

NATIONAL POWER TRAINING INSTITUTE

Sl. No.	Details of disclosure	Remarks
1.2	Power and duties of its officers and employees (Section 4(1)(b)(ii))	
1.2.1	Powers and duties of officers (administration, financial and judicial)	<p>Power and duties of officers and other employees</p> <p>The Institute has well defined Organizational Structure and functions through various departments/divisions under the overall supervision of Director General. The details of administrative, financial and other powers to different category of officers at Corporate Office and its Institutes are as per the directions/ instructions issued by Govt. of India from time to time. Further, adequate institutional arrangements exist to enable the officers and employees to discharge their duties satisfactorily.</p>
1.2.2	Power and duties of other employees	<p>Power and duties of officers and other employees</p> <p>The Institute has well defined Organizational Structure and functions through various departments/divisions under the overall supervision of Head of Institute. Further, adequate institutional arrangements exist to enable the officers and employees to discharge their duties satisfactorily.</p>
1.2.3	Rules/orders under which powers and duty are derived and	<p>Rules/orders under which powers and duty are derived and exercised</p> <p>Power broadly flows from top-downwards with Chairman, Governing Council/Director General/Head of Institute/Directors in its capacity of being the highest decision making body having powers to dispose off business and speedy decision making.</p>
1.2.4	Exercised	
1.2.5	Work allocation	<p>Work allocation</p> <p>The Roles & Responsibilities and work Allocation are decided by the Competent Authority</p>

1.4	Norms for discharges of functions (Section 4(1)(b)(iv))	
1.4.1	Nature of functions/services offered	National Power Training Institute, an Autonomous Organisation of Ministry of Power, Government of India was established vide The Gazette of India – July 3, 1993 to function as National Apex Body for Training and Human Resources Development in Power Sector. Apart from its Corporate Office at Sector-33, Faridabad, NPTI is having 10 Institutes located at Badarpur (New Delhi), Nangal (Punjab), Neyveli (Tamil Nadu), Bangalore (Karnataka), Durgapur (West Bengal), Guwahati (Assam), Nagpur (Maharashtra), Alappuzha (Kerala) and Shivpuri (Madhya Pradesh).
1.4.2	Norms/Standards for functions/service delivery	
1.4.3	Process by which these services can be accessed	
1.4.5	Process of redress of grievances	

1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	
1.5.1	Title and nature of the record/manual/instruction.	Title and nature of the record like Recruitment Rules, Bye-laws, Memorandum of Association are available on the website of NPTI for general public.
1.5.2	List of Rules, regulations, instructions manuals and records.	
1.5.3	Acts/ Rules manuals etc	

1.7.5	Powers and functions	
		The Institute has well defined Organizational Structure and functions through various departments/divisions under the overall supervision of Head of Institute. Further, adequate institutional arrangements exist to enable the officers and employees to discharge their duties satisfactorily

1.8.1	List of employees with Gross monthly remuneration	<p>The Employees and Officers appointed by the Institute on its permanent roll receive remuneration on a monthly basis. There are certain categories of remuneration, however, which are expressed and settled on annualized basis. Monthly remuneration received by employees and officers includes elements such as Basic Pay, Dearness Allowance, House Rent Allowance, Transport Allowance etc. Detailed levels under 7th CPC applicable to the various categories of officers and employees of NPTI is as under :</p> <p>Level-1 : 18000-56900; Level-2 : 19900-63200; Level-4 : 25500-81100; Level-5 : 29200-92300; Level-6 : 35400-112400; Level-7 : 44900-142400 Level-9 : 53100-167800; Level-10 : 56100-167800; Level-11 : 67700-208700 Level-12 : 78800-209200; Level-13-A : 131100-216600; Level-15 : 182200-224100</p>
1.8.2	Name and Designation, Mobile No. & email ID	Name & Designation, Mobile Number and email ID of the officers/employees are already available on the NPTI website.

1.11	No. of employees against whom Disciplinary action has been proposed/taken (Section 4(2))	
1.11.1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	In FY 2023-24 – 01 (one) Disciplinary action has been proposed/taken
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	

NATIONAL POWER TRAINING INSTITUTE

Sl. No.	Details of disclosure	Remarks
1.2	Power and duties of its officers and employees (Section 4(1)(b)(ii))	
1.2.1	Powers and duties of officers (administration, financial and judicial)	<p>Power and duties of officers and other employees</p> <p>The Institute has well defined Organizational Structure and functions through various departments/divisions under the overall supervision of Director General. The details of administrative, financial and other powers to different category of officers at Corporate Office and its Institutes are as per the directions/ instructions issued by Govt. of India from time to time. Further, adequate institutional arrangements exist to enable the officers and employees to discharge their duties satisfactorily.</p>
1.2.2	Power and duties of other employees	<p>Power and duties of officers and other employees</p> <p>The Institute has well defined Organizational Structure and functions through various departments/divisions under the overall supervision of Head of Institute. Further, adequate institutional arrangements exist to enable the officers and employees to discharge their duties satisfactorily</p>
1.2.3	Rules/orders under which powers and duty are derived and	<p>Rules/orders under which powers and duty are derived and exercised</p>
1.2.4	Exercised	<p>Power broadly flows from top-downwards with Chairman, Governing Council/Director General/Head of Institute/Directors in its capacity of being the highest decision making body having powers to dispose off business and speedy decision making.</p>
1.2.5	Work allocation	<p>Work allocation</p> <p>The Roles & Responsibilities and work Allocation are decided by the Competent Authority</p>

1.4	Norms for discharges of functions (Section 4(1)(b)(iv))	
1.4.1	Nature of functions/services offered	National Power Training Institute, an Autonomous Organisation of Ministry of Power, Government of India was established vide The Gazette of India – July 3, 1993 to function as National Apex Body for Training and Human Resources Development in Power Sector. Apart from its Corporate Office at Sector-33, Faridabad, NPTI is having 10 Institutes located at Badarpur (New Delhi), Nangal (Punjab), Neyveli (Tamil Nadu), Bangalore (Karnataka), Durgapur (West Bengal), Guwahati (Assam), Nagpur (Maharashtra), Alappuzha (Kerala) and Shivpuri (Madhya Pradesh).
1.4.2	Norms/Standards for functions/service delivery	
1.4.3	Process by which these services can be accessed	
1.4.4	Time limit for achieving the targets	
1.4.5	Process of redress of grievances	
		A Director has been nominated as Grievance Office to look after the grievance of employees

1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	
1.5.1	Title and nature of the record/manual/instruction.	Title and nature of the record like Recruitment Rules, Bye-laws, Memorandum of Association are available on the website of NPTI for general public.
1.5.2	List of Rules, regulations, instructions manuals and records.	
1.5.3	Acts/ Rules manuals etc	
1.5.4	Transfer policy and transfer orders	No separate policy for transfers is available. However, transfers are made on the basis of requirement of Institutes

1.6	Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]	
1.6.1	Categories of documents	Recruitment Rules, Bye-laws, Memorandum, Residence allotment, manual of various disciplines etc.
1.6.2	Custodian of documents / categories	

1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b)(x)]	
1.9.1	List of employees with Gross monthly remuneration	The Employees and Officers appointed by the Institute on its permanent roll receive remuneration on a monthly basis. There are certain categories of remuneration, however, which are expressed and settled on annualized basis. Monthly remuneration received by employees and officers includes elements such as Basic Pay, Dearness Allowance, House Rent Allowance, Transport Allowance etc.
1.9.2	System of compensation as provided in its regulations	Detailed levels under 7 th CPC applicable to the various categories of officers and employees of NPTI is as under : Level-1 : 18000-56900; Level-2 : 19900-63200; Level-4 : 25500-81100; Level-5 : 29200-92300; Level-6 : 35400-112400; Level-7 : 44900-142400 Level-9 : 53100-167800; Level-10: 56100-167800; Level-11: 67700-208700 Level-12: 78800-209200; Level-13A: 131100-216600; Level-15: 182200-224100

1.11	No. Of employees against whom Disciplinary action has been proposed/taken (Section 4(2))	
1.11.1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	In FY 2023-24 – 01 (one) Disciplinary action has been proposed/taken
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	

1.13	Transfer policy and transfer orders [F No.1/6/2011-IR dt.15.4.2013]	
1.13.1	Transfer policy and transfer orders {F No.1/6/2011- IR dt.15.4.2013}	No separate policy for transfers is available. However, transfers are made on the basis of requirement of Institutes

2.2	Foreign and domestic Tours (F.No.1/8/2012-IR dt.11.9.2012)																									
2.2.1	Budget	No separate budget is allocated for foreign and domestic tours																								
2.2.2	Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit	<table border="1"> <thead> <tr> <th colspan="4">Details of Domestic Tours of Head of Department i.e. Director General</th> </tr> <tr> <th>Places visited</th> <th>period of visit</th> <th>No. of delegation</th> <th>Expenditure</th> </tr> </thead> <tbody> <tr> <td>Patna</td> <td>16.11.2021</td> <td>03</td> <td></td> </tr> <tr> <td>Nagpur</td> <td>26/27.02.2022</td> <td>01</td> <td></td> </tr> <tr> <td>Durgapur</td> <td>06/07.03.2021</td> <td>01</td> <td></td> </tr> <tr> <td>Hyderabad</td> <td>27.03.2022</td> <td>01</td> <td></td> </tr> </tbody> </table>	Details of Domestic Tours of Head of Department i.e. Director General				Places visited	period of visit	No. of delegation	Expenditure	Patna	16.11.2021	03		Nagpur	26/27.02.2022	01		Durgapur	06/07.03.2021	01		Hyderabad	27.03.2022	01	
Details of Domestic Tours of Head of Department i.e. Director General																										
Places visited	period of visit	No. of delegation	Expenditure																							
Patna	16.11.2021	03																								
Nagpur	26/27.02.2022	01																								
Durgapur	06/07.03.2021	01																								
Hyderabad	27.03.2022	01																								

3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	
3.2.1	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/legislations taken in the previous one year	NOT APPLICABLE
3.2.2	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process	NOT APPLICABLE
3.2.3	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the arrangement for consultation before formulation of policy	NOT APPLICABLE

4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	
4.7.1	Details of questions asked and replies given	NOT APPLICABLE