

## **CHAPTER- 2 (Manual-1)**

### **Particulars of Organization, Functions and Duties**

2.1 **Objective:** The main purpose/ objective of the Electricity Department is to distribute and to ensure reliable and at a reasonable level of electric power supply to the consumers of U.T. of Puducherry.

2.2 **Vision:**

- a) To electrify each and every household in the entire UT of Puducherry.
- b) To supply power in a most economical/affordable manner to all the consumers.
- c) To extend reliable and at a reasonably good level of electric supply to all the consumers.
- d) To keep the Transmission & Distribution losses to the barest minimum level.
- e) All the above are subject to following of all relevant rules & regulation, conditions and standard practice.

2.3 **Brief History:** The Electricity Department was formed on 23.07.1956 to look after the distribution of electric supply to consumer in Puducherry Region hitherto called “**Regie de Electricite**” managed by a Board in the first instance after merger of Puducherry with the Indian Union.

The electric supply in Karaikal Region was taken over by the Department from a private company on 01.02.1967 and in Mahe with effect from 01.10.1968.

The distribution of electricity in Yanam Region was taken over from Andhra Pradesh State Electricity Board with effect from 07.06.1976.

After taking over the distribution of electricity supply by this Administration from that of the private company and Andhra Pradesh State Electricity Board, the demand and growth of electricity consumption have improved rapidly. **At the end of March 1972 all the inhabited villages in the U.T were electrified, thereby achieving Cent percent electrification.**

2.4 **Duties:** The prime duties of the Department are :-

- (a) To forecast the power demand of this Union Territory on a long term basis,
- (b) To take necessary action to meet the power demand by initiating steps, to get allocation from the Central Generating Stations,
- (c) To get funds to execute development activities and establishment of EHT Sub-Station, erection of new / additional distribution transformers, strengthening of distribution / transmission net work,
- (d) To reduce the Transmission and Distribution Losses in a systematic manner,
- (e) Formulation of Master Plan for conversion of overhead lines into underground cable system in the urban area with associated works. In addition to these, this department is also training the staff, mainly on safety, day to-day practice, new technology, etc. Besides, this department is also venturing on research activities on Solar Pond Generation of Electricity jointly with Puducherry Engineering College, Puducherry.

2.5 **Main Functions:-** The Electricity Department of Government of Puducherry is the sole responsible authority for transmission and distribution of electric power supply by availing power from (1) Central Generating Stations by way of share to this U.T. (2) Puducherry Power Corporation (3) Tamil Nadu Electricity Board (4) Kerala State Electricity Board to meet the power demand of Puducherry, Karaikal, Mahe & Yanam from appropriate points.

In order to receive and transmit the power availed as above this Department has erected two nos. of Mother Stations :-

- (i) (a) 230 / 110 KV Auto Sub-Station at Villianur with 2 x 100 MVA Auto Power Transformers.
- (b) 230 / 110 KV Auto Sub-Station at Bahour with 2x80 MVA Auto Power Transformers.

- (ii) The power is distributed through the following 110/22-11 KV Sub-Stations :-

**(a) Puducherry Region :-**

- |                   |             |
|-------------------|-------------|
| (a) Marapalam     | Sub-Station |
| (a) Villianur     | “           |
| (b) Kurumbapet    | “           |
| (c) Sedharapet    | “           |
| (d) Kalapet       | “           |
| (e) Bahour        | “           |
| (f) Thirubuvanai  | “           |
| (g) Eripakkam     | “           |
| (h) Thethampakkam | “           |
| (i) Korkadu       | “           |

**(b) Karaikal Region :-**

- |                      |   |
|----------------------|---|
| (a) Sorakudy         | “ |
| (b) Pillaitheruvasal | “ |
| (c) T.R. Pattinam    | “ |

**(c) Mahe Region :-**

- (a) Mahe Sub-Station

**(d) Yanam Region :-**

- (a) Mettacura 132/33-11 KV Sub-Station  
(b) Adivipolam 33/11 KV Sub-Station

**2.6 Services provided by the Department:-**

Through a network of Division/Sub-Division and Section Office this Department serves the people of Union Territory of Puducherry in the following ways:-

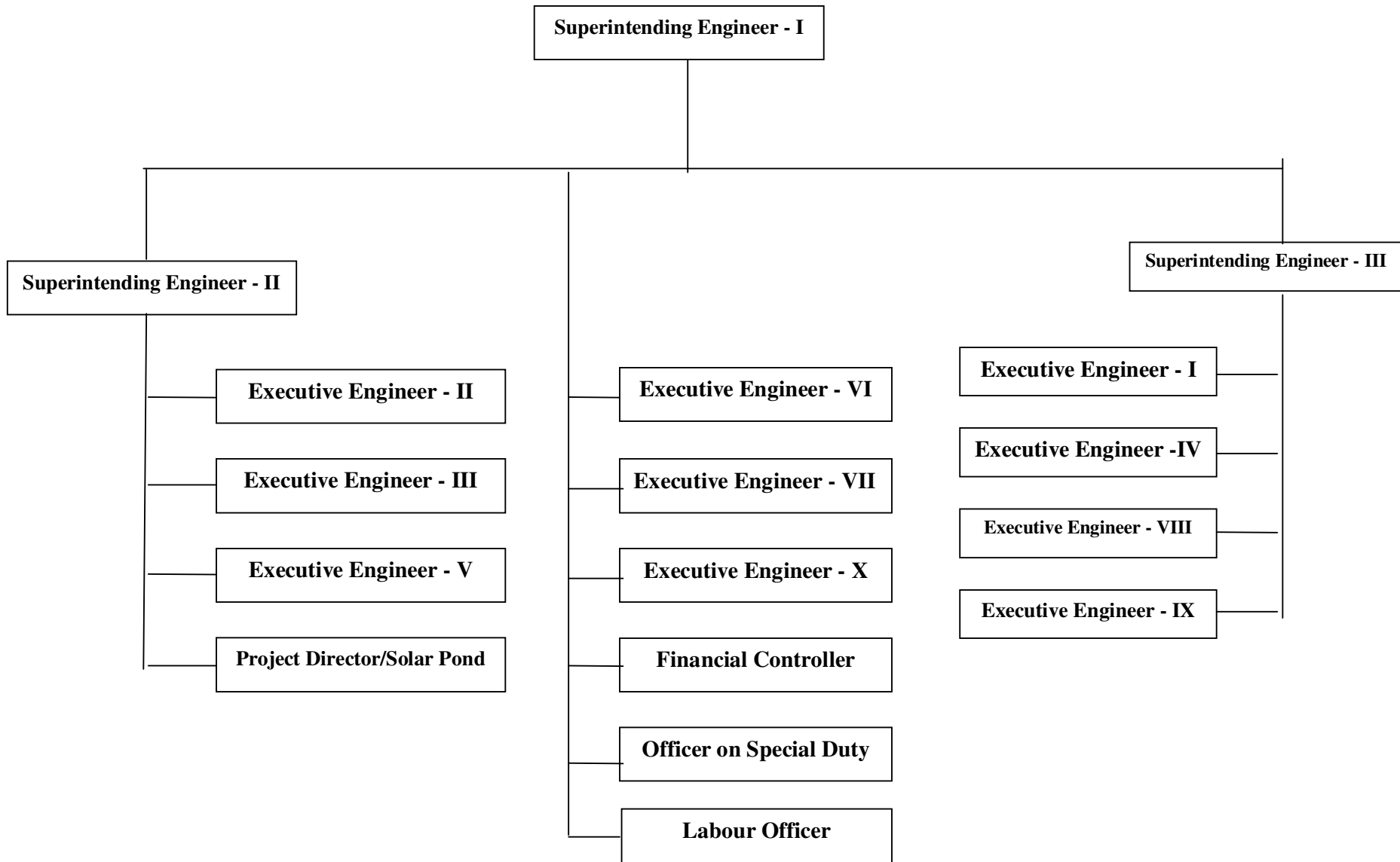
- (a) Extension of supply to Domestic, Commercial, Agricultural and HT / LT Industrial Consumers.
- (b) Name transfer and shifting of service connection.
- (c) Enhancement of Load
- (d) Rectification / Replacement of defective meters
- (e) Change of Tariff
- (f) Revision / Conversion of Current Consumption Charge Bill

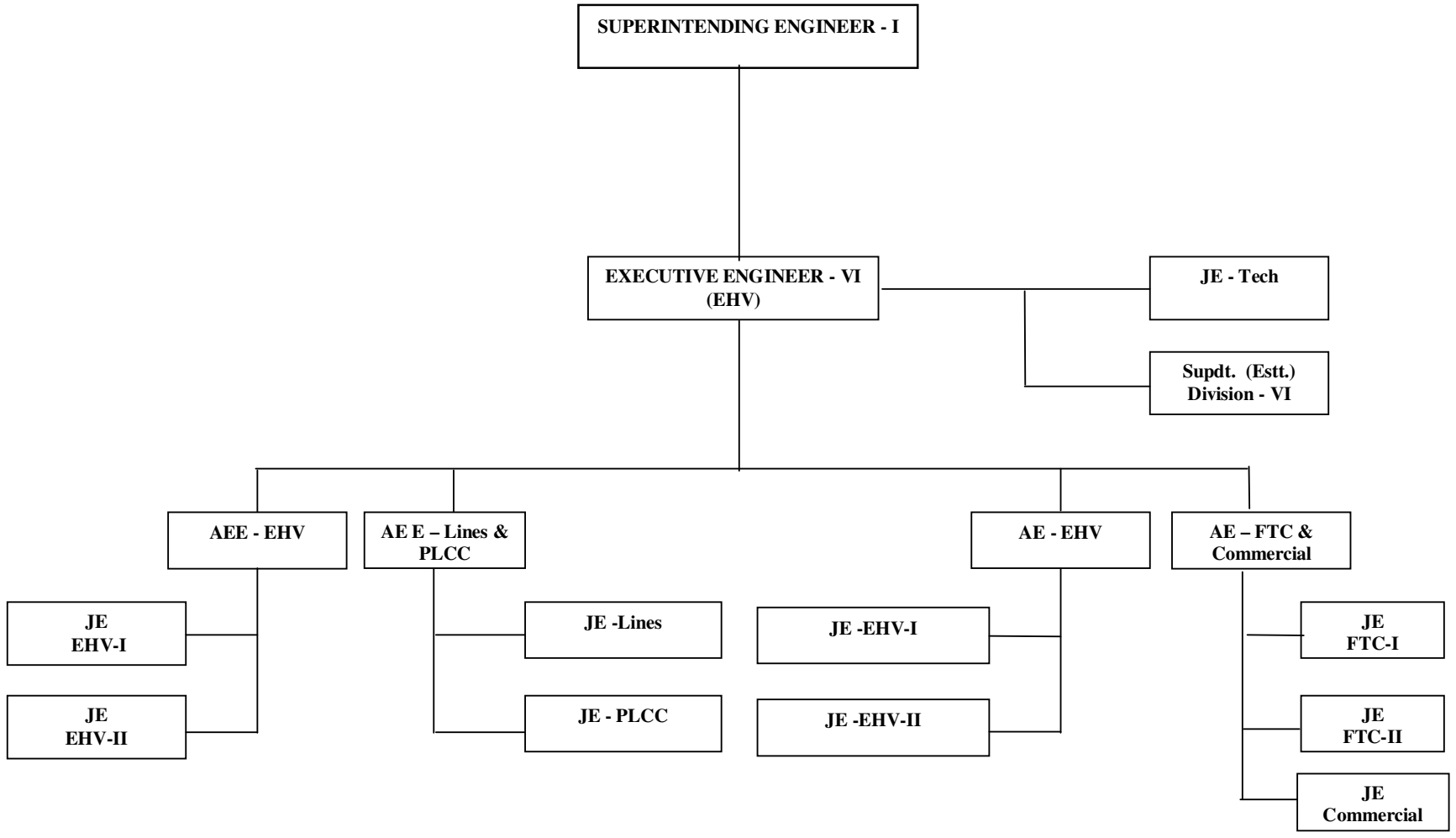
- (g) Issue of Power Feasibility Certificate
- (h) Rectification of defects if any, in distribution of power
- (i) Installation of New Street lights as per the Local body's resolution
- (j) Hearing / Redressal of Complaints of the Public in the matter relating to this Department.
- (k) Any other matter related to the consumer / electric installation.

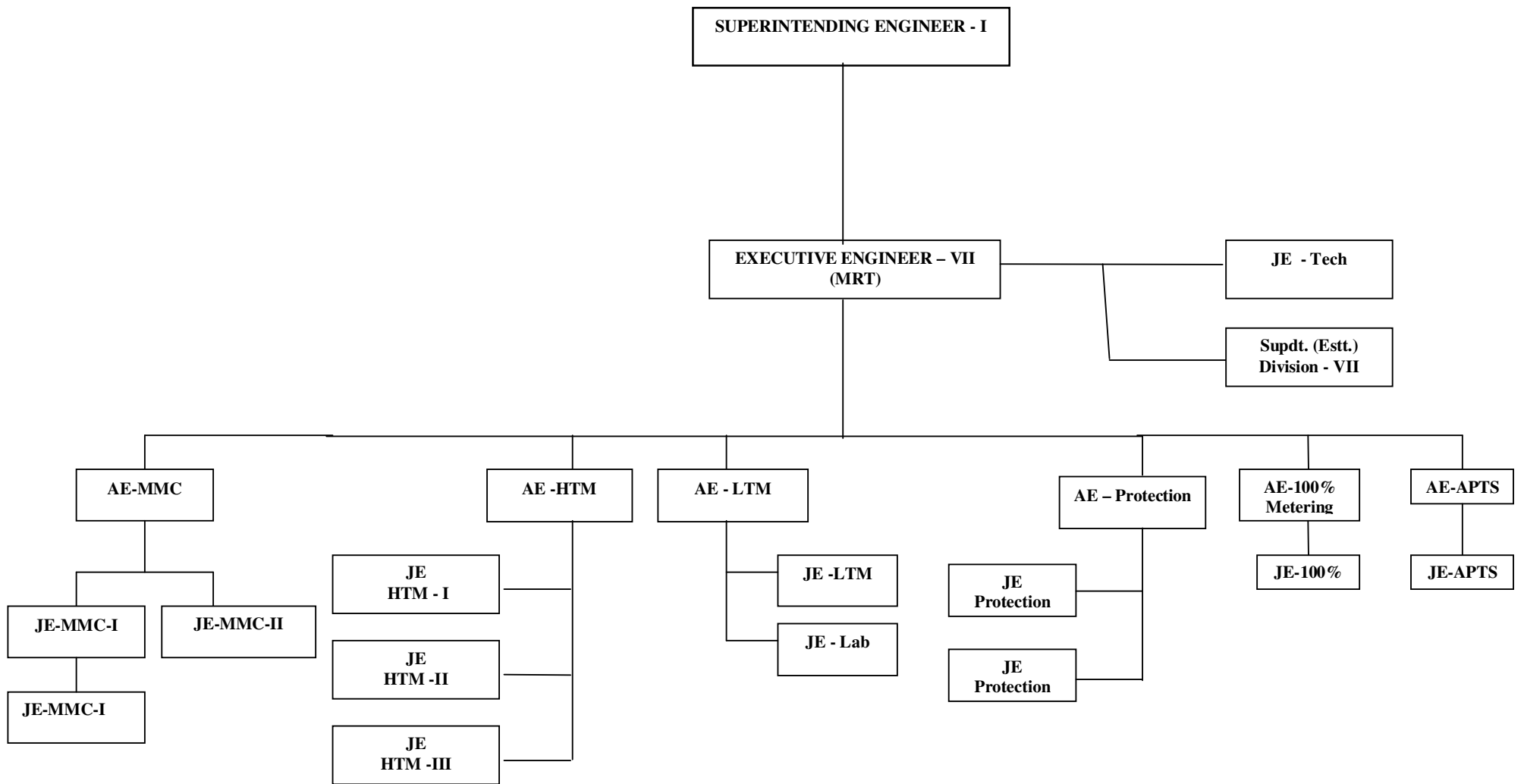
2.7 **Organizational Structure Diagram at various levels namely State, Directorate, Region district, block etc (whichever is applicable)**

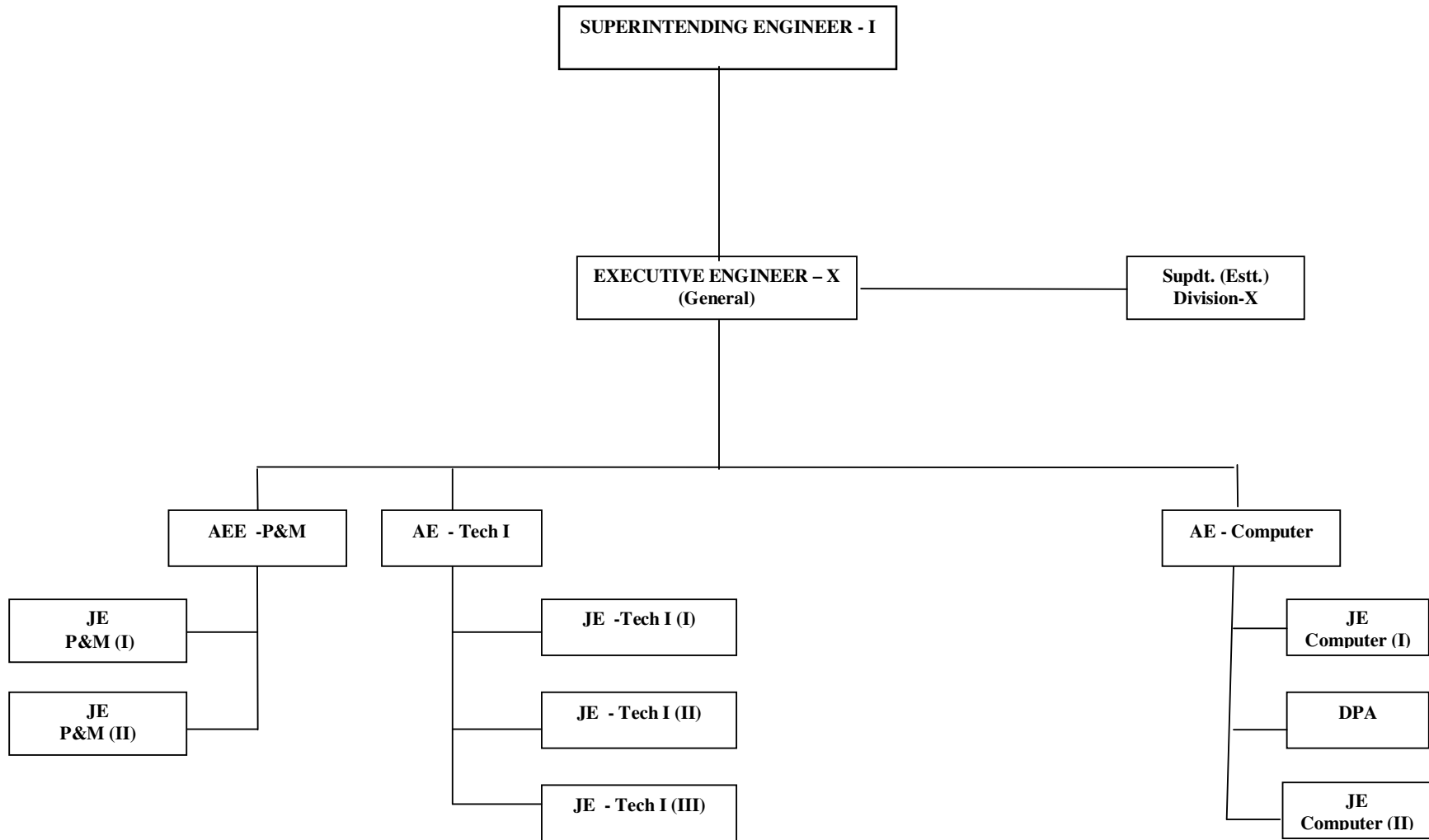
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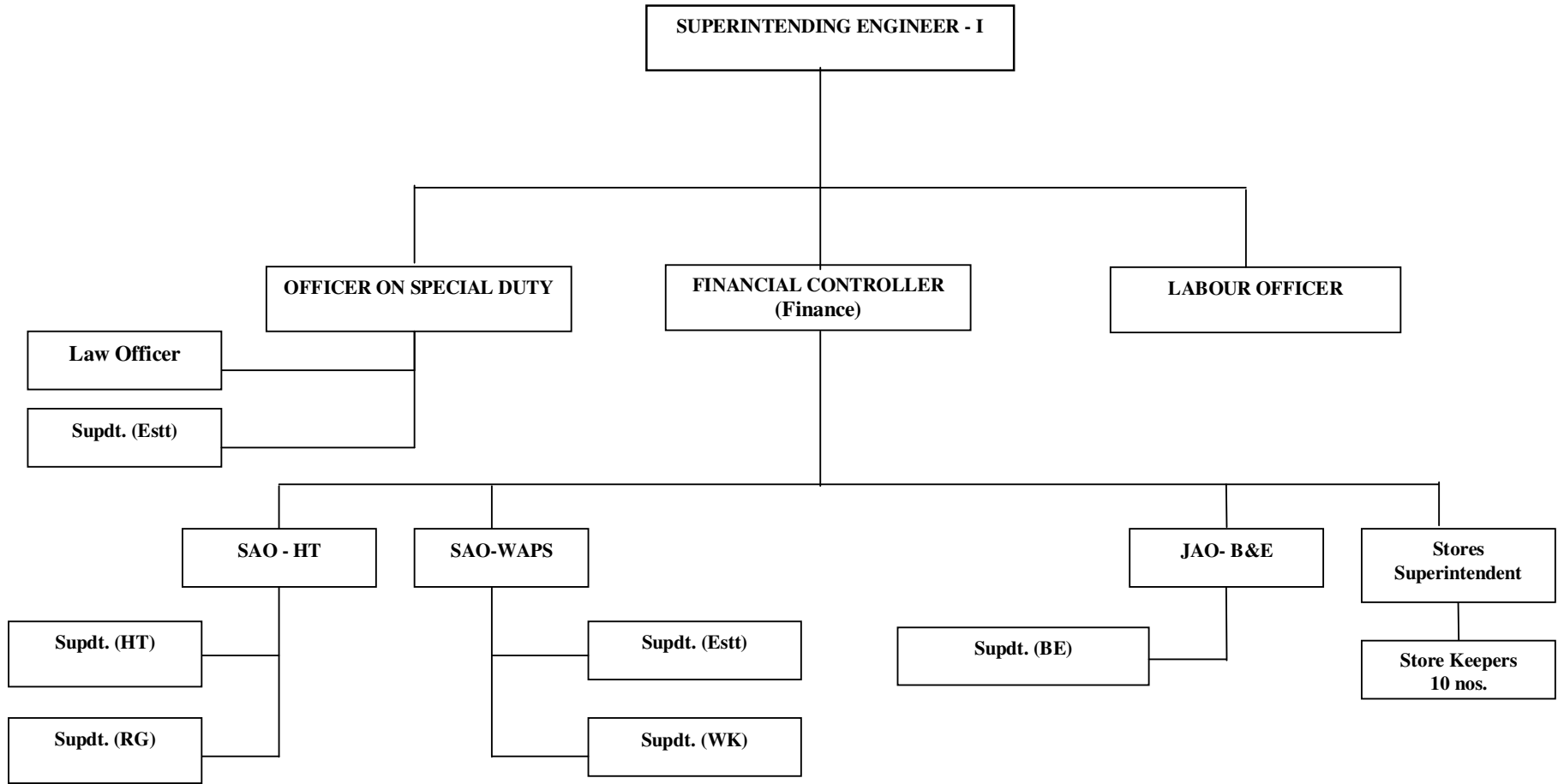
**Department Channel wise Charts**

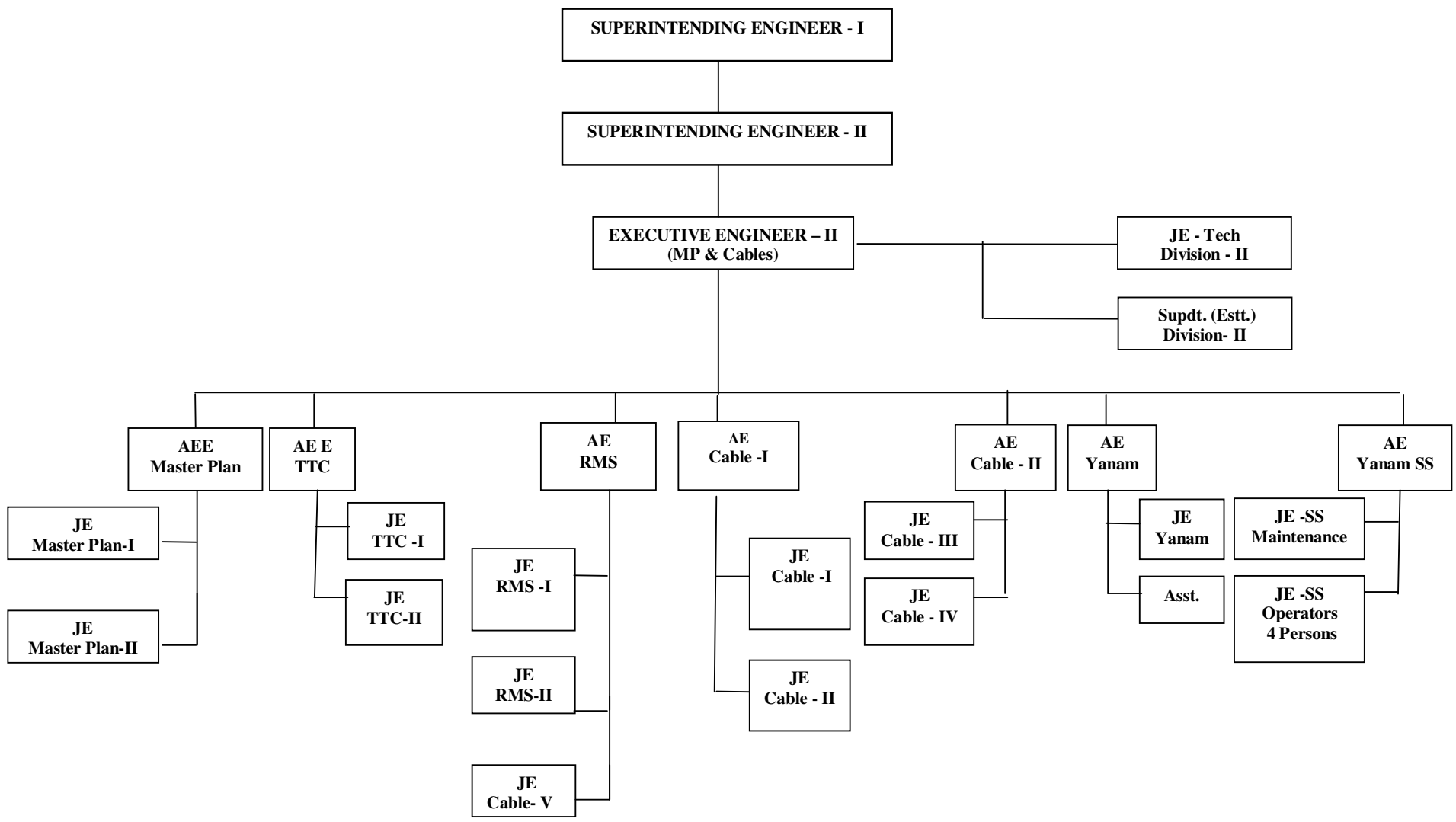


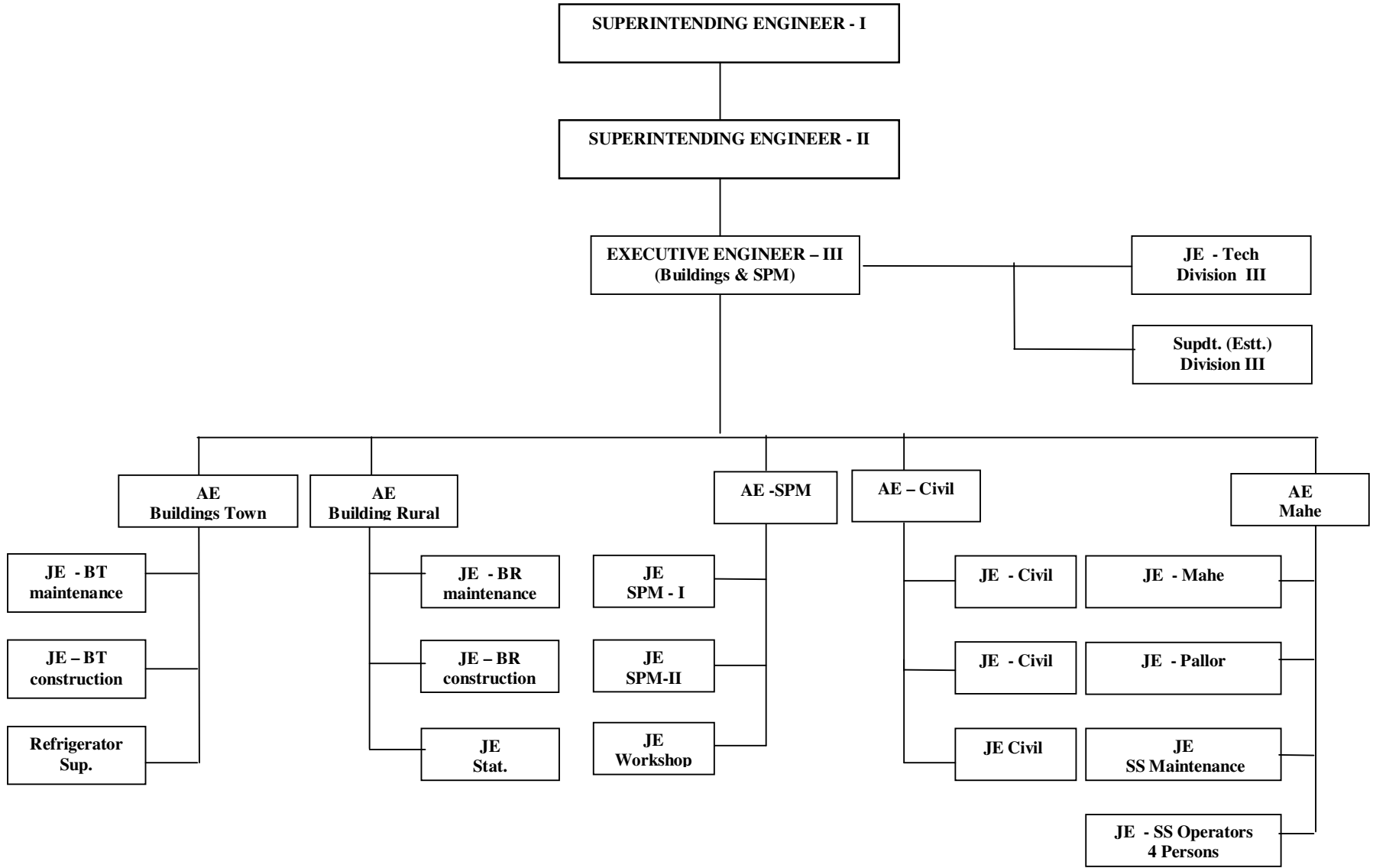


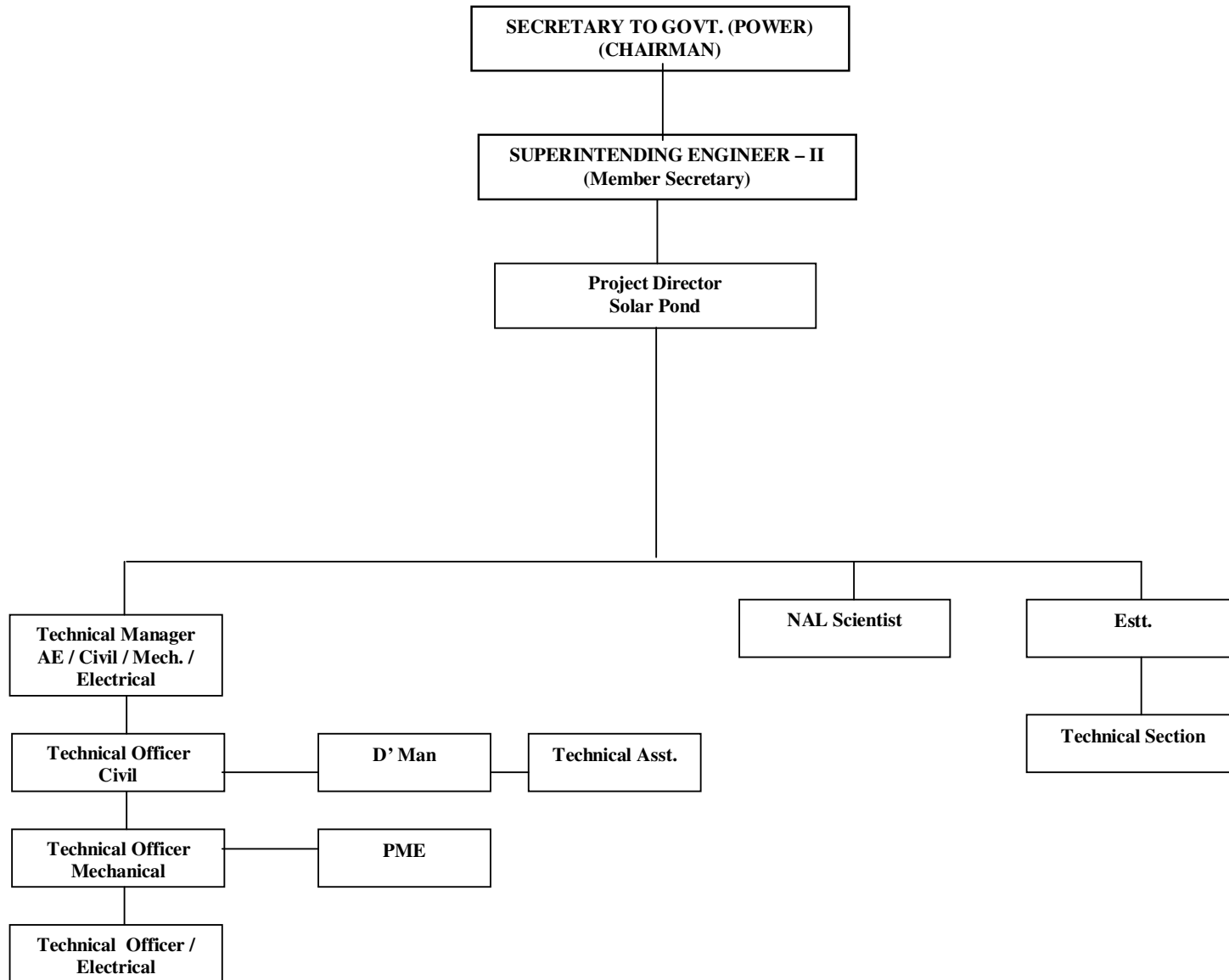


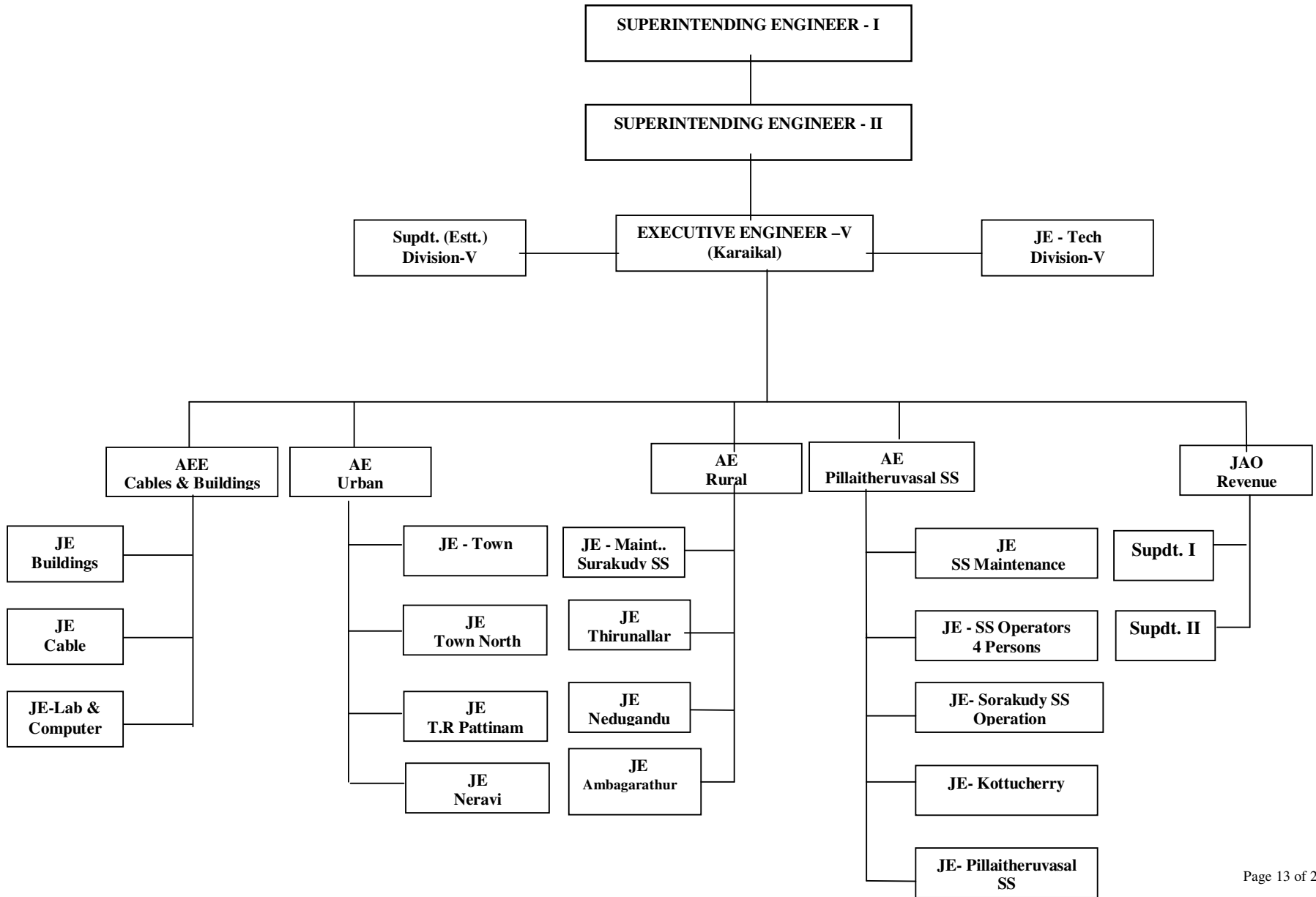


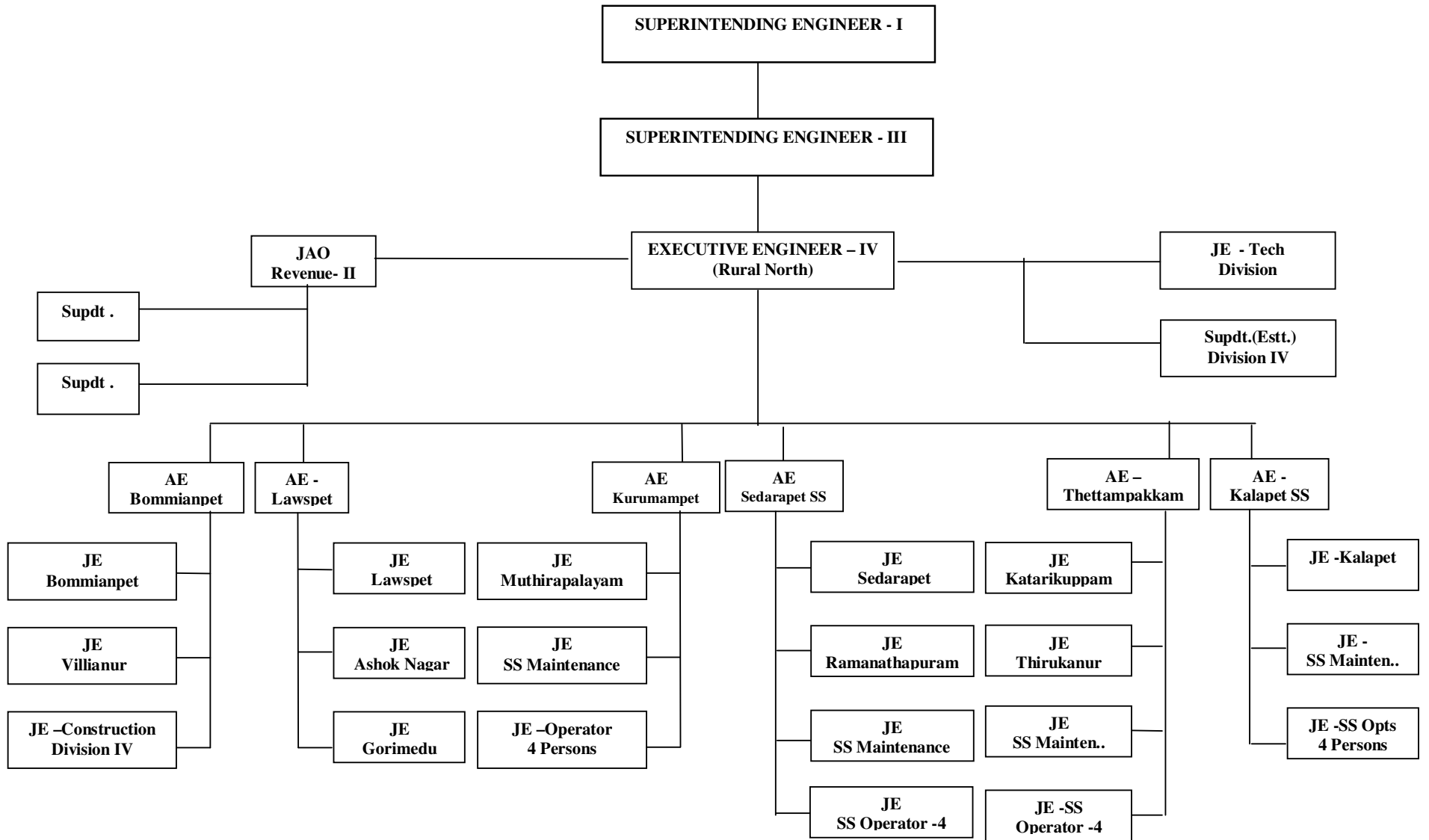


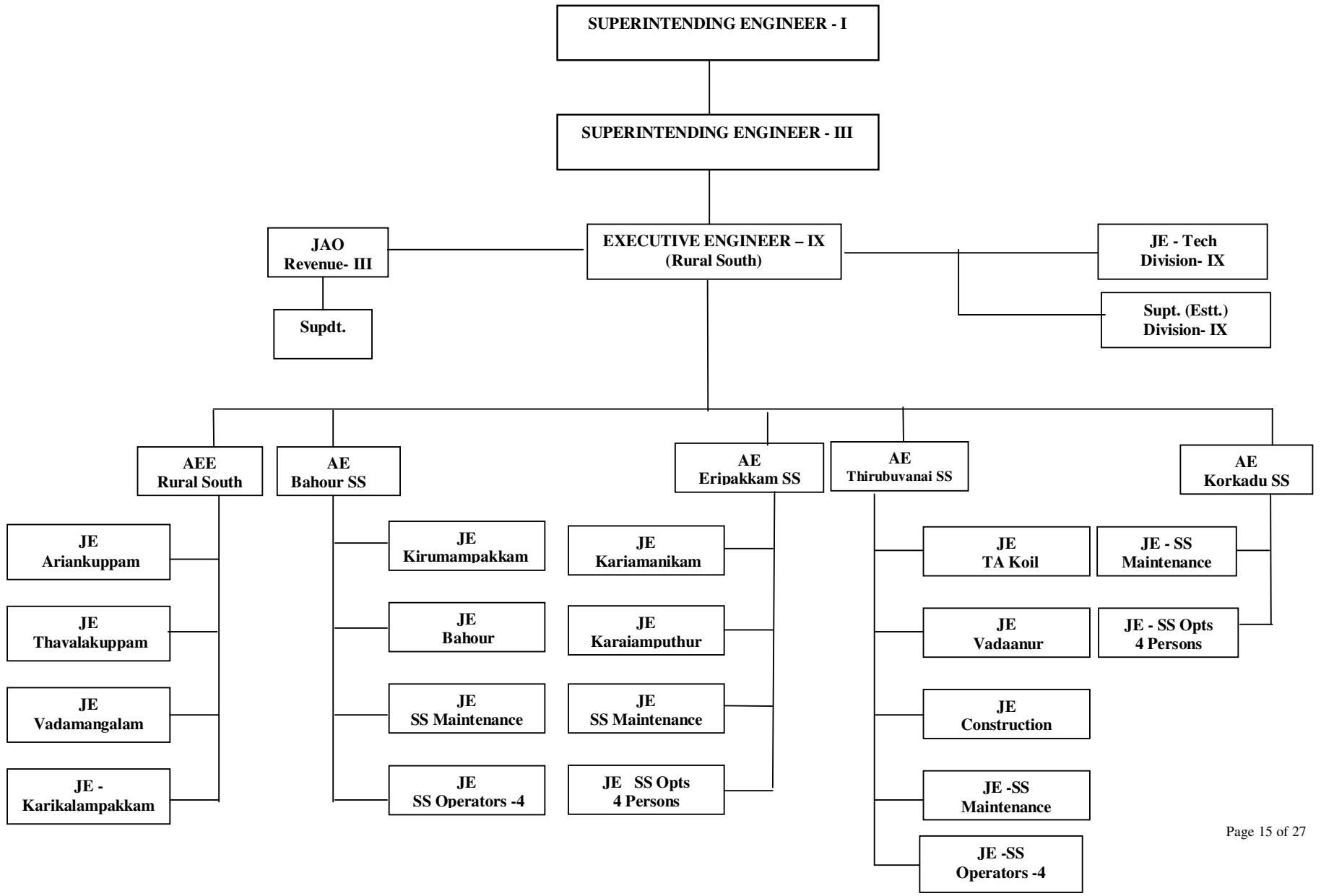


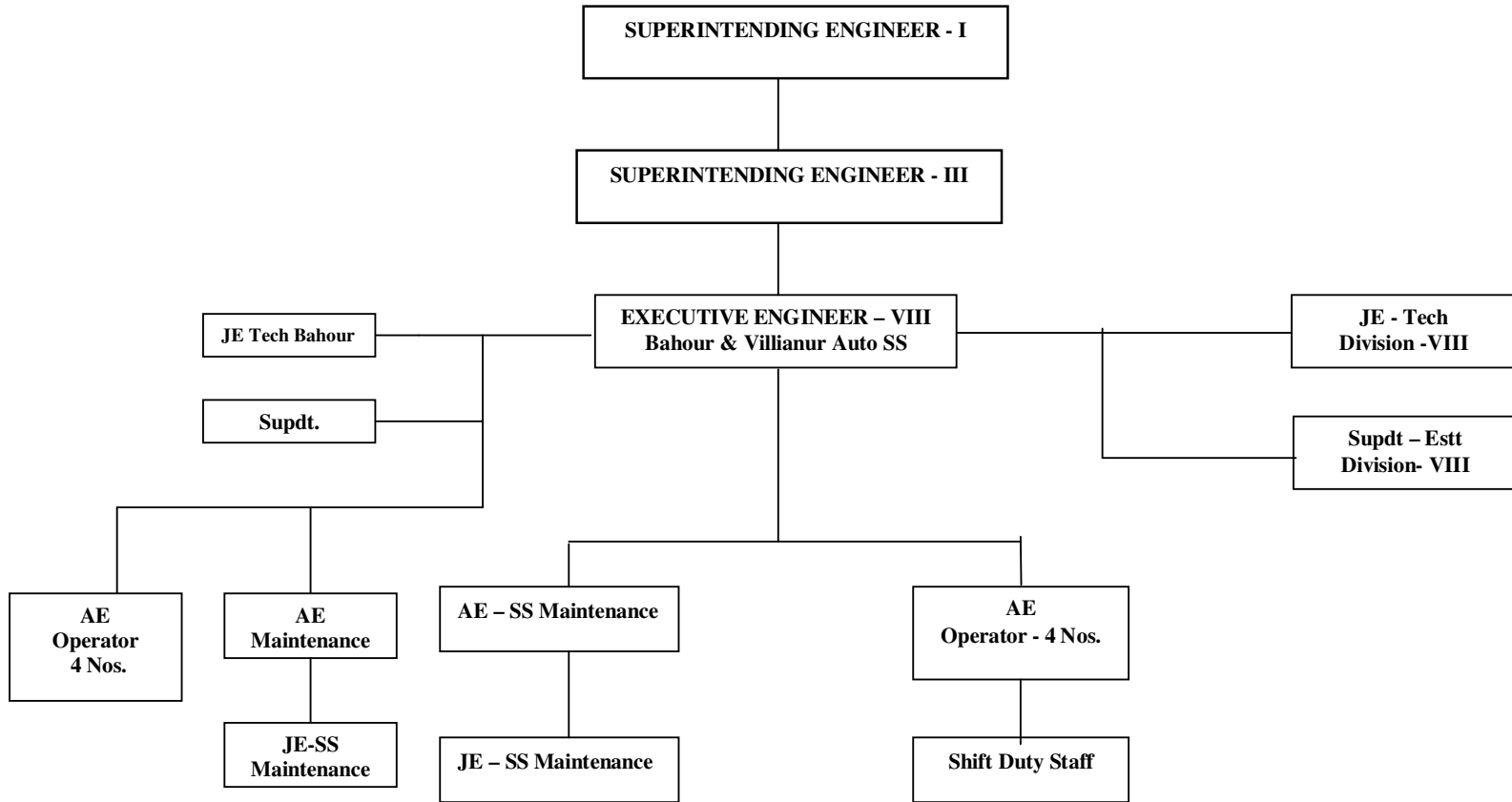


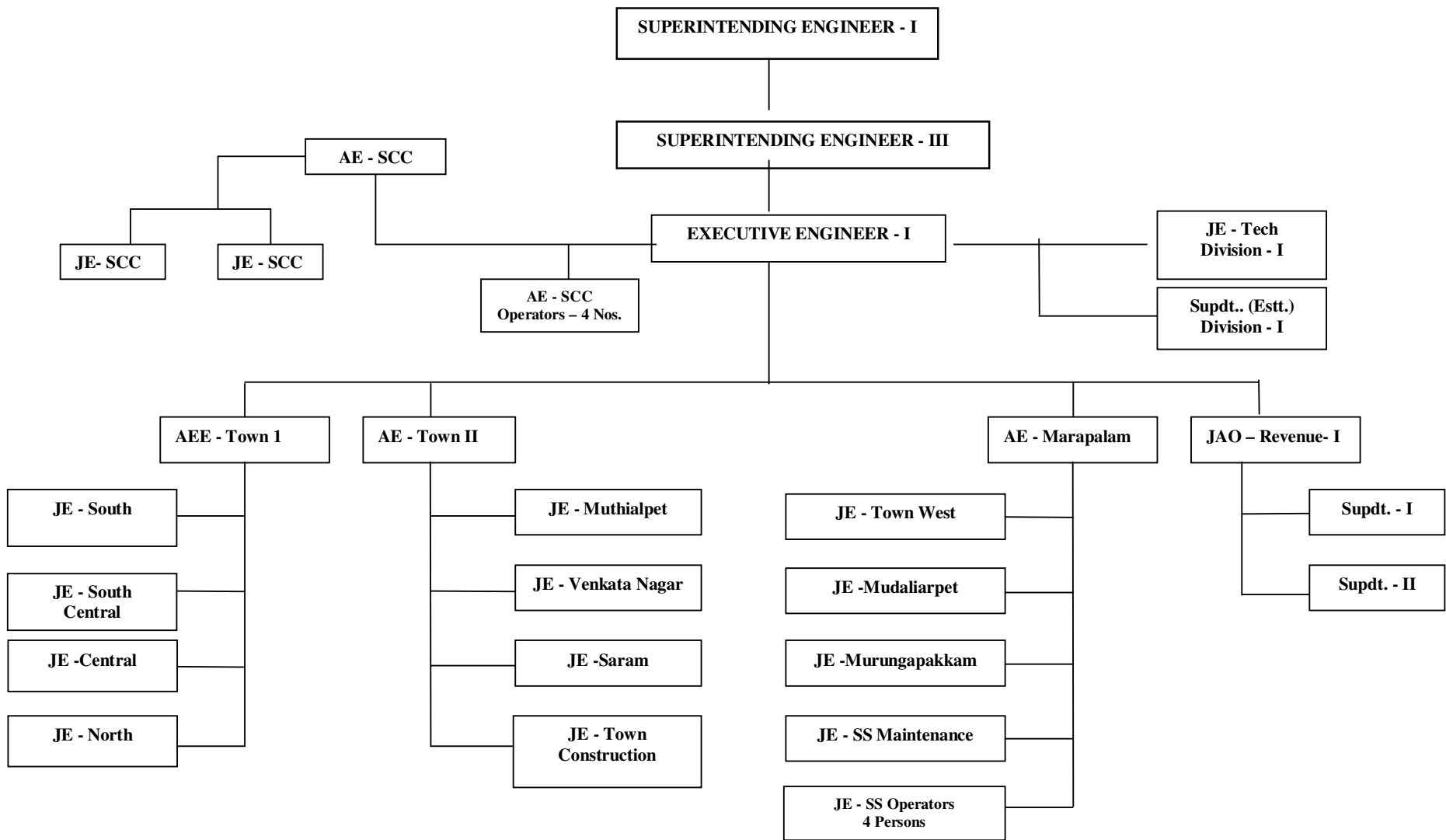












**2.8 Co-operation from the Public :-** The Department can enhance its efficiency and effectiveness of its services if the public co-operates with this Department in the following manners:

- (a) Installation of ISI marked electrical equipments, bulbs, switches wires, household electrical appliances and any other electrical items
- (b) By employing only licensed electrical contractor for wiring their premises.
- (c) By adopting safety methods of wiring installation and earthing practices.
- (d) Adopting standard methods of wiring in their premises or industries thereby reducing wastage of electrical power.
- (e) By providing adequate shunt capacitors and protective devices while using inductive loads
- (f) By paying the Current Consumption Charges promptly.
- (g) By fixing energy efficient bulbs (CFL) instead of ordinary bulbs.
- (h) By avoiding theft of energy or mal practices in the meters / electric installations and passing of such information to this department. When they are noticed.
- (i) By switching off lights, fans and other electrical gadgets when not required, so as to conserve energy when sunlight is available.

**2.9 Public Participation / Contribution:-**

The Departmental Engineers periodically conduct Public grievances' meeting in the section offices for getting first hand information about the functioning / behaviour of the staff of the Department based on which remedial Action are taken.

**2.10 Monitoring of Public Grievances :**

In order to dispose of the petition / representation received from the Public an officer designated as **Public Relation Officer** monitors the status of the Petition /Representation and sends suitable replies.

One **Information Center** is also functioning in this Department Main office Campus where the public can approach and get information and guidance.

2.11 **Address of the main office and other offices at different levels**

**OFFICE ADDRESSES**

<b>Sl. No</b>	<b>Name of the Officer</b>	<b>Office Phone No.</b>	<b>Address</b>
1	Superintending Engineer I	2334277	Electricity Department Main Office, No. 137, Subash Chandra Bose Salai, Puducherry-1.
2	Superintending Engineer II	2343687	
3	Superintending Engineer III	2339532	
4	Financial Controller	2225817	
5	Officer on Special Duty	2336361 to 65	
6	Labour Officer	-do-	
7	Senior Accounts Officer-I & II	-do-	
8	Junior Accounts Officer-I, II & III	-do-	
9	Stores Superintendent	-do-	

**DIVISION - I**

<b>Sl. No.</b>	<b>Section</b>	<b>Office Phone No.</b>	<b>Address</b>
1.	Executive Engineer, Division-I	2339543	2 <sup>nd</sup> Floor, Main Office, Electricity Department, No.137, Nethaji Subash Chandra Bose Salai, Puducherry – 605 001
2.	Assistant Executive Engineer, Town-I	2336361 to 65	
3.	Assistant Engineer Marapalam Sub- Station	2358547	Marapalam, Cuddalore Road, Pudukherry-13
4.	Assistant Engineer, Town –II,		No.100, Perumal Koil Street, Puducherry.
5.	Assistant Engineer, System Control Centre	2341148	System Control Centre Building, Main Office, Electricity Department, No.137, Nethaji Subash Chandra Bose Salai, Puducherry – 605 001
6.	Junior Engineer/South	-do-	No.137, Nethaji Subash Chandra Bose Salai, Puducherry – 605 001
7.	Junior Engineer/South Central	2336299	No.23-B, Thambu Naickar Street, Puducherry 1
8.	Junior Engineer/North	2336327	No.100, Perumal Koil Street, Puducherry.
9.	Junior Engineer/Central		
10.	Junior Engineer, Venkata Nagar,	2210361	Sri Vijaya Ganapatty Temple Committee Building, Venkatta Nagar, Puducherry.
11.	Junior Engineer, Muthialpet	2236166	No.58, Bharathidasan Street, Muthialpet, Puducherry-3.
12.	Junior Engineer, Saram O&M	2200776	No.11, Balathandayutham Street, Ellaipillaichavady, Puducherry-13.
13.	Junior Engineer, Town Construction	-	Kennedy Nagar, Behind TTC Bus Stand, Puducherry.
14.	Junior Engineer, Town West	2213110	No.1, Ground Floor, Pointcare Street, Karamanikuppam, Puducherry.
15.	Junior Engineer, Mudaliarpet	2357697	Police Quarters, Mudaliarpet, Puducherry.
16.	Junior Engineer, Murungapakkam	2357362	No.3, Third Cross, Moogambigai Nagar, Nainarmandapam, Puducherry.

**DIVISION – II**

<b>Sl. No.</b>	<b>Section</b>	<b>Office Phone No.</b>	<b>Address</b>
1.	Executive Engineer – II,	2225552	2 <sup>nd</sup> Floor, Main Office, Electricity Department, 137, Nethaji Subash Chandra Bose Salai, Puducherry – 605001
2.	Assistant Executive Engineer / MP,	2336361 to 65	
3.	Assistant Executive Engineer / TTC,	2357500	Marapalam 110/22-11 KV SS, Electricity Dept, Puducherry- 4
4.	Assistant Engineer / RMS	2225557	No.152, Laporte Street, Puducherry-1
5.	Assistant Engineer / Cable-I		
6.	Assistant Engineer / Cable-II		
7.	Junior Engineer / Cable I		
8.	Junior Engineer / Cable II		
9.	Junior Engineer / Cable III		
10.	Junior Engineer / Cable IV		
11.	Junior Engineer / Cable V		
12.	Junior Engineer / Cable RMS-I		
13.	Junior Engineer / Cable RMS-II		
14.	Assistant Engineer / Yanam	2321278	132/11 KV Sub-Station, Yanam
15.	Junior Engineer / Yanam		

**DIVISION - III**

<b>Sl. No.</b>	<b>Section</b>	<b>Office Phone No.</b>	<b>Address</b>
1.	Executive Engineer – III	2338689	Electricity Department Main Office, 137, Nethaji Subash Chandra Bose Salai, Puducherry – 605 001
2.	Assistant Engineer/ Buildings Town	2336361 to 65	
3.	Assistant Engineer/ Buildings Rural	-do-	
4.	Assistant Engineer/ Special Maintenance	-do-	
5.	Assistant Engineer/Civil	-do-	
6.	Junior Engineer/ Buildings Town Maintenance	-do-	Electricity Department, Main Office (New Buildings Ground Floor)
7.	Junior Engineer/ Buildings Town Construction	-do-	Electricity Department, Main Office (New Buildings Ground Floor)
8.	AC/ Supervisor	-do-	
9.	Junior Engineer/ Civil	-do-	
10.	Junior Engineer/ SPM, Transformer Section	-do-	Electricity Department, Main Office, Puducherry
11.	Junior Engineer/ Workshop Section	-do-	
12.	Junior Engineer/ Buildings Rural Maintenance	-do-	No.14, Jeeva Rukamani Nagar, Pakkamudianpet, Puducherry – 605 008.
13.	Junior Engineer/ Buildings Rural Construction	-do-	
14.	Junior Engineer/ Statutory Section	-do-	
15.	Assistant Engineer/ Mahe	233224	Electricity Department, (Civil Station Buildings), Mahe.
16.	Junior Engineer/ Mahe O&M		
17.	Junior Engineer/ Palloor (O&M)	233264	110/11 KV Palloor Sub- Station, Palloor, Mahe.
18.	Junior Engineer/ Palloor SS		

**DIVISION – IV**

<b>Sl. No.</b>	<b>Section</b>	<b>Office Phone No.</b>	<b>Address</b>
1.	Executive Engineer, Division-IV	2334279	Electricity Department Main Office, No.137, Subash Chandra Bose Salai, Puducherry-1.
2.	Assistant Engineer/ Boomianpet	2200200	Electricity Department 'B' Block, Shopping Complex, (FF) Housing Board, Boomianpet, Puducherry – 5.
3.	Junior Engineer/ Division –IV Construction	2200200	
4.	Junior Engineer/ Boomianpet O&M	2205205	No.1, 2 <sup>nd</sup> Cross, Jawahar Nagar, Puducherry.
5.	Junior Engineer/ Villianur O&M	2666324	110/22 KV Villianur SS Premises, Thattanchavady, Puducherry –110.
6.	Assistant Engineer/ Kalapet	2655180	No.44, Mariamman Koil Street, Periyakalpet, Puducherry –14.
7.	Junior Engineer/ Kalapet O&M	2655181	Electricity Department No.44, Mariamman Koil Street, Periyakalpet, Puducherry –14.
8.	Assistant Engineer/ Sedharapet	2677390	110/22 KV Sedharapet SS Premises, 5 <sup>th</sup> Cross, PIPDIC Industrial Estate, Sedharapet, Puducherry – 605 111.
9.	Junior Engineer/ Ramanathapuram O&M	2666374	PWD Bangalaw, Pathukannu, Puducherry – 605 110.
10.	Junior Engineer/ Sedharapet O&M	2677906	Hindustan Motor Co., Road, Sedharapet, Puducherry – 111.
11.	Assistant Engineer/ Thethampakkam	2674975	110/22 KV Thethampakkam Sub-Station Premises, Suthukeni Post, Vazhudavur Via, Puducherry – 605 502.
12.	Junior Engineer/ Katterikuppam O&M	2674898	Thirowpathaiamman Koil Street, Near Pudupakkam Puducherry –605 502.
13.	Junior Engineer/ Thirukanur O&M	2688479	Muthu Maninamman Alayam Premises, Thirukannur and Post, Puducherry – 605 501.
14.	Assistant Engineer/ Lawspet	2253124	No.1, Ilango Street, Anandha Nagar, Kadirkamam, Puducherry – 605 009.
15.	Junior Engineer/ Lawspet		No.7, Kambalimadam Street, Lawspet, Puducherry-8.

16.	Junior Engineer/ Gorimedu O&M	2248093	PIPDIC Industrial Estate Thattanchanady, Puducherry.
17.	Junior Engineer/ Ashok Nagar O&M	2257100	Circular Shopping complex, Govt. Quarters, Lawspet, Puducherry – 605 008.
18.	Assistant Engineer/ Kurumbapet,	2275711	110/22 KV Kuruambapet Sub- Station Premises, PIPDIC Industrial Estate, Mettupalyam, Puducherry – 605 009.
19.	Junior Engineer/ Muthirapalayam O&M	2275744	Main Road, PIPDIC Industrial Estate, Mettupalyam, Puducherry – 605 009.

**DIVISION-V**

<b>Sl. No.</b>	<b>Section</b>	<b>Office Phone No.</b>	<b>Address</b>
1.	Executive Engineer, Karaikal	222694	No.7, Kirambuthottam Street, Karaikal - 609 602.
2.	Asst. Executive Engineer, Construction & Buildings		
3.	Assistant Engineer/Urban		
4.	Assistant Engineer/Rural	261246	110/11 KV SS, Surakudy 16, Nedungadu Road, Thirunallar (Post) Karaikal - 609 607.
5.	Assistant Engineer / Pillaitheruvasal Sub-Station.	220711	110/11KV Pillaitheruvasal SS Campus, Karaikal
6.	Junior Accounts Officer, Karaikal	222694	No.7, Kirambuthottam Street, Karaikal - 609 602.
7.	Junior Engineer/ O&M/Town	222428	No.72, Maideen Palli Street, Karaikal-609 602.
8.	Junior Engineer/ O&M/ North	230798	No.37, III Cross, Nehru Nagar, Karaikal 609 605.
9.	Junior Engineer/ O&M/T.R Pattinam	234492	No.26, Gandhi Road, T.R. Pattinam, Karaikal-609 606.
10.	Junior Engineer/ O&M/Neravy	238798	No.20, Kamaraj Salai, Neravy, Karaikal 609 604.
11.	Junior Engineer/ O&M/ Thirunallar	236674	No.28/B West Street, Thirunallar (Post) Karaikal-609 607.
12.	Junior Engineer/O&M Ambagarathur	252697	No.167, Main Road, Ambagarathur, Karaikal 609 601.

13.	Junior Engineer/ O&M/ Nedungadu	261228	Hospital Road, Nedungadu (Post) Karaikal - 609 603.
14.	Junior Engineer / Kottucherry O&M	266233	Iyyankulathu Street, Kottucherry Post, Karaikal

**DIVISION – VI**

<b>Sl. No.</b>	<b>Section</b>	<b>Office Phone No.</b>	<b>Address</b>
1.	Executive Engineer-VI	2331188	Electricity Department Main Office, No.137, Subash Chandra Bose Salai, Puducherry-1.
2.	Assistant Executive Engineer / EHV	2336361 to 65	
3.	Assistant Executive Engineer/ PLCC & Lines		
4.	Assistant Engineer /EHV		
5.	Assistant Engineer / Feeder Construction	2248511	No. 4, 3 <sup>rd</sup> Cross, Satya Nagar, Puducherry – 605 008.

**DIVISION – VII**

<b>Sl. No.</b>	<b>Section</b>	<b>Office Phone No.</b>	<b>Address</b>
1	Executive Engineer-VII	2336361 to 65	Electricity Department Main Office, No.137, Subash Chandra Bose Salai, Puducherry-1.
2	Assistant Engineer / Protection		
3	Assistant Engineer / HTM		
4	Assistant Engineer / LTM		
5	Assistant Engineer / MMC-I		
6	Assistant Engineer / 100% Metering		
7	Assistant Engineer / APTS		

**DIVISION-VIII**

<b>Sl. No.</b>	<b>Section</b>	<b>Office Phone No.</b>	<b>Address</b>
1	Executive Engineer-VIII	2667992	230/110 KV Auto Sub Station, Villianur
2	Asst. Executive Engineer / Maintenance		230/110 KV Auto Sub Station, Thattanchavady, Villianur
3	Assistant Engineer/ SS Operators / Villianur 230/110 KV Auto SS.		
4	Assistant Engineer / Operators / Maintenance, 230/110 KV Bahour Auto Sub Station	2611149	Bahour 230/110 KV Auto Sub- Station, ECR Road, Kattukuppam, Bahour Commune, Puducherry.

**DIVISION-IX**

<b>Sl. No.</b>	<b>Section</b>	<b>Office Phone No.</b>	<b>Address</b>
1.	Executive Engineer	2358564	110/22-11KV Marapalam Sub- Station Campus, Marapalam.
2.	Assistant Executive Engineer, Rural (South)		Electricity Department Marapalam SS, Puducherry-4.
3.	Assistant Engineer 110 KV Bahour Sub Station	2611149	Bahour 110/22 KV Sub-Station, ECR Road, Kattukuppam, Bahour Commune, Puducherry.
4.	Assistant Engineer, Thirubuvanai Sub Station	2641144	Thirubuvanai 110/22 KV Sub- Station, National Highway 45', Puducherry-Villupuram Main Road, Thirubuvanai, Puducherry-605 107,
5.	Assistant Engineer, Eripakkam Sub Station	2699494	Eripakkam Sub-Station, Eripakkam-Kalmandapam Road, (MRF Road), Nettapakkam Commune, Eripakkam, Puducherry.
6.	Junior Engineer, Ariankuppam O&M,	2600340	Madha Koil Street, Ariyankuppam, Puducherry-7.
7.	Junior Engineer, Karikalampakkam O&M,	2666369	Bahour Road, Puducherry.
8.	Junior Engineer, Vadamangalam O&M,	2666606	Puducherry-Villupuram Main Road, Villianur Commune, Puducherry.
9.	Junior Engineer, Bahour O&M,	2633444	Kanniakoil Road, Bahour, Puducherry.

10.	Junior Engineer, Thavalakuppam O&M,	2618202	Nallavadu Road, Thanampalayam, Thavalakuppam, Puducherry.
11.	Junior Engineer, Kirumampakkam O&M,	2611129	Rural Industrial Estate Campus, Bahour Commune, Puducherry
12.	Junior Engineer, T.A.Koil O&M,	2640149	National Highway 45'-A, Puducherry-Villupuram Main Road, T.A. Koil, Thirukanur (Post), Mannadipet Commune, Puducherry - 605 102.
13.	Junior Engineer, Construction	-	National Highway 45'-A, Puducherry-Villupuram Main Road, Thiruvandarkoil, Mannadipet Commune, Puducherry - 605 102.
14.	Junior Engineer, Vadhanur O&M,	2680044	Thiruvannamalai Road, Mannadipet Commune, Puducherry.
15.	Junior Engineer, Kariamanickam O&M,	2699448	Electricity Department Near Venkatasubba Reddiar Kalyana Mandapam, Kariamanickam, Puducherry.
16.	Junior Engineer, Karayambuthoor O&M,	2698856	No.16-A, Hospital road, Karayambuthoor, Bahour Commune, Puducherry.

### **DIVISION-X**

<b>Sl. No.</b>	<b>Section</b>	<b>Office Phone No.</b>	<b>Address</b>
1.	Executive Engineer-X	2341238	Electricity Department Main Office, No.137, Subash Chandra Bose Salai, Puducherry-1.
2.	Asst. Executive Engineer-P&M	2336361 to 65	
3.	Assistant Engineer – Tech-I		
4.	Assistant Engineer – Computer		

#### 2.12 **Working Hours :-**

Morning Session            08.45 to 13.00 hours  
Lunch Break                 13.00 to 14.00 hours  
After Noon Session        14.00 to 17.45 hours  
(Except all Saturday, Sunday and Public Holidays).