



**BIHAR STATE POWER TRANSMISSION COMPANY LIMITED**  
(Reg. Office, Vidyut Bhawan, Bailey Road, Patna – 800021)

Office order No. 17 Patna, dated 04/06/2016

Com/Misc-1067/98(P-I)

**For smooth functioning of 33<sup>rd</sup> meeting of TCC and ERPC scheduled on 24<sup>th</sup>- 25<sup>th</sup> June 2016 at Patna to be hosted by Bihar State Power (Holding) Company Limited , the following committees are being constituted alongwith their duties mentioned as below:-**

<b>1. Co-ordination Committee-cum-Nodal Team</b>	
Sri Bhaskar Sharma, Director(Projects), BSPTCL	Sri Jayant Kumar Dubey EEE(Inter-state) BSPHCL
Sri N.K.Jha ,GM(Fin.),BSPHCL	Sri Anand Suman, AEE (Inter-state) NBPDC
Sri Hareram Pandey,ESE,BSPTCL	Sri Prateek Adarsh,OSD,SBPDCL
Sri Rakesh Ranjan,OSD,NBPDC	Miss Neha,SLDC,BSPTCL
Sri Ajay Kumar Mishra, OSD ,BSPTCL	Miss Anjali Anand,SLDC,BSPTCL
Sri Rambaboo Singh,EEE,BSPTCL	Sri Mukesh,AEx.E,BSPTCL
<b>2.Hotel Arrangement Committee</b>	
<b>Members</b>	<b>Duties &amp; Functions</b>
Sri Dilip Kumar , GM (PESU)	a)Hotel where accommodation is to be made. It shall ensure all delegates are properly received at Hotel and lodged in respective allotted rooms.
Sri Akhilesh Kumar , OSD ,SBPDCL	
Sri Khagesh Kumar EEE , BSPGCL	
Sri IndraDeo Kumar EEE , ESD- New Capital	b)Any addition/deletion in no. Of rooms shall be their responsibility.
Sri Rajiv Kr. Singh EEE ,ESD- Dakbanglow	c) Menu to be served to the delegates at the hotel during buffet lunch/dinner. It shall ensure snacks/packets for the drivers of the vehicles.
Sri Vikram,AEE,ESSD-Dakbanglow	
Sri Sunil Kumar, AEE,ESSD-Digha	d) Estimate of above shall be taken by the committee and hand over to coordination committee.
Sri Mukesh,AEx.E,BSPTCL	
	e) Arrange for photography, videography, projector in meeting hall.
	f)Cultural Function on 24.06.2016 in the hall of hotel.

### 3. Vehicle Arrangement Committee

Members	Duties & Function
Sri Rajeev Ranjan Sinha , GM(HR & Admin.) BSPHCL	<p>It shall finalize the no. of vehicles required and accordingly, finalize a reputed agency who can serve in time.</p> <p>For MDs/Directors, they shall arrange Honda City/XUV and for others economical cars may be arranged.</p> <p>It shall co-ordinate with the reception committee and shall provide vehicle only with the consent of leading member of reception committee.</p>
Sri Jagat Bhusan ,EEE ,Vehicle Incharge BSPHCL	
Sri Arvind Kumar, Section Officer, BSPHCL	
Sri Nanhe Rajkumar ,EEE ,BSPGCL	
Sri Aditya Kumar ,EEE(Projects) ,NBPDC	
Sri Siddhant Kr.EE(Civil),NBPDC	

### 4. Reception Cum Hospitality Committee

Members	Duties and Function
Sri Gautam Kr. Choubey, Chief Engineer (System Operations)	<p>It shall receive the guest at the airport/ Railway station. After receiving, they shall escort the delegates to parked vehicle and send them to respective hotel.</p> <p>For vehicle, it shall coordinate with Vehicle Arrangement Committee.</p> <p>For MDs/Directors of utilities, any male AEEs may be roped in by the head of the committee at his will.</p> <p>Also, for families of the delegates, female employees may be engaged.</p> <p>The sight-seeing by delegates, if required, shall also be ensured by them.</p> <p>The welcome letter to be prepared and handed over to guests.</p>
Sri H.R. Pandey , ESE ,BSPTCL	
Sri D.K. Singh ESE ,BSPTCL	
Sri Rajdeep Bhattacharya , Resident Engineer, Kolkata	
Sri Ritesh,EEE(S&P),NBPDC	
Sri Binod, AEE (Commercial) , SBPDC	
Sri Amit, AEE(Inter-state)	
Miss Sweety,AEE, BSPTCL	<b>To take care of female delegatges.</b>
Miss Sumedha,AEE,BSPTCL	
Miss Shilpa, AEE,MD Cell, SBPDC	<b>To take care of female delegates.</b>
Miss Supriya Gupta, Account Officer(Commercial), NBPDC	

### 5. Meeting Conducting Committee

Members	Duties and Function
Sri S.K. Singh , Chief Engineer(O&M),NBPDC Sri Rakesh,ESE (Telecom.)	This shall look over handover of bouquet during meeting. Anchoring during meeting .
Sri Amitanand , DGM (IT),BSPHCL	Minutes of meeting. Registration of delegates before start of meeting. Handing over of folders and arrange for all technical requirements of ERPC members like heavy duty printer,A4 papers and other stationery items.
Sri Ravishakhar,OSD,BSPTCL	
Sri Ravi Shankar Prasad ,EEE BSPTCL	
Sri Rajiv Kr. Singh, EEE(Project & Design),BPSGCL Sri Manish Kant,EEE(Projects),NBPDC	
Miss Soumya,AE (Civil),NBPDC Miss Kusum,AEE,SBPDCL	
Sri Nishant Kumar ,DBA,IT,BSPHCL	

### 6. Cultural Function Committee

Members	Duties and Function
Sri A. K.Sinha ,GM,BTPS (Incharge)	This shall finalize the party performing on the 24.06.2016 (evening). Anchoring during cultural programme.. This shall receive and see off the party.
Sri Ashwini Kumar ,EEE,BSPTCL	
Sri Sujeet Kumar,Under Secretary,BSPGCL	
Miss Shilpa ,AEE ,SBPDCL	
Miss Sheetal,AEE ,SBPDCL	
Sri Rajesh Pandey,JEE(SLDC),SBPDCL	
Sri Ravi Raushan,DEA,Dir(P),NBPDC	

### 7. Food & Snack Committee

Members	Duties and Function
Sri P . K. Govil , CE (Proj-I) BSPTCL	This shall finalize the Menu alongwith Hotel Arrangement Committee at the hotel. This shall ensure that meal is properly served during lunch/dinner. Snacks are timely/properly served
Sri Vijay Kr.Sinha,Under Secretary,BSPHCL	
Sri Jayjit Ray,Sr.Manager,NBPDC	
Sri Santosh Anand,OSD,NBPDC	
Sri Prabhat Ranjan,EEE(HT),NBPDC	
Sri Sharad Kr. Pandey, AEE,D(P) ,NBPDC	

Sri Purushottam Prasad, EEE (Com.), SBPDCL Sri Manish Shakya, AEE Inter-state	during meeting. Attention to the special invitees/ delegates sitting at the dias shall be their responsibility.
<b>8. Media Committee</b>	
<b>Members</b>	<b>Duties and Function</b>
Sri Shankar Jha,GM(HR),NBPDC	This shall ensure media house are invited and ensure their comfort (Snacks)
Sri H.R. Pandey ,ESE (P& P) BSPTCL	
Sri Ajay Kr. Sah, EEE(Project),NBPDC	
<b>9.Purchase Committee</b>	
<b>Members</b>	<b>Duties and Function</b>
Sri S. N. Sinha Chief Engineer (Proj -II ) BSPTCL	This shall purchase the gifts, bouquets, meeting items and all logistics needed for the meeting and hand over to concerned committee.  Written and duly signed(post facto in case of emergency) requisition from the different committees must be taken.
Sri Rakesh Ranjan ,OSD NBPDC	
Sri Sudhir,EEE(Project),NBPDC	
Sri Sanjay Jha,EEE(O&M),NBPDC	
Sri Pratik,OSD,SBPDCL	
Sri Vikram,AEE,ESSD-Dakbanglow	
Sri Anand Suman,AEE (Inter-state)	

In the above committee, first member shall be leading the committee and other members must report to the lead member with the receipt of this order and shall ensure the success of this meeting. Purchase of any item required by any of the committees shall be made to the Purchase committee.

*Committee no. 1,4 & 5 shall be monitored by Director (Projects),BSPTCL.*

*Committee no. 2, 3 & 7 shall be monitored by Director (Projects),SBPDCL*

*Committee no. 6,8 & 9 shall be monitored by Director (Projects),NBPDC.*

This has got approval of competent authority.

Sd/-  
( R .L. Lakshmanan)  
MD ,BSPTCL Cum Director( Admn)

Memo No. 80 Dated 04.06.2016

Copy to Director (Projects),BSPTCL/Director(Projects),NBPDC/ Director(Projects),SBPDCL & all concerned officers of BSPHCL/ SBPDCL/ NBPDC/ BSPTCL/ BSPGCL/ Sri Ravi Raushan,DEA, Dir(P),NBPDC for information and needful.

*G.K.Choubey*  
*04-6-2016*

**(G.K.Choubey)**

Chief Engineer(Sy. Op.)

*G.K.*