HARYANA ELECTRICITY REGULATORY COMMISSION

Guideline No. 3

COMMISSION ADVISORY COMMITTEE

In accordance with the Haryana State Electricity Reform Act, 1997, Part X, Section 32, the Haryana Electricity Regulatory Commission (HERC) shall, in consultation with the State Government, constitute a Commission Advisory Committee (CAC). The following guidelines of the HERC lay down the procedures for the establishment and the functioning of the Commission Advisory Committee.

1. Establishment of the Commission Advisory Committee

1.1. Membership of the Commission Advisory Committee shall be as follows:

The CAC shall be comprised of not fewer than 9 and not more than 15 members. Pursuant to Section 32(2) of the Act, the Chairman and Members of the HERC shall be ex-officio members of the CAC. The Chairman of the HERC shall serve as Chairman of the CAC.

1.2. Appointment of Commission Advisory Committee Members

The Commission may appoint candidates to serve on the CAC after consultation with representatives, or bodies representative, of such interest groups outlined in Section 32(1) of the Act as the HERC thinks fit. Nominating preference may be given to candidates with significant technical understanding of the electricity sector.

1.3. Members of the CAC shall be nominated for a term of one year and shall be eligible for re-nomination.

1.4. In accordance with Section 32(3) of the Act, the Commission Advisory Committee shall meet at least once every 3 months.

1.5. A member who fails to attend three consecutive meetings of the committee shall forthwith cease to be a member of the committee.

2. Functions of the Commission Advisory Committee

2.1. Functions of the Commission Advisory Committee are pursuant to Section 32(4) of the Act:

2.1.1. To advise the Commission on major questions of policy, relating to the electricity industry in the State; and

2.1.2. To advise the Commission on any matters which the Commission may put before it, including matters relating to the quality, continuity and extent of service provided by licensees and compliance by licensees with the conditions and requirements of their licenses.

2.2. The CAC will advise the Commission on matters related to Sections 33(1) and 34(1) of the Act.

2.3. The Commission shall consult with the CAC as required under Section 26(7) of the Act.

3. Secretary of the Commission Advisory Committee

3.1 The Secretary of the Commission shall be the Secretary of the CAC.

3.2 It shall be the duty of the Secretary to the CAC to call meetings of the CAC and to give members thereof not less than 14 days notice in writing of the date, time and place of the proposed meeting. The Secretary will also send agenda papers to each member of the CAC. The Chairman, if he so considers necessary, may reduce the period of notice in case of meetings convened to transact any urgent business.

4. Commission Advisory Committee's Interaction with the Commission

4.1. Pursuant to Section 32(4) of the Act, the CAC shall perform an advisory role for the Commission.

4.1.1. The suggestions/advice of the members of the Committee are to be made in the course of meetings of the Committee or in writing.

4.1.2. The proceedings of every meeting of the CAC shall be recorded in a minute book to be kept for the purpose and shall be signed by the Chairman of the meeting at that or at the next succeeding meeting.

5. Conduct of Business of the CAC

5.1 The quorum for a meeting of the CAC shall be six.

5.2 If there is no quorum within 30 minutes of the time established for a meeting, no meeting shall be held and the Chairman of the meeting may adjourn the meeting to a specified time.

5.3 No further notice need be given for an adjourned meeting..

5.4 No quorum shall be necessary at an adjourned meeting.

5.5 If at any time after the meeting commences a quorum ceases to exist, the meeting shall not be dissolved but shall continue

5.6 No matter shall be considered at an adjourned meeting other than matters remaining from the meeting at which the adjournment took place, provided that, with or without notice, the Chairman may bring, or direct to be brought, any new matter which in his opinion is urgent, before an adjourned meeting of the CAC.

5.7 No proceedings of the CAC shall be invalid by reason solely of a vacancy/vacancies existing in the Committee, or by reason of non-receipt of the notice or the agenda paper, provided the notice and agenda were duly issued, or by reason of any irregularity in the conduct of the business of the meeting.

5.8 A notice shall be deemed duly issued if it is sent, by post or by messenger, within the prescribed time to the registered address of a member.

5.9 The Chairman, during any meeting, may direct any member of the CAC whose conduct at the meeting is, in the Chairman's opinion, disorderly to withdraw. Any such member so ordered shall be deemed to have withdrawn from the meeting, whether or not he physically withdraws.

5.10 In cases not expressly provided for in these guidelines for the conduct of meetings, the decision of the presiding Chairman on all matters relating to the conduct of business during the meeting shall be final.

5.10.1 **Chairman of the meeting**. The Chairman of the CAC shall preside at every meeting of the CAC. In his absence, the senior-most member of the Commission shall act as the Chairman of the meeting.

5.10.2 **Place of the meeting**. All meetings of the CAC shall be held at the main offices of the Commission, unless the Commission otherwise notifies.

6. Fees and Travelling Allowance for Members of the CAC.

6.1 A member of the CAC shall not be entitled to any remuneration other than that provided in this guideline.

6.1.1 A member of the CAC who is not a Government servant, or employee of a Public Sector Undertaking, shall be entitled to receive for each day on which a meeting is held and he is present, a daily allowance and travelling allowance, or such other allowances, at the rate admissible for the time being under the Haryana Travelling Allowance Rules to 1st Grade (Category I) of the State Government. In addition there shall be a daily sitting fee, as may be prescribed by the Commission from time to time.

6.1.2 A member of the CAC who is a Government servant or employee of a Public Sector Undertaking shall draw travelling and daily or halting allowances on the scale admissible to him from his parent organisation.

7. Resignation

7.1 Any member of the CAC may, by writing under his hand addressed to Secretary of the Commission, resign his office as member of the CAC.

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Secretary HERC,
Panchkula.