



INFORMATION OF THE

Transportation Engineering Department



B. E. S. & T. Undertaking

**(INFORMATION MANDATORY UNDER SECTION 4 OF CHAPTER II OF
RIGHT TO INFORMATION ACT, 2005)**

CHAPTER II: (Right to information and obligations of public authorities)

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

The particular of department.

Name of the department	Transportation Engineering
Address	1 st Floor, Transportation Engg. Building, Dadar Workshop, L.T. Road, Dadar(E), Mumbai-400014
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The function and duties of department

The Transportation Engineering Branch is entrusted with the task of repairs and maintenance of the BEST bus fleet. The preventive and breakdown maintenance of other motor vehicles such as jeeps, cars, vans, Lorries etc. of the Undertaking is also being carried out by the Transportation Engineering Dept.

4.(b)(ii) : The : The powers and duties of its officers and employees:-

SUB: ON ROLL POSITION AS ON 01.02.2014

SR. NO.	DESIGNATION	GRADE	ON ROLL
1	Dy. General Manager (TE)	A(SPL)	-
2	Assistant General Manager (TE)	A1(SR)	-
3	Chief Engineer Transport	A1	1
4	Chief Manager (Works)	A1	1
5	Dy. Chief Manager (Works)	A2	2
6	Dy. Chief Engineer Transport (Depots)	A2	4
7	Executive Engineer Transport	A3	18
8	Superintendent (Transport)	A4	23
9	Assistant Engineer	A5	18
10	Chief Technologist	A5	-
11	Safety Officer	A5	-
12	Dy. Engineer	G/GVI	40
13	Sub Engineer	G/GV	9
14	Probationary Engineer	-	9
15	Administrative Manager(TE)	A4	1
16	Assistant Administrative Manager(TE)	A5	1
17	Labour Officer Transport	A5	1
18	Dy. Labour Officer Transport	A/GX	2
19	Sr. Administrative Officer Tr. Engg. (Establishment)	A/GX	1
20	Sr. Administrative Officer Tr. Engg (Bus)	A/GX	-
21	Administrative Officer (Establishment)	A/GIX	-
22	Administrative Officer (General)	A/GIX	1
23	Statistical Officer	A/GIX	1
24	Personal Assistant To Dy. General Manager (TE)	A/GIX	-
25	Administrative Officer	A/GIX	2
26	Welfare Officer (Transport)	A/GIX	2
27	Assistant Administrative Officer	A/GVIII	8
28	Supervisor	A/GVII	40
29	Stenographer	A/GV	7
30	Clerk	A/GV	82
31	Shop Recorder	A/GV	282
32	Sepoy	A/GI	4
33	Senior Draughtsman	G/GIV	1
34	Draughtsman	G/GIII	1
35	Foreman General	T8	27
36	Foreman	T7	47
37	Sr. Time study Assistant	T7	-
38	Assistant Foreman	T6	298
39	Time Study Assistant	T6	-
40	Controller	P2/GVII	2
41	Teacher Driving	P2/GVI	1
42	Driving Supervisor	P2/GV	2
	Grand Total		939

1) Duties and Responsibilities of Executive Engineer Transport (A-3) and Superintendent Transport (A-4)

- a. In order to fulfil our commitment of services turn-out, he has to see that his Asst. Engineers / Depot Officers are able to give required number of buses in service in time. In case of any difficulties he has to see that position is brought to normal.
- b. He has to be vigilant about mechanical condition and road worthiness of buses and vehicles under his control. In order to do this, he has to carry out periodical inspections of depots to see that preventive maintenance schedules are properly carried out.
- c. He has to keep watch on the number of break-downs and take necessary corrective steps to reduce them to minimum. He has also to go through repeated defects of buses / vehicles under him and initiate remedial measures.
- d. He has to study and analyse and also suggest remedial measures to the D.O. / Staff concerned specially in respect of following.
 - i. Premature failure of units / materials.
 - ii. Defects noticed on new type of buses.
 - iii. Maintenance problems arising from time to time on either new or old buses.
- e. He has to improve overall engineering efficiency of the Bus fleet, diesel and motor vehicles by ensuring following:
 - i. Higher fleet utilisation.
 - ii. Minimum break-downs / 10,000 km.
 - iii. Minimum loss of kilage due to engineering.
 - iv. Better staff morale.
 - v. Optimum utilisation of staff and materials.
- f. He has to ensure that depots / sections under him are promptly supplied with units and materials from workshop and stores.
- g. He has to inspect units / materials sent to Workshop from depots / sections under him for premature failure and to initiate corrective action.
- h. He has to see that Asst. Engineers, Depot Officers, Supervisors and staff work as a team in co-operation with Central Workshop and other departments.

- i. He has to ensure that instructions issued to Asst. Engineers / Depot Officers from time to time by higher authorities are properly implemented and to see that the desired results are achieved.
- j. He has to deal with all communications pertaining to depots / sections under his control with outside parties, in respect of depots where Asst. Engineers are posted. For rest of the depots and sections he has also to deal with various departments of Undertaking and various sections of Transportation engineering Department.
- k. He has to hear appeals and try disciplinary cases in accordance with powers delegated in respect of depots where Asst. Engineers are not posted.
- l. He has to finalise the lay out and the drawing of engineering building, pit shed, etc. Whenever a new depot is to be commissioned. He should also give requirement of machinery and equipment needed for new depots and follow up with workshop officers regarding the same.
- m. He should carry out surprise inspection of depots / sections under his jurisdiction as per instruction laid down.

2) Duties and Responsibilities of Depot Officers.

Annexure 'A'

1. AE / DO (I) will exercise overall control and co-ordinate activities at the depot as a whole.
2. The monthly posting and shifts will be three weeks day shift and one week night shift.
3. The AE / DOs will carry out the Inspection schedules as per annexure 'D'.
4. The AE / Dos personal inspection register should be maintained as per annexure 'E'.
5. The Probationary Engineers posted at depots are expected to carry out the duties of DO (II). However, specific duties to be allocated to them during a period shall be decided by the Superintendent Operation / CET Depots depending on the experience, capability etc. of the individual Probationary Engineer.
6. A separate register shall be maintained for entering the inspection reports of :
 - a. Air Compressors.
 - b. Car Washer.
 - c. Bench Grinder.
 - d. Drilling Machine.
 - e. Greasing Machine.
 - f. Battery Charger.
 - g. Water Distillation Plant.
 - h. Smoke Meter.
 - i. Injector Testing Machine.

The inspection of above items should be carried out once in a week for their performance, cleanliness, lubrication, leakage or damage to connections and / or pressure lines and operating performance. Observations shall be recorded in the register. This check by AEs / DOs shall be actual physical surprise check and should be carried out only after the job is attended by the staff. If any deficiencies are noticed the same should not only be rectified, but an entry should be made in the register to that effect.
7. Every Depot Officer must write daily in the register, the details or inspection work carried out by him. He should put up a separate DL for action against staff for any deficiencies in the work.

3) Duties of AE / DO (I)

1. To chalk out, implement and follow up the progress of the programme for attention of buses for various preventive maintenance schedules / Docking and ensure that all the buses which are due for P.M. schedules are attended in time.
2. To ensure that required number of buses are turned out in service in time, both in AM and PM service.
3. To draw out monthly duty list of Supervisors / non-schedule staff as per job / shift requirement to get optimum efficiency.
4. To follow up engineering performance of various viable units and take timely appropriate action for improving the performance of in efficient units.
5. To ensure that depot material requirements are supplied in time from workshop; to contact (if necessary) the Material Control section at Workshop / Superintendents Operation for urgent requirements.
6. To arrange for cash purchase from market for items not available in depot sub stores / main stores for which buses are on hold, after getting the required cash from Ticket & Cash department and to follow the laid down procedure also.
7. To keep a check on the stock position and consumption of lubricants. To ensure that lubricants registers are maintained properly.
8. To check the output of HSD oil pump monthly and few buses for correct fuelling.
9. To investigate premature failures and put up reports for appropriate action.
10. To check the work of kilage section and ensure that kilage records are maintained properly and up to date, buses are made available in time for attending various schedules.
11. To maintain liaison with Traffic counterparts to ensure that complaints of

Traffic staff regarding defects in buses, fitments etc. are looked in to and attended promptly.

12. To investigate promptly in to the passenger complaints in respect of engineering defects and take necessary remedial measures.
13. To look into administrative work, attend to relevant paper work considering various queries, staff matters, reports regarding depots difficulties and problems, correspondence with Traffic, Building departments etc. concerning depot matters.
14. To ensure that various statistical returns, statements etc. are prepared and submitted in time as per the specified programme and all records / registers are kept up to date.
15. To ensure that regular surveys are taken to check up important fitments on buses and to take necessary remedial / preventive measures for promptly replacing missing / defective items and avoiding recurrence.
16. To attend depot Joint Shop Level Council Meetings, Depot canteen committee meetings, Traffic/Engineering Co-ordination Committee meetings, to represent Engineering case / viewpoints.
17. To ensure that various materials 'ON TEST*' put on the buses are kept properly under observation, and progress report is put up in time
18. To ensure that buses reported, for excessive HSD oil consumption / Engine oil / Differential /Gear Box oil consumption are attended promptly
19. During Emergency all the instructions issued must be followed scrupulously

4) Duties of Depot Officers (II)

1. To study line and depot defects Register (Control Register/, breakdown statements, check-up buses reported for repeated defects daily, and take necessary remedial/preventive action and improve the overall performance
2. To analyse various types of defects, keep o counter check on defects (If any) on buses attended for maintenance work and - take appropriate measures and take action against staff wherever necessary.
3. To study Engine oil topping Register and report the buses having excessive consumption for remedial action
4. To check the output of H5D oil Pump and few buses for correct fuelling once in a week.
5. To ensure that specified number of buses are attended for differential and gear box topping.
6. To ensure that buses are attended thoroughly for R.T.O. Jobs as per scheduled programme drawn out.
7. To insure that daily maintenance schedule jobs are properly carried out.
8. To check up allocation of staff for cleaning / sweeping / washing, tyre pressure checking, engine oil and water topping, gear and diff. oil topping, etc. and ensure that the proper allocation is done for getting' optimum utilisation.
9. To ensure that heavy repair jobs are also carried out in the Evening/Night Shift ensuring that adequate 'safety measures and lighting arrangements, are made.
10. To countercheck on stabling defects and ensure that Evening /

Night Supervisors attend to all buses properly with the available staff and material.

11. To counter check' inspection reports of Night Supervisors/ Muccadam to ensure that they have themselves carried out the work properly.
12. To ensure that specified quota of buses are attended for cleaning & sweeping jobs and to keep a check on schedule programme for Washing of buses so as to ensure that specified number of buses- are washed properly at regular intervals.
13. To ensure that buses requiring workshop attention, body attention, repainting, inspection, etc. are sent as per scheduled programme

5) DUTIES COMMON TO AE/DO (I) & DO (II)

1. To keep proper check on staff attendance, initiate prompt disciplinary action for irregular attendance, habitual absenteeism etc.
2. To ensure that available staff is properly allocated for various, repairs / maintenance jobs to get optimum productivity and also utilisation of staff.
3. To check at regular intervals the progress of Work on buses under repairs, being attended for maintenance jobs and ensure that staff is at work and. jobs are attended properly in schedule time.
4. To look into staff complaints, grievances, conduct summary trials (whenever necessary),
5. To have a proper check on store's materials, ensure that various tools, equipment are stored properly in working condition. To report promptly about vital materials not in stock. To check at least 10 items daily and ensure that the physical stock and the accounting as per chart tallies.
6. To exercise control on material consumption by:
 - a. Maintaining material cost control Register up to date.
 - b. Economizing on monthly expenditure.
7. To keep a check on proper use and maintenance of tools machinery and equipment.
8. To ensure that depot yard/premise-s, pits, etc. are kept in clean condition and; garbage/rubbish is dumped properly in bins provided and regularly cleaned off by the Contractor concerned

9. To carry out inspections as per schedule laid down by AGMTE / CET Depots.
10. To investigate into Bus / unit Damage Report and take appropriate remedial / preventive action.
11. To investigate Accident Reports and take appropriate remedial / preventive action. To investigate personal injury cases and take suitable steps to prevent recurrence of such cases. To investigate the cases of buses involved in accidents and reported for mechanical failures.
12. To study kilage loss due to Engineering / Traffic respectively and to make efforts to reduce the losses to a minimum.
13. To follow up regularly the progress of production/staff Incentive Schemes and ensure, their success.
14. To ensure that the Depot records and Registers are maintained properly and up to date.
15. To ensure that Factory Inspector's' Register is maintained properly- and written demands are complied with promptly.
16. To visit all termini under the jurisdiction at list once so as to keep a check on Terminus Fitter's work & ensure that defective buses & Driver's complaints are attended to and satisfactorily. Ensure that the' materials required by the Terminus fitters is promptly recouped, during the visit to termini the water, topping at terminus especially during summer seasons.
17. To check the Inspection Registers of all the supervisory staff at least once in a week and to point out the deficiencies promptly.
18. To ensure that the Supervisory staff check and road Test the buses attended for various norms laid down.

19. To conduct monthly meeting with depot supervisory Staff to increase productivity.
20. To study all the cases of fuel tank empty and take all precautionary measures to avoid fuel tank empty cases.
21. To carry out assignments, projects or any other work given by Dy. CET, CET Depots, AGMTE, DGMTE.
22. To ensure that the smoke test of vehicle is carried out regularly and take remedial action in case of smoke meter reading is more than 35 HSU / 3 TPP.

6) Duties & Responsibilities of General Foreman Depots.

1. To exercise overall control on work in the Depot consisting of a large fleet of buses of various makes and ensure that all maintenance work, schedules, docking and all repairs are carried out properly.
2. To supervise and guide staff about work carried out in respect of Preventive Maintenance Schedules, docking of buses, day to day repairs of bus-s for mechanical and body defects.
3. To ensure that required number of buses are made available as per Traffic Schedule.
4. To test buss on road to ensure, that the bus have been repaired or docking attention has been properly done.
5. To ensure that buses are duly attended and produced for R. T. O. Inspector's check on due dates.
6. To arrange for and inspect receipt of materials as required by the depot and send material to workshop for replacement.
7. To follow up on test materials and ensure that inspection is carried out at specific time intervals and send reports.
8. To work out details about labour and materials used for repairing damaged vehicles for preparing job cards.
9. To set attended buses reported for excess engine oil consumption smoky exhaust, excess lubricant consumption, repeated defects, etc.
10. To follow up special programs concerning to bodies, fitments, units, etc.
11. To guide the employees and supervisory staff in their day to day work.
12. To do the liaison between depot officers and subordinate staff.

7) Duties of Assistant Foreman Depots

1. Supervises the work of Mukadum, Fitters (MV), Fitters (Body), Welder, Vulcanizer, TPM, Electrician, Wireman, Greaser, Cleaners, etc. and guides them whenever necessary.
2. Responsible for up keep of major docking, maintenance schedules of fleet of vehicles of different makes and types.
3. Inspects and tests before or after buses are attended for every schedule maintenance, and defects. Tests buses reported defective by driver and certifies vehicles for its roadworthiness.
4. Takes attendance of staff and allocates the jobs fixing priorities so that maximum number of vehicles can be made available to service.
5. Responsible for turning out of required number of buses in time.
6. Writes reports and maintains registers regarding labour allocation, defects attended etc. prepares damage reports pilferage reports, etc.
7. Responsible for allocation of buses to various routes taking into consideration the traffic department's requirements and restrictions for particular routes.
8. Ensures that all the vehicles are accounted for, informs other depot officers in case their vehicles are stabled in the depot. In case of missing vehicles, contacts other depots, Traffic and Bus Control to locate vehicles and if necessary arranges to get the vehicle back in depot.
9. Works in shift duties.
10. Inspects material received from workshop and returns defective material for repairs.
11. In case of personal injuries etc. arranges for medical help.
12. Investigates the damages of units and puts up reports.
13. Ensure that staff use correct type of tools for maintenance of buses.

8) Duties and Responsibilities of Administrative Manager (Tr. Engg.) (A-4)

1. He will be the over-all in charge of the Administrative Office of the Department.
2. He will report to CM (W) / AGMTE
3. He will be responsible for working of following Administrative sections of the Department.
 - a. Establishment
 - b. Budget
 - c. Costing
 - d. Billing & Deputation
4. Clothing
 - a. Stationery,
 - b. Disciplinary Action
 - c. Motor Vehicle
 - d. General Section comprising of:
 - i. Stenography, Typewriting, Cyclostyling.
 - ii. Dispatch.
 - iii. Filing
 - iv. Telephones, etc.
 - v. Stationary Section.
5. General Administration over Depot / Workshop administrative staff;
6. He will be responsible for controlling the officers and staff of the Administrative Sections of the Department.
7. He will ensure proper utilization of the administrative personnel of the Department. He will be responsible for enforcing discipline in the Department
8. He will ensure compliance with the provision of various status, agreement each between Management & Unions, applicable to the Department.
9. He will ensure timely submission of the periodical reports / returns and making payments.
10. He will make necessary arrangements for recoupment/purchase of the stationery/various items, requires for the Department
11. He will be responsible for the establishment staff matters of the Department such as recruitment, termination, transfers, promotions, superannuation and

selection of the candidates for the posts of office cleaners, etc.

12. He will be responsible for the framing of Budget and Establishment Schedules of the Department.
13. He will be responsible for the maintenance imprest cash.
14. He will deal with the correspondence on various matters and >repiy to the queries from Audit, MCA, Legal, Personnel, time Keeping. Provident Fund, Stores Departments, and Unions and outside parties.
15. He will guide his officers and assist his superiors on administrative matters;
16. During any natural calamities he will be responsible co-ordinate, co-operate and manage the emergency activities that may arise or given by his superiors/Managements
17. He will be responsible to receive and reply queries raised under Right To Information Act as State Public Information Officer of the Transportation Engineering Department.
18. In addition to the above responsibilities any other assignments that may be entrusted to him from time to time by his superiors/Managers.

9) Duties and Responsibilities of Asst. Administrative Manager (TE) (A-5)

Asst. Administrative Manager (TE) in Grade A-5 is the overall In-charge of the Establishment Section which carries out the centralised activities of dealing with all the jobs related to matters pertaining to staff / establishment carried out by 4 sub-sections under him. The duties and responsibilities of Establishment Officer are as shown below.

1. To exercise overall supervision and control over the staff working in the Establishment section.
 - 1.1) Sr. Administrative Officer (TE)
 - 1.2) Administrative Officer (Est.)
 - 1.3) Asst. Administrative Officer
 - 1.4) Clerical Supervisors in Grade A/GV! 1
 - 1.5) Clerks/Shop Recorders in Grade A/GV including 3 typists)
2. Responsible for safe custody of imprest cash of Rs.5000/- (Rupees Five Thousand only) maintained in EOT's office for payment to the staff, in respect of wrong recoveries or non-payment of salary etc.
3. Responsible for issue of New / Duplicate identity card— cum-8us Token from time to time for staff responsible for safe custody of blank identity cards.
4. Responsible for recruitment, confirmation, promotion of Engineering staff and putting up proposals to the Management for filling in vacancies of 'A' Grade officers and Administrative staff.
5. Responsible for putting up fresh/renewal of temporary sanction in respect of cleaners and other categories of staff, required due to increase in service turn out.
6. Responsible for maintaining up to date waiting list of employee's sons and other categories for the post, of cleaners and various other trades.
7. Responsible for correct implementation of various departmental standing instructions, procedures orders and other rules -framed from time to time in respect at staff matters.

8. To finalise proposals in consultation with AGM (TE) / DGM (TE) for variation in the Establishment schedule every year and obtaining administrative sanction for permanent posts.
9. Responsible for follow up / scrutinise cases of termination of services of the employees—
 - 9.1) Due to expiry of the temporary sanction of six months period.
 - 9.2) Cases reported for unsatisfactory work or bad attendance during the initial / extended probationary period.
 - 9.3) Invalidation from the services of the Undertaking.
10. Co-ordination of personnel policies and to obtain Management's rulings on important controversial issues relating to the staff matters.
11. Issue of certificates in the Maharashtra Housing Board certifying the status of employees as Industrial workers, issue of certificates to the employees for the purpose of obtaining concession in schools to the Rationing officer for food grain cards dates of birth to L I C- for insurance purpose etc.
12. Responsible for renewal of factory license every year and to deal with all matters, including submission of monthly, yearly statutory returns and renewal of exemptions under various statutory acts applicable to the employees of the Transportation Engineering Dept. Also responsible for putting up compliance reports in respect of various remarks made by the Factory Inspector on his visit to the Department from time to time.
13. Responsible for intimating to the Chief Inspector of Factories/Of finer In-Charge of Police Station in respect of accidents, of employees disabled for more than 48 hours so also in cases of fatal accidents.
14. To prepare factual data on staff, issues raised by the Management, Legal, Audit, unions and putting up replies to EETs / Dy.CETs / CETs / AGMTE / DGMTE to deal with other departments such as Time Keeping Personnel, Legal, Provident Fund, Medical, Traffic, Accident, Security, Welfare, Audit and SEDP so also with workshop and Depots officers.

15. Responsible for allocation of staff to the workshop and depots in terms of the prescribed norms of transfer of staff workshop and depots to make good the shortages / removing excess staff.
16. Responsible for sending advices to SEEP / Time Keeping in respect of payment/recovery of H.R.A., Incentive/Staff Incentive .Bonus, Compensatory Allowance, Monetary Assistance, diet allowance, festival advances etc.
17. Responsible for training programme to staff in driving training posting of driving fitters to the depots.
18. Responsible for serving notices six months in advance on employees due for superannuation every year and expeditious disposal of final dues bills.
19. Responsible for safety custody of 'A' & 'B' Grade officers, staff records.
20. Responsible for maintaining up to date leave/ attendance records and putting up cases of habitual absence / punctuality of disciplinary action.
21. Responsible to finalise replies to Labour Court / Industrial Court applications in respect of staff matters so also putting up replies to letters , queries received from the Chairman, Committee Members, Municipal Hnunci1Jors in respect of applications received from time to time for consideration in the various trades.
22. To sign letters to the employees concerned concerning grant / refusal /extension of leave, acceptance of resignation, collection of final dues etc. etc.
23. Responsible for safe custody of public address system in the workshop and Gramophone records.
24. Putting up cases for forfeiture of Gratuity in case of staff dismissed from misconduct resulting in moral turpitude.
25. To attend Labour Court/Industrial Court to assist our council and also as witness for Undertaking in Labour Court / Industrial Court applications.
26. The Establishment Officer report to Sr. AOTE.

10) Duties and responsibilities of Labour Officer Transport (A-5)

LOT shall report to the AGM (TE) / DGM (TE) through Sr. AOTE. He shall be the in-charge of the Disciplinary Action Section of the Department. He shall be responsible for the effective control and supervision of the section. He shall perform the following duties:

1. He shall receive all the papers / reports / complaints etc. Study the same and take suitable action as to their disposal.
2. He shall scrutinize the reports / complaints and decide about the type of enquiry, whether Charge sheet enquiry or the summary Trial to be conducted against the delinquent employee, depending upon the nature / gravity of the offence.
3. He shall advise and guide the Dy. LOTs and other staff working in the section in the various matters from time to time.-
4. He shall tender advice to the Technical and Administrative officers of the department from time to time regarding various matters pertaining to the Disciplinary Actions so also guide them on the salient points / features relating to the various enactments / rules.
5. He shall hear the Appeals in the cases.
6. HE shall conduct the disciplinary action cases of more serious / grave nature.
7. He shall deal with the cases of Suspension Pending enquiry.
8. He shall also conduct other charge sheet / summery cases to ease the situation in the section or when there are no Dy. LOTs available so that no cases are pending in the section.
9. He shall prepare replies and offer comments on the Labour Court Applications, letters of Approach and other notes etc.
10. He shall attend Labour Court / Industrial Court from time to time for assisting our counsels and defending cases.

11. He shall arrange to -furnish necessary information / supply required documents to the Legal /Personnel Dept., whenever required by them.
12. He shall ensure that necessary Registers and Files etc. are maintained and updated so also timely action taken cm the various matters and cases are dealt with in time.
13. He shall perform any other duties/jobs, assigned to him from time to time.

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

Though, DGM (TE) is the overall in charge, the department is divided in to sub sections / depots under different heads. Each section is headed by an A grade officer. The Assistant Engineer / Deputy Engineer is responsible for execution of the scheduled job/ break down jobs as per the decisions taken by the concerned section in charge. He is accountable for safe and proper execution of the work. There are other junior officers like Sub Engineers/ General Foreman to assist the Deputy engineer for supervision work.

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

The norms for preventive maintenance of buses / unit, spares replacement kilometers are decided by Management.

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

The work is carried out as per the rules and M. V. Act, Factory Act, MMC Act, Departmental Manual, Service regulations, Standing Orders, Safety rules etc. All the records are maintained as per the different Administrative orders and Procedure orders

Transportation Engineering Department Manual

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INTRODUCTION TO TRANSPORTATION ENGINEERING DEPARTMENT

The Transportation Engineering Branch is entrusted with the task of repairs and maintenance of the BEST bus fleet. The preventive and breakdown maintenance of other motor vehicles such as jeeps, cars, vans, lorries etc. of the Undertaking is also being carried out by the Transportation Engineering Dept. The activities of the Transportation Engineering Branch are sub divided in 4 wings:

- a) Central workshop, Dadar.
- b) Operation Wing.
- c) General Administration.
- d) Technical Training Centre and Research & Development.

Although, the ultimate accountability for smooth functioning of the Transportation Engineering Dept. rest with the Head of the Branch i.e. **Deputy General Manager (TE)/Assistant General Manager (TE)**, more precisely he carries out the following functional duties for all practice purposes.

- 1) Attending meetings, conferences, seminars and functions arranged by the Management/ Corporation/ Government authorities and other organizations.
- 2) Holding discussions with the Union.
- 3) Holding meeting with existing suppliers and new/upcoming suppliers' equipment with modern technology.
- 4) Dealing with the work of Mumbai Urban Transport Project II related to Transportation Engineering Dept.
- 5) Attending the High court cases pertaining to petition of smoke affected Residents Forum and Low floor buses for physically disabled persons.
- 6) Scrutinizing, approving, and commenting on the each and every proposal submitted to the Management by this Dept. and the other Depts. of the Undertaking.

- 7) Direct control over Technical Training Centre and Project, Planning and Development. The details of which are as under:

The Assistant General Manager (TE) is exercising overall control and supervision on all the above activities. In addition he is also required to perform the following illustrated duties.

- 1) Attending meeting of Tender Committee.
- 2) Attending the Auction proceedings.
- 3) Carrying out good housekeeping visit as Chairman.
- 4) Holding discussions with the Union
- 5) Holding meeting with existing suppliers and new/upcoming suppliers equipment with modern technology
- 6) Attending meeting with Management
- 7) Approving verification of RC books of vehicles belonging to officers of BEST
- 8) Sanctioning of motor vehicle advance proposals of officers.

There are various sectional heads to supervise and control the various activities. However, the ultimate accountability for smooth functioning rests with him.

The Transportation Engineering Branch is primarily responsible for the maintenance and upkeep of the entire bus fleet. To keep the wheels moving, this branch have to be alert all the time to carry out various activities pertains to vehicle maintenance. To carry these scheduled activities properly & smoothly, the establishment of transportation Engineering Department is divided as under:

- a. **Central Workshop**: - There is one Central Workshop located at Dadar. The activities carried out at Workshop are - Repairs/Overhauling of units like engines, gearboxes, tyres, repairs to the damaged buses & Repainting of buses, inspection of new buses & units etc.

- b. **Operation wing / Bus depots**: - There are 25 depots spread over the areas of Greater Mumbai. These 25 depots are under control of operation wing of department. The main activities carried out at depots are - Preventive schedule maintenance of buses, Unit replacement, Sweeping & Cleaning of buses, RTO passing of buses etc.

In addition to above, the Transportation Engineering Department is having some special purpose sections like Motor Vehicle Section, Bus Control Section and Technical Training Centre.

1. **Motor Vehicle Section**: - This section is located at Anik depot premises. The various internal transport vehicles like load lorries, cash vans, tower wagon, Aerial lifts, oil tanker jeeps, cars etc. allocated to the different departments of undertaking are maintained by M.V. Section. This section is having a well laid down preventive maintenance system for various makes/ types of vehicles.

2. **Bus Control Section**: This section is located at Wadala. The main activity of this section is to attend to break downs occurring on line to buses.

- c. **Technical Training Centre**: - This section is located at Wadala. The main activity of this section is to implement the requirements under the Apprentices Act 1961 including the requirement of Trade apprentices under the Apprentice act 1961 & to impart the training as per the syllabus of different trades as per directives of State government. To train Probationary Engineer for grooming up for the post of Deputy Engineer.
- d. **Administration**: The Administrative Manager Transportation Engineering is the In-charge of the Administrative work of the Transportation Engineering Branch. The following Sections are placed under his control:
- a) Establishment Section
 - b) Disciplinary Action Section
 - c) Budget Section & Costing Section
 - d) Motor Vehicle Registration & Taxation Section
 - e) Typing & Filing Section
 - f) Bills Section And Clothing Section

The Deputy General Manager/ Assistant General Manager (Transportation Engineering) is the overall in charge of this branch, Performing the managerial/technical functions.

2. CENTRAL WORKSHOP

The central workshop is located at Dadar. There are total 30 sections in central workshop wherein the various activities carried out are - repairs/overhauling of units, attention to body damaged buses etc. these sections are kept under control of Chief Manager (Works). The office of Chief Manager (Works) is at Dadar.

The Chief Manager (Works) is the overall in charge of Central workshop. Presently there are 30 sections under his control. He is assisted by 2 Dy. Chief Manager (Works). Executive Engineers Transport/ Superintendent and Asst. Engineers assist them.

1. Vulcanizing section
2. Electrical section
3. Body, paint, carpentry, upholstery
4. Chassis & docking
5. Safety, inventory & tool & yard
6. Work study
7. Engineering stores –2
8. Computer cell
9. Machine Shop
10. Bench, Fabrication, Reclamation
11. Spring, Welding
12. Plant Maintenance, Tin Shop
13. Material Control
14. Major & Minor Units
15. Engine & Engine Ancillary
16. Calibration
17. Engineering Stores –1
18. New Body Inspection
19. Research & Development
20. Inspection
21. Lubrication

In addition to above, he is in charge of Technical, Training centre, Wadala.

3. Sections under the control of Chief Manager (Works)

a. MACHINE SHOP:

1. The Machine Shop reclaims various items used in different sections of Workshop and Depots such as hub, wheel rims, engine blocks, crankshafts, brake drums, engine bell-housings etc. The reclamation is done by cutting-off the non-required material on lathe, milling, shaping machine, drilling machine etc., after pre-welding if necessary. The decision for reclamation/scrapping is taken on the basis of techno-economical study and the availability of materials.
2. The new bus spares are taken for manufacturing as per orders from Stores on the basis of need and spare capacity. Similarly, non-stock items are manufactured and given to sections concerned. The specific items are also manufactured for Plant Maintenance Section, EDP, Distribution to Workshop, Automatic washing machine etc.
3. Various types of special tools, gauges required in Machine Shop as well as in other sections are fabricated as per need and installed.
4. The procurement of tools, machine tools, raw materials and scrapping of old machineries and tools is arranged through Stores. In the tool room the fabrication and sharpening job of tools used in Machine Shop is carried out along with heat treatment job.
5. The preventive and breakdown maintenance of machine tools is carried out internally in most of the jobs.

b. TINSMITHY SECTION:

1. Tin smithy Section is not an independent shop but an ancillary to Body Shop to assist repairs/fabricate body panels, staircases, route/destinations indicator boxes, radiators, fuel tanks, air filters, mufflers etc.

2. Tin smithy shop deals with fabrication of body panels, staircases, route indicators, destination boxes etc.

c. BENCH SECTION:

The repair/overhauling of wheel hubs, stabilizers of DD buses are carried out in Bench Section. The filing and fitting jobs are carried out as per need. Also, the finishing/demurring is carried out for various items repaired/manufactured in Machine Shop. The highly skilled jobs such as repair to torque wrench and wheel alignment gauges and camshaft profile grinding is carried out.

d. FABRICATION SECTION:

1. Various types of equipment such as riveting machines for depots, racks and tables (MS) along with different types of equipment required for new depots such as pit jacks, tables and stands, trolleys for springs and differential, pit railings etc., are fabricated in this section.
2. The stands required for good housekeeping in our Workshop are fabricated. This also helps to reduce accidents to the staff in big way.
3. The HSS tools required for Machine Shop are forged and heat-treated on a regular basis.
4. The automatic bus washing machine and stationary bus washing machine required for depots are fabricated in the section.

e. SPRING SECTION:

1. The overhauling of spring was being carried out in this sections. However, to reduce the handling of springs and to improve availability of springs to depots, the overhauling was started at all depots in a phased manner.

2. Now this section follows the procurement, inspection and distribution of spring leaves, bushes and nut bolts for spring assemblies. The re-cambering of leaves is carried out here and the leaves are returned to depots.
3. The warranty claims for OE springs and new springs are processed by this section along with trials follow up for new suppliers for spring spare parts.

f. WELDING SECTION:

1. The worn out components are built up with gas welding, ACC welding, powder spray metalizing, arc spray metalizing etc., and sent to Machine Shop for finishing to proper final size. The welding gas supply to depots and other workstations is regulated by Welding Section.
2. The procurement of gas, consumables spares like welding rods, powders tools for welding like transformers, gas regulators, cables etc., is carried out through stores.

g. MATERIAL CONTROL:

1. The main function of Material Control is to supply and maintain imprest stock of various items in depot sub-stores. For this purpose, the imprest stock is defined and allocated depending upon the type of fleet at each depot. The incoming of defective items and outgoing of OK items are recorded on computerised material movement charts.
2. One lorry is allocated for each depot and the materials to depots such as tyres, tubes, gearboxes, differentials, starters, alternators, and propeller shafts are supplied on alternate day to each depot by rotation. The information about the vehicles on hold is coming to Material Control Section through Operation Office for priority allotment of materials in case of short supply. The production from different sections of Workshop is collected and the defective

units/spares received from depots are handed over to the sections concerned. The bond store holds stock for about 600 items at pre-determined level.

3. The snap checking is carried out at depot sub-stores to confirm the physical stock position.
4. Further, the supply of tools to depot staff, saw dust, cotton waste, liquid soap to depots is carried out once in a month to all depots. Also, items to sub-stores are supplied on specific requisitions from depots after collecting the same from Main Stores as per programme. In case of vehicle on hold for material not available at depot sub-stores, the arrangement for collecting and dispatching the same to depot is arranged on priority basis.
5. For material handling, electric brush trucks and forklift trucks are used to have efficient and safe use of manpower.

h. RECLAMATION SECTION:

1. This section records and accounts for the receipt and delivery of various items manufactured/reclaimed in Machine Shop. The reclamation to be carried out through outside parties such as zinc plating to wheel studs, re-nitriding of crankshafts and poly coating of steering wheels is followed up by Reclamation Section. The withdrawal and issue of various items such as brake drums, hanger, brackets, wheel rims to Material Control is carried out by Reclamation Section. The various items coming from depots, which are beyond economic repairs, are scrapped and sent to scrap yard.
2. The warranty claims for premature failures of chassis items are regularly handled by Reclamation Section and processed with manufacturers.

i. PLANT & MAINTENANCE SECTION:

This Section is entrusted with the responsibilities for preventive maintenance and R&M work of various equipments at the Workshop and at the Depots such as jib crane, overhead crane, chain pulley blocks, dynamo meters, injector tester, hydraulic jacks etc.

j. ENGINE SECTION:

Engine Erection Section is responsible for dismantling degreasing, inspection, assembling and testing of engines. The defective engine or engines that are required to be overhauled are attended by this section and after attention they are sent to the Depots for fitting them on the buses.

k. CALIBRATION SECTION:

The Calibration Section carries out the repairs/overhaul work of the fuel injection equipment viz. the fuel injection pump, fuel lift pump, injectors, etc. These being the precision components, the assembling and testing of these components has to be done under the controlled temperature and portion of the room is air-conditioned. The section is equipped with MICO and Hartridge calibrating machine, Injector tester and nozzle lapping machine etc.

l. ENGINE ANCILLARY SECTION:

This section is responsible for overhauling of engine ancillaries such as air compressors, water pumps, cylinder heads, and main flywheels, rocker shafts, etc., and supplies them to the Engine Erection Section and to the various depots, through Material Control Section.

m. MAJOR UNIT SECTION:

The primary function of this section is to overhaul various types of gearboxes, differentials, steering boxes, tie rods, drag links, etc., and thereafter testing them for proper functioning. The defective units received from the depots through the Material Control Section are taken for repairs and OK units kept as imprest are supplied to the depots as replacement.

n. MINOR UNITS SECTION:

1. Various units such as propeller shafts, pressure plates, brake units etc., are attended by this section. The defective units received from the depots through the Material Control Section are taken for repairs and OK units kept as imprest is supplied to the depots as replacement.

2. By various experimentations, the section has introduced innovative measures to increase the life of clutch plates and to reduce the line detention of buses arising out of failures of propeller shafts.

3. The defective units received from the depots are examined whether to scrap or repair the same. Accordingly, suitable action is taken. The Section is also responsible for procurement of brake liners through Stores Department to supply to depots for fitting them on the buses.

o. WORKSTUDY SECTION:

Incentive bonus schemes for transportation engineering department:

1. Productivity carries a multitude of meaning. To some, it is a set of tool and technique and to others it is an attitude of mind, which is reflected in different economic and social activity. As a concept, it is an output derived from a composite bundle of inputs. The importance of human resources in the productivity movement is of significant value, since people constitute the driving force

behind productivity, their involvement forms the foundation of productivity improvement plan. People being the prime movers for increasing the productivity should be trained, motivated and employed gainfully to harness their creativity and potential.

2. Workers cannot be expected to enhance their productivity unless they have incentive schemes wherein there are prospects for setting substantial benefits. The process of productivity has maximum resistance for its implementation. An incentive scheme aims at improving productivity by mutual gains. Therefore, incentive schemes are a joint endeavor to improve the techno-financial performance of the units and improvement in the working conditions in these areas where contribution towards higher productivity can be achieved. The incentive scheme aims at reduction of the total cost per unit of output. Therefore, it is ensured that extra payment is only made for increased productivity. Fundamentally based on improvements in productivity, the incentive schemes are constructed in such a way that the skills of the workers are progressively linked with increase productivity. The incentive schemes, therefore, create mutual trust and co-operation.
3. The advantages of the Incentive Bonus Schemes are fixation of production norms, monitoring the work system, higher out-put ratio, changes in the method/technology, work reorganization, improvement in attendance and punctuality, manpower reduction, better labour mobility, job enlargement, improved working condition, participation and control over the working processes, improved work culture, improved productivity-drive to the lowest category of employees.
4. In order to improve productivity, the Transportation Engineering Department has introduced incentive bonus schemes as detailed herein.
5. The Transportation Engineering Department of the BEST Undertaking maintains a bus fleet of 4289 buses to operate 96%

of the fleet within the municipal limits of Brihan Mumbai. The broad-base objective of the bus maintenance are –

- i. To improve bus fleet utilization
 - ii. To maximize the life of the units on buses.
 - iii. To minimize breakdown of buses on road.
 - iv. To minimize schedule kilometers loss of buses.
 - v. To improve Kmpl of HS diesel oil.
6. In the Undertaking, maintenance of the bus fleet is carried out under a two-tier system, wherein the preventive maintenance, running repairs, unit replacement, renewal of fitness certificate, etc., are carried out at all the 25 depots. The Central Workshop carries out major overhauling of chassis, major body damage repair work, reclaiming of bus parts/engine oil, overhauling of engines, major units and minor units repairs to tyres. This system facilitated grouping of jobs requiring same process/machine /equipment together for better utilization of facilities and workers.
7. The Transportation Engineering Department has a Work study Cell where specially trained personnel are posted to study the productivity of the Depots and various sections of the Workshop. The Work study Cell consists of representatives from Management and Representative Union of the Workers. The work layout is changed to reduce non-productivity activities and handling of materials. Method study and work measurement are carried out to arrive at the standard time for the jobs undertaken. Appropriate relaxation allowances are added as per the recommendation of International Labour Organization.
8. The objective of the Work study Cell is to plan, organize, direct and control the activities of the employees towards reduction in operation cost, improve fleet utilization, improve vehicle utilization, effective implementation of maintenance schedule and control system. The Work-study Cell therefore designs Group Incentive Bonus Schemes of direct and indirect

persons with the involvement of workers in matters concerning them and thereby directly or indirectly helping speedier and smoother implementation of Incentive Bonus Schemes. Monitoring of Incentive Schemes is a continuous process of Work-study Cell to maintain and improve productivity.

9. At present, there are 23 Incentive Bonus Schemes applicable in the Depots and Workshop. These Incentive Schemes are designed with a specific objective. Based on the specific objective, these Incentive Schemes are classified as under –

- i. Incentive Bonus Schemes for the employees carrying out production e.g. Engine Shop, Major Units.
- ii. Incentive Bonus Schemes for the employees carrying out services/support functions e.g. Material Control.
- iii. Incentive Bonus Schemes for improving utilization of the capital assets e.g. Depot General Incentive Scheme.
- iv. Incentive Bonus Schemes for improving manpower utilization where conventional work-study cannot be implemented due to variability of jobs and complexity of the system, e.g. Staff Incentive Schemes for Depots.

10. The Incentive Bonus Schemes referred at (i) above are based on the standard time required for performing different activities carried out for production of the units in the section. These incentive schemes have direct and indirect complement. The efficiency is based on the complement of direct employees. Such of these Incentive Schemes are in sections namely Engine, Major Unit, Calibration, Minor Unit, Electrical, Carpentry, Upholstery and Vulcanizing. The payment of incentive bonus is related to the level of productivity and the basic salary of individual employee covered in a group. The incentive bonus equivalent of 22% of revised basic salary minus Rs. 3300/- is ensured at 90%

revised performance level whereas the maximum incentive bonus is fixed at 85% of revised basic salary minus Rs. 3300/- at 140% revised performance level under the agreement of implementation of efficiency economy measures.

11. The Incentive Bonus Schemes referred at (ii) above are for the employees carrying out services/support functions of prompt supply of OK units and spare parts to depots, etc. These schemes cover employees of Material Control, Reclamation Stores, and ESO etc. These employees in the Workshop thus indirectly contribute to maintain the service turnout at the level of 96% of the effective fleet at the depot. The incentive bonus payment is related to the loss of kms of all the depots due to engineering breakdown and not-out/late-out of buses.
12. The Incentive Bonus Schemes under (iii) were introduced to increase the service turn out of the buses to 96% of the effective fleet from the past level of 33% in 1966. The economics of the scheme is based on saving in capital expenditure that would have been incurred for the additional number of buses required to increase turnout to 96%.
13. The Depot Incentive Scheme, Chassis & Docking Scheme, Motor Vehicle Scheme are schemes under this group. The index of incentive bonus payment is related to percentage of revised basic salary minus Rs. 3300/- of individual employee and the percentage engineering kilage loss in the case of Depot Incentive Scheme. Whereas index of incentive bonus payment is related to the average number of buses
14. The schemes under (iv) are for improving the manpower utilisation and average performance level by reduction in the manpower allocation without deteriorating the standard of maintenance. The norms of manpower allocation were fixed on the basis of analytical estimation considering the type of fleet and the daily service kms operated. This had to be done considering the varieties of jobs and variable job contents in each case.

15. In order to ensure that saving of staff does not result in deterioration of the quality of maintenance, the incentive bonus payment is related to the kilometers loss on account of engineering breakdown, not-out, late-out of buses and the percentage reduction of staff with respect to the norms of allocation. With the implementation of the scheme an average 10% to 20% saving is achieved in various categories of staff without deterioration of the quality of maintenance.
16. All the schemes mentioned above under I, ii, iii, & iv are governed by various general clauses.

GENERAL CLAUSES:

The Incentive Schemes provide quality control clauses by which the acceptable quality standards are assured. There are other clauses introduced in the Incentive Bonus Schemes for the purpose of regulating the attendance/punctuality, improving discipline etc. Further, there are clauses to protect the rights of the Management for modifying the methods/process, standards, work norms, manpower norms, and suitable changes/modification in the scheme.

p. CHASSIS R&M AND MOH SECTIONS:

1. The Chassis Section attends to major repair work like chassis crack, cross member replacement, front axle replacement, front and rear axle overhauling etc. The above work requires special skill and machine (high capacity drilling machine etc.) Other than bus maintenance, Chassis Section attends to Oil tankers and forklifts.
 - i. The retro fitment of power steering is being carried out on Tiger MOH buses in Chassis Section.
 - ii. The lorry conversion from SD scrap chassis is also being carried out at Chassis Section.

2. MOH of DD buses – Major overhauling of DD (CT) chassis by replacing all old units with overhauled ones are carried out in this section.

q. BODY SHOP:

The preliminary function of Body Shop is to carry out the repairs of buses involving extensive damages, which are time consuming. Now, most of the jobs of body repairs/accidental repairs are decentralized by transferring the staff from Body Shop to depots. Required tools and equipment for such jobs are also given to depots. With this, transfer of buses from Depots to Workshop and vice versa has reduced considerably. Body Shop is also arranging to send the buses to outside agencies for various jobs viz. MLA, Roof damages on DD buses, buses with extensive damages, body lifting etc. Body Shop is also arranging to lift the bus bodies of buses due for MOH and scrapping either inside or through the outside agencies under Tapered Integration Scheme.

r. CARPENTRY SECTION:

This section is primarily responsible for manufacturing baseboards of seats and backrests of buses and also for repair of the baseboards of seat cushions and backrest. It also manufactures various items and other wooden equipment to be used in the new depots at the time of commissioning.

s. UPHOLSTERY SECTION:

Now all the work of Upholstery Section i.e. making new seat cushions, backrests, repairs to old one etc., is decentralized by posting one Upholsterer to each depot. Required tools and equipment for the same are given to all the depots. Now only tailors are posted in Upholstery Section. This section arranges to stitch seat cushions covers and send them to depots as per depot requirements. Upholstery Section also arranges to send all the other materials required for repairs to seat cushions and backrests, to all the depots.

t. PAINT SHOP:

Now the activity of repainting of buses is totally decentralized by transferring the painters from Workshop to Depots. Only overflow workload of depots is carried out by Paint Shop through outside agencies under Tapered Integration Scheme. Paint Shop deals with screen-printing of route and destination blinds required by depots and printing cut pieces of new routes introduced. Paint Shop has got the facility of cutting the destination blinds before dispatching to depots. Paint Shop also undertakes jobs for printing invitation cards, posters, banners etc. of the functions arranged by the Undertaking. Posters/Banners required by Traffic Department for various "Fares" i.e. Mahalaxmi Fare, Mount Mary Fare, Kojagiri Fare etc., are also printed in Paint Shop.

u. TOOLS & YARD SECTION:

The Tools & Yard Section procures and makes available various types of hand tools, measuring instruments, service tools, cutting tools, etc., to the Workshop and Depots. It is also responsible for maintaining the cleanliness of the rest rooms, lavatory blocks, W.C. washbasin, etc., at Dadar Workshop. The T&Y Section also arranges for removal of the scrap material from the Workshop for crediting them to the Stores Disposal Section. This section also collects and distributes cotton waste; saw dust, liquid soaps, etc., to the Workshop and Depots.

v. ELECTRICAL SECTION:

The section carries out all the repairs and overhauling of electrical units, such as self-starters, control boards, alternators, invertors, window screen wipers, batteries etc. The section is equipped with cryption test bench, motor generator charging set and various meters, etc. The section also undertakes rewinding of electric motors and maintenance of electrical installations in the Workshop.

w. VULCANIZING SECTION:

1. This section deals with repairs of tyres, tubes. This section is equipped with requisite tyre molds, buffing machine etc.
2. This section is responsible for procurement of various kinds of tyres required for buses, motor vehicles, jeeps, cars, etc.
3. This section receives defective tyres from all depots daily which are sorted out for taking necessary action such tyres are given to outside parties for resoling, cut repairing, etc.
4. The decision regarding scrapping of tyre, tube, flaps, etc., is also taken in this section. This section also maintains the necessary records for warranty performance, life statistics etc., of tyres.

5. The section is also responsible for inspection of materials such as vulcanizing, steam bags, cord fabric and purchased equipments such as heating elements used in moulds/spotters, quality of workman slip of resoled and repaired tyres by contractors.
6. The section is responsible for accounting of tyres/tubes inventory.

x. INVENTORY SECTION:

1. The Inventory Section as well as Tool & Yard Section of the Transportation Engineering Department is controlled by Superintendent (Inventory) "A" Grade Officer.
2. Inventory Section is having one AAO, Two Clerk/Shop Recorder k who look after the centralized recording of the Inventory items.
3. Tool & Yard Section is having 4 Shop Recorders, 1 Foreman (T-7), 1 Asst. Foreman (T-6), 1 Bench & Body Fitter (T-4) and 2 Muccadum with 21 Cleaners and 10 Scavengers.

Activities of Inventory Section:

1. Inventory Record: The Inventory Section is responsible for maintaining the records of both Capital and Dead Stock inventory items purchased for the Transportation Engineering Department. For purchasing these items, Inventory Section has to collect last dates, specifications, Sanction Form and has to put up Purchase Form to M.M. Department for procurement of inventory items. The items when received are duly inspected and accepted by concerned user section. They are collected physically after issuing appropriate material requisitions to Stores.

Separate Inventory registers are maintained for Capital and Dead Stock inventory items. Items costing more than Rs. 10,000/- are capital assets and are charged to the Budget Grant under Capital Head. These are entered in the Capital Inventory register. Items costing Rs. 10,000/- or less each are charged to the Budget Grant under Revenue Head. These are entered in the Dead Stock Inventory Register.

A record of Capital Inventory items is also maintained by the Accounts Department. At the close of each official year the Chief Accounts Officer sends this record to the Transportation Engineering Department for verification and confirmation. The Superintendent (Inv.) on receipt of the capital inventory record from CA(Folder no. 50) checks the items with inventory records maintained by Transportation Engineering Department and reconciles differences if any and returns Jt.CAO's Inventory Folders with a remark "Folder is certified" subject to the incorporation of corrections/amendments suggested.

Procedure for procurement of inventory items - Indents from various sections and depots of the Transportation Engineering Department for items of plant, Tools and equipment, machinery furniture and office equipment etc. are sent to Superintendent (Inv.) and if the items are available with him by way of surplus due to withdrawn from use temporarily or change in work procedure or economy measures etc., after obtaining approval of the Executive Engineer. If the items are not available, the papers are sent by Superintendent (Inv.) to Administrative Manager, Transportation Engineering) for necessary administrative sanction of the management for incurring the expenditure, Administrative Manager, Transportation Engineering) /Budget Section obtains necessary administrative sanction.

After obtaining the administrative sanction, a purchase form is sent to Administrative Manager, Transportation Engineering)/ Material Management Dept. Head along with specifications, last

purchase details, drawing etc., to initiate purchase action. If the items are to be fabricated in the Workshop the Costing Section is asked to issue a work order.

If the item is to be purchased, Materials Management is informed accordingly. Materials Management Department then invites tenders, which are forwarded to EET (Gen) for recommendations. The Indenting Officer scrutinizes the offers and recommends the firm/supplier from whom the item should be purchased. The recommendation is sent to M.M. Department through EET (Gen.).

2. Numbering of inventory item: All Inventory items (Capital as well as Dead stock) are serially numbered in the order of their category, description, type, size etc., and the numbers are painted on the articles to facilitate identification.
3. Accounting for items issued to various Sections/Depots: In addition to the register for capital and dead stock inventories, the Superintendent (Inv.) also maintains folders for each Section/Depot for maintaining proper account of inventory items. Indicating the quantities of each type of item with the Section/Depot and the serial number of the individual articles along with cost, make, and description. The physical stock of inventory items is checked with section wise accounts of inventory recorded in their folder and differences, if any are reconciled.
4. Annual Stock-take: Once in every two years in April, the Superintendent (Inv.) takes stock of the items in the various depots and section in Workshop and Offices and reconciles the book balances with the physical quantities. Jt.CAO & MCA also checks the inventory record periodically and sometimes, physical stock is taken by them at the spot of location.
5. Transfer of Inventory to Other Sections or Departments: Items of inventory not required by the Section/Depots are sent to the Superintendent (Inv.) who keeps them in stock with him. A

circular is issued to other departments in case the items on Inventory are surplus and not required by the parent department. In case other department requires them, it is credited to concerned department and requisition is obtained from the section. This requisition is sent to Jt.CAO along with a credit note. For effecting necessary transfer entries in the Inventory account maintained by the Accounts Department.

When the items on dead stock inventory are transferred it is not necessary to pass any credit and debit adjustment to the Accounts Department, as such items on the stock inventory are initially changed to Revenue Account and do not figure in Capital Asset Accounts. But departmental credit and debit adjustments are made.

6. Repairs to Inventory Items: Wooden furniture items, other items of inventory requiring repairs are gets repaired by concern Depots/Sections. Items, which cannot be repaired, are scrapped by Inventory section after obtaining certificate from the section responsible for carrying out repairs. Wooden furniture items of Workshop Sections are sent to Building Department for repairs, through TYF Section.
7. Scrapping of Inventory Items: The scrapping proposal for items (capital as well as dead stock) having depreciated value nil are scrapped under the authority of Dy. General Manager (TE) / Asst. General Manager (TE).

The scrapping proposal for items (capital as well as dead stock) which have not covered useful life having depreciated value up to Rs. 2000/- is scrapped under the authority of Dy. General Manager (TE) / Asst. General Manager (TE). The scrapping proposal for any Inventory Item having depreciated value more than Rs. 2000/- is put up to Committee for obtaining approval giving proper justifications.

8. Loss/Theft of certain inventory items –

Procedure regarding - :

The concerned Officer reports such cases to the respective Police Station and Security Department. In case, the Police declare the item as “Not Transferable”, the GM's approval is obtained for writing off the item and to remove the cost of such items from the inventory records.

Every year Inventory Section has to submit the statement of Inventory items purchased (dead and capital both), Inventory items scrapped (both dead and capital) and Inventory items transferred to Jt. CAO and MCA. Every year the MCA checks the record in full details.

y. INDUSTRIAL SAFETY SECTION

Safety Officer looks after this section. Posting of a Safety Officer is a statutory requirement under Factory Act. Safety Officer carries out accident investigations, reports his findings and suggests preventive measures. He carries out snap checks of the equipment, machines for safe working, guards etc., ensures that the staff follows safe methods and uses personal protective equipment while working. Safety Officer conducts training for the newly recruited staff for safe working, material handling etc. This section organizes programme on safety under the guidance/instructions of Dy. CM (Works) for the benefit of the Supervisors/Officers staff etc. This section also organizes Industrial Safety Exhibitions, Seminars and celebrates National Safety day/Week to develop safety awareness amongst the employees.

z. COMPUTER TRAINING CELL:

The Computer Training Cell has been started from 01.10.1996 at Dadar Work Shop. Superintendent / Asst. Engineer (Computers) is in charge of the Cell. He imparting practical/theoretical computer awareness training to Officers and Staff of the Transportation Engineering Department. Computer training helps to provide quick

information to the management for providing better services to the commuters and keep proper maintenance of buses. The Cell is placed under the overall control of CMW.

Activities of Computer Training Cell:

1. Preparation of informative notes for participants with latest guidelines and preparation of question papers for test conducted for every batch undergoing training.
2. Distribution, loading of new/modified software developed by the EDP Department of depots as per requirement.
3. Collect raw information, study and processing for new software to be developed by EDP Department.
4. Collection of tyre change tag data from all depots and preparation of tyre statistics.
5. Help Depots/Sectional staff in general operation of PCs and visit various depots and sections in case of problems faced in set-up system software (Operating System).
6. Keep track of repeated defects of PCs and improper maintenance of PCs by Service Contractors. To maintain PCs after expiry of service contract.
7. Refresher courses for Officers and Staff of the Undertaking due to over increasing and changes in software packages.
8. Development of software programs for day-to-day working for various sections of Dadar Workshop, Training centre, Bus Control, M.V. Section, etc.

4. Sections under the control of Executive Engineer Transport (Projects, Planning and Development) are:

a. INSPECTION SECTION:

1. The Inspection Division of the Transportation Engineering Department is headed by **Executive Engineer Transport**. Materials as per specifications/drawings against the purchase order are received on challans in the Transit Section of Stores. The Material Management Department prepares the Inspection Memos for the Materials received giving therein the details of purchase order, L.F. no., quantity etc. On receipt of these memos, the materials are inspected as per the specifications. The rubber components, paints, oils and greases etc., are tested in the Chemical laboratory according to the relevant standard specifications. At times, some samples are sent to Central Institute of Road Transport for testing or to any other Government approved laboratories.
2. Stage wise inspection of various units, which are assembled for the buses is carried out in the respective sections. Reconditioned assemblies or parts are also inspected for the dimension, fitments etc.
3. The Inspection Department carries out field trials of materials or units to assess the performance level and if necessary the change in specifications is suggested in consultation with the Sectional In charge.
4. The Inspection Department inspects the tender samples received against tenders. The Inspection report indicating suitability/non-suitability of the samples is forwarded to EET (G-1) or EET (G-2) for his final recommendation.
5. The Inspection Section inspects the P.O. samples handed over by Bus Stores. The samples are inspected and remarks of

suitable/non-suitable put on the sealed tag and handed over to Bus Stores.

6. The Inspection Section carries out the inspection of new chassis. The list of defects noticed during the inspection is handed over to Service Engineer of Chassis Supplier for attention. Thereafter, final inspection is carried out and OK chassis are kept ready for delivery to Body Builders.
7. The Inspection Section carries out the inspection of MOH chassis. The list of defects noticed during the inspection is handed over to Superintendent (Chassis & Docking) for attention. Thereafter, final inspection is carried out and OK chassis are kept ready for delivery to Body Builders.
8. The new buses/MOH buses received after bodybuilding are inspected for Mechanical/Electrical defects and list of defects noticed during inspection are handed over to Superintendent (Chassis & Docking) for attention.
9. The Inspection Section carries out the inspection of accident buses for which bus driver makes allegation regarding mechanical defects such as brake slip, brake fail etc., which are related to Engineering Department.
10. The Inspection Section carries out the inspection of buses attended for 45000 kms. (Docking) and also snap checks at depots.
11. The Inspection Section carries out the inspection of the reclaimed parts given under tapered integration at firms premises whereas the overhauled units under tapered integration are inspected at Dadar Workshop.

b. OIL STORES:

1. The Oil Stores Section is entrusted with supplying of lubricants/greases to various sections in the Workshop, to some

extent lubricants greases not available in the Zonal COLD and air filter oil, kerosene to various bus Depots/Sections also collects drained/dirty oil, empty barrels etc., from Depots/Workshop Sections for subsequent re-refining or crediting to the Stores Disposal Section. This section gets the drained engine oil/gear oil re-refined from outside re-refiner with considerable saving in the annual expenditure.

2. As a part of the Oil Stores, a well equipped chemical testing laboratory functions for carrying out test on incoming materials like lubricants, paints, rubber papers, packaging materials, bell cord, textile, plywood PVC, leather, acids, soaps, cotton waste, trichloroethylene and various cleaning chemicals etc.

c. ACTIVITIES OF LUBRICATION SECTION:

1. Supply of lubricants, kerosene etc., to Workshop Sections, supply of lubricants to depots for the lubes out of stock at Zonal COLDS. Collection of empty barrels/drained oils for disposal to scrap yard/ re-refining.
2. To get the drained engine/gear re-refined oil from outside re-refiner.
3. Chemical testing of incoming materials viz. lubricants, greases, PVC rexine, cloths, plastics, rubber seals and hoses, packaging, acids, trichloroethylene, cotton waste, thermostats, paints, detergents, soaps, water distilled quality, printing inks, adhesives, phenyls, plywood, hardboard, canvas.
4. To carry out field trials and lab tests on any chemicals or products viz. cleaning chemicals, oils, greases, fuel additives etc.
5. - Providing 5kl bulk engine oil storage tanks to depots.
6. - 5kl bulk engine oil storage tanks to depots reduced handling of barrels and disposal of empty barrels job.

EQUIPMENTS - LUBRICANTS AND GREASES:

- i. Constant temp. Viscometer both with viscometers.
- ii. Redwood no. 1 viscometer
- iii. Flash point apparatus – Cleveland open cup Penskey – Martin & Abel type
- iv. Conradson carbon residue apparatus.
- v. PH meter with electrode assembly for TBN and TAN of lubricants. PH of acids, alkalis, detergents and soaps.
- vi. Centrifuge for insoluble and sediments.
- vii. Single pan balance.
- viii. Stanton chemical balance.
- ix. Muffle furnace for sulphated ash of lubricants, greases, rubber etc.
- x. Constant temp ovens (2 nos.) for synthetic and aging tests of rubber seals, hoses, packing.
- xi. Grease penetrometers full scale and ¼ scale.
- xii. Distillation assembly for HSD, petrol trichloroethylene etc.
- xiii. Dean and stark assembly for water content in used and fresh oils.

ADDITIONS OF NEW EQUIPMENTS:

During the period 1980 to 1991 following equipments were added to laboratory.

- i. Philips digital PH meter.
- ii. Rubber hardness tester.
- iii. Muffle furnace.
- iv. Air circulation oven.
- v. Canradson carbon residue.
- vi. Quarter scale penetrometer for grease.
- vii. Mitutoya dial gauge.
- viii. Mitutoya digital vernier caliper.
- ix. Cleveland open cup flash point apparatus.
- x. Tensile tester machine 1.4 F model up to 500 kgs.
- xi. Direct reading specific gravity balance.
- xii. Direct reading GSM balance.

- xiii. Digital gloss meter.
- xiv. Paint dry film thickness gauge.
- xv. Indentation Hardness Index rig for foam/PU rubber seat cushions.
- xvi. Rubber abrasion tester.

In-House Equipments Fabricated As Per Requirements:

- i. Ultraviolet exposure chamber for checking colour fastness of paints, PVC rexine cloth, printing inks, PVC laminated sheets, optical and fluorescent treatment of clothes.
- ii. Outdoor exposure racks at 45 and 90 for durability of paints. With this facility colour retaining quality of our paints especially signal red and powder blue paints used for external use had increased.
- iii. Indentation Hardness Index equipment – for measuring indentation of latex foam rubber.
- iv. Outfit for checking functioning of thermostat valves – Earlier we were checking only opening of thermostat. With development of this outfit we are able to measure exact opening length, operational temp of thermostat. We are regularly receiving thermostats from Chassis Section for checking.
- v. Hub Grease Dispensers – Earlier grease dispensers were fabricated roughly. We undertook extensive exercise and decided exact quantity of grease by measuring hub volume, bearing requirement of grease on buses. Accordingly, grease dispensers are fabricated, numbered and calibrated in laboratory and sent to depots.
- vi. During the year 1986 with fabricated outdoor exposure racks, we have put up seven. Samples of signal red paint and six samples of first quality purchased from open market for exposure test. Panels were inspected every three months. Ultimately Sigma, Garware and Asian Paints were found passing the test. Recently, Goa & Advance Paints are added in

the list. Samples of Goodlass, Advance, Goa, Bright, ICI, Killick Nixon, Berger, Bombay, Kwality Paints failed in the test.

- vii. Introduction of engine oil topping trolleys for depots – All depots are now provided with 70 litre capacity engine oil topping trolley. These trolleys facilitate engine oil topping trolley. These trolleys facilitate engine oil topping at docking/during stabling with great ease and reduce spillage of engine oil to greater extent.
- viii. INSPECTION OF MATERIAL USED BY BODY BUILDER ON NEW BUSES – We are also testing samples of paints, PVC leather cloth, plywood, latex foam from Body Builders this helped to check quality of material used in body building.
- ix. Also, paint tender samples received from Kussara Workshop and Building Department as well as stationery papers and uniform cloth samples also checked in the chemical testing laboratory.

d. NEW BUS BODY INSPECTION:

1. The Undertaking invites the tenders of fabrication and mounting of bus bodies on new/MOH chassis. The inspection of these buses/vehicles is carried out as per the specifications given to the body builders and random sampling of the material used on our buses is carried out. Our staff in their premises carries out stage wise inspection of bus bodies.
2. We have a good Drawing Office wherein the detailed drawings of bus bodies, mechanical components, depot layouts, etc., are prepared.

e. DRAWING OFFICE:

1. The Drawing Office is responsible for preparing and updating the structural drawings of the SD and DD buses and departmental motor vehicles. This section also prepares drawings of bus spare parts, which are to be purchased from the local markets. It prepares layouts of Workshop Sections and new depots etc.
2. At the request of the Officers concerned it prepares schematic drawings, charts, graphs for Management's information and as training aids. This section supplies the required copies of drawings to the M.M. Department for tender enquiries etc.

5. OPERATION WING:

The Chief Engineer Transport (Depots) is the overall in charge of the Operation Wing of the department. He is assisted by Dy. Chief Engineers (Transport). The Office of the Chief Engineer (Depots) is at Wadala Bus Depot. CET (Depots) looks after 25 Depots, Bus Control, Motor Vehicle Section and Statistical Section.

- a. Dy. Chief Engineer (City) is in charge of Mumbai Central, Colaba, Worli, Wadala, Backbay, Bandra Depots and Bus Control section. His Office is at Bandra Depot. He is assisted by Executive Engineer/ Superintendents/ Asst. Engineers.
- b. Dy. Chief Engineer (Western Suburbs) is in charge of Goregaon, Santacruz, Gorai, Oshiwara, Malvani, Poisar depots. His Office is at Oshiwara. He is assisted by Executive Engineer/ Superintendents/ Asst. Engineers.
- c. Dy. Chief Engineer (Eastern Suburbs) is in charge of Shivaji Nagar, Anik, Ghatkopar, Mulund, Pratiksha Nagar, Deonar, Vikhroli Depots and Motor Vehicle Section. His Office is at Anik. He is assisted by Executive Engineer/ Superintendents/ Asst. Engineers.
- d. Dy. Chief Engineer (Central Suburbs) is in charge of Magathane, Dindoshi, Marol, Majas, and Dharavi & Kurla Depots. His Office is at Kurla. He is assisted by Executive Engineer/ Superintendents/ Asst. Engineers.
- e. Jobs Carried Out In The General Office Of The Operation At Wadala:

1. The Operation Wing exercises overall control on the Engineering, Maintenance, Operational, Administrative and General day-to-day activities of the following Depots/Sections of the Transportation Engineering Dept. Operation Wing also carries out planning of layout of new depots/ termini, changes in maintenance procedure and planning fleet requirements, etc.

- a) Engineering Section of Backbay Depot;
- b) Engineering Section of Colaba Depot;
- c) Engineering Section of Mumbai Central Depot;
- d) Engineering Section of Bandra Depot;
- e) Engineering Section of Wadala Depot;
- f) Engineering Section of Anik Depot;
- g) Engineering Section of Worli Depot;
- h) Engineering Section of Deonar Depot;
- i) Engineering Section of Dharavi Depot;
- j) Engineering Section of Ghatkopar Depot;
- k) Engineering Section of Kurla Depot;
- l) Engineering Section of Vikhroli Depot;
- m) Engineering Section of Santacruz Depot;
- n) Engineering Section of Goregaon Depot;
- o) Engineering Section of Poisar Depot;
- p) Engineering Section of Marol Depot;
- q) Engineering Section of Dindoshi Depot;
- r) Engineering Section of Oshiwara Depot;
- s) Engineering Section of Malvani Depot;
- t) Engineering Section of Magathane Depot;
- u) Engineering Section of Majas Depot;
- v) Engineering Section of Gorai Depot;
- w) Engineering Section of Pratiksha Nagar Depot;
- x) Engineering Section of Shivaji Nagar Depot;
- y) Engineering Section of Mulund Depot;
- z) The Bus-control Section at Wadala;
- aa) Operation Wing at Wadala;
- bb) M.V. Section at Anik Depot.

2. For the smooth working and timely disposal of all the day-to-day work and to take any time stock of the latest position of its various sections, all these sections have been divided into four zones as under:

a) CITY ZONE

- Backbay
- Colaba
- Mumbai Central
- Worli
- Wadala
- Bandra
- Bus-control.

b) EASTERN SUBURB ZONE

- Anik
- Pratiksha Nagar
- Ghatkopar
- Vikhroli
- MV Section at Anik
- Deonar
- Shivaji Nagar &
- Mulund.

c) CENTRAL SUBURBS ZONE

- Marol
- Majas
- Dindoshi
- Magathane
- Dharavi &
- Kurla.

d) WESTERN SUBURBS ZONE

- Santacruz
- Oshiwara

- Goregaon
- Malvani
- Poisar
- Gorai &

3. The Operation Wing is under the direct control of Chief Engineer Transport (Depots) who reports to DGM (TE)/ AGM (TE).

CET (Depots) is assisted by the following Officers, each of whom control the zones of the Operation Wing as shown against each of them.

- a) Deputy Chief Engineer Transport (City) :-
City Zone & Bus-control.
- b) Deputy Chief Engineer Transport (Western Suburb) :-
Western Suburb Zone.
- c) Deputy Chief Engineer Transport (Central Suburb) :-
Central Suburb Zone.
- d) Deputy Chief Engineer Transport (Eastern Suburb) :-
Eastern Suburb Zone & M.V. Anik.

4. CET (Depots) is also assisted by the following officers:

i. Superintendent (Operation and Bus Control) :

Assists in all Engineering matters of the Section of Operation Wing & also co-ordinates the matters between Depots, Workshop Section and other Departments as required.

ii. A.E. (Bus-control) :

The Officers assist in all Engineering matters pertaining to attending line breakdowns on buses, repairs to plant & machineries installed at depots, liasioning with depots in co-

coordinating Engineering activities and feasibility/development work of Civil Engineering.

iii. Statistical Officer (Transportation Engineering):

Assists in all administrative and general matters of all depots and sections under the Operation Wing and office of the Operation Wing.

iv. Assistant Administrative Officer (Operation) :

Assists CET (Depots) in respect of all statistical matters.

5. The general and administrative work carried out in the Office of Operation Wing is listed below: -

- i. Incoming and outgoing dispatch work;
- ii. Filing and preservation of old records;
- iii. Follow up of cases;
- iv. Maintaining attendance record of Officers and staff of Operation Wing;
- v. Maintaining leave record of Officers & staff of Operation Wing.
- vi. Daily the bus fleet position, service turn out position including not out/late out and sick position of buses at depots, Workshop, Zonal Centres at 11.00 hrs. is collected by the Service Position Clerk from all depots and the same is recorded. Besides this, the information as regards washing of buses, engines and chassis washed, buses attended for docking, position of pneumatic doors to buses, DD buses attended for appearance, etc. is also collected on phone from all depots daily. Position as regards buses attended for repainting during the week is also obtained.

The data of bus fleet availability is recorded while collecting the information from depots on phone. The statement of

daily fleet availability is taken out on computer. This information is submitted to the concerned/higher authorities.

- vii. Information from various Sections/Depots is called, compiled and forwarded for perusal and information of Officers of Transportation Engg. Dept.
- viii. Recording telephonic message and putting up the same to Officer concerned.
- ix. Collection and compilation of statistical information on Engineering activities from various Depots/Sections of Transportation Engineering Department is done & monthly Operational Statistical Bulletin is issued by the 20th of the succeeding month.
- x. Maintaining records regarding lot/make-wise kilage of buses from each depots. Consumption of make-wise, lot-wise HSD oil and consumption of engine oil is also recorded and worked on computers. Also statement on depot-wise HSD consumption is sent every month to Budget Officer.
- xi. Preparing duty list and noting down the attendance of all Officers of Transportation Engineering Department during emergency, strike, stoppage, bandh, etc. and making arrangement for payment of meal allowance to them.
- xii. Preparing breakdown statement by feeding the information made available by Bus-control and depots on computer.
- xiii. Collection of following data from Depots and Workshop for the purpose of taking out monthly bulletin on 'Operational Statistics of Transportation Engg. Dept.'
 - a) *Service Position*: - Daily information is collected from depots on phone and fleet availability is received from depots for Saturdays in Form No. 283.
 - b) *Late out/Not out*: - Information is collected form depots in Form No. 161.

- c) *Breakdowns of buses:* - Information regarding line breakdowns and depot defects is received from Bus-control and Depots respectively.
- d) *Terminus detentions:* - Information is collected from depots in Form No. 375.
- e) *Age of bus fleet:* - Age profile is taken on computer.
- f) *Carrying capacity:* - It is based on the bus-wise information stored on the Computer and statements received from Bus-office.
- g) *ABC Analysis of Engineering loss of kilometers:* - Worked out on basis of statement received from E.D.P. Department.
- h) *General Bonus considering 8% ceiling on Traffic loss:* - Based on the statement received from E.D.P.
- i) *Incentive bonus for repair & maintenance staff:* - Statement received from depots in form no. 254.
- j) *Bonus payable under group incentive scheme to workshop staff:* - Statement received from Work study.
- k) *HSD – Engine oil (toping & change) KMPL* – Information received from depots in Form No. 210.
- l) *Buses on hold at Workshop and at Zonal Centres:* - Statement received from workshop and depots furnishing information of buses on hold for body attention, rear axle/differential hanger bracket replacement, feather worn out and engine replacement. Depots are furnishing this information in Form No. 401 & 402.
- m) *Accidents to employees and man hours lost:* - It is based on statistics received from Asst. Administrative Manager (TE).
- n) *Depot-wise production of various units:* - This is based on information received from depots in Form No. 385.

o) *Details of Unit life Kms. :-* This is based on information received from depots in Form No. 385.

After collecting all this information, every month, the same is processed on/ feeded to computer and printouts are taken out for analysis and checking. On finalising this the information monthly bulletin on Operational Statistics is prepared and submitted to the Officers of the Transportation Engineering Department and Management, etc. for their perusal.

6. The Detailed Working In Respect Of The Various Jobs Is As Under: -

- i. Incoming/ Outgoing of letters, i.e. Dispatch work: The Operation Wing received all letters/files, etc. from various Depots/Sections of the Workshop of Transportation Engineering Department and other Departments of the Undertaking through Bus Office. Similarly, the Operation Wing sends all the outgoing letter/files, etc. to various Depots/Sections of Workshop, other departments of the Undertaking and to outside parties through Bus-Office.
- ii. All the incoming letter/files, etc. received from depot is first acknowledged by checking individual entries for the same in the dispatch book.
- iii. After acknowledging the receipt the dispatches are sorted out on addresses and thereafter it is send to the Officers/Sections concerned. Similarly, the outgoing dispatches are recorded in the register called "Outward Dispatch Register" maintained in the Operation Wing Office.
- iv. Each outgoing paper is registered on the day on which it is sent out.
- v. Only important papers received from other department/outside parties are entered in the inward register.

Inward/outward registers starts with fresh Serial Nos. on every calendar year. Letters to outside parties are sent through Correspondence Department of the Undertaking.

vi. Reference No. of each outgoing case note of Operation Wing is given as shown below :-

- a) First prefix of the section, i.e. CET (Depots);
- b) Then the subject file number of the Operation Wing;
- c) Thereafter, Sr. No. given in the Typing Register;
- d) Lastly the year along with date.

vii. Hence, the Reference No. of the outgoing case note will be CET (Depots)/ / /2014, dated. __/__/2014.

viii. When the outgoing case note of the Operation Wing are released, their office copies along with relevant papers are filed by the Dispatch Clerk in the particular file and the other copies as marked are sent to the Officers/Sections concerned.

ix. Before receiving or sending any case note, the Dispatch Clerk has to ensure that the required number of copies of the case note and the enclosure; if any, are there otherwise, he has to refer back the same to the Section/Officer concerned for needful.

x. All Union letters before forwarding to the Officers concerned are first noted (entered) by the Dispatch Clerk, with relevant particulars in the register known as follow-up register of letter for various Unions and then only one are sent to Officers concerned for further action/consideration.

xi. Copies of all case notes which are to be sent out of the Transportation Engineering Department, which are sent under signature of the Head of the Department are kept pending till the time signature is obtained.

7. Filing & Preservation Of Old Records:

- i. For the preservation of the records pertaining to the Engineering, Operation, Maintenance, Statistical information, Administrative & General matters, Operation Wing Office is having 178 subject-wise files for the current year and 600 subject-wise old files. These files are maintained and preserved to facilitate the Officers of the Operation Wing to refer to the correspondence as and when required.
- ii. Dispatch Clerk whenever is instructed by Officers concerned to file any case note received along with relevant papers, files the same in subject file along with the relevant papers. After noting the contents/instructions noted on the paper or in the file in which he is asked to do by the Officer concerned.
- iii. Certain circulars or case notes which are specially required to be noted by all the Officers of the Operation Wing are circulated among them and filed only thereafter in a special file. Similarly, the circulars and the case notes which are required to be noted by the staff of the Operation Wing are circulated among them and filed only thereafter in a special file maintained for such circulars.
- iv. Each file is given Sr. No. which is included in Reference No. of all case notes. For locating the relevant papers, all of them are kept in cupboard/racks in numerical order.
- v. Confidential files are maintained by the SOTE & these are kept in cupboard under lock and key. SOTE is custodian of these records.

8. FOLLOW-UP OF CASES OF OPERATION WING: -

- Copies of all cases on which Officers concerned have given instructions to make follow-up with the depot/parties to whom the case notes are addressed, are sent by

Dispatch Clerk to follow-up Clerk. The follow-up Clerk first registers them in the file called Master File and gives a “Sr. No.” to each and every follow-up case. Reminders, when required are sent under instructions of Officer concerned. In routine matter, reminders wherever required are sent after 15/30 days as applicable to each case.

- Follow-up of confidential letters and CET (Depots)’s cases is done by SOTE and reminders are sent after 15 days wherever required.
- Reminders are routed through the Officer who has sent/signed the original letter.
- The Clerks of the Operation Wing, every month, compiles the below mentioned statements/information received from depots and prepares consolidated statements for circulation amongst the Officers of Operation Wing / CET (Depots) / AGM (TE) / DGM (TE).
- Driving habits & Diesel conservation checking reports – Form No. 343.
- Washing statement- Form No. 286.
- Docking statement- Form No. 287.
- Job attended in night shift- Form No. 351.
- Efforts to reduce body damage- Form No. 357.
- Unit replacement- Form No. 369.
- Buses with repeated defect- Form No. 371.
- Electrical fitment on buses - Form No. 374.
- Terminus visit- Form No. 379.
- Checking of tools - Form No. 345.
- Removal of injectors- Form No. 358.
- Monthly Lub. Consumption- Form No. 192.
- Incentive bonus- Form No. 254.
- Not-out/Late-out of buses - Form No. 255.
- Battery statement- Form No. 285.
- Tyre statement - Form No. 289.

- Preventive maintenance of bus bodies – Form No. 356.
- Depot cost budget/expenditure-Form No. 377.
- Buses towed - Form No. 310.
- Quarterly kilage - Form No. 213.
- Recoupment of Sub-store units-Form No. 396.
- Workshop attention of buses- Form No. 387.
- Survey of body fitments - Form No. 383.
- Spring defects - Form No. 221.
- Weekly fleet position - Form No.
- Monthly production of units - Form No. 385.
- Consumption of HSD & Kms. - Form No.210.
- Increase in workload - Form No. 407.
- Stock position of critical items- Form No. 406.
- Compliance reports regarding implementing / following up instructions issued by Dy. CETs / CET / AGM (TE) / DGM (TE) –
- Drafting and putting up letters as per instructions of the Officers –
- Key parameters -
- Monitoring performance of HSD oil & Lubricant oil (Quarterly) in STUs to be sent to C.I.R.T., Pune -
- Operational & Financial performance of STUs (Annual performance to be informed to C.I.R.T., Pune) –
- Age profile of buses (Quarterly statement) to be sent to Advisor – (Ministry of Surface Transport) –
- Monitoring conservation of petroleum products (Quarterly statement to be sent to C.I.R.T., Pune) –
- Reports on performance of vestibule buses – CNG buses
- Bulletin of “Operation Statistics” –
- Special checking of buses on line for smoky exhaust –
- Make-wise, lot-wise summary reports on 1) HSD oil;, 2) CNG; 3) Engines (topping & change) & 4) Hrs. kilometers per bus.
- Monthly summary statements of Unit life (Gear box, Rear, Axle, Prop. shaft, Self starter, Alternator, Engine). –

- Fleet availability.
- Loss of kilometers due to Traffic & Engineering. –
- Premature failure of units (Gear box, Self starter, Rear axle, Alternator).
- Buses needing engine attention- Form No. 292.
- Buses tested for PUC – list of– Form No. 424.
- Buses checked road tested by Supervisory staff – Form No. 493.
- AM/PM weekly service position- Form No. 161.
- Dye penetration tests on front axle beam – Form No. 430.
- Requirement of buses for maintenance – Form No. 382.
- Efforts to reduce breakdowns due to bad driving habit - Form no. 425.
- Monthly diesel stock at depots - Form No. 446.

9. Attendance & Leave Record Of Operation Wing: -

- i. Attendance of Staff/Officers of Operation Wing is daily marked in the 'Muster Register' maintained in the office and a monthly statement regarding man days lost and shift working by various categories of staff of Operation Wing is sent to AAM(TE)s Office.
- ii. Leave record of staff of Operation Wing is separately maintained. All other leave forms are sent to Time-keeping for obtaining latest leave position of employees concerned. Leave is sanctioned subject to availability, etc. Leave record of all Officers of the Engineering Sections of the depots, M.V. Section, Bus-control & Operation Wing, etc. is maintained by SOTE, who also collects leave programme of all the Officers of Operation Wing for particular period in a year. She also verifies the leave form along with the negative attendance received

form the Bus-control. SOTE also keeps in her custody all prior intimations, messages for ready references.

- iii. When the leave forms of Officers are received duly sanctioned, they are first sent to SOTE to note down the leave period and other particulars. Leave forms of A-5 & A-4 Officers are sent to Dy. CET's for sanctioning, if the period of leave is more than 7 days. In case of A- & A-2 Officers, the leave forms are sent to CET for sanction taking into consideration his powers in the matter.
- iv. Depending upon the considerable period of leave, the acting/combination of appointments have to be made for which an advice is to be sent to AAM(TE)'s Office, which takes further action in the matter. Sanctioned leave forms are sent to AAM (TE)'s Office/Audit Department for further action.

10. Daily Service Position Of Bus Fleet:

- i. Every day daily service position (as at 11.00 a.m.) of bus fleet is collected from all the depots on e-mail. At the same time, the position of the buses, which are held up in depots for want of certain material, is also collected from all the depots and recorded in fair copies on the form bearing Sr. No. 165. The same is send to concerned sections of Workshop.
- ii. Thereafter on the basis of the information collected from various depots, the position of the daily late out/not out due to Engineering & Traffic reasons is recorded and circulated among the Officers of Operation Wing, which is also recorded in the Daily Service Position File.
- iii. On the basis of the information collected from various depots, a tabulated statement known as 'Daily Service

Position of Bus Fleet' showing (the make-wise, lot-wise, depot-wise) operation of buses against the allotted bus fleet to each depot is prepared. It also shows the position of buses held up for want of certain material/ and also shows buses sent to Workshop for MOH and G.P. attention and the daily service position of bus fleet of the 25 depots at 11.00 a.m. to enable the Officers concerned to have a look at the latest position of bus fleet. When daily service position of bus fleet is made ready, it is checked by SOTE and thereafter sent to Supdt.(Operation & Bus Control)/CET(Depots) for information.

- iv. The position of bus fleet at 11.00 a.m. on non-working day (such as Saturdays) written information is received from all the depots and on the basis of this information, daily service position of bus fleet is prepared for each day and it is sent for circulation as usual.
- v. At the end of every month, statement of 'Body & Mechanical Defects' is prepared and circulated to all Engineering Officers in Monthly Bulletin.
- vi. At the end of every month, on the basis of statement of 'Daily Service Position of Bus Fleet' a depot-wise fleet position as on the last day of the month is prepared and circulated.
- vii. Whenever the buses are required to be transferred from one depot to another, it is telephonically communicated to concerned Depots/Workshop by Operation Control to affect the transfer of buses. Next day the transfer of buses affected on previous night is put on record.
- viii. A record of buses allotted to each depot is maintained on computer and it is updated everyday with the information regarding scrapping & addition of buses, transfer of

buses from one depot to another and new buses put in to service.

- ix. On the basis of information collected daily on e-mail from the various depots, a weekly statement known as 'Depot-wise Weekly Position' and other monthly statement known as 'Depot-wise Monthly Fleet Position' are prepared and sent to CTM (P&D) & concerned Officers.
- x. A monthly summary of the bus fleet position is prepared and forwarded to PRO/ CTM (P&D).
- xi. A quarterly statement regarding the number of buses allocated to each depot as on the first day of the quarter and their make lot-wise and other details along with the position of buses in MOH/GP and the buses in use at training school and workmen (Special) of the total fleet of buses of the Undertaking.
- xii. This statement is also accompanied by another statement, which shows the lot-wise/make-wise/depot-wise and total number of buses along with the Serial Numbers. Both these statements are sent to the Officers/Foreman of Depots/Workshop and B.O., P.R.O. for information statement of buses RTA registration-wise also prepared and sent to all concerned.
- xiii. A statement showing the monthly progress of incoming of new buses and scrapping of old buses during a month is also prepared every month. This statement shows the make-wise, type-wise, lot-wise position of incoming and outgoing buses from the bus fleet. Every month, it is put up to AGM (TE)/ DGM (TE) through CET (Depots).
- xiv. Every month, details of certain Engineering and Administrative jobs carried out in depots are called by CET (Depots). These reports are compiled and are put up to CET (Depots) & other Officers concerned for

information. The details of these compilations are as follows: -

- xv. As per the instructions (vide Circular No. MEO.I/OP.38/14996/86, dated 06/10/1986), All the Officers of depots are required to check the tools of every employee once in a year and accordingly send the monthly report for the perusal of the Officers concerned of the Operation Wing. This is compiled and put up to Dy. CETs /CET (Depots).
- xvi. Everyday information in respect of towing of buses is received from Bus-control in Proforma No. 310 showing the bus, depot, reason and other details. Every fortnightly, all such reports are compiled and are put up to the Dy. CETs/ CET (Depots) for perusal.
- xvii. Operation Wing is putting up a good number of statements regarding Engineering & Administrative matters to have a check over the working of depots. On the basis of these statements important decisions are taken.
- xviii. As per the Preventive Maintenance Schedule of Transportation Engineering Department, buses are taken for Preventive Maintenance (Schedule/Docking) at depot daily.
- xix. Every month, information regarding buses due and attended for Preventive Maintenance is collected from all the depots in Form No. 287. After compiling this information, a statement showing the position of various types of docking and the number of buses due for Preventive Maintenance (Schedule/Docking) and the number of buses actually attended along with the number of buses sent to Workshop for MOH and GP is prepared. Every month this statement along with compilation of reports of various depot is sent to the Officers of

Operation Wing and CET/ AGM (TE)/ DGM (TE) for information.

- xx. Buses are to be washed as per the norms laid down for the purpose in the agreement with the Union. Every month reports for washing of buses manually and on Automatic Washing Machine/Static Washing Machines installed at depots are received from all the depots in Form no. 286. After compiling them a statement is prepared and put up to the concerned
- xxi. Dy. CETs /CET /AGM (TE)/ DGM (TE). This statement shows the number of buses washed during the month in the depots in comparison to the norms set for the purpose. A copy of this statement is also sent to DGM (TO) and TMs for their information.
- xxii. Along with the reports of washing of buses, the reports regarding appearance to buses are also prepared. A separate statement is prepared for giving the number of buses having shabby appearance and the number of buses found to be O.K. This statement is put up to all the Senior Officers of Operation Wing for their information and also to enable them to give instructions in connection with the buses having shabby appearance.
- xxiii. In the past all depots were provided with Hartridge make or IIP make smoke meters for testing the smoke emission level. As RTA did not approve these meters, the smoke meters of AVL and Neptune make were made available to depots.
- xxiv. The Depot Offices are now testing their buses and other vehicles for smoke emission level on these meters are submitting the reports to the concerned Regional Transport Officers. Copies of the same reports are also sent to Operation Office. The same reports are compiled and put up to Dy.CET/CET for information.

- xxv. As per the instructions, the Supervisors posted at depots are required to check certain buses for their mechanical working. Hence, reports from Supervisors of all the depots are received in Form No. 293 showing therein the number of buses checked and road tested. These reports are compiled and summary of these reports is put up to the Officers of Operation Wing and CET for information.
- xxvi. As per the standing instructions, report of damage caused to buses during riots, civil strike or due to stone throwing by some miscreants is received from all depots/sections/departments. Every month a statement showing the particulars of buses damaged and cost of damage is put up to AGM (TE) / DGM (TE) through CET (Depots) for information. Statement of damage caused to buses during riots/strike and civil commotion are put up immediately after receiving the reports from Bus-control to CET (depots) / AGM (TE) / DGM (TE) / GM for information.

11. Tyre Change Tags:

12. Statistical statement: The following statements are prepared in the Operation Office on the basis of data furnished by the various depots. These statements are then forwarded to the Officers shown against each of them.

- i. Monthly statement of loss of kilage due to late out and not out of buses in the morning and evening service for want of materials.
- ii. Consolidated statement of incentive/staff incentive bonus paid every month – Dy. CETs / CET (Depots) / AGM (TE) / DGM (TE).
- iii. Monthly terminus detention statement for bulletin.

- iv. Age profile of buses – statement for forwarding to the Ministry of Surface Transport, Govt. of India, New Delhi.
- v. Make-wise/Lot-wise fleet availability monthly statement to Dy. CETs / CET (Depots) / AGM (TE) / DGM (TE).
- vi. Position of tyres on the last day of each month – Dy.CETs / CET/ Dy. CM (W).
- vii. Position of batteries on the last day of each month - Dy.CM (W) & Supdt. (Elect.).
- viii. Recovery advice of lubricant oil issued to the Officers, to AM(TE)/Sr. AOTE (Bus)
- ix. Depot-wise breakdown per 10,000 kms. Statement weekly and monthly / Dy. CETs /CETs / AGM (TE) / DGM (TE).

f. ENGINEERING DEPOTS: -

1. The buses are serviced and garaged in the depots, which are located within the limits of Greater Mumbai.
2. The jobs of fuelling, sweeping and cleaning, washing, running repairs and preventive maintenance are carried out at these depots. The salient features of depot working are given below :-
3. Service turnout: - The present norm for service turn out is 96% of the effective fleet allocated to depots. However, during the summer season, i.e. in the month of April to June, the service turn out is reduced. The reason for reduction in service turn out is the reduction in passenger demand on account of summer vacation when schools and colleges are closed and also residents of Mumbai go on long Holidays to their native place, etc.
4. Fuelling of buses: - In the evening, when the bus returns to the depot after a day's service, it is first fuelled. Bus-wise fuel consumption is recorded and these figures are subsequently

used to compute the bus-wise fuel consumption (kilometer per litre). Any bus found consuming excess fuel is attended for excess fuel consumption. The fuelling staff highlights the bus number with fuel tank cap missing/hard/loose and also the budget lock/fuel tank panel defect/remaining open, etc.

5. Washing of buses: In the recent past, the Undertaking has stressed the need for improving the appearance of the buses. In order to increase the frequency of washing of buses, automatic washing machines were installed at all depots and the buses were washed on these machines on programmed basis. Each bus requires twelve minutes for washing. Thereafter, to further enhance the frequency of washing of buses, the Undertaking has provided static washing machines to all depots adjacent to fuel shed. After fuelling, buses are required to pass through these washing machines.

6. Parking of buses: After fuelling and washing on static washing machine, the Traffic Driver parks the bus. In order to facilitate parking, rows are marked out on the yard and the Traffic Drivers are directed by Engg. Staff to the particular row where the bus is required to be parked.

7. Bus Cards: When the bus is turned out in service a bus card is issued for each individual bus. The time and numbers of the drivers who have worked on the bus are entered on the bus card. In case, the driver notices, any defect on the bus, he has to enter a defect code number on the card.

The code nos. of various types of defects is given on the reverse of the bus card. These bus cards are to be deposited by the driver who brings the bus to the depot at the end of his scheduled trip.

The bus cards are recently modified with a view to have reports on Elect. Defects, etc. on front side. The bus card is then taken over by the Engineering Department and scrutinized for the defect mentioned by the bus driver. In case,

any defect is mentioned on the bus card, the bus is taken for attention of the defect reported.

8. Sweeping & cleaning: After the buses are parked in the respective rows they are attended for cleaning and sweeping during the night. Each bus is cleaned and swept overnight before being turn out in service on the next day. Muccadam /Night Supervisors/ In charges and other respective Officers to ensure the quality of work carry out regular snap checks.

9. Internal washing of buses: There is regular internal bus washing programme and each bus is washed once in 8 days. The norms of allocation of staff for washing of buses are laid down in the incentive schemes. Here also regular checks are carried out to ensure quality of the work.

During the monsoon special efforts are made to maintain good appearance of buses since muddy water on the road splashes onto the buses giving it a dirty appearance.

10. Attention to defects: As mentioned in item no. 3,2, & 7, the drivers mention the defect code nos. on the bus cards. After the bus is stabled, the bus card is scrutinized and all defect mentioned by the driver on the bus card are attended by the staff in the same night. Similarly, in case of part day stabling of buses, the defects reported are attended by the staff working in various shifts.

The defects are entered in the register and the Check No. of the staff who have attended the defects are also mentioned along with work done. In case any bus is repeatedly reported for the same defect by the traffic driver, the bus is then taken for repeated defect attention. If any employee does not attend to the bus properly, he is reported for disciplinary action.

11. P.M. Schedule: P.M. Schedules are carried out as laid down in "*BEST WAY TO MAINTENANCE*".

P.M. Schedules are carried out on the basis of daily HSD oil consumption by bus. The nature of work done, etc. is given below:

A record of the PM Schedule attention is on the PC. After P.M. jobs are carried out, the buses are inspected by Supervisors, SO /AEs / DOs and other respective Officers to ensure quality in the work done. If the bus is reported for a defect immediately after the PM Schedules attention, the matter is investigated and necessary action is taken to rectify the defect as well as preventive measures are taken. If the defect is attributed to employee's negligence, the employees are reported for disciplinary action.

- i. If defects are noticed whilst P.M. Schedule is being carried out, these defects are got attended to and the record is maintained. Supervisor in charge of maintenance schedules has to go through the vehicle history/defect registers, before taking buses for preventive maintenance schedules. This enables him to pay specific attention to repeated defects.
- ii. The preventive maintenance is carried out as per the revised P.M. Schedules as under: -
- iii. 1,250 litres and its multiples. Major docking is carried at 15,000 litres of HSD topped.
- iv. The above cycle of P.M. Schedules continues till 15,000 litres Consumption of HSD and this cycle is followed further.
- v. All units changing job other than on schedule are normally to be carried out during running repairs –
- vi. For attending, 6 buses of P.M. Schedules (Multiple of 1,250 litres of HSD consumed), the staff allocation is as under: -

Mechanic (MV) - 3

Fitter (BB)	-	1
T.P.M.	-	1
Electrician/Wireman	-	1
Cleaner	-	1
Greaser	-	1

vii. Premature failures of various brake units (less than specified kms.) are reported to Operation Office.

viii. Road testing of buses: Buses are road tested before and after attending the various preventive maintenance schedule to find out whether steering, brakes (hand and foot) and gear changing is OK. The relevant instructions issued vide Circular No. EET (D.Op.)/50080/487/69-70, dated 21.08.1969 are reproduced below: -

- A bus must be driven and tested before and after attending the various preventive maintenance schedules to find out whether the steering, brakes (hand and foot) gear changing is OK.
- The purpose of testing before attending the P.M. Schedules is to find out whether there are any defects so that the same could be rectified, if possible during the schedule itself; or promptly thereafter. The purpose of testing after attending the schedules is to ensure that the bus is in perfect condition.
- In case of major 15,000 litres schedule, the bus must be road-tested and that too by the Supervisory Staff only. In case of other minor schedules, the bus may be driven and tested inside or outside the depot, even by the Senior Driving Fitters.

12. SPECIAL ATTENTION TO BUSES PRODUCED FOR RTO

INSPECTION: As per the M.V. Rules, each vehicle has to have a fitness certificate. Vehicles, which are to be

produced to the RTO inspection for renewal of fitness certificates, etc., are serviced thoroughly and attended as per Regional Transport Officer's job schedule.

13. UNIT REPLACEMENT: In the BEST, we follow a system of unit replacement. Whenever a unit goes defective or covers stipulated kms., it is replaced by the depot staff from the imprest stock provided. The defective units are sent to Dadar Workshop for overhaul and repairs.
14. BREAKDOWNS ON LINE – BUS CONTROL: Buses, which reports for breakdown on line, are attended to by Line Mechanics. These Line Mechanics are attached to Bus-Control and are posted in various depots. The Line Mechanics move over in breakdown vans and are provided with all the necessary tools, equipments and spares for attending to buses on line. In order to facilitate prompt communication of message from Bus-control to Line Mechanics and vice versa, the Bus-control and the breakdown vans have been provided with wireless UHF sets system. This system provides for immediate communication. The Line Mechanics works round the clock and move to work place along with their lorries.
15. P.M. Cell of Bus-control: Bus-control also receives reports on breakdowns of Automatic washing machines, Stationary washing machines and other machineries installed at depots and arrange and monitor the attention to the breakdowns with the help of staff and mobile vans.
16. OPERATION CONTROL: Operation Control is established w.e.f. 20/09/1993. There are 3 Shop-recorders. Shop-recorders are posted in Day, Evening & Night by rotation. Some of the important activities of Operation Control are listed below :-
 - i. Convey the instructions to depots given by DGM (TE), AGM (TE), CET (Depots) & Dy.CETs.

- ii. To collect the information from the depots as required by DGM (TE), AGM (TE), CET (Depots) & Dy. CETs.
- iii. To co-ordinate the workshop action plan.
- iv. To record the whereabouts and attendance of Officers.
- v. To receive and take suitable actions for the buses reported "On Hold" for materials at depots.
- vi. To convey urgent/emergency messages to the residence of Officers.
- vii. To convey instructions to collect information from the depots.
- viii. To convey the messages of bus transfers.
- ix. To call buses for Workshop attention as desired by Workshop Sections/Officers.
- x. To follow up with depots for major body repairs.
- xi. To collect information regarding the buses required for/attended to for rear axle replacement, engine replacement, etc. from the depot zonal centres.

17. MAINTENANCE POINTS AT BUS TERMINUS: Apart from buses being detained on line for major defects, there are some minor defects, which are attended to by Terminus Fitter posted at the various termini.

This list of the various termini is given below:

- | | |
|----------------|---|
| Backbay Depot | i. Mantralaya; |
| | ii. Museum; |
| | iii. Mayo Road. |
| Deonar Depot | iv. Anushaktinagar |
| Wadala Depot | v. Vashi Bus Station |
| | vi. Sewree Bus Station |
| Dharavi Depot | vii. Sion Bus Station |
| Vikhroli Depot | viii. Ghatkopar, Rd. No. 4 |
| Central Depot | ix. Jijamata Bhosale Udyan
(Rani Baug) |
| G'Kopar Depot | x. G'kopar Stn.(E) |

Kurla Depot	xi.	Santacruz Station (E)
	xii.	Kurla Station (W)
Worli Depot	xiii.	Worli B.D.D. Chawl
Marol Depot	xiv.	Andheri (E)
Oshiwara Depot	xv.	Andheri (W)
Magathane Depot	xvi.	Coal Depot
Anik Depot	xvii.	Kurla (E)
Mulund Depot	xviii.	Mulund Bus Station
Goregaon Depot	xix.	Goregaon Bus Station
Dharavi Depot	xx.	Bandra Bus Station (E)
Gorai Depot	xxi.	Charkop Bus station
Dindoshi Depot	xxii.	Kandiwali (E)
	xxiii.	Goregaon (E)
Bandra Depot	xxiv.	Mahim Bus Station

Terminus Fitters are housed in chowkies installed at the Terminus. Terminus Fitter has been provided with necessary tools and spares to carry out minor repairs. If the defect is of a nature, which cannot be attended to by the Terminus Fitter, he arranges to send the bus to nearest depot or parent depot for attention depending upon the nature of defect.

Buses are also attended for engine replacement, rear axle replacement and body attention in the cases of heavy damage to buses at the zonal centres at depots. Information as regards attention to buses for the same is procured and submitted to CET (Depots)/ AGM (TE)/ DGM (TE). This information is also produced on monthly statistical bulletin.

18. IMPREST STOCK OF UNITS, SPARES, ETC.: As mentioned in Item No. 3.2.13, we follow the unit replacement system. In order to enable the depot to replace the unit, various units are given to the depot from imprest stock.

19. MATERIAL SUPPLY TO DEPOTS: Transporting all the materials from depot to Workshop and vice-versa takes place at Material Control. Units attended to by the various sections of Workshops are sent to Material Control, which arranges for distribution to various depots depending upon the imprest stock and the emergency requirements. These materials are sent to the depot through material lorry attached to each depot. Similarly, the depot also sends its material to Material Control through the Material Lorry. As number of imprest stock units are handed over to Sub-store units attached to depots, which in turn kept in custody of these materials. All material movement is controlled by the material movement chart, which is prepared by the depot and sent along with material to Workshop. The lorry makes alternate material and tyre trips, i.e. one day for material and the next day for tyre, etc. Tyre, tubes, etc. are not supplied by Material Control, but by Vulcanizing Section.

20. URGENT CASH PURCHASES: In order to ensure that the buses are not held up for want of spare parts, etc. the Depot Officers are authorised to make case purchases of bus spare up to the value of Rs. 5000/- for ordinary buses and Rs. 30,000 for CNG buses per month for buses on hold for materials and also sundry essential like stationery, electric bulbs, earthen ware pots, dusters. Liquid soap, etc. subject to –

- i. Value not to exceed Rs. 500/- for ordinary buses and Rs. 3000/- for CNG buses at a time;
- ii. Such item is not stock.

21. SUB-STORES AT DEPOTS: Each depot has Sub-store attached to it. A number of fast moving items are stocked in the Sub-stores. Whenever any material is required, the depot staff prepare a requisition on floppy and send the floppy with print out to Sub-store Dadar under control of M.M. Department and collects the material. In certain cases of costly material such as bearing, brass items, the old ones have to be credited while collecting new material. Stores Department arranges to recoup the materials periodically and also to take away returned materials. The Sub-stores are manned round the clock.
22. LUBRICANTS, ETC.: Indent for monthly requirements of oil, greases, etc. is sent to Chief Tech. And later he draws the material from Stores on consolidated requisition and distributes to the depots. Besides, 5,000 ltrs. Engine oil tank have been installed at all the depots for supply of engine oil and also lubricants are made available through zonal COLDS (Consumer Operated Lub Depots). Engine oil removed from engines of the buses is returned to Chief Tech. for reclamation.
23. SURPRISE INSPECTION: The performance of the depots are subjected to surprise inspection (day and night) by the Engineering Officers of the Transportation Engineering Department. The Officers are formed into groups with two or three persons each and each group inspects two or three depots. These inspections are made in each depot two or three times in a month without any prior intimation. The inspecting Officers examine the general working including house-keeping of the depot, note the deficiencies/irregularities, if any, and personally check a bus which have been attended for P.M. Schedules to see whether the work has been done properly by taking the bus gain to the pits. The inspecting team puts up a report to AGM (TE) about their observations during the inspection.

24. CO-ORDINATION MEETINGS: Regular meeting of the Officers of the Workshop and depots are held in the Office of the CET (Depots) to discuss various matters affecting the working of the depots and clearing the problems by mutual discussion.

25. COMPLIANCE WITH STATUTORY REGULATIONS: The Engineering depots are factories under the provision of the Factories Act and the depots are required to comply with the various industrial regulations under Factories Act, Workmen's Compensation Act, Payment of Wages Act, Industrial Relations Act, Municipal Regulations, etc. in accordance with the instructions issued by the Management and AGM (TE) / DGM (TE)'s Office from time to time.

26. CLERICAL & ADMINISTRATIVE WORK: All clerical work of the depot is supervised by the Clerical Supervisor under the overall direction of the Depot Officer. The clerical work including the maintenance of records, registers, files, etc. and submitting of reports, returns statement, etc. on the due dates carrying out correspondence with the various sections and Officers at Dadar, etc. are done by this staff.

27. REGISTERS MAINTAINED AT DEPOTS: The following registers are maintained at the depot: -

- i. Staff attendance register
- ii. Material Central register
- iii. Tools stock register
- iv. Repeated defects file
- v. Bus cleaning and sweeping register
- vi. Snap check register
- vii. Register of cleaners performing duties of Greasers / TPM / Muccadam
- viii. Duty list register of staff
- ix. Register of staff authorized to drive Undertakings vehicles

- x. Leave register of scheduled and non-scheduled staff
- xi. Register of daily maintenance of tyres
- xii. Register of tyre pressure gauges
- xiii. Register of accidents
- xiv. Factory inspection register
- xv. Line history register
- xvi. Locker key register
- xvii. Register of telephone calls
- xviii. Inventory Register
- xix. Inspection register of Depot Officers
- xx. Service turn-out position register
- xxi. Register of Plant & Machinery equipments
- xxii. Cost control register
- xxiii. LTA/Long Leave Register
- xxiv. Duty list adjustment register
- xxv. W/shop attention register
- xxvi. Engine replacement register
- xxvii. ABC analysis of engineering loss
- xxviii. Residential address of staff
- xxix. Register of communication to Shop-recorder
- xxx. Register of communication to Supervisor
- xxxi. Holiday enjoying register
- xxxii. Register for message of Bus-control/Operation & EOT
- xxxiii. Clothing
- xxxiv. House-keeping &
- xxxv. On-test material register.

g. MOTOR VEHICLE SECTION

This Section is headed by Executive Engineer Motor Vehicles and situated at Anik.

In order to have an efficient service in transporting materials & staff required at various depots of Transp. Engg. Wing, sites to carry out maintenance and repairs work in wing of Electric Supply as well as Civil Engineering of BEST Undertaking.

M.V. Section have a fleet of 21 different types of Motor Vehicles comprising of lorries, Delivery Vans, Tower/Wagons, Aerial Lifts, Oil Tankers, Robortron (fault locating vehicles), Oil filters, Vans, Jeeps, Cars, M/cycles, Ambulance, Wrecker, Fork Lift Truck etc. These all vehicles are maintained & serviced by Motor Vehicles Section at Anik Complex for accomplishment of the efficiency targets of various other departments.

Out of total 397 Motor Vehicles owned by the Undertaking at present, 25 lorries used for transporting material for 25 depots are maintained by respective depots. Similarly, 25 Nos. of Line Mechanics lorries are maintained by depots to which they are attached. The remaining 347 vehicles are maintained/ repaired by M.V. Section, Anik.

M.V. Section also has well laid-down Preventive Maintenance System for various types/makes of vehicles, periodic maintenance & replacement of units is done for the buses in depots.

This section also carries out all the Workshop functions such as overhauling of different types of chassis units like engine, gear box, steering box, master cylinders, wheel cylinders, pressure plate, differential, s/starter, alternator, electric horn, etc. removed from the vehicles. Reclamation of various unit components done by welding, grinding, etc.

The modification work of electrical system, body components, and mechanical systems is also carried out to reduce the cost of

repairs/maintenance on account of imported/obsolete components/parts.

Besides, this section carries out purchase function to some extent for the item, which cannot be maintained in the Stores as regular stock.

The part of the Motor Vehicle Section under the control of Administrative Manager(TE) and assisted by AO(Registration) carries out registration renewal of fitness certificates of Buses/Motor vehicles, payment of MV tax and goods tax on Buses / MVs, payment of wheel tax, renewal of permits and other jobs.

1. Allocation of Internal Transport Vehicles: All internal transport vehicles are allocated to different departments of the Undertaking as decided from time to time by the Management. EET (MV) is responsible for the maintenance and upkeep of these vehicles. He also suggests replacement of these for Management's approval as and when required. Whenever any department requires additional vehicles necessary budget provision is made by the department concerned The EET (MV) has a certain number of vehicles under him as a general pool. These vehicles are for general use by Officers or Members of the staff who are occasionally called upon to travel urgently in connection with the Undertaking's work.
2. MV Drivers: All the Motor vehicles drivers of the Undertaking are under the administrative control of the EET (MV), but they are responsible to the Departmental Heads under whom they work for day-to-day duties. Leave, overtime, postings, etc. of the drivers are dealt with by EET (MV) who also arranges for replacement for drivers proceeding on long leave form a spare pool maintained for this purpose.

These quotes should not be exceeded without prior sanction of the Management. Material Management

Department maintains records of petrol issued and HSD Section maintains records of Diesel issued to the vehicles and brings to the notice of the Management any vehicles drawing more fuel than the quota sanctioned.

3. Material consumption control: EET (MV) & Dy. Engineer (MV) exercise control on material consumption by maintaining material cost control register and also keep an account of materials purchased from local market and drawn from stores against Material requisitions.
4. Log books: Each vehicle is provided with only one logbook. The person using the vehicle should enter full details of the use and movements of the vehicle filling in all the columns and specifying the purpose for which the vehicle is used in the logbook and sign his name and state his designation, Check no., etc. against the entry.
5. Use of vehicles by staff: Officers and staff who are required to make use of the vehicles are on requisition of the same from the DGM (TE)/AGM (TE) / CET (Depots). If any vehicle is required after office hours, the EET (MV) is to be contracted. When the vehicles are used, complete entries are invariably to be made in the logbook immediately after completion of the trip clearly stating the specific purpose instead of merely writing the words 'official'. The EET (MV) periodically examines the log books and brings to the notice of the management cases of improper use of the office cars and other vehicles.
6. Hiring of vehicles to BEST Arts & Sports Club & to Govt. & other organizations: The Undertaking's vehicles are hired to the BEST Arts & Sports Club at the same rates as are applicable to the Undertaking's Officers for personal use. The vehicles are also given on hire to Government Agencies whenever necessary for which charges are made at the prescribed rates applicable to such cases.

7. **Defects and damages:** If any of the vehicles develops defects on line, intimation is immediately given to the Bus-control at Wadala and the Emergency line fitters of the Transportation Engineering Department, attend to the vehicles as early as possible. The staff that has taken the vehicle out has to ensure that it is not left on the road unattended under any circumstances. If the defect cannot be rectified on the spot the vehicle is towed to Anik (MV Section) for repairs.
8. **Accident on Road:** When an Officer/employee driving an Undertaking's vehicle meets with an accident resulting in damage to his vehicles/an outside party vehicle, he must immediately –
- i. Note down the particulars of the outside party vehicle and the damage caused to it, the name and address of the person driving the vehicle time and place of accident and other essential relevant details. Note down the names and addresses of witnesses, if any;
 - ii. Inform Traffic Control on phone about the accident giving details (if a Bus Inspector is in the vicinity, report the matter to him). The Traffic Control will entirely depute a Bus Inspector/Accident Inspector to the scene of the accident, if the same is of a major nature, or give directions as to what is to be done. The Bus Inspector/Accident Inspector will report the accident to the Police Station of the locality where the accident took place. The vehicle is to be moved only on the advice of Traffic Control or if told to do so by the police. Before removal, the position of the vehicle should be marked/noted.
 - iii. The accident report in triplicate, giving details of accident (including damages caused to the vehicles involved) is to be sent to MV along with the damaged

vehicle through the Head of Department. MV will forward the reports to Asst. Administrative Officer Bills/ACS, LOT and Head of Department concerned for further action.

When the accident results injury to a person, the Officer must immediately –

- Try to give first aid to the injured person. Remove the injured person in another vehicle/taxi to the nearest Govt./Municipal Hospital for medical attention. If so vehicle is available, he should inform the police, mark the spot of accident and then take the injured person in the same vehicle.
- Note down the particulars of the injured person as also the circumstances under which the accident took place. Note the ward no., etc. of the hospital where the injured person is admitted/attended. Note down the names and addresses of witnesses.
- Inform the Traffic Control on phone about the accident. The vehicle is not to be removed from the place of accident unless advised to do so by the Traffic Control/Police. The Bus Inspector/Accident Inspector deputed by the Traffic control will help to report the accident to the Police Station of the locality where the accident took place.
- Submit a report giving details of the accident to the Accident Officer/CET through the departmental heads.

9. Driving Instructions: Instructions in driving buses and heavy transport vehicles are given at the Driving Training School at Anik by the Traffic Department.

Authorisation to drive Undertaking's Vehicles:

Officers and employees (excluding Bus Drivers and MV Drivers) who are required to drive the Undertaking's Motor Vehicles such as staff cars, delivery vans, lorries, fork lift etc. must be in possession of driving authorization cards issued by CMW or any officer authorized by CMW and also be in possession of driving licences issued by the RTO.

Application for issue of the Authorization Card is submitted to CMW by the person concerned through the head of his department along with the following certificates.

- Certificate from the Asst. Engineer/Dy. Engineer, Bus-control, or any an officer authorized by CMW to conduct the tests to the effect that the Officer/Employee possesses adequate practice and is FIT to drive required type of motor vehicles.
- Certificate from the CMO regarding medical fitness to drive the Undertaking's motor vehicles.

Traffic Officer who holds PSV badges issued by RTO and are required to drive Undertaking's buses, need not produce the above two certificates. However, CM (Tr.) will confirm their applications that the staff concerned possesses adequate practice in driving motor vehicles.

Authorization cards are issued by CMW to those fulfilling the above requirements, subject to the following conditions:

-

- The renewal of the driving license is the sole responsibility of the Officer/Employee concerned. The cost of renewal is paid by the Undertaking to the person concerned on his making a claim for the amount in the prescribed form.
- They should not drive any of the Undertaking's vehicles unless they possess (a) a valid driving license

for the type of vehicle and (b) Driving authorization card issued by the CMW.

- If the driving authorization card is lost, a duplicate will be issued by CET on payment of Rs.1/-.

10. Parking of Motor Vehicles: As far as possible, all vehicles belonging to the Undertaking are to be parked inside the Undertaking's premises when not in use in order to minimize possibilities of theft, damage, pilferage of parts, etc. care should also be taken to ensure that all the window glasses are closed and all doors including the luggage door and petrol tank cap are closed securely and locked. The vehicles parked at Colaba Motor Garage and at Dadar Workshop are allotted specific lots for parking with the vehicle numbers painted in the specified lots.

Garaging Servicing & Cleaning facilities to Officers Cars:

Under S.R. 5.5.6., Officers garaging their cars at any time of the Undertaking's buildings or premises are charged as under for garaging, cleaning and servicing.

- | | |
|-----------------|---|
| 1. Motor Cars | Rs. 75/- per month for parking in covered space.
Rs. 15/- per month for cleaning and servicing. |
| 2. Motor cycles | Rs. 50/- per month for parking in garages.
Rs. 15/- per month for parking in open space.
Rs. 7.50/- per month for cleaning and servicing. |

No garaging charges are levied for parking cars/motor cycles in the Undertaking's remises during the normal duty hours of an office. In such cases, a charge of Rs. 15/- only for month in the case of motorcars and Rs. 7.50/- per month in case of motorcycle are levied for cleaning and servicing if this is done by the staff of the Undertaking.

The Officers who wish to avail of the facility of garaging, cleaning and servicing of the vehicles should make an application to the EET (MV) for allotment of a parking lot. If the vehicles are garaged in the premises of the Undertaking's quarter occupied by the Officers or in any other premises belonging to the Undertaking, the fact should be brought to the notice of EET (MV).

The list of Officers availing of the facility is maintained by the EET (MV) and forwards them to Budget Dept. to bill the Officers concerned and recover the charges.

When the facility is discontinued the EET (MV) be advised similarly to discontinue the arrangement and stop the monthly recovery.

Repairs to Officers cars: The Officers of the Undertaking who draw conveyance allowance are entitled to have their vehicles repaired in the Undertaking's Workshop. The work requisition is forwarded by the Officer concerned to EET (MV). When the vehicle is sent for repairs at Anik and to CMW when sent to Dadar Workshop. When the cost of repairs is more than Rs. 1000/-, the approval of the GM is necessary. A work order is opened and after the repair work is completed the work order is closed and a bill is prepared by AMTE's Office and forwarded to Audit/Budget Dept. for necessary recoveries through pay sheets.

h. BUS CONTROL:

Bus-control is headed by Superintendent Bus-control and assisted in his work by Assistant Engineer and Dy. Engineer a complement of schedule and non-schedule staff. The main activity of the Bus-control Section is to attend to break downs occurring on line to buses and vehicles owned by the Cleaners (MV) attached to the Bus-control Section and posted in various zones of the city. The Line Mechanics are provided with lorries with all necessary tools, equipments and spares to enable them to attend the buses on line. These vehicles are also fitted with wireless communication sets for priority communication with Bus-control room.

The Bus-control room situated at Wadala is manned round the clock by the Telephone Clerks who receive messages on telephone from the traffic staff and MV Drivers about the breakdowns of the vehicles. On receipt of the messages, the nearest Line Mechanic is instructed by wireless to attend to the defects/breakdowns, the primary aim being to get the vehicle back on the road with the least detention time. The other functions carried out by the Bus-control are as under: -

To arrange to tow bus that cannot be attended on line to the respective depot to which it is allocated. To tow defective buses to Dadar Workshop, which are, involved in major accidents.

To associate themselves in brake efficiency test conducted by the Police/RTO on buses, which are involved in major accidents/fatal accidents.

When there is no water at depot/terminus to supply water by tankers;

To function as a central co-coordinating center during emergency such as strike/ bandh, etc.

To convey urgent and important message to various Officers/Section as may be required

6. TECHNICAL TRAINING CENTRE:

- a. To implement the requirements under the Apprentices Act, 1961 including recruitment of Trade Apprentices under the Apprentices Act, 1961 and to impart training as per the syllabus of the different trades as per the directives of the State Apprenticeship Advisor, Government of Maharashtra. To maintain records of these apprentices, control their training and prepare them for the National Council of Vocational Training, New Delhi examination and to make a pool of skilled manpower for the Undertaking.
- b. To plan, organize training of the Technician Apprentices, Diploma & Graduate Engineers under the Apprentices (Amendment) Act, 1973. To train Prob. Engineers for grooming them for the position of the Deputy Engineer in the Undertaking.
- c. To provide short term In plant training and to assist to complete project work to the engineering students from the local & regional engineering colleges.
- d. To conduct Supervisory Development Programme.
- e. To recommend Officers/Employees for various training programme of O.E. manufacturers and recommend their deputations.
- f. To conduct Seminars, Training programme, Film Shows and DLP presentations for Officers/Employees.
- g. To plan, organize and conduct trade test for different levels of employees.
- h. To organize various visits to various exhibitions and industries.
- i. To make efforts through demonstrations for upgrading productivity of the employees.
- j. To prepare models, charts and training material.
- k. To study existing working methods of machineries and develop new machinery, fixtures etc.

- l. To keep discipline amongst the apprentices and counsel for curbing down the misbehavior amongst the apprentices as and when required.
- m. To conduct special training programme and film shows for upgrading the moral/behavior of the employees in view of evil effects of alcohol and tobacco consumption, safety at work and avoiding accidents etc.
- n. To conduct training programme for depot/workshop staff on various systems on our buses.
- o. To conduct progressive trade test for apprentices every six months.
- p. To organise special training programme i.e. Diesel Conservation, Road Safety week and Industrial Safety through Mobile Training Van.
- q. TRAINING ACTIVITIES AT TESHNICAL TRAINING CENTRE, WADALA IN VIEW OF STATUTORY REQUIREMENT UNDER THE APPRENTICESHIP ACT 1961 / 1973 (AMMENDMENTS) AND FOR BETTER AND EFFICIENT HUMAN RESOURCE DEVELOPMENT FOR THE TRANSPORTATION ENGINEERING DEPT./ ELECTRIC SUPPLY BRANCH.
 - 1. Technical Training Centre, Wadala came into being in 1963, primarily to discharge obligations cast under the Apprenticeship Act, 1961.
 - 2. B.E.S.& T. Undertaking being a forward-looking organization carries out its training activities at Technical Training Centre, Wadala.
 - 3. Apprentices appointed under the Apprenticeship Act, 1961 in designated trades of –
 - i. Mechanic (MV)
 - ii. Fitter BB
 - iii. M.V. BB
 - iv. Turner
 - v. Welder

vi.	Auto electrician
vii.	R&A Mechanic
viii.	Cable jointer
ix.	Electrician
x.	Wireman
xi.	Mech(HT/LT Equipment and Cable Jointing)
xii.	Mech. Automobile(Advance Petrol/Diesel Engine)

4. Graduate/Technician Apprentices and Sandwich course students are imparted training under the Apprenticeship Act, 1973(Ammendment)
5. Training is also conducted for Probationary Engineers to enable them to man the operation and maintenance of the bus fleet in roadworthy condition.
6. Traffic staff viz. ATOs, Bus Drivers, Bus Examiners and Driving Instructors are also imparted training at Technical Training Centre, Wadala.
7. Training facilities available at Technical Training Centre are utilised for conducting training/refresher courses for various categories of employees of the Transportation Engineering Department to update their skills and enhance their efficiency in carrying out day-to-day work.
8. Specialised training programmes like Fuel Conservation, Road Safety, and Industrial Safety are also conducted for Supervisory Staff and employees.
9. As a part of modern techniques used for training audio visual aids are used at Technical Training Centre. DLP Projector, Slides and Transparencies on various operations, skills and tools/equipments, maintenance methods are screened for trainees.

10. Safety films are also periodically screened for employees to make them safety conscious.
11. In-house Supervisory development training programme are also conducted for new / promotee supervisory staff from Transportation Engineering Department.
12. Training facilities are also provided to employees of other State Road Transport Undertakings, Government agencies, local self Government, Public and private Ltd. company.
13. Training facilities are made available to foreign nations occasionally.
14. In short, Technical Training Centre is well equipped with trained Officers / Instructors to fulfill training needs of the organization.
15. Attitude development training programmes are also conducted through Mobile Training Van.
16. Mobile Training Programmes for hygiene and safety of staff are also conducted including diesel/energy conservation for employees. During the celebration of Road Safety, our Mobile Van visits to RTO Centers and organizes film shows, lectures to the general public.
17. Service training programmes by OE manufacturers/bus component manufacturers are also organized for the benefit of engineering employees in craftsman/supervisor as well as Technical Officers.
18. Seminars/Lectures by guest faculties for the benefit of Engineering Officers as well as film shows on Management and I.T are also organized.
19. The BEST Undertaking Driving Training School has been started at Technical Training Centre, Wadala for imparting LMV / HMV driving training to internal and external candidates on chargeable basis. The candidates are charged Rs. 5600/- for LMV and Rs. 5500/- for HMV driving

training. Assistance is provided to the candidates completing formalities at RTO for obtaining Learning / Permanent Driving license. Refresher driving training is also provided to the aspirant candidates who are already in possession of LMV & HVM driving license by charging Rs. 250/- per session.

r. Provision of apprenticeship act, 1961. [Amended in 1973 & 1986]

1. OBJECTIVES: - Education being the principal tool for development of human resources has a direct contribution towards achievement of economic goal & aspirations of the country. This is more so in the field of Technical Education. Since the major emphasis in this area is equipping the manpower requisite skill with the object of maximizing man contributions to the production of goods and services of the community needs.

Hence, it therefore naturally follows that no technical education will be complete till it has two compliments, one learning of concepts vis-à-vis acquiring conceptual skill and the other applications of the concepts in real work situation vis-à-vis acquiring manipulative or practicing skill

In view of the above, the Apprenticeship Act, 1961, provides Apprenticeship Training facilities in all sections of Industries to the young boys & girls to be trained in various Technical/Commercial trades, so as to feed the industries in the nation with trained & skilled manpower.

It was also found very much necessary to provide on the job training to the fresh Engineering Technical graduates and diploma holders in various industries, so as to enable them to acquire Technical / Managerial skills so that they are better equipped to shoulder the future responsibilities. The Apprenticeship Act, 1961 was therefore amended in the year 1973 to incorporate the Apprenticeship Training for Engineering/Technological graduates and diploma

holders in the industrial establishments and Sandwich Course students of Engineering Institutes.

The Apprenticeship Act was further amended in the year 1986 to bring the 4th categories of Apprentices Technician, Vocational Apprentices under the provision of the Act. Government of India has laid down emphasis on the vocationalisation of the education at 10 + 2 stages.

Obligations of the Employer / Apprentices under the Apprenticeship Act, 1961.

EMPLOYERS: - Without prejudice to the other provisions of the Act, every employer shall have the following obligations in relation to an Apprentice viz.

- a) To provide the Apprentice with the training in his trade in accordance with the provision of the Act and the rules made there under.
- b) If the employer is not himself qualified in the trade to ensure that a person (with due qualification) is placed in charge of the training of Apprentice and;
- c) To carry out his obligations under contract of Apprenticeship.

APPRENTICE: - Every Trade Apprentice, Graduate or Technician Apprentice or Sandwich Course students Technician (vocational) apprentice undergoing apprenticeship training shall have the following obligations, viz.

- a) To learn his subject field in engineering, technology or vocational course conscientiously and diligently at his place of training.
- b) To attend related instructional class by trade apprentices regularly.
- c) To carry out all lawful orders of his employer and supervisor in the establishment.

d) To carry out his obligations under the contract of apprenticeship, which shall include maintenance of such records of his work as may be prescribed.

s. Designated trades in which apprentices are appointed in the B.E.S. & T. Undertaking under the apprentices act, 1961.

SR. NO.	DESIGNATED TRADES	FRESHERS / ITI/MCVC	MINIMUM EDUCATIONAL QUALIFICATIONS
1.	Mech. MV	Fresher	SSC passed with 50% marks (SC/ST – 45% marks)
	--“--	ITI	ITI passed
	--“--	MCVC	XII (MCVC) passed
2.	Auto Electrician	Fresher	SSC passed with 50% marks (SC/ST – 45% marks)
	--“--	ITI	ITI passed
3.	Fitter BB	ITI	ITI passed
	--“--	MCVC	XII (MCVC) passed
4.	Turner	ITI	ITI passed
	--“--	MCVC	XII (MCVC) passed
5.	Welder	ITI	ITI passed
	--“--	MCVC	XII (MCVC) passed
6.	MV Body Builder	ITI	ITI passed
7.	R & A Mech.	Fresher	SSC passed with 50% marks (SC/ST – 45% marks)
8.	Cable Jointer	Fresher	SSC passed with 50% marks (SC/ST – 45% marks)
	--“--	ITI	ITI passed
9	Electrician	ITI	ITI passed
10	Wireman	ITI	ITI passed
11	Mech(HT/LT)	ITI	ITI passed
12	Mech Auto(Adv. Petrol/Diesel Engine)	ITI	ITI passed

t. Other apprentices under the amended act, 1973 / 1986: -

1. Engineering Apprentices

u. Strength of total apprentices as on 1.2.2014 (total sanctioned strength of apprentices: 539 [year & trade wise])

SR. NO.	TRADES	FRESHER			EX-ITI/MCVC		TOTAL
		YEAR			YEAR		
		1 st	2 nd	3 rd	2 nd	3 rd	
1.	Mech.(MV)	60	60	60	15	72	267
2.	Auto Elec.	16	15	--	--	--	31
3.	Fitter BB	--	--	--	13	41	54
4.	Turner	--	--	--	01	13	14
5.	Welder	--	--	--	09	--	09
6.	MV Body builder	--	--	--	13	--	13
7.	R & A Mech.	05	01	--	--	--	06
8.	Cable Jointer	04	10	12	01	--	27
9.	Electrician	--	--	--	--	21	21
10.	Wireman	--	--	--	--	04	04
11.	Mech(HT/LT)	--	--	--	--	--	--
12.	Mech Auto(Adv. Petrol/Diesel Engine)	--	--	--	07	--	07
TOTAL [1-12]:		85	86	72	59	151	453

v. Engineering apprentices / probationary engineers as on 1.2.2014 (total sanctioned strength of Engineering apprentices: 12)

Sr. No.	COURSE	NUMBER	DURATION OF TRAINING
1	Graduate Apprentices	03	One Year
2	Diploma		
	a) Technician Apprentices	01	One Year
	b) Sandwichcourse students	05	Below Six months
3	Prob. Engineers	09	1Year duration
	Total	18	

w. Rate Of Stipend: -

1. Technical trade apprentices under apprentices act, 1961: -

Trade Apprentices	Rs/P.M.
1 st year	2100/-
2 nd year	2400/-
3 rd year	2800/-

2. Engineering Apprentices: -

Sr. No.	Engineering Apprentices	Rs/P.M.
1.	Graduate apprentices	3560/-
2.	Sandwich Course Student (Degree Institutions)	2530/-
3.	Technician Apprentices (Diploma Holders)	2530/-
4.	Sandwich Course Students (From Diploma Institutes)	2070/-

x. Staff training: -

1. Training to Transportation Engineering Employees Supervisory Development, Training programmes.

2. Training programme for traffic department: -

- a) Bus Drivers
- b) Bus Examiners
- c) Bus Driving Supervisors
- d) Assistant Traffic Officers

3. Training Given To Outsiders: -

- a) Regional Transport Authority
- b) State Transport Undertakings & others.
- c) Local Self Government.
- d) Public & Private Ltd. Company

4. Mobile Training Van: - Diesel conservation programmes, Safety programmes, Preventive Maintenance Training programme for the employees of Depots/Workshop sections and as and when required for other outside organizations.

5. Training Aids & Equipments At TTC – Wadala: -

- a) DLP Projector.
- b) CTV / DVD Player
- c) OHP (Over Head Projector)
- d) Laptop
- e) Well designed class rooms
- f) Well-equipped conference hall for seminars, conference and training programmes.
- g) Cut models / Live models for demonstration
- h) Well equipped library
- i) Well maintained workshop for practical job
- j) Well-equipped Machine Shop, Engine Section, Welding Shop, Black smithy Shop, Transmission, Electrical section, Cable jointing and R&A Mech. Basic & practical classes, Related Instructions classes.
- k) Well equipped Fitting Section, MV Body Building Section
- l) All types of gauges, files and other instruments used for practical

6. Achievements of technical training centre – Wadala (in the NCVT examination from 1972 to 2013)

- a) 1ST NUMBER IN LOCAL CENTRE = 84
- b) BRONZE MEDAL = 35
- c) SILVER MEDAL = 09
- d) GOLD MEDAL = 02

6. **ADMINISTRATIVE WING**

Jobs carried out in the Administrative Wing: The Administrative Office of the Transportation Engineering Department is broadly divided for functional convenience into 8 sections as under:

- a. Establishment Section
- b. Disciplinary Action Section
- c. Budget Section and Costing Section
- d. Motor Vehicle Registration/Taxation Section
- e. Typing & Filing Section
- f. Bill Section and Clothing Section
- g. Welfare Officer (Transportation)

This Wing is under the administrative control of the Administrative Manager Transportation Engineering (AMTE).

Individual Sections are entrusted specific jobs (given beneath) to be carried out by them. Any change/s will be made from time to time as may be required if administrative reasons so warrant.

- a. Establishment Section: This section is headed by Asst. Administrative Manager (TE) in grade A-5 and assisted by one Sr. Administrative Officer(TE) in grade A/GX and one Administrative Officer(TE) in grade A/GIX. This Section deals with all the staff matters /establishment matters pertaining to the Transportation Engineering Department such as recruitment, promotions, confirmations, posting, and seniority. As on 1.2.2014, 172 officers and 6048 Scheduled/Non-Scheduled staff are attached to the Transportation Engineering Department. In addition to the above, this section also looks after the activities such as provision of lockers to staff, obtaining factory license/ renewal/ compliance report on remarks passed by the Deputy DISH visiting our depots/workshop. Non-Scheduled staff for LMV/HGV driving training, accident compensation cases.

For smooth functioning, the establishment section has four sub sections under the control of Asst. Administrative Officer in grade

A/GVIII who report to AO(TE) / Sr. AOTE (Est.)/ AAM(TE). Each section has a complement of Clerks/Shop Recorders and Clerical Supervisor.

The activities placed under each sub section are detailed below:

- i. Assistant Administrative Officer (Establishment –1): Staff covered under appendix "C" of the Establishment Schedule):

This sub section deals with the establishment / staff matters pertaining to non-scheduled staff such as recruitment, promotions, reversion, transfers, seniority, issue of memorandum, personal promotions, posting of MV Drivers, Preparing vacancy statement, putting up of reply to VIP letters. (Information required by the management such as statements of staff position, employment of backward class etc.)

- ii. Assistant Administrative Officer (Establishment –2): This sub section deals with all the establishment/staff matters pertaining to staff covered under Appendix "A" & "B", such as promotions, transfers within the branch, forwarding absentee memo of "A" & "B" Grade officers, work of forwarding Performance Reports for confirmation of staff/officers to Management. In addition to the above, AAO(E-2) is also required to prepare proposals for yearly variation in establishment schedule inviting applications from staff of Transportation Engineering Branch, driving training in LMV/HGV, putting of proposals for acting arrangement/combination of appointments in leave vacancies as also substantive posts caused by resignation, dismissals, retirement, promotions etc.

- iii. Assistant Administrative Officer (Establishment –3): This sub section deals with the activities of Incentive Bonus, Final dues bills, cases of forfeiture of gratuity amount, change in residential address, putting up cases of staff absenteeism for more than 15 consecutive days, cancellation/postponement of PL/LTA, payment of festival advance, monetary assistance for purchase of books, reimbursement of medical expenses, ESI

payment or salary through bank ,S.R.4.4.10 invalidation etc. In addition to above, this sections also deals with the cases of reemployment, offering comments on letter of approach.

- iv. Assistant Administrative Officer (Establishment –4): This sub section deals with the certification of issue of identity cards / RFID cards, locker keys, processing of accident cases for payment of compensation, holiday working, non refundable P.F. Forms, interest, subsidy applications, Recovery of loan advices received from various Banks, collecting and maintenance of attendance of all the staff from all the Depots/Workshop. Issue of Memento/Silver medals on occasion of BEST DIN. Putting habitual absence cases to LOT. Position/details of staff on call of strike/Bandh/stoppage of work.

b. **DISCIPLINARY ACTION SECTION**

i. Functions:

This Section is headed by Labour Officer Transport, who is assisted by Two Deputy Labour Officer Transport. The main function of the office of the labour officer (Transport) is to conduct departmental enquires against the employees/member of staff against whom the complaints / reports are submitted by the supervisory staff and /or employees and /or any other person. A departmental enquiry against the employee is covered under the provision of the BIR Act, 1946 is conducted as provided under the standing orders formulated under the BIR Act 1946. Whenever a member of staff is outside the purview of BIR Act and against whom the report is received, the enquiry against him is initiated as provided in the Service Regulations formulated by the BEST Committee.

Two types of departmental enquiries conducted are:

- Summary under S.O. 23(b);
- Charge sheet under S.O. 20(a)

This office also receives appeals from the employees aggrieved over the order in the domestic enquiries. The said appeals are forwarded to the concerned appellate officers at various depots, workshop. The office also communicates the dates and time of hearing of the appeal to respective unions on the receipt of the said intimation from the appellate officer. Whenever, the return submission on behalf of appellant is submitted the same is forwarded with the notes of evidence and other relevant papers to the said appellate officer. The appeal order passed by the appellate officers is sent to the office of Labour Officer (Transport). On receipt of the appeal order the same is communicated to appellant i.e. Union or employee concerned.

This office also submits the paragraph wise comments against the litigations filled by the employee and / or the union in the labour court in the Industrial Court etc.

This office sends comments to the management whenever queries are raised by the VIP's in the case of employees against whom the disciplinary action has been initiated by Labour Officer Transport/ Dy. Labour Officer Transport.

ii. The procedure adopted in Charge sheet case

As explained in paragraph 1(i) above, when complaints are received in the office of the Labour Office (Transport)/ Dy. Labour Office (Transport), they scrutinize the said reports and decide whether the enquiry should be held as provided under Standing Order 23(a) i.e. Charge sheet enquiry or 23(b) i.e. summary enquiry or enquiry as provided under S.O.22. The draft charge sheet is put up by concerned Clerk and approved by the Labour Officer Transport, Dy. Labour Officer Transport. Thereafter the charge sheet is prepared,

registered in the register maintained for the same by the concerned Clerk and sent to the employee through his supervisors i.e. depot officer/ Asst. Engineer. /Supdt Engineers with a covering note. A copy of the specimen of the covering note is placed below and marked as exhibit "A" When the charge sheet are sent to the delinquent employees the Xerox copies of the sets of papers on the basis of which the charge sheet was issued to the employees was /is also handed over to the delinquent employees. The date and time when the case is to be heard is intimated to the D/E. This date should not be less than 48 hours. After the serving of the charge sheet to the employee thus, the proper opportunity to defend the employees is given.

iii. Serving of the charge sheet:

As explained in paragraph (2) above, the charge sheet is issued to the D/E personally, normally at his place of employment obtain his acknowledgement. However, it is not possible to serve a charge sheet on the D/E personally and obtain the acknowledgement on account of his absence, etc. Efforts are made to serve the charge sheet at the local residential address of D/E as recorded in the Undertaking's record either by Registered Post (A.D.) under certificate of posting or by personal delivery through Representative of Undertaking. Whenever a charge sheet is sent by the Registered A.D. Post the copy the same is also sent at the native place addresses of D/E recorded in the Undertaking's record by the Registered .A. D. Post. The acknowledgement of having received the charge sheet is brought on the record. However, if it is not possible to serve the charge sheet at his local residential address as recorded in the Undertaking's record, one copy of the charge sheet is posted at the residential address recorded in the U/T's records. If the D/E employee thereafter, also failed to attend the departmental enquiry on the date and time specified then notice is

published in the local newspaper (Ref. No. GM/ CPO/ PL/ 422/ 76640/ 84, dated 31.9.1984, paragraph (4). Ref.2GM/ DGM (A)/L/ 10443/ 92, dated 11.2.1992.

iv. Conducting the departmental enquiry: Representation in the enquiry i.e. charge sheet case:

As provided under the Standing Order 23(a), at the hearing of the case in charge sheet enquiry, the D/E is permitted to be defended by the representative as provided u/s 30 of the Bombay Industrial Relations Act, 1946 or by an employee of his choice.

The D/E is also permitted to be defended by an officer of the trade union registered under the Indian Trade Unions Act, 1926 functioning in the Undertaking if the D/E is a member of such union and if the D/E makes a request to that effect. The list of office bearers of the unions functioning in the undertaking is circulated by Personnel Department from time to time.

v. Conducting of the departmental enquiry

Normally the D/E appears before the enquiry officer on the date and time specified in the charge sheet and /or communicated to him the summary enquiry. However, if the D/E or his representative asks for postponement, the request is granted in the genuine case on one or two occasions. The postponement of the enquiry is as far as possible of a short duration only because there is a legal binding u/s 78(1) D of the BIR Act, 1946 to complete the enquiry within the stipulated time and therefore, the efforts are made to complete the enquiry as far as possible, within the 6 months by giving fair opportunity to the employee and / or his representative.

vi. Recording of proceedings:

The attendance of the participants of the enquiry is recorded with date and time. Whatever is transpired in the enquiry is also recorded. The answers to the question put up by the Union Representative are only recorded in the narrative form. Normally answers to the questions are serially numbered for the purpose of easy reference. Whenever, the union representative insists and /or if it is necessary, the questions and answers are recorded in the notes of evidence. If the irrelevant questions are asked, it are not allowed and overruled by the trying officer by giving the reasons. Whenever, the u/r and /or employee does not desire to cross-examine the complainant and /or the prosecution witnesses, it is recorded in the notes of evidence. The enquiry officer also asks the questions to the witnesses to remove ambiguities and to obtain clarifications on points which are relevant for the establishment of the facts of the case, and about which the witnesses are expected to have the knowledge having reference to circumstances of the case. The D/E or his representatives as the right of further cross examination of the witness regarding the relevance of the issue brought on the record as a result of questions put by the enquiry officer. Whatever the procedure is followed in recording evidence in the charge sheet enquiry the same procedure is also followed in the summary enquiry.

Initially the evidence is laid by the U/taking to establish the charges against the D/E. However, after concluding the Undertaking's evidence i.e. documentary as well as oral, the D/E lids his evidence to rebut the charges. Therefore, after concluding the evidence of the U/taking, the statement of D/E is obtained and there is a specific request to call anyone as defense witness, who is relevant to the case, the request normally passed by the same T/O. While passing the order, the following sequence is maintained as far as possible.

- The name, Ch. No., etc.; of the employee and his representative (if any) present at the enquiry.
- The charges preferred against the employee.
- A discussion of the circumstances and facts on which these charges are based, which discussion will deal with the evidence deposed at the enquiry and as recorded by the Trying Officer and the submissions made by the employee concerned or his representative.
- A verdict on the facts and the charges.
- A reference to the employee's service record to ascertain whether there are any extenuating or aggravating circumstances to be taken into account.
- The final punishment imposed by the Trying Officer.

While imposing the punishment in the departmental enquiry conducted under S.O. 23(b) i.e. Summary enquiry, the opportunity must be given to the D/E to show cause why a particular punishment should not be imposed on him, and please made by the D/E must be briefly recorded. The fact that such an opportunity was given must be recorded in the notes of enquiry although the D/E has nothing to say in the matter.

vii. COMMUNICATION OF THE RESULT OF THE CHARGE SHEET ENQUIRY.

In the charge-sheet enquiry, the result of the enquiry is communicated to the D/E by a Memorandum. The said Memorandum is sent to the place of employment wherein his acknowledgement is obtained. The said acknowledgement is filed in his service record.

viii. IMPLEMENTATION OF THE ORDERS.

Normally, the orders of the reduction in grade or Dismissal are implemented from the date specified in the order . However, in the case of suspension normally the order is implemented after the stipulated period of appeal is over i.e. if the employee had not preferred an appeal order, the order of the suspension is implemented after 14 days and in other cases the order is implemented after the disposal of the appeal by Appellate Authority/Officer. The order of the Appellate Officer is also communicated to the D/E and/or the Union and thereafter the order is implemented

Copies of the order of punishments are communicated to the Heads of the Departments. Establishment Section, Time Keeping , Internal Audit and in the case of the dismissal (if the employee is allottee of the staff quarters) the copy is also sent to the Welfare Officer for initiating the proceedings of eviction and BEST Employees Co-op Credit Society Ltd.

ix. THE PROCEDURE ADOPTED IN THE SUMMARY CASES

In the cases of the Summary enquiry, the employee is called by sending the intimation.

x. REPRESENTATION IN THE SUMMARY ENQUIRY

There is no mention under the Standing Order that an employee may be allowed to be represented by any employee in Summary enquiry under S.O.23 (b). However, the employee is allowed to be represented in the Summary enquiry by Office bearer of the Representative Union as provided under the Bombay Industrial Relations Act, 1946 or by an Officer of the Trade Union registered under the Indian Trade Union Act, 1926, as provided under section 22 of the Maharashtra Recognition of Trade Unions and Prevention of Unfair Labour Practice Act, read with Rule 20 of the M.R.T.P. Rules, 1975. The Union which is representing an employee

other than recognised union should be an union which is functioning of the Undertaking.

xi. Conducting of the Summary cases:

Same as para (5)

xii. Recording of proceedings in Summary Cases:

Same as para (6)

xiii. COMMUNICATION OF THE RESULT OF THE SUMMARY ENQUIRY.

In the summary enquiry the punishment if declared in the presence of the D/E. However, the punishment of suspension is communicated in writing to the D/E (a copy of which is placed below). The acknowledgement of D/E, which is obtained on the copy of the same, is filed in his S/R file.

xiv. Procedure regarding imposition of Fines under Section 8 of payment of Wages Act, 1936:-

Fines can be imposed under section 8(1) of payment of Wages Act, 1936 for the acts and omissions listed in Standing Order subject to the provisions of Payment Wages Act, 1936 and/or Minimum Wages Act, as under:-

The total amount of fines which may be imposed in any one wage period shall not exceed an amount equal to 3 p in a rupee of the wage payable to the employee in respect of the said wage period.

No fine imposed on any employee shall be recovered from him by installments or after the expiry of 60 days from the date on which it was imposed. Every fine shall be deemed to have been imposed on the date of the act or omission in respect of which it was imposed.

No fine shall be imposed on any employee unless he has been given an opportunity of showing cause why the fine

should not be imposed. This should be done in the presence of another employee and the signature of the said other employee should be obtained on the case sheet.

An advice for the recovery of fine is required to be sent to EDP so that the recovery of the fine is affected from the employee through the pay sheet within 60 days from the date of the order. If, however, it is not possible to recover the amount of the fine through the pay-sheet and arrangement has to be made to recover the fine from the employee in cash within 60 days from the date of misconduct.

The Chief Inspector of Factories in Maharashtra is the Authority under the Act who can approve the names of the Officers who can impose the fine. In our cases, various Officers are authorized to impose the fines.

xv. ENQUIRIES UNDER S.O.22.

An employee may be warned or Censured or fines in the cases of offences mentioned in S.O.22 in accordance with the procedure laid down in circular No.GM/PO/17-442/19204/71-72 dtd.11-7-1971 which is reproduced below:

A show cause notice will be issued to the delinquent employee specifying the misconduct alleged to have been committed by him, calling upon him to give an explanation within a specified time if no explanation is received before a fixed date it will be presumed that the employee has nothing to say in reply) and informing him that if his explanation is not found satisfactory, a specific punishment (Warning/Censure /Fine) will be imposed on him.

In the said show cause notice the delinquent employee shall be asked to show cause as to why the proposed punishment (Warning/Censure/fine) should not be imposed on him.

The show cause notice shall also indicate the amount of fine proposed to be imposed in case the employee is found guilty of having committed an act of misconduct.

The Competent Authority, after considering the explanation may let off the delinquent employee if the explanation given by the employee is found to be satisfactory or also impose punishment or give lesser punishment than the one indicated in the Show Cause Notice if the explanation is found satisfactory.

In cases where the employee pleaded "not guilty" the usual summary proceedings as laid down in Standing Order No. 23(b) shall be held, at which the report against him should be read and explained to him. His statement, etc. should be recorded prior to the decision.

In case the delinquent employee pleads guilty of charges leveled against hi, no punishment should be imposed on him, if, during the preceding 6 months, he has not committed the same or a similar misconduct. In case the employee pleading guilty has committed the same or a similar misconduct in the preceding 6 months, appropriate punishment of warning, censure or fine up-to the amount mentioned in the Show Cause Notice may be awarded.

If the employee is proposed to be fined it will be subject to and in accordance with the provisions of the Payment of Wages Act. 1936, and/or the Minimum Wages Act, 1948 and Rules there under, where applicable

xvi. SUSPENSION PENDING ENQUIRY:-

An employee can be suspended pending enquiry into a case against him. The order of suspension pending enquiry shall be in writing and may take effect immediately on delivery of the same to the employee. Such an order sets out in detail the alleged misconduct. The employee is given an opportunity to explain the circumstances alleged against him. He shall be entitled during the period of suspension to a subsistence allowance at the following rates.

- One half of the pay and the allowance for the period of first 90 days of suspension pending enquiry:
- Three fourth of his pay and allowances for a period exceeding 90 days and
- Full the rate of his pay and allowances for a period exceeding 180 days

Provided that the payment of subsistence allowance shall be subject to the employee concerned not taking up any remunerative employment during the period of suspension. Pending an enquiry which may result in disciplinary action, an employee may be suspended, but if on the conclusion of the enquiry it is decided to take no action against him, he shall be deemed to have been on duty and shall be entitled to full wages and allowances and to all other privileges for the period of suspension. If the employee is found guilty after completion of the enquiry and awarded some punishment other than dismissal, the whole or part of the suspension period may be treated as spent on duty with corresponding wages and allowances at the discretion of the Management.

xvii. APPEALS – PROCEDURE

When an order is imposed on any employee as provided under the Standing Order, and if he is aggrieved over the said order, he has the right of appeal against, the same within 14 days from the communication of the order. Normally, an appeal can be preferred by an employee and/or the union representative under the Bombay Industrial Relations Act, 1948. However, the non-representative union also prefer an appeal and same is entertained by the Undertaking. Such appeal should be referred within 14 days from the date of the communication of the order to the employee.

In the case of Dismissal and/or discharge, the employee is having right of second appeal. However, in other cases, the employee is having only right of one appeal to the immediate superior who has awarded the punishment.

xviii. LETTER OF APPROACH AND LABOUR COURTS / INDUSTRIAL COURTS, APPLICATIONS, ETC.

The employee who is punished as provided under Standing Orders or representative Union under section 30 of the Bombay Industrial Relations Act, sometimes approach to the General Manager as provided under section 42(4) of the Bombay Industrial Relations Act, 1946 requesting the Management to withdraw the order imposed on delinquent employee. The office of the Labour Officer (Transport) justifies the punishment by offering paragraph wise comments on the same. There-upon, the employees and/or the representative union u/s 30 of the Bombay Industrial Relations Act, makes the application to the Labour Court. The office of the Labour Officer (Transport) submits the paragraph wise comments to the said applications and prepare the various sets and sends it to the legal department for contesting the case on behalf of the Undertaking.

The employee and/or union file the complaint as provided under the Maharashtra Recognition of Trade Union and prevention of Unfair Labour Practices Act, 1971, challenging the orders assed by the Labour Officer/ Dy. Labour Officer. In such cases, the paragraph wise comments are submitted by office of the Labour Officer (Transport). The relevant papers and 4 copies of the Notes of evidence along-with the appeal order etc. are also forwarded to Legal Department.

Sometimes, the employee makes the representations to the VIPs and/or the public representation. The comments on such representations is sent to the Personnel Department for the information and necessary action, if deem necessary.

xix. MOINTHLY STATEMENT:

Disciplinary action section is submitting a comparative statement showing the number of cases received (Charge-sheet, summary and appeals) and the number of cases disposed of during the month and the nature of punishments awarded to the employees during 2 months and previous month number of cases pending at the end of the month to the AMTE/ AGM (TE) /DGM (TE).

- Monthly attendance statement of staff to be submitted to Establishment Section.
- Form No.16 is required to be submitted quarterly to AAM (TE).

c. BUDGET AND COSTING SECTION

Introduction:

This Section is placed under Administrative Officer (Budget) under the overall control of Administrative Manager Transportation Engineering. The primary work of Budget and Costing Section is to

compile budget estimates for each year in respect of Capital Budget estimates for Civil Engineering Works, Electrical Works, Buses, Motor Vehicles, Tools and Equipment and Furniture and Office Equipment and Revenue Budget Estimates pertaining to the Transportation Engineering Department. It is also the primary work of this Section to exercise strict control over the expenditure and prepare targets of expenditure for various budgetary items, suggest ways and means to effect economics in expenditure, furnish requisite data/monthly positions of expenditure to the respective sectional heads/departmental heads of the various sections of workshop and depots.

The Budget and Costing Sections are looking after the other departmental works such as maintaining of Inventories of Buses/Motor Vehicles, preparation of damage reports and compile pay-sheet allocations, stationary work, compilation of monthly expenditure statement, opening/closing work orders for fabrication of materials/spares etc.

Details of compositions of sections and activities carried out by the sections are summarized /enumerated as under:

BUDGET SECTION:

- i. Main Budget Section
- ii. Inventory Section
- iii. Stationery Section.

COSTING SECTION:

- i. Statistical Section.
- ii. Work Orders.
- iii. Claims Section (Damage reporting)

Section-wise working/activities carried out by Budget Section:

- i. **BUDGET SECTION:** The work of compilation of budget estimates is being carried out as per budget programme fixed/approved by Management. The programme of submission of various budget estimates is informed to the head of departments by Account/Budget Dept. by their circulars. On receipt of the above programme/circulars, the Budget Section issues circulars for the requirements of various sections/depots in respect of Civil Works, Electrical Works, Vehicles, Tools, and Furniture etc. On receipt of the particulars/data from the sections/ depots, a budget note is compiled for separate budget such as Civil Works, Electrical Works, Buses, Motor Vehicles, Tools and Equipment and Furniture & Office Equipment of Capital Budgets and various Budget Grants such as Fuel Oil, Lubricants, Tyres, Taxes, Materials etc. etc. in respect of Revenue Budget Estimates are worked out by AMTE. The Budget Notes are put up to AGM (TE)/DGM(TE) for various modifications/approval etc. etc. and all the budgets duly approved by AGM(TE)/DGM(TE) are put up to Account/Budget Dept. for making suitable budget provisions for the Revised/Regular annual budget estimates for approval of GM/Committee/Corporation. On approval of the budget estimates, the requirements finally approved and budget provisions made thereof are informed to the sections/depots concerned.

The Purchase action is initiated by Budget Section by putting up specific proposals for approval of GM for incurring the expenditure/execution of the work etc. etc.

- ii. INVENTORY SECTION:

The inventories of buses, motor vehicles are maintained by the section with the details of vehicles and cost thereof duly reconciled with the Inventory Records of the Accounts Department. The section also initiates the scrapping/disposal

of the proposals in respect of buses, vehicles, prepares material Requisition/Credit Notes, maintains registers for operation of codes, etc. The section co-ordinates with the budget work also.

iii. STATIONERY SECTION:

The section looks after the issue of stationary items and PC's stationary to the entire Transportation Engineering Department. In order to carry out the above work, the section takes following actions:

- To compile requirements of the various stationary items and inform the same to Stores department for Tenders.
- The items are drawn from Stores Department as per our monthly requirements and issued to depots/sections of workshop and other offices as per norms fixed.
- Enter into correspondence with the Stores Department.
- The section maintains records of stock, issue and carried out annual reconciliation.

Programme And Schedule Of Printing And Stationery Section:

- Printing and Stationery Section deals with all works connected with the procurement, storage and distribution of all printed and cyclostyled forms, registers and stationary items required by the Department. The work of this section is handled by one Clerk assisted by an Office Cleaner.
- Annual indent for various stock items of stationery, registers, forms etc. is forwarded to Material Management Dept. in the month of March every year in the prescribed forms. (The quantities in the indent

are assessed on the basis of consumption of the previous year).

- Before the 25th of every month, the Stationery Clerk sends the requisition for various stock items of stationery and forms required for the following month to Material Management Dept. in the prescribed form.
- The Depots send monthly indents for stationery items in duplicate to the Stationery Clerk by the 25th of every month. He supplies these items to the depots by the first and second week of the following month in a closed box duly locked along with the duplicate copy of the indent. The items supplied and the quantities thereof are shown in the list.
- The lock of the depot stationery box is provided with duplicate keys – one of the keys is kept with the Stationery Clerk and the other with Depot Officer. Stationery items required by the Motor Vehicle Sector, Anik are drawn by the B.E.S.T. (Motor Vehicles) directly from the Stores on Stores Material Requisition.
- Stationery items as Transportation Engineering Department Forms and Books for Workshop section and office sections are issued as and when required, on making a request to the Stationery Clerk in the prescribed form. A stock of the items adequate to meet one month's normal use is kept in the custody of the Stationery Clerk. This stock is recouped by him through monthly indents from the Stores.

- When non-stock items of Stationery are required, a Purchase form is sent by the Stationery Clerk to the Material Management Dept. and Material Management Dept. arranges to purchase and supply the same. The Transportation Engineering Department uses various printed forms and registers, specially designed for use in various sections. These are kept as internal stock with the Stationery Clerk. When the stock of these items is run out, the Stationery Clerk sends a printing indent to Material Management Dept. along with the required details in the prescribed Performa. Such printing indents are sent to Material Management Dept. when 3 months stock is on hand./ Before sending the printing indent, the sections concerned are consulted for advice, if any , change in the form is required and such changes, if any, are effected in the new printing order. When the supply of a Printing Indent is required urgently (i.e. in less than 3 months), the justification for the urgency is to be stated on the printing indent.

- Besides the printed, various cyclostyled forms are in use in the department. These forms are divided by the different sections for their use and Stationery Clerk keeps the same in stock and makes supply as and when required. He checks the stock of such forms every month and replenishes the same as and when required. Before new stencils are cut, the sections concerned are consulted for changes, if any, to be made.

- The Stationery Clerk maintains a register of printing indents sent to Material Management Dept. giving relevant details and progress of supply

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Section-Wise Working /Activities Carried Out By Costing

The primary work of costing section is augmentation of budget grants, preparation of Targets of expenditure of sections of workshop/depots etc., reporting of expenditure to Budget Department and preparation of work orders for fabrication of spare parts. The activity-wise work allocation is given as under:

- i. Statistical Section: The monthly and yearly expenditure booked through financial statements for each month is being compiled account code/activity-wise and the sectional heads of workshop are informed the monthly position vide comparative statement showing targets, actual expenditure booked and variance + or – to enable the sections concerned to exercise strict control over the expenditure and keep within the sanctioned budgetary provisions approved by Committee/Corporation for the respective sections. On verification of the position from time to time, the budget grants are augmented as per requirements and draft notes for the additional expenditure duly approved are put up to Budget Department for augmentation of grants.

- ii. Work Orders: Work Orders for fabrication of various items required by sections/depots and Stores department are engaged by this section on the strength of work requisition. The work order nos. are given in serial order per year. The work orders of various types such as Stores stock items and non-standard activities, MOH for Revenue/Capital Items. The work orders are opened on approval of the sectional heads. Monthly statement of work orders opened and closed is forwarded to Accounts department/Stores department for information and for processing the cost thereof through monthly financial statements.

A register with requisite columns is maintained for the Labour and Material costs and is posted against the individual work order from the material and labour financial computerised statements.

- iii. Claim Section: The section prepares job sheet on the strength of advice from Accident & Claims Department and send the same to Audit Department for verification of cost. The advices for the audited cost are sent to Traffic-Accident and Claim Department for preparing the claim for the amount of damage cases to any bus/property of the Undertaking. The section maintains requisite records as documentary evidence required to be produced in the Court for settlement of the claim for the damage. The representative of the section attends court on the day of hearing of such claim cases. The section also compiles the pay-sheet allocation for working out the cost of salary wages paid to the staff of Transportation engineering Department.

The other incidental works carried out by Budget and Costing sections:

- Maintenance of register for issue of briefcases to A and B grade officers, putting notes for approval of AGM (TE)/ DGM(TE), maintain purchase register and send the bills for audit verification and payment thereof.
- Sometimes letters are received from outside organizations inviting officers of our Undertaking to inspect and certify their vehicles for the purpose of scrapping and disposal, when such letter is received:
 - Letter is put up to the concerned department asking them to pay the requisite fees etc.; a copy of the

same is being sent to Supdt. Cash and EET (MV) who will inspect the vehicle.

- After inspection of the vehicles, EET (MV) sends a copy of these inspection reports after which we initiate a bills in his favor being the Deputation allowance.
- The work of issue of Soaps/Napkins to A & B grade Officers maintenance/reconciliation of stock registers and draw the material from Stores Department is also being carried out
- Compilation of requirements of Red Earth, Manure for sections of Workshop and depots and reporting the same to Stores Department for purchase/tender etc. etc.

A monthly / annually programme for distribution of Red Earth / Manure to depots / sections of workshop is finalized and circulars are issued for information of all concerned. The challans duly certified by concerned section/depots are forwarded to Stores Department for payment thereof.

iv. Removal of Rubbish :

To look after the work of removal of Rubbish Muck and Mud from the sections of workshop and depots.

The above main activities which are primary functions connected with the day-to-day to work of the Budget and Costing Sections are enumerated. To carry out the above activities, various type of data, particulars, information, are required to be obtained from the various departments of the Undertaking and sections/depots of the Engineering Department through various stages for processing, compilation, reporting and obtaining requisite sanctions.

d. MOTOR VEHICLE REGISTRATION / TAXATION SECTION:

The Transportation Engineering Department is responsible for the maintenance and upkeep of the entire fleet of buses and motor vehicles belonging to the Undertaking. While maintaining the fleet of vehicles it is also essential to operate these vehicles in accordance with the provisions of Motor Vehicles Act and Rules & make payment of various taxes/fees due on these vehicles as per prevailing Motor Vehicle Laws in Maharashtra. This Section is placed under Administrative Officer (Registration) under the overall control of Administrative Manager Transportation Engineering.

Undertaking has to pay the following taxes/fees on fleet of vehicles.

- Bombay Motor Vehicle Tax - on a) Transport Vehicles & b) Non-Transport Vehicles.
- Environmental Tax - payable to Transport Commissioner, Mumbai and RTO Office in respect of a) Transport Vehicles of 8 years old and b) Non-transport vehicles of 15 years old.
- Fees – New Registration fees, F.C. renewal fees, grant of permit fees and renewal of permit fees in respect of our Transport Vehicles is paid to RTO Office at prevailing rates as per Motor Vehicle Rules.

- i. Payment of Motor Vehicle Tax on Transport Vehicles: Motor Vehicle Tax on buses and goods vehicles is to be paid to Transport Commissioner by 30th April every year giving details of buses / vehicles used by undertaking in the preceding year. Information regarding buses / vehicles registered during the year, buses / vehicles sold / scrapped, buses withdrawn for major repairs and buses put back in service after repair their corresponding date are to be incorporated in the statement. Information regarding alteration such as bus into goods vehicle, bus into midi bus & change in carrying capacity are also required to be given in the statement. Details of entire fleet with above mentioned details are required to be submitted in the prescribed form

IT & JT. The statement consists of about 200 pages. The total amount is required to be paid to the Transport Commissioner along with these statements before 30th April following the assessment year. The Transport Commissioner then determines the amount a final assessment & issue a letter of demand for payment of balance amount if any due. This amount is required to be paid within 15 days of the receipt of demand letter, otherwise interest of 2% is charged per month for the delayed payment.

- ii. Environment Tax: This tax is levied by Govt. of Maharashtra w.e.f. 15.10.2010 on all Transport and Non-transport vehicles belonging to BEST Undertaking. The said payment is to be made to the Transport Commissioner by 30th of April every year along with the details of buses/motor vehicles owned by the BEST Undertaking.
- iii. Exemption from Bombay Motor Vehicle Tax : has been granted in respect of following categories of vehicles used for the undertaking's (Other than carrying passengers and goods) by the State Government under special Notifications notified by in the Government Gazette.
 - 1) Tower wagons
 - 2) Tree Cutting Vehicles
 - 3) Spare tractor
 - 4) Mobile Dispensaries
 - 5) Ambulance.
- iv. Specific exemption has, however, to be obtained from the Taxation Authorities for the individual vehicles in the above categories every year.
- v. Registration of Motor Vehicles: All the new buses / Motor Vehicles received from body builders / dealers are required to be registered with registering authority as per provision of MV Act, 1988. A separate register is maintained for this purpose.
- vi. Renewal of fitness certificates : The list of vehicles / buses which are due for fitness certificate renewal is sent to EET/Supdt./AE's/DO's, two

months in advanced to enable them to do the necessary attention and keep vehicles / buses ready for inspection of RTO Inspectors before due date. On all working day OF on RTO job collects the necessary cash for payment of FC renewal fees and makes payment at RTO's office. The payment is to be made 1 month in advance before the due date.

- vii. Renewal of Registration of non-transport vehicles: In accordance with provision of MV Act, 1988, the certificate of registration issued at the time of new registration of motor vehicle other than transport vehicle is valid only for 15 years and requires renewal on payment of Rs. 100/- per vehicle. Renewal of registration of such vehicle that is car/jeep is done by MV Section before completion of 15 years.
- viii. Cancellation of Registration of Motor Vehicles – The registration of all vehicles is required to be cancelled with registering authority, after the age of 15 years or scrapping of vehicles whichever is earlier.
- ix. In addition to the above works following jobs are required to be done by MV Section (Registration) :
- To obtain concessions, exemptions from provision of M.V. Rule whenever necessary.
 - To approach concerned section of Transport Commissioner's Office for
 - Grant of refund of tax for vehicles under non-use.
 - To approach under Secretary of Home Department, Government of Maharashtra at Mantralaya in connection with permission regarding carrying additional person in our goods vehicles.
 - To deal with all correspondence drafting letters, maintain/checking records/registers, statement prepare recoupment bills for the amount drawn from imprest cash by our OF/Clerk for payment of the Fitness renewal/registration, permit fees paid at RTO office.

- To obtain/renew stage carriage permit for our buses according to fleet position. To obtain/renew PGdCA / PPrS permit for our new goods vehicles & staff vehicles.
- To obtain temporary permit in respect of trial running of buses and reservation buses.
- To prepare monthly statements for non-use of buses/vehicles and off buses/vehicles put back in service & to inform depots accordingly.
- To deal with application for reimbursement of driving license renewal fees.
- To issue driving authority cards to officers/employees who are required to drive undertaking vehicles during course of their duty and who are not MV Drivers.
- To deal with the application of issue of driving authority & send the applicant for medical tests and driving test. Intimations are required to be sent to SMO/DO's/AE's/employees and Supdt. Bus Control in this connection.
- To prepare bills for payment of two RTO Inspector salaries collect the Cheques from Supdt. Cash and pay the same at RBI to collect the challan from RBI after one week and intimate RTO accordingly with copy of challan for payment made at RBI.
- To give intimation of non-use buses which are withdrawn for scrapping/MOH/repairs to Transport Commissioner's office.
- To give intimations in respect of buses which are put back in service after MOH/repairs to Transport Commissioner's Office.
- To put up a letter of intimation of registration of new buses to Transport Commissioner's Office, for every fortnight.
- To maintain records of sale of buses/motor vehicles, buses/motor vehicles put under non-use & put back in service to maintain registers for validity of fitness certificate of entire fleet of buses/vehicles.
- To inform RTO Mumbai(C) & Transport Commissioner about sale of vehicles to outside parties.

- To renew the authorization for carrying out PUC test at our depots. 23 smoke meters are installed at our depots/workshop. Authorization is required to be renewed at concerned RTO office for the depots falling under their jurisdiction. We are required to depute our representative at RTO Mumbai (C) at Tardeo RTO Mumbai (W) at Andheri & RTO (E) at Ghatkopar for renewal / follow up of authorizations.
- We are required to depute our representative to attend RTA's meeting for issue/renewal of stage carriage permit.
- No. of buses are altered every year for alterations, such as bus into lorry, bus into driving training bus, alteration in sitting capacity in bus for such alteration prior permission are obtained from RTO Mumbai(C). After alterations are carried out buses/lorries are produced for inspection/approval of alterations carried out by us. Alteration fees of Rs.50/- is paid by us per vehicle to RTO Mumbai(C). After alterations are approved by RTO intimation in this respect is sent to Transport Commissioner for assessment of MV Tax.
- Hydrostat testing of CNG cylinders – There are 2974 CNG buses in Undertaking. The onboard CNG cylinders are required to test for hydrostat efficiency every 3 years. AO (Regn) is required to maintain the records of ON board CNG cylinders as per the requirement of Gas Cylinder Rules 2004 and Motor Vehicles Rules.
- Verification of Registration Certificates, Insurance etc. of cars of officers. The Officers who have availed loan facility for purchase of cars from the Undertaking are required to produce the documents of their cars for verification every six months to A.O.(Registration). Documents are inspected by us every six months i.e. period ending 30th June & 31st Dec. every year, of all the officers of Transportation Engineering Department who have taken loan to purchase the car. A statement in this respect is required to be sent to AGM(A)/DGM(TO) every six months. A separate register is maintained showing the names of officers,

details of their cars and amount of loan taken for purchase of car etc.

e. Typing and Filing Section:

This section is placed under Administrative Officer (General) under the overall control of Administrative Manager (TE).

i. Typing Section: It consists of the centralized pool of stenographers and typists who attend to all the typing work of the various sections of the department.

ii. Activities of Filing / Dispatch Section:

Filing Section is responsible for preserving the records of Technical matters and correspondence regarding spares, tools building of bodies on chassis etc. For keeping such records, section has to maintain files on the various subjects.

This Section receives Letters/papers from outside parties as well as other departments of the Undertaking. Such papers are required to be registered in the Inward Register and sent to officers/section concerned for further action. Record of such papers is too kept when papers move from one officer/s section to other officer/section so that location of the papers can be easily traced, at any time.

This section has to file the papers in the respective files after taking action by the concerned officer/section. It also make available papers as and when required by the officers. Copies of the daily correspondence are filed in a separate file for circulation to officers for their information. Gives file numbers to steno/typists

on the draft letters before typing. Preserves the drafts made by officers for some time in a separate file.

This section is responsible for sending dispatch to H.O. and all the depots, MV Section, Colaba and other departments. All the dispatches meant for depots, M.V. Section, Colaba and Training Centre Wadala and Bus Control are required to be written in separate dispatch books of the respective depots. In the same way while receiving the dispatch from depots each and every item is to be checked with the entry in the dispatch books of each depot.

This section has also to deal with matters such as Telephone installation in the office, shop floors of workshop, depot premises and residence of the officers of this branch and its repairs.

Chalking out Duty Schedules of sepoys /office cleaners in the Bus Office. Conducting Shop Level Council meetings and drawing minutes and taking follow up action. Maintaining a register of booking of Conference Hall.

Before sending the papers to higher authority all the reference letters are to be attached. Sort out the papers received from Office/depots/section and send them to the respective offices/sections/depots. It is continuous process. Files are arranged numerically subject wise. Office copy of each correspondence is filed in the respective file. Circulating the circulars/ instructions to all depots/sections and officers as and when received.

f. BILL SECTION AND CLOTHING SECTION

The Bill Section is entrusted with the work as under

i. Imprest Cash

Advance is given to ESO for AC buses and Workshop to purchase material/spares required urgently for buses "On Hold" daily. Bill is prepared for recoupment. Advance is given to AO (R) daily for payment of inspection fee, registration fee, FC Renewal fee of buses and motor vehicles. Bill is prepared for recoupment. Reimbursement of tea bills of all the depots and the officers of Dadar Workshop. Tea bill register is maintained. Bill is prepared for recoupment. Payment for purchase of furnishing fabrics as replacement to cabins, cushions etc. Bill is prepared for recoupment. Crockery purchase is made from the imprest cash after obtaining necessary GM's sanction. Bill is prepared for recoupment. Xerox bill payment for all the depots / Workshop. Bill is prepared for recoupment. Payment of taxi fare to the staff. Register is maintained. Bill is prepared for recoupment. Purchase of books, ISI specifications. Register is maintained. Bill is prepared for recoupment. Payment of tuition fee like St. John Ambulance, tea/snack to retiree is made from imprest cash. Bill is prepared for recoupment. Payment for newspaper/charges made. Bill is prepared. Payment to any contractor for service provided is made and for that Management's sanction is obtained. Bill is prepared. The Section is maintaining the Imprest cash Register as per special specification for accounting the transaction on advance payment made, advances reimbursed and balance of imprest cash, a separate temporary register is maintained for recording the transactions with the concerned and signature of staff is taken while advancing the amount. Daily reconciliation of outstanding advance, outstanding bills and cash in hand is made for tallying the imprest cash amount of Rs.8,75,000/-. At the end of every month summary is prepared.

ii. Deputation of officers/employees to various organizations / institutions.

Put up proposal for approval of the Management/Committee. Arrange of air/rail tickets for the officers proposed to be deputed. Corresponding with the institute for reserving seat etc. Preparing bills for drawing advances for payment of fees admission / deputation allowances such as TA/DA and incidental charges etc. On completion of the deputation details of expenses are worked out and JE bills are initiated to liquidate/ regularise the advance amount. Quarterly report of deputation is submitted to Dy. CPM for reporting to Committee.

iii. Storage/Trade License

New Storage/Trade licenses are to be obtained as and when new depots are commence. Matters are taken up with BMC Authorities. It is to be personally followed. Storage/trade licenses for Workshop and all the depots are renewed before 31st December every year. Storage/Trade license fee calculated. Thereafter, Management Sanction is obtained and then bill is initiated. Cheques are drawn and payment is made at each of the BMC Ward office where our depot is located.

iv. Factory permits – Renewal of permits:

Factory permits are renewed as and when due in time for respective depots.

v. Electricity Bills

Bills are collected from Reliance Energy Ltd. office at Santacruz and TATA Office at Dharavi for the suburban depots and from MSEDCL for Mulund depot. Bills prepared. Cheques drawn and payment to be made to Reliance Energy Ltd. It is time bound with penalty clause.

vi. Renewal of membership subscription of the Library

Renewal of Membership subscription such as British Council Library. Institution of Automobile Engineers, Magazines such as Indian Auto etc. is made. Sanction to be obtained. Bills to be prepared. Cheque/ Demand Draft to be prepared. Payment is made. J.E. Bills is initiated to liquidate the amount.

vii. Cash Payment in lieu of uniform cloths to employees

Preparing statement of washing allowance, stitching charges to be paid to eligible employees. To issue circular for payment of cash in lieu of monsoon apparels. Preparing requisition for issue of safety shoes. To attend complaints from employees regarding issue of clothes, washing allowance, stitching charges etc.

viii. Recoveries from "A" Grade Officers of Undertaking

Sparing light/ heavy vehicles with or without drivers for their personal use. Repairs and maintenance of their personal cars. Recoveries from outside parties (Govt.) such as Maharashtra Public Service Commission, Collector of Mumbai, Transport Commissioner, Municipal Commissioner and Govt. Authorities regarding sparing Undertaking's light and heavy vehicles. Recoveries from private parties such as from Ashok Leyland, Rane Madras, MGL, JCBL, NACIL etc. for the rectification of inward items. Reporting to CA for reports of retired persons regarding recoveries of Undertaking. Statement of such recoveries is received from concerned department and on the basis of the statement job sheets are prepared and then OB Memos are prepared. Receiving of Cheques for issuing lubricants to officers for their personal cars.

ix. Maharashtra Pollution Control Board (MPCB):

M.P.C.B. issues an Industry consent under waste (Prevention and Control of Pollution) Act, 1974, Air (Preventions and Control of Pollution) Act 1981 and Authorization under Hazardous wastes (Management and Handling) Rules 1989. Dadar Workshop of Transportation Engineering Dept. had already obtained the Industry Consent and renews every 5 years or as the

case may be. In the year 2005, MPCB had made its compulsory for an Undertaking to obtain Industry Consent for all our Bus Depots and hence, fresh application, submission of documents, follow up, payment of fees etc. has to be carried out on regular basis and there renewal as the case may be.

g. Activities of Filing / Dispatch Section:

Filing Section is responsible for preserving the records of Technical matters and correspondence regarding spares, tools building of bodies on chassis etc. For keeping such records, section has to maintain files on the various subjects.

This Section receives Letters/papers from outside parties as well as other departments of the Undertaking. Such papers are required to be registered in the Inward Register and sent to officers/section concerned for further action. Record of such papers is to kept when papers move from one officer/s section to other officer/section so that location of the papers can be easily traced, at any time.

This section has to file the papers in the respective files after taking action by the concerned officer/section. It also make available papers as and when required by the officers. Copies of the daily correspondence are filed in a separate file for circulation to officers for their information. Gives file numbers to steno/typists on the draft letters before typing. Preserves the drafts made by officers for some time in a separate file.

This section is responsible for sending dispatch to H.O. and all the depots, MV Section, Colaba and other departments. All the dispatches meant for depots, M.V. Section, Colaba and Training Centre Wadala and Bus Control are required to be written in separate dispatch books of the respective depots. In the same way while receiving the dispatch from depots each and every item is to be checked with the entry in the dispatch books of each depot.

This section has also to deal with matters such as Telephone installation in the office, shop floors of workshop, depot premises and residence of the officers of this branch and its repairs.

Chalking out Duty Schedules of sepoy /office cleaners in the Bus Office. Conducting Shop Level Council meetings and drawing minutes and taking follow up action. Maintaining a register of booking of Conference Hall.

Before sending the papers to higher authority all the reference letters are to be attached. Sort out the papers received from Office/depots/section and send them to the respective offices/sections/depots. It is continuous process. Files are arranged numerically subject wise. Office copy of each correspondence is filed in the respective file. Circulating the circulars/ instructions to all depots/sections and officers as and when received.

h. Welfare Officer (Transportation) :

A statutory Welfare Officer under Factories Act 1948, has to perform duties prescribed under Maharashtra Welfare Officers Rules 1966. WO (T) deals with the following activities:

- a) All the work related to the Factories Establishments, such as obtaining and renewal of factory licenses, compliance reports on

the visit of Dy. Director, Industrial Safety & health, filling of annual returns, intimation of accidents and other work concerned with accident compensation.

- b) Work related to change of occupier, factory managers, certifying surgeons, appointment and renewal of competent persons under Factories Act, 1948.
- c) Supervision over maintenance of cleanliness of Kingsway Officers' Quarters, Dadar Medical, BOA club, Sports club and areas allotted to Welfare Scavengers.
- d) To maintain imprest cash of family welfare fund and work related to monetary assistance to the family members of the deceased members of the staff.
- e) Hospitalization of the employee patients of Transportation Engineering Dept. of Dadar Workshop.
- f) To assist the officers of Dadar Workshop who are entrusted with the day to day supervision of the canteen at Dadar Workshop.
- g) To keep rapport with safety officer in the matter of health of workers in the Dadar Workshop.
- h) To keep liaison with Govt. Officials such as MCGB, PHD, Govt. of Labour Officers, Pest Control Officer, Food Inspector, Electrical Inspector etc.
- i) Work related to exemptions under various sections of Factories Act 1948 for straight duty, overlapping of shift etc.
- j) Member of canteen committee and joint shop council.
- k) Work related to declaration as "Competent person" under the provisions of Factories Act 1948 and it's renewal.
- l) Formation of Safety Committee.
- m) To hold various types of medical camps, blood donation camps and perform duties as may be assigned by superiors.

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

As per Note No. EA/42084/68-69 dated 23.10.1968 and Maharashtra Public Records Act, 2005, the categories of documents are classified into four i.e. 'A', 'b', 'C', 'D'. The details of the same are as under:

'A' : To be preserved for an indefinite period.

'B' : To be preserved for 5 years.

'C' : To be preserved for 3 years.

'D' : To be preserved for 1 year.

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:-

N. A.

4. (b)(viii) : a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as sits 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 :-

N. A.

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

Being Updated.

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

Being Updated.

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: - Being Updated.

The plan proposed: - :- Being Updated.

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

N. A.

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

N. A.

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 available in the form of electronic on the website viz. www.bestundertaking.com

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

N. A.

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

Krishna Vitthal Popere
Administrative Manager,
Transportation Engineering Department,
1st Floor, Tr. Engg. Building,
L. T. Road, Dadar T. T.,
Dadar (East),

4. (b)(xvii): such other information as may be prescribed :-

N. A.

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