

INFORMATION OF THE

REGULATORY
POWER PURCHASE

B.E.S. & T. UNDERTAKING

*(Information mandatory under section 4 of Chapter II
of
Right To Information Act, 2005)*

The particulars of department

4.(b)(i) : The particular of its organization, functions and duties

Name of the department	Power Purchase
Address	1 st floor, Multistoried Annex Building, BEST Bhavan, BEST Marg, Colaba, Mumbai – 400 001
Contact No. (Tel)	22841043 & 22856262 Ext. 733,594

The Functions and duties of department :

4.(b)(ii) The Powers and Duties of its officers and employees :-

Sr.No.	Designation	On roll staff
1	Divisional Engineer	01
2	Superintendent	01
3	Asst. Engineer	01
4	Deputy Engineer	---
5	Charge Engineer	01
6	A.A.O.	01
7	A.A.O.(P)	01
8	Supervisor (P)	01
9	Clerk-Typist	01
10	Sepoy	02

1. The powers and Duties of Divisional Engineer :

He shall be responsible for Long Term, Mid Term power procurement planning & purchase.

He shall be responsible for getting various approvals in connection with procurement of Renewable Energy (RE) and/or Renewable Energy Certificates (REC) for fulfillment of Renewable Purchase Obligation (RPO) stipulated by Hon'ble MERC from time to time.

- i) He shall be responsible for the scrutiny/checking and certification of various RE purchase bills.

- ii) Attending the various meetings of SLDC, MERC etc. in connection with the RE purchase and related matters.
- iii) He shall arrange to consolidate various information under MERC (Uniform Recording, Maintenance and Reporting of Information) Regulations, 2009 and forward the same to Jt. CAO for submission to Hon'ble MERC along with financial statements.
- iv) He shall carry out works related with regulatory issues concerned about long term power purchase assigned from time to time.
- v) To give reply to various queries raised by Chairman, BEST Committee & Committee members and also to queries raised by State/Central Govt. Authorities.
- vi) He shall ensure smooth and satisfactory working of the department and maintain the discipline in the department.
- vii) He shall constantly review all the activities of the department and introduce any changes as and when considered necessary for economizing and increasing efficiency of the department.
- viii) He shall ensure submission of yearly Budget Estimates of Capital and Revenue Expenditure and control the budget grants.
- ix) He shall ensure about Administrative Report pertaining to the department.

2. The Powers and Duties of Superintendent.

2.1 Long Term Power Procurement.

- i) Getting approval from Hon'ble MERC of the above Demand estimation for which filing the petition, preparing the presentation in Hon'ble MERC, if necessary and answering the queries from Hon'ble MERC with the help of Retainer Consultant.
- ii) As per the Demand estimation and approval from Hon'ble MERC, the required power procurement in Long Term and Medium Term to be decided as per the directive from Management.
- iii) Prepare bidding documents according with the standard bidding documents prepared by Ministry of Power for Long Term and Medium Term power procurements with the help of retainer Consultant.
- iv) Get the Bidding documents approved from Management and from Hon'ble MERC with the help of Retainer Consultant.
- v) Advertise the Bidding documents in leading newspapers in English and Marathi and publish on Undertaking's website. Finalization of bids in consultation with the retainer

consultant and as per instructions of management, initiate process for entering into PPA and submission of the same to Hon'ble MERC for approval.

- vi) Attending cases in MERC for Long Term and Medium Term Power Procurement of other distribution utilities in Maharashtra.
- vii) Any other duties assigned by the CERC/DCET/DERC from time to time in consultation with Regulatory Cell.

2.2 Renewable Energy (RE) & Renewable Energy Certificate (REC) procurement

- i) To procure Renewable Energy to meet the RPS obligation by way of –
 - a) Advertising & processing Expression of Interest.
 - b) Buying Renewable Energy Certificates on Power Exchanges.
- ii) To liaison with various RE developers/traders to procure RE on short term basis.
- iii) To examine & process open Access & Energy bills of RE developers.
- iv) To send monthly report of RE procurement to MEDA & ensure energy accounting (IBSM/FBSM) with SLDC.
- v) To attend hearing in MERC & prepare report for information of Management.
- vi) To attend RE co-ordination meetings of SLDC/Inter utility/MEDA
- vii) Preparation petitions to Hon'ble MERC & Study of regulations & orders issued by Regulatory Authorities and Govt. Resolutions and put up report to management.
- viii) To monitor the progress of Biomass based power project of M/s. Spark Green Energy Ltd. At Ahmednagar & Satara.
- ix) To assist DEPP for co-ordination with Audit, Accounts & Legal Depts. for issues such as ARR, APR, Business plan, related petitions & data reconciliation.
- x) To assist DEPP to give reply to various queries raised by Chairman & Committee members and to queries raised by State Govt. Authorities.
- xi) To attend conferences/Seminars/Training programs and prepare report.
- xii) Any other duties assigned by DEPP

3. The Powers and Duties of Asst. Engineers:

- To assist DEPP for all the matters related with to R-APDRP & MERC (Uniform Recording, Maintenance and Reporting of Information) Regulations, 2009
- ii) Assist in preparation of various DPR (Detailed Project Reports) for the Undertaking under various schemes of R-APDRP (Ministry of Power).
 - iii) To obtain detailed data of schemes approved by MoP under R-APDRP for BEST.

Also coordinate with various departments of Undertaking and maintain monthly data for its progress & expenditure occurred.

- iv) To submit information pertaining to Total Energy purchased & sold in MU's to Finance & Statistics Dept. of Govt. of Maharashtra every month by E-mail.
- v) Submission of information in compliance to MERC (Uniform Recording, Maintained and Reporting of Information), Regulation 2009 compile data received from various departments and forward to Dy. CAO (MERC).
- vi) Any other duties assigned by the CER/DCEP/DEPP from time to time viz. night inspection, monsoon booking etc.

4. The Powers and Duties of Charge Engineer:

- i) To assist Supdt. RPS for preparation of Expression of Interest to procure Renewable Energy to fulfill RPO obligation as per MERC.
- ii) To place bids for REC purchase on IEX and PXIL terminals.
- iii) To verify Energy and Open Access bills received from RE generators/Traders.
- iv) To prepare letter of Intent for procurement of Renewable Energy to various RE Generators/Traders as per the approved offers.
- iv) To maintain the records of IEX and PXIL REC purchase.
- v) To assist DEPP/Supdt.RP/AE (APDRP) for follow up with various Government offices & Agencies (Mantralaya/ MSETCL/ TPC/ SLDC/ MEDA/ MERC) regarding procurement of Long term/Short Term RE Purchase, approval of various R-APDRP schemes etc.
- vi) To prepare RE Purchase data for APR/ARR Petition & Business Plan & assist in reconciliation of data with Accounts dept.
- vii) Any other duties assigned by DEPP.

5. The Powers and Duties of Assistant Adm. Officer:

- i) To supervise and control the work of establishment section like verification of various statements, recoupment of ImprestCash bills, indenting and stocking of sufficient stationary, etc.
- ii) To prepare various Monthly statements viz. Deputations, Attendance, Negative Attendance, various allowances payable etc.
- iii) To process Medical bills, Scholarship forms etc. of the staff.

- iv) To prepare the Annual Administrative Report and yearly Budget estimates of Capital and Revenue expenditure.
- v) To attend applications received under Right to Information Act,2005.
- vi) To verify the RE bills, OA bills, Transmission Charges bills etc.
- vii) Any other duties assigned by DEPP.

6. The Duties of AAO (P) & Supervisor (P):

- i) To accept various Invoices of Energy Bills and Open Access Bills received from various traders and confirm the same are attached & supported with relevant documents/Receipts.
- ii) To check the Invoices and the enclosed Credit Notes (Units/Rate/Due Date etc.) received as per the LoI Terms & Conditions and obtain the approval of Supdt. (RP)/DEPP to initiate the payment vouchers against the Invoices received
- iii) To prepare the payment Vouchers against Invoices of Energy & Open Access bills as per respective LOIs, Rate of Power, period of supply and quantum of power, before forwarding the same to Accounts/Audit/Cash departments.
- iv) To prepare the covering notes of respective Vouchers against the Invoices i.e. Energy & Open Access bills to be sent to Accounts/Audit/Cash.
- v) To keep track of the vouchers sent for payment and keep consolidated record of the same.
- v) To assist and provide data to the Dy.Engr./Charge Engr. (RC) to prepare the monthly data furnished to Maharashtra Energy Development Agency (MEDA).

7. The Duties of Clerk-Typist :

- i) To prepare monthly statement of allowances, absentee memo, vacancy statement, deputation report, etc.
- ii) To prepare stationary requisitions and purchase form.
- iii) To maintain attendance and leave record.
- iv) To do the dispatch and filing work and circulate the circulars, office order, delegation of power, etc.
- v) All other work pertaining to Establishment Section.

4.(b) (iii) : the procedure followed in the decision making process, including channels of supervision and accountability :

The Regulatory of the Electric Supply Branch is headed by Chief Engineer (Regulatory) and it includes various departments viz. Deputy Chief Engineer (Regulatory-I)'s office, Deputy Chief Engineer (Regulatory-II)'s office, Deputy Chief Engineer (Power)'s office, Power Management Department & Power Purchase Department.

The Deputy Chief Engineer (Power) shall be overall in charge of the DEPP. The staff of the DEPP's Department consists of Divisional Engineer, Superintendents, Assistant Engineer, Deputy Engineer, Charge Engineer, Asst. Administrative Officer, Stenographer and Clerks etc. as sanctioned from time to time and as mentioned in Establishment Schedule. Proposals are put up to General Manager for his/her approval through Deputy Chief Engineer (Power).

4 (b) (iv) : the norms set by it for the discharge of its functions :

4 (b) (v) : the rules, regulations, manuals and records held by it or under its controls or used by its employees for discharging functions:

- 1) Electricity Act – 2003
- 2) Various MERC/CERC Regulations
- 3) Departmental Manual
- 4) Service Regulations
- 5) Standing Orders

4 (b) (vi) : the statement of the categories of documents that are held by it or under its control :

1. Administrative files such as Administrative Report, R.T.I. Applications and Reply, Budget Estimates, Imprest Cash, etc.

2. Establishment files such as Acting Arrangement, Attendance, Leave, Festival Advance etc.
3. Subject files related to Power Purchase Department
4. Bill files such as Payment of renewable power purchase along with other associated payments and Renewable Energy Certificate (REC) purchase.

4 (b) (vii) : the particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof :

Not Applicable

4 (b) (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 the public or the minutes of such meetings are accessible for public :

Not Applicable

4.(b) (ix) : a directory of its officers and employees :

Sr. No.	Name of officer / staff	Design.	Grade	Ch.No.	P.S.No. of March,2011	Remarks
1	Shri N.V. Bhandari	Div.Engr.	A-3	212245	116/01	-----
2	Shri N.P. Jagaldas	Supdt.	A-4	212970	116/01	-----
3	Shri S.B.Doddanwar	Supdt.	A-4	212553	115/01	Working on Loan Basis
4	Shri M.M.Daware	Supdt.	A-4	215722	115/01	Working on Loan Basis
5	Shri K. P. Khadke	Chrg. Engr.	P1/T8	215495	116/01	-----
6	Shri V. V.Ghosale	Office Astd.	A/G VIII	214759	119/01	Working on Loan Basis
7	Shri D.V.Pote	Supervisor (P)	A/G VII	214723	116/01	-----
8	Shri G.S.Nair	Supervisor (P)	A/G VII	213458	119/01	Working on Loan Basis
9	Smt. S.S. Tambe	Jr.Clerk-Typist	A/G V	217002	116/01	-----
10	Shri S. V. Parab	Sepoy	A/G I	280105	116/01	-----
11	SmtS.K.Mohite	Sepoy	A/G1	280907	116/01	-----
12	SmtU.R.Jadhav	Sepoy	A/G1	280884	115/01	Working on Loan Basis

4. (b)(x) : The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations :

As on January 2013

Sr. No.	Title	Name of officer / staff	Design.	Grade	Basic Pay	Monthly remuneration (Basic + Allowances) (Rs)
1	Shri	N.V. Bhandari	Div.Engr.	A-3	33260/-	98,515/-
2	Shri	N.P. Jagaldas	Supdt.	A-4	26,590/-	72,178/-
3	Shri	S.B.Doddanwar	Supdt.	A-4	28,925/-	77,055/-
4	Shri	M.M.Daware	Supdt.	A-4	19,280/-	51,186/-
5	Shri	D.R. Chormale	Astt. Engr.	A-5	19,280/-	56,637/-
6	Shri	K. P. Khadke	Chrg. Engr.	P1/T8	13,970/-	39,533/-
7	Shri	V. V.Ghosale	Office Astt.	A/G VIII	13,685/-	34,644/-
8	Shri	D.V.Pote	Supervisor (P)	A/G VII	12,905/-	28,992/-
9	Shri	G.S.Nair	Supervisor (P)	A/G VII	13,970/-	28,962/-
10	Smt.	S.S. Tambe	Jr.Clerk-Typist	A/G V	6,805/-	14,568/-
11	Shri	S. V. Parab	Sepoy	A/G I	12,475/-	28,554/-
12	Smt.	S.K.Mohite	Sepoy	A/G1	5,430/-	13,348/-
13	Smt.	U.R.Jadhav	Sepoy	A/G1	5,680/-	13,952/-

4 (b) (xi) : the budget allocated to each of its agency] indication the particulars of all plans, proposed expenditures and reports on disbursements made ;

The budget allocation: N.A.

The plan proposed : N.A.

4 (b) (xii) : the manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes :

Not Applicable

4 (b) (xiii) :particular of recipients of concessions, permits or authorizations granted by it :

Not Applicable

4 (b) (xiv) :Details in respect of the information, available to or held by it, reduced in an electronic form :

The information in respect of the department and officers and staff is also available in the electronic form on the website viz.www.bestundertaking.com

4 (b) (xv) : the particulars of facilities available to citizens for obtaining information including the working hours or a library or reading room if maintained for public use :

4 (b) (xvi) : the names, designations and other particulars of the public information as may be prescribed and thereafter updateds these publications every year :

The details of Public Information Officer for Power Purchase Department is given below :

**Shri N.V. Bhandari,
Divisional Engineer,
Power Purchase,
1stFloor,Multistoried Annex Bldg.,
BEST Marg, Colaba,
Mumbai – 400 001.**

4 (b) (xvii) :such other information as may be presecribed :

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