

**Disclosure under Sec. 4(1)(b) of the Right to Information Act, 2005.**

**(i) Particulars of its organization, functions and duties.**

**MANIPUR STATE POWER DISTRIBUTION COMPANY LIMITED**

Regd. Office: 3rd Floor, Secure Building Complex  
New Directorate Building near 2nd M.R. Gate,  
Imphal-Dimapur Road,  
Imphal, Manipur – 795001

The erstwhile Electricity Department of Manipur (EDM) was unbundled into 2 (two) Companies in pursuance of Electricity Act, 2003 w.e.f. 1st February, 2014, namely Manipur State Power Company Limited (MSPCL) as the as the Holding cum State Transmission Company Utility and the Manipur State Power Distribution Company Limited as the State Distribution Company also housing the existing generating assets of EDM, w.e.f. the 1st of February, 2024 by a Gazette Notification of the Government vide Manipur State Electricity Reforms Transfer Scheme, 2013 (or Transfer Scheme, 2013) dated the 31st December, 2013.

MSPDCL is a 100% subsidiary of MSPCL, incorporated under the Companies Act 1956 (Central Act No. 1 of 1956), with the principal object of engaging in the business of power distribution activity and supply of electricity within the state of Manipur as deemed licensee, trading of electricity as well as the operation and maintenance of the existing distribution. The company house the entire network in the state at a voltage level of 11 kV and below.

The Managing Director, Manipur State Power Distribution Company Limited is the head of the Department/organisation. MSPDCL aims to rank amongst the top distribution utilities in the country and to offer quality, reliable, efficient and prompt services to all the stakeholders ensuring transparent and sustained commercial viability in all operations.

Our mission is to emerge as a best in distribution utility by achieving highest levels of service standards ensuring reliable and quality uninterrupted 24/7 power supply to all its consumers, satisfying all concerned combined with sustainable operations and simultaneously ensuring proper growth & development of our personnel.

Manipur State Power Distribution Company Limited (MSPDCL) undertakes the function of distribution of electricity and also discharges all functions of the State Distribution Utility. MSPDCL is a 100% subsidiary of MSPCL and undertake power distribution activity within the state of Manipur as deemed licensee. MSPDCL also house the entire network in the state at a voltage level of 11 KV and below. MSPDCL also carry out the trading activity for energy purchase and projection, operation and maintenance activities of all HT/LT lines, Distribution Transformers (DTRs) etc.

Organization Chart of MSPDCL is enclosed as **Annexure – I**

**(ii) Powers and Duties of Officers and employees:**

The Managing Director is responsible for providing overall direction to MSPDCL in maintaining standards of operations, commercial, projects, financial and administrative performance of MSPDCL, he is also responsible for providing financial and administrative approvals as per defined Delegation of Power, and ensuring adherence to state policies, central government policies, guidelines defined by Ministry of Power, from time to time.

The Executive Director is responsible and reports to the Managing Director for all administrative decisions. The Executive Director also supervise in the development of personnel policies, procedures and practices that will motivate employees throughout the company.

The General Managers carry out the duties as per their functional wings. The General Manager supervise the works of the Deputy General Manager and is responsible and report to the Executive Director. The General Manager is responsible for monitoring all functions of Divisions under a circle in terms of commercial, Projects and O&M related matters, and further support Managing Director in technical matters with respect to O&M, Projects and Commercial.

The Deputy General Manager carry out the duties as per their functional wings. The Deputy General Manager (Electrical) is responsible for monitoring all functions of sub divisions under the division in terms of commercial, Projects and O&M related matters for electrical divisions. The Deputy General Managers carries out responsibilities, discharge duties pertaining to their respective functional wings and assist the organization in effective implementation, supervision, coordination, and monitoring of activities related to Electrical, Finance & Accounts, Human Resources, Administration, Legal, and other matters.

All Power and duties are derived and exercised as per the Delegation of Power (DOP) of MSPDCL. Enclosed at **Annexure II**

**(iii) Procedure followed in decision making process:**

Decision making authorities lies with the Competent Authority in compliance of powers laid out in Delegation Power of MSPDCL and rules/guidelines as laid out by the Government/Ministry, from time to time.

**(iv) Norms of set by it for the discharge of its functions.**

Information sought under RTI Act 2005 is furnished to the applicants as early as possible within the time frame of the RTI Act, 2005.

**(v) The rules / regulations / instructions / manuals and record held by the Manipur State Power Distribution Company Limited or under its control or used by its employees for discharging its functions:**

HR Policy of MSPDCL

Wages & Allowance of MSPDCL

The Right to information (RTI) Act,2005

Indian Electricity Act

Manipur Gazette Transfer Scheme 2013

All rules and regulations formulated by the Government of India in forms of fundamental Rules, Supplementary Rules, General Financial Rules.

Administrative Rules and Regulations issued by the State Government from time to time are used in MSPDCL which includes all OM, Conduct Rules etc.,

**(vi) A statement of the categories of documents that are held by it or under its control:  
Categories of documents are**

<b>Sl. No.</b>	<b>Categories</b>	<b>Type of Documents</b>	<b>Custody</b>
1	All Technical matters	File	Technical
2	HR Policy/Pension/Promotion/ Service Books/Appointments Recruitment/	File	HR
3	Fund/Budgets/Accounting/Audit	File	Finance
4	All Legal matters/RTI	File	Legal
5	Tenders/Purchase/vendors/GeM	File	Technical/Purchase
6	Tariff/ARR	File	Technical/Commercial

**(vii) The particulars of any arrangement that exists for formulation of its policy or implementation thereof.**

NIL

**(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 public or the minutes of such meetings are accessible for public.**

The Board of Directors of Manipur State Power Distribution Company Limited (MSPDCL) is constituted of Chairman, Ex-Officio Director, Functional Directors and Independent Directors.

Details enclosed at **Annexure-VII**

(ix) A directory of its officers and employees as on 30/4/2026.

<b>Sl. No.</b>	<b>DIVISION</b>	<b>NAME</b>
1	Managing Director	Mangsatabam Rabi Singh
2	ED HR/Admin/IT/Legal	Laishram Jayarani
3	ED Technical	Kamei Gaikulung
4	ED Commercial	A. Ibotomba Meetei
5	GM (F&A)	H. Chitaljit Meetei
6	GM (EC - I)	A. Priyoranjan Singh
7	GM (EC - II)	Thongram Ibomcha Meitei
8	GM (EC - III)	K. Nabakanta Singh
9	GM (EC - IV)	Tuangkanson
10	GM (O&M)	W. Sonia
11	GM (Civil)	Kamkholen Lengen
12	GM (Commercial)	Ng. Kirankumar Singh
13	GM (Projects)	N. Birjit
14	GM (Planning)	Chandramani Mangsatabam
15	GM (Purchase)	I. Saratchandra Singh
16	GM (Qlty/EE/RE)	S. Niti Devi
17	GM (Power Purchase & Regulatory)	Lourembam Momocha
18	GM (HR/Admin./IT)	
19	DGM (Purchase)	Umabati Laishram
20	DGM (Planning)	Rajkumar Robinson Singh
21	DGM (Enforcement)	Thanglalsam
22	DGM (PMU) RE Projects	Shinghajit Khuraijam
23	DGM (PMU) UE Projects	Yumnam Dayantakumar Singh
24	DGM (PP & EA)	Achom Sushma Devi
25	DGM (Regulatory)	Tesah Jangggougin Khongthang
26	DGM (Commercial)	Waikhom Bailo Singh
27	DGM (HR)	Heigrujam Pharida Devi
28	DGM (Admin)	Ningthoukhongjam James
29	DGM (IT)	Loukham Narendra Kumar Singh
30	DGM (Legal)	Ambika Lourembam

<b>Sl. No.</b>	<b>DIVISION</b>	<b>NAME</b>
31	DGM, IED - I	Lairenlakpam Poireiton Meitei
32	DGM, IED - II	Shantosh Sharma
33	DGM, IED - III	Irengbam Ashachandra Singh
34	DGM, IED IV	Usham Rocky Singh
35	DGM (CHURACHANPUR)	Smt. Tingneihing Khingsai
36	DGM (PHERZAWL)	Th. David Khupminlun
37	DGM (BISHNUPUR)	Mairembam Birjit Singh
38	DGM (THOUBAL)	Sanjitkumar Khundrakpam
39	DGM (KAKCHING)	Tongbram Manglem Singh
40	DGM (UKHRUL)	Akui Longpinao Shimray
41	DGM (KAMJONG)	Solomon Khodang
42	DGM (TAMENLONG)	Kapuipii Paul
43	DGM (NONEY)	Md. Hedayat Tullah
44	DGM (JIRIBAM)	Birjeet Longjam
45	DGM (KANGPOKPI)	Letkhomang Haokip
46	DGM (SENAPATI)	N. Sani
47	DGM (CHANDEL)	Moirangthem Shrikanta Singh
48	DGM (TENGNOUNPAL)	Th. Lamminlian
49	DGM (STORE)	Naorem Monendro Singh
50	DGM (WTD)	Kh. Tarunkumar Meitei
51	DGM (CD-II)	M. Lalinkumar Singh
52	DGM (CD-III)	Lhouvum Nehthang
53	DGM (Inspectorate)	Thongam Shanta Devi

(x) Monthly remuneration received by each of its officers and employees, including the system of compensation:

<b>Sl. No.</b>	<b>Name of Post</b>	<b>Level in Pay Matrix</b>
<b>a</b>	<b>b</b>	<b>c</b>
1	Managing Director/ Executive Director	Level – 15
2	General Manager	Level – 14
3	Deputy General Manager/ Vigilance Officer	Level – 13
4	Manager/ Company Secretary	Level – 9
5	Deputy Manager/ Junior Engineer	Level – 7
6	Computer Operator	Level – 6
7	Collection Assistant/ Establishment Assistant/ Accounts Assistant/ System Administrator.	Level – 5
8	Junior Establishment Assistant/ Head Technical Assistant/ MRCBD	Level – 4
9	Technical Assistant/ Bill Assistant/ Personal Assistant/ Driver	Level – 3
10	Office Assistant/ Watchman cum Cleaning Assistant/ Junior Technical Assistant	Level – 1

## ANNEXURE II

Sl. No.	Name of post	Current job profile and responsibilities
1	Managing Director	Managing Director is the Head of the Company and responsible for execution of all decision of the Board of Director of the Company in respect of all technical, financial and overall administrative works.
2	Executive Director	Executive director report and assist the Managing Director in the execution of various functions and management of HR of the Company, IT & Legal, and all technical functionalities
3	Chief Vigilance Officer	Vigilance responsibilities fostering transparency, reduces losses due to theft or malpractice, and supports overall performance improvement of MSPDCL
4	General Manager	General Manager are head of Circles Offices and are responsible for monitoring all functions of Divisions in terms of electrical circles, commercial, Projects, Purchase, Planning O&M related matters, Finance, HR etc
5	Deputy General Manager	Deputy General Manager are Divisional Heads looking after various functions like monitoring the revenue collections, billing efficiency, Operations and Maintenance, and other functional matters of HR & Admin, F&A, Legal and IT related works of MSPDCL.
6	Company Secretary	The Company Secretary is responsible organising, preparation of list of agendas for and taking minutes of board meetings. He also assists Managing Director for implementation of various statutory provisions under the companies act.
7	Manager	Responsible for monitoring the units billed vis-à-vis revenue collection, taking corrective action against defaulting consumers, monitoring of revenue collected vide cash, cheques or Demand draft, conducting inspections regularly. The manager also discharged duties as per the functional requirement for HR, F&A, Legal and IT related matters of MSPDCL.
8	Head Establishment Assistant	Head Establishment Assistant assist Head of Offices in establishment/Service matters in Divisional and Circle Offices.

<b>Sl. No.</b>	<b>Name of post</b>	<b>Current job profile and responsibilities</b>
9	Establishment Assistant	Assist Head Establishment Assistant in service and establishment matters.
10	Junior Establishment Assistant	Junior Establishment Assistant is the Clerical Staff. This staff performs basic administrative and office duties for the company.
11	Bill Assistant	Collect payments against bills and update the consumer ledger appropriately
12	Junior Engineer	Junior Engineer is the Junior Middle level Manager in the Company hierarchy just below the Manager and they are responsible for coordinating the activities within the sub-division/ offices.
13	Deputy Manager	Deputy Manager is the Junior Middle level Manager in the Company hierarchy just below the Manager and they are responsible for coordinating the activities within the sub-division.
14	Assistant Manager (Est)	Assistant Manager (Est) is responsible for coordinating the activities in HR Wing.
15	Head Technical Assistant	Head technical Assistant acts as Supervisor in Operations and Maintenance of Lines and Sub-Stations of various Voltage Levels and assist the Assistant Manager (Elect).
16	Technical Assistant	Assist the Head Technical Assistant in Operations and Maintenance of Lines and Sub-Stations of various Voltage levels.

<b>Sl. No.</b>	<b>Name of post</b>	<b>Current job profile and responsibilities</b>
17	Driver	Driver is responsible for transportation of personnel and goods.
18	Office Assistant	This is the entry level position in the Company and ensures general cleanness and upkeep of the office.
19	Watchman Cum Cleaning Assistant	Watchman Cum Cleaning Assistant ensures general cleanness and upkeep of the office and facilities and perform certain security duties.
20	Computer Operator	Responsible for Data Entry and assist DGM in all divisions.
21	System Administrator	Maintain the essentials such as business application, securities tools, web server, email, PCs, Local & wide Area Networks etc.
22	Collection Assistant	Collect payments against bills and update the consumer ledger appropriately, and ensures collection drives to collect overdue
23	Meter Reader cum Bill Distributor (MRCBD)	Read meters at customer premises in line with MSPDCL procedures, meter reading for all consumers within the billing cycle and field engineers in meter installation and repair
24	Junior Technical Assistant	Responsible for carrying out all Operation & Maintenance related activities

**xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made, Sec.4(1)(b)(xi):-**

Enclosed in **Annexure-VIII & Annexure-IX**

**xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes, Sec.4(1)(b)(xii):-**

Enclosed in **Annexure-IX & Annexure-X**

**xiii) Particulars of recipients of concessions, permits or authorization granted by Public authority, Sec.4(1)(b)(xiii)**

Not applicable

**xiv) Information available in electronic form, Sec.4(1)(b)(xiv)**

Detailed information is available on MSPDCL website (<https://mspdcl.in> )

**xv) The particulars of facilities available to citizens for obtaining information, Sec.4(1)(b)(xv).**

Information related to RTI can be obtained from the State Public Information Officers (SPIO) nominated under RTI:

- i) Details of all the SPIO and Appellate Authorities have also been uploaded on the website.
- ii) All tender notices/vacancy circulars etc. are uploaded on the MSPDCL website.  
Enclosed at **Annexure-XI**

**xvi) The names, designations and other particulars of the Public Information Officers, Sec.4(1)(b)(xvi)**

Enclosed in **Annexure-IV**

**xvii) Such Other Information as may be prescribed, Sec.4(1)(b)(xvii)**

MSPDCL have appointed Appellate Authority and Public Information Officer/ Assistant Public Information Officers enclosed in **Annexure-IV**.

Executive Director (IT), MSPDCL has been appointed as Nodal Officer of MSPDCL and DGM(IT), MSPDCL will operate the website for ensuring compliance with the proactive disclosure guidelines of RTI Act,2005 Enclosed in **Annexure-V**