri N.N.Joshi	Pump Optr.	GSECL	
89	Shri P J SHUKLA	Leading Fireman	GUVNL	Promoted as L.F and working against the post of fireman
90	Shri N R BRAHMBHATT	Leading Fireman	GUVNL	Promoted as L.F and working against the post of fireman
91	Shri K A RAVAL	Leading Fireman	GUVNL	Promoted as L.F and working against the post of fireman
92	Shri A.P. Gandhi	Helper	GSECL	
PR UNIT				
93	Sh. S.C. Dave	Public Relations Officer	GSECL	Working against the post of APRO
94	Shri M.A. Agravat	Sr. Steno	GUVNL	Working against the post of Steno
95	Shri H.U.Trivedi	Photographer	GSECL	
96	Kum. Niti P. Dave	Jr. Asst.	GSECL	
97	Shri R S Patel	Peon	GUVNL	
98	Shri B R Solanki	Peon	GUVNL	
LAND & ESTATE CELL				
99	Sh. J.J.Parikh	D.E	MGVCL	
100	V C THAKORE	Peon	GUVNL	
CIVIL DEPTT.				
101	Shri K C BARIA	Gardner(Mali)	GUVNL	
102	Shri J F RABARI	Gardner(Mali)	GUVNL	
103	Shri V J BARIA	Gardner(Mali)	GUVNL	
104	Shri L J RABARI	Gardner(Mali)	GUVNL	
ELECTRICAL MAINTENANCE DEPTT.				
105	Sh. S.N.Bhavsar	DE(Elect)	MGVCL	
106	Shri S I Prajapati	Jr. Asst.	GUVNL	
107	Shri D.V.Baria	Electrician	GUVNL	Working against the post of Sr. Electrician
108	Shri H.F. Mangi	Electrician	GUVNL	Working against the post of Sr. Electrician
109	Shri S.K.Vasava	LM	GUVNL	Promoted as L.M. Working against the post of A.L.M
110	Shri K.C.Rathwa	LM	GUVNL	Promoted as L.M. Working against the post of A.L.M
111	Shri S.N.Kothari	Helper	GUVNL	
112	Shri C.G.Gadge	Helper	GUVNL	
113	Shri R.V.Pargi	Helper	GUVNL	

114	Shri A.D.Rakhe	Helper	GUVNL	
COMMERCE DEPTT.				
115	Shri K.P.Jangid	CFM	GUVNL	
116	Mrs. Shalilaja Vachharajani	CFM	MGVCL	
117	Shri N.A.Patel	CFM	GUVNL	
118	Shri. S.S. Trivedi	A.O.	MGVCL	
119	Shri. P.J. Jani	E.E.	GSECL	
120	Shri. A.N. Khambatta	D.E.	MGVCL	
121	Shri U.N.Acharya	D.E	UGVCL	
122	Shri K.B.Parekh	DE	GSECL	
123	Shri M.V.Makwana	DE	PGVCL	
124	Shri N.B. Kansara	DE	MGVCL	
125	Shri S.S. Mistry	DE	DGVCL	
126	Shri S.K.Nair	DE	MGVCL	
127	Shri R.P.Soni	DE	UGVCL	
128	Shri V.T.Patel	J.E.	MGVCL	
129	Shri A.A.Ganchi	J.E.	MGVCL	
130	Shri V P Shah	Supdt. (A/cs)	GUVNL	
131	Shri R.K.Parekh	Supdt. (A/cs)	GSECL	
132	Shri S.T.Saiyad	Sr. Steno	MGVCL	
133	Shri A.M.Shaikh	Stenographer	GUVNL	
134	Shri V B Vaghela	Sr. Asst.	GUVNL	
135	Smt. T U Chaudharl	Sr. Asst.	GUVNL	
136	Shri K.V.Parmar	Jr.Asst.	PGVCL	
137	Smt. M P Sheth	Jr. Asst.	GUVNL	
138	Shri N K Makwan	Jr. Asst.	GUVNL	
139	Shri Y B Desai	Jr. Asst.	GUVNL	
140	Shri D S Patel	Jr. Asst.	GUVNL	
141	Kum. A.M.Shaikh	Jr.Asst.	PGVCL	
142	Smt. U.S.Waghela	Jr.Asst.	PGVCL	
143	Shri C K Solanki	Daftary	GUVNL	
144	Shri A D Vankar	Daftary	GUVNL	
145	Shri V A Luste	Peon	GUVNL	
146	Shri R M Solanki	Peon	GUVNL	
147	Shri A D RANA	Peon	GUVNL	
ACCOUNTS DEPTT.				
148	Shri K.M.Shringarpure	G.M.(F&A)	GUVNL	
149	Shri J.N.Pancholi	C.F.M	UGVCL	
150	Shri Shubhdeep Sen	COA	GUVNL	
151	MRS. K.R.RATHOD	Dy. C.A.O	GSECL	
152	Sh. A.H.Vyas	A.O.	GUVNL	
153	Sh. M.D.Valvi	A.O.	GSECL	
154	Sh. A.V.Chuadhary	A.O.	GSECL	
155	Sh. M.K.GAMIT	A.O.	GSECL	
156	Sh. N.M.SHAH	Supdt. (A/cs)	GSECL	
157	Shri G.G.Joshi	Supdt. (A/cs)	GUVNL	
158	Shri M.P.Patel	Supdt. (A/cs)	GUVNL	
159	SHRI R.R.TRIVEDI	Supdt. (A/cs)	GUVNL	

160	Mrs.Heena Patel	Supdt. (A/cs)	GUVNL	
161	SHRI N.A.PANDIT	Supdt. (A/cs)	GUVNL	
162	SMT.D.M.Vasava	Dy Supdt.(A/c.)	GUVNL	
163	SHRI S.C PATEL	Dy Supdt.(A/c.)	GUVNL	
164	SHRI M.T.MALAR	Dy Supdt.(A/c.)	GUVNL	
165	Mrs.S. S.Ranade	Dy Supdt.(A/c.)	GUVNL	
166	SHRI R.K.PARMAR	Dy Supdt.(A/c.)	GUVNL	
167	Shri N B Rabari	Dy Supdt.(A/c.)	GUVNL	
168	Shri M D Ganasva	Dy Supdt.(A/c.)	GUVNL	
169	Shri B N Khambhatta	Dy Supdt.(A/c.)	GUVNL	
170	Shri R G Dangli	Dy Supdt.(A/c.)	GUVNL	
171	Smt.P.A.Sawhani	Dy Supdt.(A/c.)	GUVNL	
172	Shri D.R.Kulkarni	Jr. Steno.	GUVNL	
173	SHRI P.R.VYAS	Sr. Asst.(Typ)	GUVNL	
174	SHRI R.C.RANA	Sr. Asst.	GUVNL	
175	Smt.S R Mudgal	Sr. Asst.	GUVNL	
176	Mrs. M P Sawant	Sr. Asst.	GUVNL	
177	Miss. Pratibha H. Bhatt	Sr. Asst.	GUVNL	
178	Shri P S SHETH	Sr. Asst.	GUVNL	
179	SHRI D.S.KARODE	Jr. Asst.	GUVNL	
180	SMT.D.H.VORA	Jr. Asst.	GUVNL	
181	Shri R N Shah	Jr. Asst.	GUVNL	
182	Shri R.D.Parekh	Jr. Asst.	GUVNL	
183	SHRI G.G.SHAH	Jr. Asst.	GUVNL	
184	Smt.H.G. Gajjar	Jr. Asst.	GUVNL	
185	SHRI R.H.PANJABI	Jr. Asst.	GUVNL	
186	Smt. I Y Desai	Jr. Asst.	GUVNL	
187	Shri P N Bariya	Daftary	GUVNL	
188	Shri R.I.RAVAL	Peon	GUVNL	
189	Shri D N Vankar	Peon	GUVNL	
190	Shri R.N.SINGH	Peon	GUVNL	
VIGILANCE DEPTT.				
191	Shri K.T.Thomas	P.S.	GUVNL	
192	Shri R.C.Dogra	S.E	PGVCL	
193	Shri N.C.Vaidya	D.E	MGVCL	
194	Shri Kishor S. Patel	D.E	MGVCL	
195	Shri D.C.Javia	D.E	MGVCL	
196	Shri M.G.Amin	J.E.	MGVCL	
197	Shri M.P.VASAVA	DY.SP.	GOG	
198	Shri A.M.MUNIYA	DY.SP.	GOG	
199	Shri M.R.Sharma	P.I.	GOG	
200	Shri R C Parekh	Sr. Technician	GUVNL	
201	Shri A.I.Multani	Sec. Insp.	GUVNL	
202	Shri A.S. Mishra	Sec. Insp.	GUVNL	
203	Shri R.S.Parmar	Sec. Insp.	GUVNL	
204	Shri D.L.Dindor	Sec. Insp.	GSECL	
205	Shri A.S.Mahida	Sec. Insp.	GSECL	
206	Shri B D Rathva	Sr. Asst.	GUVNL	
207	Shri S S Patel	Sr.Asst.	GUVNL	

208	Shri B.B.Ray	Driver	GSECL	
209	Shri N.B.Solanki	Driver	GSECL	
210	Shri V.V.Kalara	A.S.I	GUVNL	
211	Shri R.H.Katara	A.S.I	GUVNL	
212	Shri J.P. Solanki	Peon	GSECL	
213	Shri V N Vankar	Peon	GUVNL	
214	Shri R H Padhiar	Peon	GUVNL	
215	Shri B B WAGHELA	Watchman	GUVNL	
216	Shri G.G.Jadav	Watchman	GUVNL	
217	Shri G B RAO	Watchman	GUVNL	
218	Shri H B PATEL	Watchman	GUVNL	
219	Shri H A GADHAVI	Watchman	GUVNL	
220	Shri P P VALAND	Watchman	GUVNL	
221	Shri N.H.Vasava	Watchman	GUVNL	
222	Shri G.S.MEHRA	Watchman	GUVNL	
223	Shri R.P.GARASIYA	Watchman	GUVNL	
224	Shri D H MACHCHAR	Watchman	GUVNL	
IT DEPTT.				
225	Sh. Rajesh A. Shah	DGM(IT)	MGVCL	
226	Shri A.J.Deshmukh	Sys. Analyst	GETCO	
227	Sh. B. R. Shah	Programmer	GSECL	
228	Shri J.P.Mirani	Programmer	GSECL	
229	Shri U.I.Patel	Programmer	GUVNL	
230	Shri S.G.Desai	Jr. Prog.	DGVCL	
231	Sh. P. Y. Desai	Jr.Prog.	GSECL	
232	Sh. H.B. Raut	J.E.(IT)	GUVNL	
233	Smt. M.K.SHAH	Jr.Prog.	GSECL	
234	Shri P O Shah	Sr. Asst.	GUVNL	
235	Shri D.H. Mehta	Jr. Prog.	GETCO	
236				
237	ShRI S.M.Shah	Jr. I / O	MGVCL	
238	Shri S.D.Bhavsar	Jr. I / O	MGVCL	
239	Shri G.I.Gavit	Jr. I / O	GETCO	
240	Shri R.K.Chavda	Jr. I / O	MGVCL	
241	Shri U.K.Jani	A.C.P.A	GSECL	
242	Shri Ketan Rao	Peon	GUVNL	
243	Shri R K Solanki	Peon	GUVNL	
LEGAL DEPTT.				
244	Sh. A A JOSE	Addl.L.A.	MGVCL	
245	Sh. A.S. Pasnani	D.E.	MGVCL	Promotted as D.E. and working against the post J.E.
246	Shri A.T.Trivedi	Supdt.(Legal)	GUVNL	
247	Shri H F Hakimji	Dy. Supdt.(E)	GUVNL	
248	Shri R N Pandya	Sr. Asst.	GUVNL	
249	Smt. B K Soni	Sr. Asst.	GUVNL	
250	Sh. R A Misarwala	Sr. Steno	MGVCL	
251	Shri S P Desai	Sr. Asst.	GUVNL	
252	Shri H V Nanavati	Jr. Asst. (T)	GUVNL	
253	G B Dodia	Peon	GUVNL	

254	H M Rohit	Peon	GUVNL	
STORE & PURCHASE DEPTT.				
255	Shri P.A. Shah	Chief Engineer (Tech)	GETCO	
256	Shri S.P. Trivedi	Dy. Engineer	MGVCL	
257	Shri S.P. Shah	Dy. Engineer	GSECL	
258	Shri S.S. Modi	Dy. Engineer	PGVCL	
259	Shri R.G. Nagaria	Dy. Engineer	MGVCL	
260	Shri N.R.Pillai	Sr.Steno	GETCO	
261	Shri V M Shah	Dy Supdt.(A/c.)	GUVNL	Promoted as Dy. S.A. and working against the post of Supdt. A/C
262	Shri S.B.Pathak	Sr. Asst.	GSECL	
263	Shri J D Bhojani	Sr. Asst.	GUVNL	
264	Shri A D Patel	Sr. Asst.	GUVNL	
265	Shri P.G.Rathwa	Sr.Asst.	GUVNL	
266	Shri N.K.Kavishwar	Jr. Asst.	GETCO	
267	kum. J.B.Dhebar	Jr.Asst.	MGVCL	
268	Shri K.J.Panchal	Jr.Asst.	MGVCL	
269	Shri R B Parmar	Daftary	GUVNL	
270	Shri RASHID A MUNSHI	Peon	GUVNL	
271	Smt. N C Thakor	Peon	GUVNL	
272	Shri Dilip Harijan	Peon	GUVNL	
RURAL ELECTRIFICATION DEPTT.				
273	Shri H.B. Pancholi	Supdt. Engineer	GETCO	
274	Shri H. M. Solanki	D.E.	MGVCL	
275	Smt. R.D. Fumakia	D.E.	PGVCL	
276	Smt. Ranna. S. Patel	D.E.	MGVCL	
277	Shri D.V.Patel	D.E	MGVCL	
278	Shri S.H.Sheth	Supdt. (A/cs)	MGVCL	
279	Shri D V Mhasavde	Sr. Steno	GETCO	
280	Kum. U.L.Shroff	Dy.Supdt. (E)	GETCO	Promoted as Dy.S.E. and working against the post of Sr. Asstt.
281	Shri H B Rana	Sr. Asst.	GUVNL	
282	Shri J R Jani	Sr. Asst.	GUVNL	
283	Smt. D.D.Buch	Sr.Asst.	MGVCL	
284	Smt. G.P.Trivedi	Peon	GUVNL	
285	Shri D G Gor	Peon	GUVNL	

મેન્યુઅલ્સ -૧૦ (નિયમ સંગ્રહ -૧૦)
કલમ - ૪ (૧) (ખ) (૧૦)

વિનિયમોની જોગવાઈઓ મુજબ અધિકારીઓ તથા કર્મચારીઓને મળતું માસિક મહેનતાણું :
 ગુજરાત ઊર્જા વિકાસ નિગમ લિમિટેડના અધિકારીઓ તથા કર્મચારી દ્વારા મેળવવામાં આવતા માસિક મહેનતાણાં અંગેની વિગતો આ સાથેના પત્રકમાં સામેલ છે.

Sr. No.	Designation	Scale
1.	Managing Director	37400-67000
2.	Executive Director / Sr. CGM / GM / CE	54700-77000
3.	A.C.E. / CFM	48590-75900
4.	C.O.A. / Horticulturist / AGM / DGM / Asstt. Legal Advisor / Co. Secretary /	41200-70270
5.	V.P. (Co-ordination)	15600-39100
6.	Executive Engineer / Dy. C.A.O. / Programmer / Personnel Officer / Asstt. Director Security /	27000-44710
7.	Account Officer / P.R.O.	21900-43350
8.	Deputy Engineer / Jr. Programmer	21200-42000
9.	J.E. / Fire Supervisor / Sr. Technician / Superintendent / Sr. Steno. / P.I. / Security Officer /	17300-38610
10.	Photographer / Driver / Deputy Superintendent / Jr. Steno. / Legal Asstt. /	13600-31300
11.	Sr. Asstt. / Jr. I.O. /	11300-22470
12.	P.A. Gr. I / Line Insp. Gr. I / Meter Tester Gr. I / Machiniest Gr. II / Technician Gr. II / Plant Training Supervisor / Sanitary Inspector	10100-22000
13.	A.S.I. / Jr. Asstt. /	9700-21710
14.	Fireman / Watchman / Helper / Electrician	8800-20940
15.	Daftary / Asstt. L.M. /	8100-19870
16.	Peon / Gardener	7300-17940

Total Gross salary during the month of August, 2009 : 1,14,24,839.39

મેન્યુઅલ્સ –૧૧ (નિયમ સંગ્રહ –૧૧)
કલમ – ૪ (૧) (ખ) (૧૧)

સંસ્થાને ફાળવાયેલ અંદાજપત્ર, તમામ યોજનાઓનો સૂચિત ખર્ચ અને કરેલ ચૂકવણી અંગેની વિગતો :

ગુજરાત ઊર્જા વિકાસ નિગમ લિમિટેડ તા.૧-૪-૨૦૦૫ થી કાર્યરત થયેલ છે. આ સંસ્થાના અંદાજપત્ર, યોજનાકીય ખર્ચ તેમજ તેની ચૂકવણી વિગેરે બાબતો હાલમાં સંબંધિત વિભાગ ધ્વારા તૈયાર કરવામાં આવી રહી છે. આ વિગતો તૈયાર થયેથી તેનો સમાવેશ મેન્યુઅલ્સમાં કરવામાં આવશે.

મેન્યુઅલ્સ –૧૨ (નિયમ સંગ્રહ –૧૨)
કલમ – ૪ (૧) (ખ) (૧૨)

સહાયકી કાર્યક્રમના અમલ અંગેની પદ્ધતિ

ગુજરાત ઊર્જા વિકાસ નિગમ લિમિટેડ દ્વારા કોઈ જ પ્રકારના સહાયકી કાર્યક્રમ અમલમાં નથી. પરંતુ તેની આનુષંગિક કંપનીઓ ધ્વારા વિવિધ પ્રકારના વીજ ગ્રાહકો, સંસ્થાઓ માટે જે સહાયકી યોજનાઓ છે, તેનો સમાવેશ સંબંધિત કંપનીના મેન્યુઅલ્સમાં કરવામાં આવશે.

મેન્યુઅલ્સ –૧૩ (નિયમ સંગ્રહ –૧૩)
કલમ – ૪ (૧) (ખ) (૧૩)

સંસ્થા દ્વારા આપવામાં આવેલ રાહતો, પરમિટ કે અધિકૃતિ :

આ અંગેની વિગતો શૂન્ય છે.

મેન્યુઅલ્સ –૧૪ (નિયમ સંગ્રહ –૧૪)
કલમ – ૪ (૧) (ખ) (૧૪)

વિજાણુ રૂપે ઉપલબ્ધ માહિતી :

ગુજરાત ઊર્જા વિકાસ નિગમ લિમિટેડ દ્વારા નીચે મુજબની માહિતી તેની વેબસાઈટ www.guvnl.com ઉપર ઉપલબ્ધ કરવામાં આવેલ છે. જેની માહિતી નીચે મુજબ છે.

૧. સંસ્થાનો ઈતિહાસ
૨. સંસ્થાના મહત્વના અધિકારીઓની વિગત
૩. સંસ્થાના કાર્યો
૪. સંસ્થા અંગેના મહત્વના સમાચારો
૫. સંસ્થાના વાર્ષિક હિસાબો તથા અહેવાલો
૬. સંસ્થાના સપ્લાયર માટેની જરૂરી વિગતો
૭. ફરિયાદ બોક્સ
૮. પરિપત્રો
૯. પેટા કંપની ની વેબ સાઈટની લીક

મેન્યુઅલ્સ –૧૫ (નિયમ સંગ્રહ –૧૫)
કલમ – ૪ (૧) (ખ) (૧૫)

નાગરિકોને માહિતી મળી રહે એ હેતુથી રીડીંગ રૂમ કે લાયબ્રેરીની વ્યવસ્થા હોય તો તે અંગેની માહિતી તેમજ તે અંગેની અન્ય વિગતો :

નાગરિકોને માહિતી મળી રહે એ હેતુથી સંસ્થાની વેબસાઈટ www.guvnl.com કાર્યરત છે, તો નાગરિકો આ વેબસાઈટ ઉપરથી સંસ્થાની જરૂરી વિગતો મેળવી શકે છે.

મેન્યુઅલ્સ – ૧૬ (નિયમ સંગ્રહ – ૧૬)
કલમ – ૪ (૧) (ખ) (૧૬)

સંસ્થાના એપેલેટ અધિકારી / જાહેર માહિતી અધિકારી તેમજ

મદદનીશ જાહેર માહિતી અધિકારી ની માહિતી :

અધિકારીનું નામ	હોદ્દો	ફોન નંબર	
		ઓફિસ	નિવાસ
શ્રી દિનેશ પટેલ	વાઈસ પ્રેસિડેન્ટ (સંકલન) અને એપેલેટ અધિકારી	(૦૨૬૫) ૨૩૩૮૧૮૬	(૦૭૯)
શ્રી કે.કે.સોની	મહાપ્રબંધક (એચઆર) અને જાહેર માહિતી અધિકારી	(૦૨૬૫) ૨૩૧૧૭૯૭	(૦૨૬૫) ૨૩૨૦૨૩૨
શ્રી પાર્થીવ કે.ભટ્ટ	કંપની સેક્રેટરી અને મદદનીશ જાહેર માહિતી અધિકારી	(૦૨૬૫) ૨૩૫૩૦૮૪	(૦૨૬૫) ૨૩૨૩૫૦૫

મેન્યુઅલ્સ –૧૭ (નિયમ સંગ્રહ –૧૭)
કલમ – ૪ (૧) (ખ) (૧૭)

સંસ્થાની અન્ય ઉપયોગી માહિતી :

માહિતી શૂન્ય ગણવી.