

उत्तराखण्ड अक्षय ऊर्जा विकास अभिकरण “उरेडा” देहरादून

सूचना अधिकार अधिनियम- 2005

मैनुअल

संख्या - 01

संगठन की विशिष्टियाँ, कृत्य एवं कर्तव्य

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उत्तराखण्ड अक्षय ऊर्जा विकास अभिकरण “उरेडा” देहरादून।

सूचना के अधिकार अधिनियम-2005 के मैन्युअल।

1. संगठन की विशिष्टियाँ, कृत्य एवं कर्तव्य-

अ-विशिष्टियाँ, कर्तव्य:

- उरेडा का गठन सोसाईटी रजिस्ट्रेशन अधिनियम -1860 अधिनियम संख्या XXI की उप धारा-2 के अधीन जुलाई 2001 में हुआ है।
- उरेडा का कार्यक्षेत्र उत्तराखण्ड राज्य है।
- उरेडा का मुख्यालय ऊर्जा पार्क परिसर, औद्योगिक क्षेत्र, पटेल नगर, देहरादून में है एवं प्रत्येक जनपद में उरेडा के एक-एक जनपदीय कार्यालय हैं।
- संगठन की विशिष्टियाँ, कृत्य एवं कर्तव्य निम्न हैं:-
- अक्षय ऊर्जा योजनाओं का विकास एवं क्रियान्वयन।
- अन्यत्र /अन्य प्रदेशों में जहाँ अक्षय ऊर्जा की लाभकारी योजनाएँ क्रियान्वित हो रही हैं,
- उनका लाभ प्रदेश की जनता को अनुमन्य कराना।
- सौर ऊर्जा, बायो ऊर्जा, पवन ऊर्जा, लघु जल विद्युत ऊर्जा एवं अक्षय ऊर्जा के अन्य श्रोतों से संबंधित योजनाओं का निरूपण एवं क्रियान्वयन।
- ऊर्जा वृक्षारोपण से संबंधित योजनाओं का चिन्हीकरण, निरूपण एवं क्रियान्वयन।
- पारम्परिक एवं अपारम्परिक ऊर्जा स्रोतों के माध्यम से आई0आर0ई0पी0 कार्यक्रम हेतु योजनाओं का चिन्हीकरण, निरूपण एवं क्रियान्वयन।
- अक्षय ऊर्जा श्रोतों/योजनाओं के विकास के लिए प्रचार-प्रसार, प्रशिक्षण, सेमिनार, अवेयरनेस कार्यक्रमों का क्रियान्वयन ।
- अक्षय ऊर्जा के नये श्रोतों के विकास के लिए शोध, विकास, समन्वय।

ब. उरेडा का संगठनात्मक ढाँचा:

उरेडा के प्रशासनिक ढाँचे में उरेडा मुख्यालय के लिए 19 पद एवं संविदा पर तीन पद इस प्रकार कुल 22 पद सृजित हैं तथा जनपदीय कार्यालयों के लिए 77 पद सृजित हैं। सृजित पदों एवं उसके सापेक्ष तैनात कार्मिकों का विवरण निम्नवत् है:-

क्र.सं.	पद नाम	स्वीकृत पदों की संख्या	अधिकारी/कर्मचारी का नाम
1	निदेशक	1	श्री सी० भास्कर
2	मुख्य परियोजना अधिकारी	1	श्री ए० के० त्यागी
3	उप मुख्य परियोजना अधिकारी (लघुजल)	1	रिक्त
4	उप मुख्य परियोजना अधिकारी (आईआरईपी)	1	श्री ए० जे० सिंह
5	उप- मुख्य परियोजना अधिकारी (सोलर)	1	श्री सी० पी० अग्रवाल
6	वरिष्ठ परियोजना अधिकारी (सोलर थर्मल) (जल विद्युत ऊर्जा)		श्री एल०डी० शर्मा श्री नीरज कुमार
7	वित्त एवं लेखाधिकारी	1	अतिरिक्त प्रभार
8	सांख्यिकी अधिकारी (नि० एवं अनु०)	1	श्री पी० सी० सनवाल
9	सलाहकार	3 संविदा पर	रिक्त
10	वरिष्ठ सहायक सह कंसोल आप०	5	1. श्री सुनील कुमार 2. श्री ललित मोहन 3. श्री नवीन कुमार डोभाल 4. श्री सुनील कुमार जोशी
11	लेखाकार	1	श्री बचे सिंह रावत
12	अवर अभियन्ता (प्राविधिक)	1	श्री सुरेन्द्र सिंह रावत
13	वाहन चालक (नियमित)	2	1. श्री प्रेम सिंह ज्याडा 2. श्री मोहन चन्द भट्ट
14	चतुर्थ श्रेणी कर्मचारी (नियमित)	3	
योग	मुख्या० के अधि०/कर्म० का	22	

जनपदीय

कार्यालय का

स्टाफ

1	वरिष्ठ परियोजना अधिकारी	5	1. श्री एल०डी० शर्मा 2. श्री प्रमोद कुमार 3. श्री नीरज कुमार 4.. श्री रमेश चन्द्र पाण्डे
2	परियोजना अधिकारी	8	1. श्री जी०सी० मल्होत्रा 2. श्री अजय कुमार 3. श्री वी०एस० रावत 4. श्री मनोज कुमार 5. श्री विजय सिंह रावत 6. श्री अखिलेश शर्मा

			<p>7. श्री संदीप भट्ट</p> <p>8. श्रीमती वन्दना जौहरी</p>
3	अवर अभियन्ता	17	<p>1. श्री सतीश चन्द्र शर्मा,</p> <p>2. श्री मोहन चन्द्र तिवारी</p> <p>3. श्री बलवन्त सिंह रावत,</p> <p>4. श्री सदाभा प्रसाद गौड,</p> <p>5. श्री यद्धवीर सिंह बिष्ट ,</p> <p>6. श्री विमल किशोर बमराडा</p> <p>7. श्री शिव सिंह मेहरा</p> <p>8. श्री मनोज कुमार बजेठा</p> <p>9. श्री ओम कुमार</p> <p>10. श्री बंशीदत्त सूठा</p> <p>11 श्री दिनेश चन्द्र रिखाडी</p> <p>12. श्री भगवान सिंह यादव</p> <p>13 श्री मदन मोहन डिमरी</p> <p>14. श्री जगपाल सिंह</p> <p>15. श्री संदीप कुमार</p> <p>16. श्री सुभाष राम</p>
4	तकनीकी सहायक	11	<p>1. श्री आर0के0चौधरी (स्थानापन्न अवर अभि0)</p> <p>2. श्री पान सिंह रावत</p> <p>3. श्री धीरेन्द्र सिंह पटवाल</p> <p>4. श्री धरणीधर घिल्डियाल</p> <p>5. श्री भूपाल सिंह कवर</p> <p>6. श्री मनमनोहर सिंह जंगपांगी</p> <p>7. श्री चन्द्र प्रकाश</p> <p>8. श्री देवेन्द्र कुमार टम्टा</p> <p>9. श्री रघुबीर सिंह</p> <p>10. कु0 बीना आर्या</p> <p>11. श्री गोविन्द सिंह बिष्ट</p>

5	कनि0 सहा0/लेखा सहा0/डाटा इंटी आपरेटर	12	<ol style="list-style-type: none"> 1. श्रीमती योगिता 2. श्री आनन्द वल्लभ ढौडियाल 3. श्री पूरन चन्द्र आर्य 4. श्री दलवीर सिंह रावत 5. श्री अनिल कुमार सिंह रावत 6. श्री एम0 एस0 मिश्रा 7. श्रीमती नम्रता वोहरा 8. श्री सुरेन्द्र सिंह रावत 9. श्री चमन सिंह रावत 10. श्री महेशानन्द 11. श्री मखणूराम शर्मा 12. श्री अनीराम आर्य
6	चतुर्थ श्रेणी कर्मचारी	21	<ol style="list-style-type: none"> 1. श्री गणेश सिंह नेगी 2. श्री ललित मोहन सती 3. श्री भगत सिंह रावत 4. श्री फारूख खान 5. श्री कृष्णकृपाल सिंह राना 6. श्री केशव दत्त तिवारी 7. श्री शिव कुमार गुप्ता 8. श्री नारायण दत्त चौडकोटी 9. श्री राजेन्द्र सिंह बोरा 10. श्री लक्ष्मी प्रसाद सकलानी 11. श्री शान्ति लाल 12. श्री अशर्फी लाल 13. श्री दिनेश चन्द्र जोशी 14. श्री दीवान सिंह बिष्ट 15. श्री दिनेश चन्द्र 16. श्रीमती दीपा देवी 17. श्री भवानी दत्त 18. श्री सतेन्द्र सिंह रावत 19. श्री मनोज कुमार 20. श्री बुद्धि वल्लभ भगत 21. श्रीमती शकुन्तला जोशी
	परियोजना पर तैनात अधि0/कर्मचारियों का योग:	74	

स. निर्णायक मण्डल: उरेडा के मैमोरण्डम आफ एसोसिएशन के अनुसार सोसाईटी के लिए निम्नानुसार समितियाँ गठित हैं :-

क्र०सं०	निर्णायक मण्डल	विवरण
क.	महासभा (General Body)	उरेडा की महासभा में 17 सदस्य हैं। महा सभा के अध्यक्ष, ऊर्जा विभाग के प्रमुख सचिव/सचिव, एवं वित्त, ग्राम्य विकास, शिक्षा, नियोजन, वन एवं पर्यावरण, उद्योग, शहरी विकास विभाग, उत्तराखण्ड शासन के प्रमुख सचिव/सचिव, एवं सचिव, एम०एन०आर०ई० भारत सरकार, वन्य शोध संस्थान, देहरादून के प्रतिनिधि, उत्तराखण्ड पावर कॉर्पोरेशन एवं उत्तराखण्ड जल विद्युत निगम के प्रबंध निदेशक, रूडकी, पंतनगर विश्वविद्यालय के प्रतिनिधि, जीवीपंत हिमालयन एव पर्यावरण संस्थान अल्मोडा के प्रतिनिधि, सदस्य एवं निदेशक, उरेडा सदस्य सचिव हैं।
ख.	कार्यकारिणी समिति	10 सदस्यीय इस समिति के अध्यक्ष, ऊर्जा विभाग के प्रमुख सचिव/सचिव, एवं वित्त, ग्राम्य विकास, वन एवं पर्यावरण, उद्योग विभाग, उत्तराखण्ड शासन के प्रमुख सचिव/सचिव, सचिव, एम०एन०आर०ई० भारत सरकार, रूडकी विश्वविद्यालय के प्रतिनिधि, राज्य सरकार द्वारा नामित दो विशेषज्ञ/अधिकारी, सदस्य एवं मुख्य परियोजना अधिकारी, उरेडा सदस्य सचिव हैं।
ग.	अध्यक्ष:	ऊर्जा विभाग, उत्तराखण्ड शासन के प्रमुख सचिव/सचिव, उरेडा के अध्यक्ष हैं।
घ.	निदेशक	ऊर्जा विभाग, उत्तराखण्ड शासन के अपर सचिव, उरेडा के निदेशक हैं।

द. उरेडा के कार्यालय- उरेडा का मुख्यालय देहरादून में स्थित है। जनपद नैनीताल हेतु कार्यालय हल्द्वानी में एवं जनपद टिहरी का कार्यालय नरेन्द्र नगर तथा प्रत्येक जनपद मुख्यालय पर एक-एक जनपदीय कार्यालय स्थित हैं।

य. उरेडा द्वारा कार्यान्वित किये जा रहे मुख्य कार्यक्रम

- सौर ऊर्जा, लघु जल विद्युत एवं घराटों के माध्यम से अविद्युतीकृत ग्रामों का विद्युतीकरण ।
- दूरस्थ ग्रामों के विद्युतीकरण एवं ग्रिड फीडिंग हेतु लघु जल विद्युत परियोजनाओं की स्थापना।
- वनों एवं ग्रामों के मध्य सोलर पावर फेन्सिंग की स्थापना कर वन्य जीवों से ग्रामवासियों एवं कृषि उत्पादन/क्षेत्रों की सुरक्षा
- ग्रामीण विद्युतीकरण एवं आद्योगिक उपयोग हेतु बायोमास गैसीफायर की स्थापना ।
- विद्यालयों, अस्पतालों, सरकारी एवं निजी भवनों पर सोलर वाटर हीटर संयंत्रों की स्थापना।
- उपयुक्त स्थलों पर सामुदायिक शौचालयों एवं बायो गैस प्लांटों का निर्माण ।
- ग्रामीणों को सौर ऊर्जा संयंत्रों का वितरण ।
- ग्रामीणों को सोलर लालटेनों का वितरण ।
- चरणबद्ध रूप से अविद्युतीकृत ग्रामों के विद्युतीकरण हेतु विभिन्न तकनीकों पर आधारित योजनाओं का गठन एवं उनका क्रियान्वयन ।
- अपारम्परिक ऊर्जा स्रोतों के दोहन एवं प्रबन्धन हेतु स्थानीय समुदायों को प्रोत्साहन प्रदान करते हुये उनका सहयोग प्राप्त करना ।
- अपारम्परिक ऊर्जा स्रोतों पर आधारित सामुदायिक परियोजनाओं यथा सोलर पावर प्लांट, माइक्रोहाइड्रिल आदि के संचालन एवं रख-रखाव हेतु ग्राम स्तरीय ऊर्जा समितियों का गठन एवं उनका पंजीकरण कराना ।
- विभिन्न अपारम्परिक ऊर्जा स्रोतों पर आधारित संयंत्रों के विक्रेन्द्रीकृत रूप से वितरण एवं रख-रखाव हेतु विभिन्न स्वयं सहायता समूहों का गठन एवं प्रशिक्षण प्रदान करना ।

एकीकृत ग्रामीण ऊर्जा कार्यक्रमों के अन्तर्गत ग्रामीण तकनीक के संयंत्रों की स्थापना।

उत्तरांचल में अपारम्परिक ऊर्जा क्षेत्र में उपलब्धियाँ

विद्युतीकृत ग्राम	:	691 संख्या (177 संख्या लघु जल विद्युत से एवं 514 से सौर ऊर्जा से)
लघु जल विद्युत ऊर्जा	:	4.02 मेगावाट (सम्मिलित क्षमता)
सौर फोटोवोल्टाईक ऊर्जा	:	2.78 मेगावाट (सम्मिलित क्षमता)
सोलर घरेलू बत्ती संयंत्रों का वितरण	:	36729 संख्या
सोलर लालटेनों का वितरण	:	29220 संख्या
सोलर कुकर	:	7171 संख्या
सौर जल तापक संयंत्र	:	79,900 ली0 प्रतिदिन क्षमता
मानव मल-मूत्र पर आधारित बायोगैस संयंत्र:	:	94 संख्या (1160 घन0मी0)

लोक प्राधिकरण की कार्य दक्षता बढ़ाने हेतु जन सहयोग की अपेक्षाएँ :-

उरेडा के गठन का मुख्य उद्देश्य अक्षय ऊर्जा स्रोतों का विकास, दोहन, प्रचार-प्रसार एवं अक्षय ऊर्जा योजनाओं का क्रियान्वयन है। उरेडा द्वारा क्रियान्वित की जा रही समस्त योजनाएँ नागरिकों के हितार्थ हैं। अतः उरेडा की कार्यक्षमता बढ़ाने, योजनाओं को पारदर्शी एवं सुगम बनाने हेतु जन सहयोग की अपेक्षा की जाती है।

जनसहयोग सुनिश्चित करने के लिए विधि/व्यवस्था:

उरेडा द्वारा क्रियान्वित की जा रही विभिन्न योजनाओं में जनसहयोग के लिए उपभोक्ता स्तर पर योजनाओं हेतु विभिन्न समितियों का गठन किया गया है। समय-समय पर इन समितियों की बैठकें आयोजित की जाती हैं एवं बैठकों में आम नागरिकों की योजनाओं से संबंधित समस्याओं एवं उनके निराकरण के लिए प्रस्ताव आमंत्रित किये जाते हैं एवं उन पर कार्यवाही की जाती है।

जन सेवाओं के अनुश्रवण एवं शिकायतों के निराकरण की व्यवस्था:

जन सेवाओं के अनुश्रवण एवं शिकायतों के निराकरण हेतु प्रत्येक परियोजना कार्यालय पर कार्यवाही की जाती है तथा मुख्यालय स्तर पर प्राप्त जन सेवाओं के अनुश्रवण एवं शिकायतों के निराकरण की व्यवस्था है। प्रत्येक परियोजना कार्यालय एवं मुख्यालय स्तर पर सुझाव एवं शिकायत पंजिका रखी गई है। नागरिक अपनी अपने सुझाव एवं शिकायतें इस पंजिका पर दर्ज करा सकते हैं।

परियोजना कार्यालय के पते:

उरेडा मुख्यालय एवं परियोजना कार्यालयों के पते मैनुवल-10 में अंकित किये गये हैं।

कार्यालय खुलन का समय- प्रातः 10 बजे। (राज्य सरकार द्वारा घोषित अवकाशों को छोड़कर)

कार्यालय बन्द होने का समय- सांय 05 बजे।

प्रेषक,

डा0एम0सी0जोशी,
अपर सचिव,
उत्तरांचल शासन ।

सेवा में,

निदेशक,
उत्तरांचल अक्षय ऊर्जा विकास अभिकरण(उरेडा),
अल्मोडा ।

उर्जा विभाग,

देहरादून: दिनांक 31 जुलाई, 2004

विषय:- “उत्तरांचल अक्षय ऊर्जा विकास अभिकरण (उरेडा)” के संरचनात्मक ढाँचे का पुर्नगठन।

महोदय,

उपर्युक्त विषयक शासन के कार्यालय ज्ञाप संख्या VIP110/नौ-3-ऊ/2001 दिनांक 12.07.2001, ज्ञाप संख्या 1823/नौ-3-ऊ/2002, दिनांक 25.11.2002 एवं शासनादेश संख्या 335/नौ-3-ऊ/उरेडा/02, दिनांक 28.06.2003 का अतिक्रमण करते हुये मुझे यह कहने का निदेश हुआ है कि उत्तरांचल में वैकल्पिक ऊर्जा परियोजनाओं के सफलतापूर्वक संचालन हेतु " उत्तरांचल अक्षय ऊर्जा विकास अभिकरण (उरेडा)" Uttaranchal Renewable Energy Development Agency (UREDA) के संरचनात्मक ढाँचे का निम्नवत् पुनर्गठन किये जाने की श्री राज्यपाल महोदय सहर्ष स्वीकृति प्रदान करते हैं:-

उरेडा मुख्यालय हेतु स्टाफ की व्यवस्था

क्र.सं.	पदनाम	वेतनमान(रूपये में)	पदों की संख्या	टिप्पणी
1	2	3	4	5
1	निदेशक	16400-450-20000	01	आईएएस/वरिष्ठ पीसीएस से प्रतिनियुक्ति
2	मुख्य परियोजना अधिकारी	14300-400-18300	01	तकनीकी सेवा से प्रतिनियुक्ति /विभागीय संवर्ग
3	उप मुख्य परियोजना अधिकारी (सौर ऊर्जा)	12000-375-16500	01	विभागीय संवर्ग/तकनीकी संवर्ग से प्रतिनियुक्ति
4	उप मुख्य परियोजना अधिकारी (जल विद्युत)	12000-375-16500	01	विभागीय संवर्ग/तकनीकी संवर्ग से प्रतिनियुक्ति
5	उप मुख्य परियोजना अधिकारी (आई.आर.ई.पी.)	12000-375-16500	01	विभागीय संवर्ग/तकनीकी संवर्ग से प्रतिनियुक्ति
6	वित्त एवं लेखा अधिकारी	10000-325-15200	01	वित्त एवं लेखा सेवा से प्रतिनियुक्ति

7	साँख्यिकी अधिकारी (नियोजन एवं अनुश्रवण)	8000-275-13500	01	विभागीय प्रोन्नति/प्रतिनियुक्ति
8	वरिष्ठ सहायक सह कन्सोल आपरेटर	5000-150-8000	05	विभागीय प्रोन्नति
9	लेखाकार	5000-150-8000	01	प्रतिनियुक्ति
10	अवर अभियन्ता(प्राविधिक)	4500-125-7000	01	सीधी भर्ती/प्रोन्नति
11	वाहन चालक	3050-75-3950-80-4590	02	मृत संवर्ग
12	चतुर्थ श्रेणी	2550-55-2660-60-3200	03	मृत संवर्ग
		योग:-	19	

उक्त के अतिरिक्त विशिष्ट सेवाओं की आवश्यकता होने पर, उरेडा मुख्यालय हेतु अधिकतम 03 विशेषज्ञ सलाहकारों को नियत मानदेय/वेतन पर रखा जायेगा।

उरेडा के जनपदीय/क्षेत्रीय कार्यालयों हेतु कुल स्टाफ की व्यवस्था

क्र.सं.	पदनाम	वेतनमान(रूपये में)	पदों की संख्या	टिप्पणी
1	2	3	4	5
1	वरिष्ठ परियोजना अधिकारी	10000-325-15200	05	विभागीय संवर्ग से प्रोन्नति
2	परियोजना अधिकारी	8000-275-13500	08	सीधी भर्ती/प्रोन्नति
3	अवर अभियन्ता	4500-125-7000	17	सीधी भर्ती/प्रोन्नति
4	तकनीकी सहायक	4000-100-6000	13	सीधी भर्ती
5	कनिष्ठ सहायक/लेखा सहायक/डाटा एंट्री आपरेटर	4000-100-6000	13	सीधी भर्ती/प्रोन्नति
6	चतुर्थ श्रेणी कर्मचारी	2550-55-2660-60 -3200	21	मृत संवर्ग
		योग:-	77	

वाहन चालक एवं चतुर्थ श्रेणी के क्रमशः 2 एवं 24 अर्थात् कुल 26 पदों को मृत संवर्ग घोषित किये जाने के फलस्वरूप वर्तमान में कार्यरत 02 दैनिक वेतनभोगी कर्मचारियों के विनियमतीकरण तथा मृतक आश्रितों के नियुक्ति की दशा में यह संवर्ग मृत नहीं माने जायेंगे और ये पदधारक जैसे ही सेवानिवृत्त अथवा अन्य पदों पर पदोन्नत होंगे, वैसे ही उक्त पदों पर कोई नई नियुक्ति नहीं की जायेगी और ये मृत संवर्ग घोषित कर दिये जायेंगे।

उरेडा की जनरल बाँडी एवं कार्यकारिणी समिति के पदेन अध्यक्ष, प्रमुख सचिव/सचिव, उर्जा, उत्तरांचल शासन एवं कार्यकारिणी समिति के सचिव, मुख्य परियोजना अधिकारी, उरेडा, होंगे। इस विषय में उरेडा द्वारा मैमोरेन्डम आफ एशोसियेशन में यथा आवश्यक संशोधन हेतु अग्रेतर व्यवस्था की जायेगी।

वर्तमान में कतिपय आवश्यकता से अधिक पदों के समायोजन/समर्पण को सम्मिलित करते हुये उक्त के अनुसार शुद्ध रूप से केवल 12 नियमित पदों का ही अतिरिक्त सर्जन किया गया है।

उक्त संस्था का समस्त आयोजनागत/आयेजनेत्तर व्यय, सम्बन्धित वित्तीय वर्ष की अनुदान संख्या-21 के लेखाशीर्षक 2810-वैकल्पिक ऊर्जा-60-ऊर्जा के अन्य स्रोत 800 अन्य व्यय-03-प्रशासनिक व्यय-01-उरेडा के लिये अनुदान-20-सहायक अनुदान/अशंदान/राज सहायता की मद के नामे डाला जायेगा।

यह आदेश वित्त विभाग के अशासकीय संख्या 819/वि0अनु0-3/2004, दिनांक 30 जुलाई, 2004 द्वारा प्राप्त उनकी सहमति से जारी किये जा रहे हैं।

भवदीय

हस्ताक्षर अपठित
(डा0एम0सी0जोशी)
अपर सचिव

संख्या:- 49/I/2004-03(2)-8/2002, तददिनांक।

प्रतिलिपि:- निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित:-

1. महालेखाकार, उत्तरांचल, देहरादून।
2. प्रमुख, सचिव, मुख्य मंत्री को मा0 मुख्य मंत्री जी के संज्ञान में लाने हेतु।
3. गोपन अनुभाग,(मंत्रि परिषद)।
4. वित्त अनुभाग-3, उत्तरांचल शासन।
5. समस्त जिलाधिकारी, उत्तरांचल।
6. समस्त कोषाधिकारी, उत्तरांचल।
7. गार्ड फाईल।

भवदीय

हस्ताक्षर अपठित
(डा0एम0सी0जोशी)
अपर सचिव

MEMORANDUM OF ASSOCIATION

(1) NAME OF THE SOCIETY

IN ENGLISH UTTARANCHAL RENEWABLE ENERGY DEVELOPMENT AGENCY (UREDA)

IN HINDI उत्तरांचल अक्षय ऊर्जा विकास अभिकरण (उरेडा)

(2) ADDRESS OF THE SOCIETY

The address of the registered office of the society is - Urja Park Campus, Industrial Area, Patel Nagar, Dehradun-248001

(3) THE AREA OF OPERATION OF THE SOCIETY

The Head Quarters of the society shall be situated at Dehradun. The area of operation of the society shall normally be the State of Uttaranchal but it may extend to other areas including State and Union Territories of Union of India and other countries for co-operation and collaboration in pursuit of its objects.

(4) OBJECTIVES OF THE SOCIETY:

- (a) To act as nodal agency for Govt. of Uttaranchal in respect of alternate energy resources development work. The society (Agency) shall function in respect of schemes conducted in the state, and shall make every effort to harness the results of Non-conventional energy in other parts of the country and elsewhere for the benefit of the people of the State.
- (b) To formulate and implement projects aimed at supplementing energy requirements of the state by harnessing solar energy, bio energy, wind energy and other renewable sources of energy including micro hydel.
- (c) To identify, formulate and implement schemes relating to energy plantations.
- (d) To identify, formulate and implement programmes and schemes under Integrated Rural Energy Programme for rural areas by means of conventional and non-conventional energy sources.
- (e) To develop human resources in the field of rural and renewable energy by way of training to the officers, staff, beneficiaries and other persons connected directly or indirectly in the respective fields. Also to organize seminars, workshops, awareness programmes and campaigns for the promotion and development of rural and renewable energy.
- (f) To sponsor, co-ordinate and promote research programmes and projects of a developmental nature involving development of prototype, pilot plant investigations etc. in the area of new sources of alternate energy.
- (g) To take up demonstration programme in the field of Non-conventional energy sources in order to create awareness and popularize the utility aspects of non-conventional energy systems among the people.
- (h) To standardize designs of renewable energy systems and provide consultancy services, and technical know how to the users, promoters and manufacturers of various systems and devices of renewable sources of energy and energy conservation.

- (i) To promote sales of equipment relating to alternate sources of energy by offering subsidy, marketing, publicity and such other support as may be found necessary. The Agency may collect service charges and processing fees for the services offered.
- (j) To liaise with other Agencies in the country and /or abroad in the field of alternate sources of energy.
- (k) To co-operate and affiliate, if necessary, with other similar institutions, associations or bodies in India and/or abroad.
- (l) To advise the State Govt., Central Govt., Panchayats, Municipalities, Municipal Corporations and other local bodies and Semi Govt. agencies in the State and elsewhere on all such matters pertaining to alternate energy resources as may be referred to it from time to time, and to undertake, on its own or in collaboration or through some other arrangement with national or international agencies, programme of research, application, extension and development of energy resources.
- (m) To undertake or sponsor studies of environmental effect of energy generation, distribution and utilization.
- (n) To sponsor or undertake techno-economic and socio-economic feasibility studies or cost benefit analysis with respect to additional and renewable sources of energy.
- (o) To provide technical, financial or other assistance for the formulation of programmes, designs and projects meant for extension of alternate energy development programme in the state.
- (p) To formulate and implement a broad based energy conservation programme including the scope of conservation of energy at the source of generation/at the state of distribution and/or consumption.
- (q) To take special steps to foster among the people the concept of utilization of alternate sources of energy as a part of their life and environment.
- (r) To take advice and help of scientists, technologists and such other persons who have expertise in the field of non-conventional energy, for the promotion and development of non-conventional energy systems.
- (s) To form and operate a joint venture company with government undertaking or with private entities for development and production of energy by means of renewable energy sources.
- (t) To develop and support centers of documentation, service, maintenance and supply of data including patent literature, current status reports etc. in the area of energy management and publish results on alternate sources of energy.
- (u) To acquire by gift, purchase, exchange, lease, hire or otherwise any property movable or immovable and to construct, improve, alter, demolish or repair buildings, works and constructions as may be necessary or convenient for carrying functions of the society.
- (v) To accept donations, grants, contributions or financial assistance from governmental, quasi governmental or private institutions, persons or any other sources with a view to fulfill all or any of the above objects.
- (w) To act as a government work agency to execute any other government work.
- (x) To co-operate with any other body or persons as may be decided by the Executive Committee.
- (y) To do all such or other things as may be incidental or conducive to the attainment of the above objects.

(5) NAME, ADDRESS AND OCCUPATIONS OF THE MEMBERS OF THE EXECUTIVE COMMITTEE.

S. No.	Address and Occupation of the members	Designation
1.	Principal Secretary/Secretary, Energy/Additional Sources of Energy, Govt. of Uttaranchal or any Prominent Citizen nominated by the Govt. of Uttaranchal Sh. S. Krishnan	Chairman (Ex-officio)
2.	Principal Secretary, Finance, Govt. of Uttaranchal or his representative. Sh. Indu Kumar Pandey	Member
3.	Principal Secretary/Secretary, Rural Development. Govt. of Uttaranchal or his representative Mrs. Vibhapuri Das	Member
4.	Secretary Education, Govt. of Uttaranchal, or his representative Sh. M. Ramchandran	Member
5.	Secretary, Forest & Environment, Govt. of Uttaranchal or his representative. Sh. B.P. Pandey	Member
6	Secretary Industry, Govt. of Uttaranchal, or his representative Sh. Sanjeev Chopra	Member
7	Director, Uttaranchal Renewable Energy Development Agency Sh. S. Krishnan	Member- Secretary

(6) We the several persons whose name and addresses are hereunder subscribed are desirous of being formed into a Society in pursuance of this Memorandum of Association:

S. No.	Designation & Deptt.	Name	Signature
1.	Principal Secretary, Energy, Govt. of Uttaranchal	Sri. S. Krishnan	
2.	Principal Secretary, Finance, Govt. of Uttaranchal	Sri. Indu Kumar Pandey	
3.	Secretary, Forest & Environment, Govt. of Uttaranchal	Sh. B.P. Pandey	
4.	Secretary, Industries, Govt. of Uttaranchal	Sh. Sanjeev Chopra	
5.	Principal Secretary, Rural Development, Govt. of Uttaranchal	Mrs Vibhapuri Das	
6	Additional. Chief Secretary, Education, Govt. of Uttaranchal	Sri. M Ramchandran	
7.	Director, Uttaranchal Renewable Energy Development agency	S.Krishnan	

RULES OF THE SOCIETY

(1) NAME OF THE SOCIETY

ENGLISH UTTARANCHAL RENEWABLE ENERGY DEVELOPMENT AGENCY (UREDA)

HINDI मलककडड वलक; आतकड डडकल वडकडक.क डडकडक

(2) ADDRESS OF THE SOCIETY

The address of the registered office of the society is - Urja Park Campus, Industrial Area, Patel Nagar, Dehradun-248001

(3) THE AREA OF OPERATION OF THE SOCIETY

The Head Quarter of the society shall be situated at Dehradun. The area of operation of the Agency shall normally be the State of Uttaranchal but it may extend to other areas including State and Union Territories of Union of India and other countries for co-operation and collaboration in pursuit of its objects.

4. MEMBERSHIP OF THE SOCIETY

The following shall be the members of the society:

- (a) Members of the Executive Committee and those who have subscribed to the Memorandum of association as first members of the society.
- (b) Members nominated by the state Government. A person shall be nominated as a member of the society by virtue of an office held by him. His membership shall terminate automatically when he ceases to hold that office and the vacancy so caused shall be filled by his successor to that office.
- (c) The persons who will constitute the General Body as mentioned in clause (6) (A) shall be the Members of the society.

5. TERMINATION OF THE MEMBERSHIP:

A member of the Society or its Executive Committee shall cease to be a member, if he:

- (a) dies or
- (b) resigns from his membership or
- (c) becomes of unsound mind or
- (d) becomes insolvent or
- (e) is removed by the State Govt. or
- (f) is convicted for any offence under I.P.C., or
- (g) ceases to hold the office by virtue of which he became the member.

(6)(A) GENERAL BODY:

The following persons whose addresses and occupations are given below shall constitute the General Body of the society:-

1.	Principal Secretary/Secretary, Energy/Additional Sources of Energy, Govt. of Uttaranchal or any Prominent Citizen nominated by the Govt. of Uttaranchal	Chairman (Ex-officio)
2.	Principal Secretary, Finance, Govt. of Uttaranchal or his representative.	Member
3.	Principal Secretary/Secretary, Rural Development. Govt. of Uttaranchal or his representative	Member
4.	Secretary, Education. Govt. of Uttaranchal or his representative	Member
5.	Secretary, Planning. Govt. of Uttaranchal or his representative	Member
6.	Secretary, Ministry of Non-Conventional Energy Sources, Govt. of India, or his representative.	Member
7.	Secretary, Forest & Environment, Govt. of Uttaranchal or his representative or his representative.	Member
8.	Secretary, Industries. Govt. of Uttaranchal or his representative	Member
9.	Secretary, Housing & Urban Development, Govt. of Uttaranchal or his representative	Member
10.	Representative of Forest Research Institute, Dehradun	Member
11.	Chairman Cum M.D, Uttaranchal Power Corporation Ltd., or his representative.	Member
12.	Chairman Cum M.D, Uttaranchal Jal Viduit Nigam Ltd., or his representative.	Member
13.	Two specialist/officers nominated by State Government/Chairman of the Agency.	Member
14.	Director, Indian Institute of technology Roorkee or his representative.	Member
15.	Vice Chancellor, G.B. Pant Agricultural University or his representative.	Member
16.	Director, G.B. Pant Himalayan & Environmental Institute, Kosi-Katarmal, Almora.	Member
17.	Director, Uttaranchal Renewable Energy Development Agency	Member-Secretary

(6)(B) EXECUTIVE COMMITTEE:

As required under Section-2 of the Societies Registration Act (Act XXI of 1860) the names, occupations and addresses of persons who constitute the Executive Committee (Governing Body) for managing the affairs of the society, are as follows:-

EXECUTIVE COMMITTEE (Board of Governors)

1.	Principal Secretary/Secretary, Energy/Additional Sources of Energy, Govt. of Uttaranchal or any Prominent Citizen nominated by the Govt. of Uttaranchal	Chairman (Ex-officio)
2.	Principal Secretary, Finance, Govt. of Uttaranchal or his representative.	Member
3.	Principal Secretary/Secretary, Rural Development. Govt. of Uttaranchal or his representative	Member
4.	Secy. Ministry of Non-Conventional Energy Sources, Govt. of India, or his representative.	Member
5.	Secretary, Forest & Environment, Govt. of Uttaranchal or his representative or his representative.	Member
6.	Secretary, Industries. Govt. of Uttaranchal or his representative	Member
7.	Director, Indian Institute of technology Roorkee or his representative.	Member
8-9	Two specialist/officers nominated by State Government/ Chairman of the Agency.	Member
10.	Director, Uttaranchal Renewable Energy Development Agency	Member-Secretary

(7) GENERAL BODY

a) The General Body shall be constituted as in clause (6) (A).

b) MEETINGS OF GENERAL BODY

(i) The Annual General Meeting of the General Body shall take place once in every year.

(ii) If the circumstances warrant, Extra-ordinary General Meeting(s) may be held during the same year.

c) NOTICE OF THE MEETING

(i) In case of Annual General Meeting the Society shall give at least 14 days notice prior to the date of such meetings.

(ii) In case of Extra-ordinary General Meeting(s) the notice of 7 days may be given prior to the date of holding of such meeting(s).

d) QUORUM

(i) At least 5 members of the General Body present at Annual General Meeting shall form the quorum.

(ii) If at any General Meeting number of members present is less than the required quorum, the meeting shall be adjourned to a date not less than 7 days from the date of the original meeting, informing the members the date, time and place of the adjourned meeting and it shall thereupon be legal to dispose of the business at such adjourned meeting.

e) FUNCTIONS AND DUTIES OF GENERAL BODY

The following among other subjects, shall be dealt with in the Annual General Meeting:-

(i) Confirmation of the minutes of the last general meeting.

- (ii) Approval of the programme of the activities of the society prepared by the Executive Committee for the ensuing year.
- (iii) Consideration of the balance sheet and the annual report for the previous financial year.
- (iv) Consideration of the budget for the ensuing year.
- (v) Nomination, if any, of the members of the Executive Committee in accordance with the provisions in the rules.
- (vi) Consideration of any other matter as may be brought before the Annual General Meeting by the Executive Committee.

f) PROCEEDINGS OF THE MEETING

- (i) In a meeting the subjects shall be taken up for consideration in the order as mentioned in the agenda unless the chairman of the meeting agrees to change the order.
- (ii) All matters before a meeting shall be decided in the form of a resolution passed by a majority of votes of the members at present unless a specific majority is required by any rule and in case of equality of votes the chairman, of the meeting shall have a casting or second vote. The minutes of the proceedings of all meetings shall be recorded in a book/register to be kept for the purpose and minutes shall be signed by the Chairman of the meeting as well as by the Director of the Society.
- (iii) The Chairman of the Society or in his absence a member elected by the members present at the meeting shall preside over the meeting.
- (iv) The person presiding at the meeting shall conduct proceedings in such a manner as may be conducive to expeditious and satisfactory disposal of business and shall decide all points of order at the meeting.

(8) EXECUTIVE COMMITTEE

- A) (i)** The number of members of Executive Committee shall be determined by General Body. Principal Secretary/Secretary to the Government of Uttaranchal, Department of Energy & Additional Sources of Energy or prominent citizen nominated by the Government of Uttaranchal shall be its Ex-officio Chairman.

(ii) The Executive Committee shall be constituted as in clause (6)(B)

B) MEETINGS OF THE EXECUTIVE COMMITTEE

- (i) The Executive Committee shall ordinarily meet once in every three months.
- (ii) The Chairman may, on his own initiative or requisition of at least 4 members of the Executive Committee, summon a meeting of the Executive Committee at any time.

C) NOTICE OF THE MEETING

Not less than 7 days notice shall be given for every meeting of the Executive Committee. In case of emergency shorter notice may be given with the prior approval of the Chairman of the Society.

D) QUORUM

Four members shall constitute a quorum for any meeting of the Executive Committee. If at any meeting the number of members present is less than the required quorum the Chairman shall adjourn the meeting to a date not less than 7 days from the date of the original meeting informing the members the date, time and place of the adjourned meeting.

E) FILLING UP OF VACANCY IN EXECUTIVE COMMITTEE

- (i) A person is nominated a member of the Society by virtue of an office held by him. His membership shall terminate when he ceases to hold that office and the vacancy so caused shall be filled by his successor to that office.
- (ii) Whenever a member desires to resign from the membership of the society, he shall address his resignation to the Director/member secretary of the society and submit the same to him. His resignation shall take effect on its acceptance by the Executive Committee.
- (iii) State Govt. may fill up any vacancy caused by resignation or by any other reason.
- (iv) If a member is unable to attend the meeting, he may nominate a person to take his place in the meeting as a member. Such a person shall be entitled to vote at the meetin

(v) (F) FUNCTIONS AND DUTIES OF THE EXECUTIVE COMMITTEE

The Executive committee shall be the Governing Body of the Society. The duties and functions of the Executive Committee shall be as follows:-

- (i) To consider the creation of posts of the employees in the society.
- (ii) To advice, guide, supervise the working of the society.
- (iii) To sanction expenditure on establishment and other activities and contingent expenditure as well as to approve the annual budget before putting it for consideration of the of the General Body.
- (iv) To vest the financial powers in the officers of the society.
- (v) To appoint, transfer, suspend, remove/dismiss or otherwise punish employees of the society and to prescribe terms and conditions of services in accordance with the rules of the Agency.
- (vi) To setting up of workshops, laboratories, manufacturing units under the society.
- (vii) To fix the scale of traveling allowances and other facilities of the members of the Executive Committee and employees of the society in accordance with the rules.
- (viii) To establish the provident fund, medical aid fund, and any other benevolent fund for the employees of society in accordance with the rules.
- (ix) To formulate and amend the service rules for the employees of the society.
- (x) To carry on the business of the society and to take such other acts and transact such other business as are necessary to carry out the objects of the society.
- (xi) To delegate any of the powers and duties to the Director of the society.
- (xii) The members of the society, the Executive Committee or any committee appointed by the society or the Executive Committee shall not be entitled to any remuneration from the society. However, they shall be entitle to reimbursement of or compensation for expenditure on traveling, conveyance etc. for attending a meeting of the society or Executive Committee thereof.
- (xiii) The Chairman shall have the power to invite any person or persons not being the member of the Executive Committee to attend the meeting of the Executive Committee, but such invitee(s) shall not be entitled to vote at the meeting.

(9) DUTIES AND POWERS OF THE OFFICE BEARERS OF THE EXECUTIVE COMMITTEE

(A) CHAIRMAN

The Principal Secretary / Secretary Deptt. of Energy or Additional Sources of Energy Govt of Uttaranchal or the prominent citizen nominated by the Govt. of Uttaranchal shall be the Ex-officio Chairman of the society.

The Chairman shall preside over all the meeting of the executive committee in the capacity of the chairman of the meeting.

(B) DIRECTOR/SECRETARY

The person appointed by the Uttaranchal Govt. shall be the full time Director of the society or the Secretary/ Additional Secretary/Joint Secretary Department of Energy or Additional Sources of Energy Govt. of Uttaranchal, shall be ex-officio Director of the Society.

The Director shall be chief controlling and supervising officers of the society and shall in emergent cases exercise all power of Executive Committee and such actions shall be vetted later on by the Executive Committee. The Director shall also see the business of the society is being carried on sound lines.

Appointing authority for the various posts, in pay scale Rs.4500-7000 and above (as per the fifth pay commission) will be Chairman of the society. All other appointments will be done by Director, UREDA after the approval of executive committee.

The Director shall be appointed by the State Government and shall be Chief Executive Officer of the Society and shall have such duties and responsibilities as may be determined by the executive committee. Subject to the above, duties of the Director who may be assisted by other officers as and when necessary shall be: -

- (i) To have general control over the administration of the society.
- (ii) To convene meetings of the Executive committee and the General Body.
- (iii) To receive all moneys and securities on behalf of the Society and to make arrangements for the proper maintenance and custody of cash and other properties of the Society.
- (iv) To endorse and transfer promissory notes, Govt. and other securities and to endorse, negotiate cheques and other negotiable instruments on behalf of the Society.
- (v) To be responsible for general conduct, supervision and management of the day-to-day business affairs of the Society.
- (vi) To sign all deposit receipts and open the accounts of the Society with banks.
- (vii) To sign all bonds and agreements in favour of the Society.
- (viii) To determine the powers, duties and responsibilities of the employees of the Society.
- (ix) To institute, conduct, defend, or abandon any suit or legal proceedings by or against the Society or otherwise and also to compound and allow time for payment or satisfaction or any claim or demand by or against the Society.
- (x) To delegate all or any of the power, authorities and directions vested in him to an employee or employees of the Society, subject to the ultimate control and authority being retained by him.

(xi) to maintain all books, accounts and registers of the business of the Society and its meetings.

(C) In the absence of the Director, if any other arrangement is not made by the Director itself for the absence, Chairman may appoint any member of executive committee to carry out the duties of the Director.

(10) PROCEDURE OF AMENDMENTS IN THE RULES AND REGULATIONS OF THE SOCIETY

The Society may subject to the approval of the State Government alter or extend the objects for which it is established in the following way:-

(i) The Executive Committee shall submit the proposition for such alteration or extension as aforesaid to the General Body of the Society in a written or printed report.

(ii) The Executive Committee shall convene a special meeting of general body according to the rules for consideration of the said proposition.

(iii) Such report shall be delivered or sent by post to every members of the Society with a clear notice of fourteen days about the Special General Meeting of the General Body as aforesaid.

(iv) Such proposition shall be required to be confirmed by a resolution passed by three-fifths of the members present and voting at the special general meeting so convened.

(11) CONTROL AND DIRECTIVES OF STATE GOVERNMENT

(i) The Government of Uttaranchal may from time to time, issue directives to UREDA as to the exercise and performance of its functions as it may consider necessary in regard to the finances and conduct of business and affairs of UREDA and in the like manner may vary and annual any such directive(s) so issued.

(ii) The Government of Uttaranchal may call for such returns, accounts and other information with respect to the properties and activities may be required by it from time to time.

(12) FUNDS OF THE SOCIETY

The funds of the Society shall consist of the following:-

(i) Grants/Loans, receipts from Beneficiaries, State Govt., Central Government and any other resources.

(ii) Donations and loans from persons or bodies who may or may not become members.

(iii) Income from interest and other sources.

The funds of the Society will be kept in Banks governed by Reserve Bank's Regulations. All funds of the Society shall be credited into the Society's accounts and the said funds shall not be withdrawn except on cheques signed by Director of the Society or any other officer empowered, in this behalf, by the Director of the Society.

(13) ACCOUNTS AND AUDIT

The accounts of the society shall be audited by a Chartered Accountant to be appointed by Executive Committee. These accounts shall be subject to second audit to be undertaken by the Accountant General of state at his discretion. The form in which the accounts would be maintained and the manner in which they should be maintained and the manner in which they should be presented at the Annual General Meeting shall be prescribed by the bye-laws to be framed by the Executive Committee.

Within 14 days after holding of Annual General Meeting, the following information shall be filed with the Registrar of Societies-

- (i) A list of the names, addresses and occupations of the members of the Executive Committee including the Chairman and the Director and other office bearers of the Society.
- (ii) An annual report for the previous year along with the auditors report thereon.
- (iii) Such list and the annual report shall be certified by the Director. A copy of the Annual Accounts along with the auditor's report thereon and the annual administration report shall simultaneously be forwarded to the State Government.

(14) SUITS AND PROCEEDINGS FOR THE SOCIETY

The Society may sue or may be sued in the name of the Director or any office bearer authorized by the Director in this behalf.

- (a) No suit or proceedings shall abate by reasons of any vacancy or change in the holder of the office.
- (b) Every decree or order against the Society in suits or proceeding shall be executable against the property of the society and not against the person or the property of the Chairman, Director or any office-bearer of the Society.
- (c) Nothing herein shall exempt the Director, or any other office-bearer of the Society from any criminal liability under the act or entitle him to claim any contribution from the property of the society in respect of any fine paid by him on conviction by a criminal court.
- (d) Every member of the Society may be sued or prosecuted by the Society for any loss or damage caused to the Society or its property for anything done by him detrimental to the interest of the society.

(15) RECORDS OF THE SOCIETY

The following records shall be maintained at the office of the Society:

- (i) Register for recording minutes of the proceedings of the meetings.
- (ii) Stock Register.
- (iii) Cashbook.

(16) THE DISSOLUTION AND THE DISPOSAL OF PROPERTY OF THE SOCIETY

The dissolution of the society shall be done in accordance with provisions of the Societies Registration Act. 1860.