

DEPARTMENTAL MANUAL OF

**HIGH VALUE CONSUMERS
DEPARTMENT**

B.E.S.&T. Undertaking 2022-23

Information 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 particulars of department: -

Name of the department	High Value Consumers Department
Address	2 nd & 4 th Floor, Tardeo Bus Station Complex, R.S.Nimkar Marg, Mumbai–400008.
Contact No.(Tel.)	7304456095

The Functions and duties of department:-

HVC Department mainly looking after reading, billing, testing, replacement and amendments of electronics meters accounts i.e. CY-19, 21, 24,35 and 36. At present, approx.20,000 three phase electronic meters of CY-19 & 24, approx. 200 CT/PT operated HT meters of CY-21 and approx. 400 nos of net meters of CY-35 & 36 are installed at various installations of the consumers. This brings the valuable revenue is about 55% of the total revenue billed to consumers

The department has the following section:

- 1) HV Section & Tata Metering Section
- 2) AMI Project Section
- 3) LVCTO Testing Section
- 4) Reading section
- 5) Installation section
- 6) PP Whole Current Meter Testing section
- 7) Agreemental Section
- 8) Establishment Section

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

The Officer and employees position is as given below -

Sr. No.	Designation	Grade	No. of Posts
1.	Divisional Engineer	A3	1
2.	Superintendent Engineer(ES)	A4	2
3.	Asst. Engineer	A5	5
4.	Asst. Admin. Manager	A5	1
5.	Deputy Engineer	G/GVI	14
6.	Sub-Engineer	G/GV	2

7.	Charge Engineer	T8	13
8.	Foreman Gen	T8	2
9.	Admn. Officer	AGIX	2
10.	Asst. Adm. Officer	AGVIII	1
11.	Foreman	T7	3
12.	Sr.Meter Inspector	T7	2
13.	MRBC(Tech)	T6	44
14.	TAA	T6	8
15.	Meter Insector Sr.	T5	8
16.	Nawghany	T1	29
17.	Painter	T3	1
18.	M.V.Driver	P2/GIII	3
19.	Supervisor(P) / AAO(P)	AGVII	2
20.	MRBC	A/GV	1
21.	Clerk/Typist	A/GV	5
21.	Sr.Steno(Eng)(P)	AG/VII	1
22.	Shop Recorder	A/GV	9
23.	Sepoy	AGI	1

The vacant position in above grade is given below :-

1. - Nil
2. - Nil
3. - Two nos. of Asst. Engineer posts are vacant.
4. - Asst. Admin Manager is on loan basis from SIMHA since 7.4.2022.
5. - Five nos. of Deputy Engineer posts are vacant.
6. - One no. of Sub Engineer post is vacant due to promotion.
7. - Seven nos. of Charge Engineer are working on loan basis to other departments.
8. - One no. of post of Foreman General is vacant due to retirement.
9. - One no. of post of Admn. Officer post is vacant due to retirement and one no. of post is working on loan basis to CEPL Office since 8.4.2022.
10. - Nil
11. - Two nos. of Foreman post are vacant due to retirement.
12. - Two nos. of Sr Meter Inspector is working on loan basis from other depts.
13. - 16 no. of MRBC(Tech) are vacant.
14. - One no. of TAA post is vacant due to retirement.
15. - One no. of Meter Inspector Sr. post is vacant due to retirement.
16. - Four nos. of posts of Nawghany are vacant due to Promotion, expiry, Resignation & Retirement.
17. - Nil
18. - Nil
19. - Nil
20. - Nil
21. - One no. of post Clerk / Typist is vacant due to retirement.
22. - Three no. of Shop Recorder posts are vacant due to retirement.
23. - Nil

1. **The powers and duties of Divisional Engineer:-**

Divisional Engineer, High Value Consumers is overall In-charge of the department and is directly Reporting to DCECC(S). He is responsible for,

1. To ensure proper allocation of work to all officers / staff of department for smooth functioning and optimization of available resources.
2. To ensure availability of men and materials required for departmental works for efficient working of the department.
3. To ensure proper training related to job for officers/staff of the department.
4. Continuous monitoring and evaluation of work and progress of officers / staff of department.
5. Constantly endure improvement of the department.
6. To review periodically all the activities of the department.
7. To ensure that proper relations are being maintained among the officers / staff of the department for smooth functioning of department.
8. To ensure good co-ordination of his officers / staff with officers / staff of other departments.
9. To ensure expenditure in budgeted amount.
10. To ensure that various Procedure Orders and Administrative Orders etc. are properly followed.
11. To submit monthly MIS of the department to Senior Officers.
12. To conduct departmental enquiries whenever asked by the management.
13. To render technical assistance to Legal Department for pursuing Court/Electrical Inspector cases.
14. To attend Review Committee meetings whenever called for.
15. To recommend tenders for departmental materials.

1] **-HV Section and Tata Metering Section**

The main activities of this section is i) Processing of billing data of CY-21 every month, ii) Attending breakdown maintenance of HV consumer installation and iii) TPC meter reading. These activities are time bound which are carried out with Officers and Staff of the Section and their Duties and Responsibilities are given under -

The power and duties of Superintendent Engineer Superintendent, (HV Section & TATA Metering Section) : (SHVC1)

A) HV Section -

1. In charge as 1st Appellate Authority under The Right to Information Act 2005.
2. To assist Divisional Engineer.

3. To supervise and guide the subordinates in performing their duties correctly and efficiently.
4. To ensure proper allocation of work to all officers /staff of department for smooth functioning and optimization of available resources.
4. To ensure that time schedule for communication of monthly reading data of Cycle -21 meters.
5. To ensure preparing of master file, ASCII file & uploading the same in OLCCS billing system further clearing exception & preparing bill check file
6. To ensure proper checking of duplicate bills of cycle 21 consumers (South/North) ward copies received from IT Dept. with prepared bill checking file and for any discrepancies in bill for every month inform to IT Dept. for rectification of bills.
7. To ensure the section activities like i) site investigations/ testing of meters, ii) submitting and getting approval of amendment proposals in case of in-proper billing iii) replying to billing complaints of consumers, etc
8. To ensure the work of installation and commissioning of new H.V. meters.
9. To ensure for proper attending breakdown maintenance in case of CT flashover, PT flashover etc.
10. To Process for tender document of procurement of HT metering various ratio CTS, summation CTs, HV meters, RSM & associated accessories and clearing inspection memos.
11. To ensure proper maintenance of AMR/RMR system supplied by M/s Secure Meters Ltd.
12. To make correspondence with M/s Secure Meters Ltd regarding issues of HT meters & AMR/RMR System.
13. To process, preparation & Signing of Agreement with Electricity HV Consumers with Sanctioned Load more than 50 kW.
14. To make Correspondences with all 9 wards of customer care Dept, MM Dept, Project Dept, IT Dept, 2 Erection Dept, Construction Dept., 5 O& M Depts., 2 Planning Depts., Regulatory Cell Dept. & Audit Dept. regarding queries etc . related with HV consumers.
15. To follow up with all CC wards for additional security deposit & updation of sanctioned load.
16. To Prepare Monthly MIS

17. To render technical assistance to legal department in dispute cases with court/ Electrical inspector and attending court cases in case dispute of Electricity bills of consumers.
18. To check periodically records maintained by his sections.
19. To ensure best co-ordination with staff / officers of various sections / departments.
20. To visit sites for investigations, in special cases.
21. To recommend the tenders of the materials required to be purchased for his section.
22. To look after the working of other sections of the department, in absence of the Divisional Engineer.
23. To carry out inspections of materials at suppliers / manufacturers work, whenever asked for. To visit sites for investigations, in special cases.
24. To recommend the tenders of the materials required to be purchased for his section.

B) TATA METERING SECTION

1. To ensure remote reading of ABT Meters installed in the premises of BEST installed by SLDC on 1st day of every month.
2. To ensure proper processing metering data received from M/s.TPC in software & verification of metering data given by M/s.TPC with metering data processed in software.
3. To ensure proper declaration of maximum demand and registered units of concerned month & declaration of coincident maximum demand as per information received from DEPRO.
4. To check & verification of i) Bulk supply statistics, ii) monthly MIS iii) system data requirement of Power Management & Project dept.
5. To Co-ordinate SLDC center for installation of new ABT meter as per scheme of Project dept. & Construction dept. and for replacement of ABT meter as per scheme of Project dept.
6. To follow up with M/s.TPC for routine testing of ABT check meters. To follow up with SLDC for routine testing of ABT main meters.
7. To check & verify of Provisional FBSM reports forwarded by Power Management dept. and informing them any discrepancy if any as and when required.

8. To Check & verify generation units billed by M/s. TPC's billing division of all generators with the meter data forwarded by metering division of M/s.TPC and informing them any discrepancy if any.
9. To make correspondence with M/s.TPC, SLDC, Power Management for any issue of ABT metering.

The Duties and Responsibilities of Deputy Engineer (HV Section & TATA Metering Section) :DyE(HV) - 1

Dy.E.(HV) -1 (HV Consumer Billing/TATA Billing):

1. To assist to Superintendant Engineer in performing his duties.
2. To Check master data of Cycle 21 for every month & comparing with previous month master data & inform about discrepancy to SHVC1 & IT Dept.
3. To ensure AMR/RMR reading of all consumer energy meters
4. To ensure take reading of non-communicated energy meters and dumping of MRI received every month and prepare MRI thereon.
5. To Prepare B11IT.LO3 file.(ASCII)
6. To Upload the data (ASCII) in the OLCCS System for billing of Cycle 21.
7. To Clear the transaction exception of Cycle 21, further inform any discrepancy observed in the bill to IT & CC dept like High/low consumption cases, ToD mismatch cases.
8. Checking of duplicate bills (South/North) ward copies received from OLCCS with prepared bill checking file every month.
9. Insertion of i) P. F. penalty /incentive, ii) Any changes as per master data. iii) F.A.C. charges, iv) KWH/RKVAH reading, v) Any changes of rates as per tariff booklet.
10. To prepare monthly MIS.
11. To report any discrepancies in bill data to SHVC1.
12. To reply consumers complaint letters under guidance of SHVC1.

- 13. To Write D/L & Email to concerned wards regarding consumer complaints.
- 14. To Follow up with ward for additional security deposit & updation of sanctioned load.
- 15. To assist in preparation of amendments.
- 17. To carry out Recovery & disconnection activity of HV consumers.
- 18. To follow Up with HV Consumer for signing Agreements copies & further signing of BEST management.
- 20. To Update HV consumer's communication data & address and check transactions in CM mode for Cycle 21 consumers
- 21. To carrying out any other work assigned SHVC-1 time to time.

The Duties and Responsibilities of Deputy Engineer (HV Section): DyE(HV)-2

Dy.E.(HV) -2 (HV Consumer Breakdown/New Connection):

- 1.0 To Attend breakdowns of HV Consumer metering installation such as CT flashover, PT flashover and replacement of defective meter.
- 2.0 To inspect the breakdown site and give detail site inspection report including abnormalities to SHVC1. After receipt of message from concern O & M division.
- 3.0 To take Undertaking of the consumer with signature of authorized representative and provide unmetered supply to consumer if the case may be.
- 4.0 To attend the breakdown after written intimation and clearance from the consumer and from concern O & M division.
- 5.0 To issue Notices in various cases if required in advance.
- 6.0 To submit the detail report of attended breakdown in concerned consumer's file to SHVC-1 for their information.
- 7.0 To carry out jobs of replacement of CT, PT, Meters with due procedure and approval and submit the report to SHVC-1. Further carry out transactions wherever required in OLCCS system and update master data.
- 8.0 To ensure RSM Testing of HV Consumers every after six months.

- 9.0 To check thoroughly all Test Report submitted by Charge Engr. / Foreman General and forward reports to SHVC-1 in consumer file.
- 10.0 To Make summery report and put up in MIS File to SHVC-1 MIS.
- 11.0 To initiate and take appropriate for abnormality observed during testing of meters and resolved under guidance of SHVC-1
- 12.0 To initiate proposal for sanction of calibration of RSM from NABL lab i.e. from IDEMI every year and get it done to ensure the accuracy of energy meters.
- 13.0 To carry out the job of Commissioning of new HV consumer.
- 14.0 To arrange the required metering equipment for Commissioning of new HV consumer.
- 15.0 To carry out inspection for proposed location for metering box and fix the same.
- 16.0 To carry out the work of wiring of meter box in co-ordination with Dy.E.(Erection) and take required assist from fault engineer if required (i.e. permit etc)
- 17.0 To give the work completion message to all concern section and inform readiness of metering of New HV Consumer.
- 18.0 To install the meter after verification of connection order from concerned CC dept.
- 19.0 To inspect and Test the new hv consumer meter after completion of installation and commissioning work, the meter and metering installation will be inspected with the help of phase angle meter for its proper functioning.
- 20.0 To generate the transaction after completion of job and insert initial reading of new meter maintained in respective consumer file and forward to respective Customer Care for further transactions in OLCCS system.
- 21.0 To ensure the generation of first bill of new consumer in the system.
- 22.0 To prepare specifications for Reference Standard Meters (RSM), H.V. Metering CTs, Summation CTs, H.V. meters etc.
- 23.0 To assist SHVC1 in process of Procurements of Reference Standard Meters (RSM), H.V. Metering CTs, Summation CTs, H.V. meters & material required for HV meter installation.
- 24.0 To co-ordinate between Planning/Project/Construction/O&M(all 5 Zones) /CC (all wards) for new consumer & for any alteration in existing H.V. consumer for maintenance purpose etc.

The Duties and Responsibilities of Deputy Engineer (HV Section &): DyE(HV)-3

DyE(HV) -3 (AMR/RMR System):

- 1.0 To look after and arrange the maintenance of AMR/RMR System such as maintenance of Server, up gradation of anti-virus software, storage of downloaded data, backup of the data etc.
- 2.0 To maintain Inventory of RMR HV meters, Server SIM card and modems should be maintained.
- 3.0 To make the scheduling on server to collect data one day on 1st date of every month.
- 4.0 To make arrangement for manual reading of RMR meters where the readings are not obtained and further rectify the problem for non-connectivity.
- 5.0 To take up issue of non-connectivity and defective meters, SIMs with M/s Secure and Telecommunication dept. to maintain the proper functionality of AMR/RMR System.
- 6.0 To follow up with M/s. Secure for attending defective meters, modems and its accessories for replacement and with Telecommunication dept. for SIM card.
- 7.0 To study insta para, tamper events and load survey submitting report to SHVC-1 for RMR meters.
- 8.0 To follow up with Vodafone for attending Network connectivity problem, SIM problem etc.
- 9.0 To Sanction the of leave forms of staff and maintaining attendance register with the help of shop recorder.
- 10.0 To Maintain inventory of tools & instruments, stock position of metering equipment.
- 11.0 To arrange inspection of HV metering CT and clearing Inspection Memo, metering boxes.
- 12.0 To arrange metering boxes, crediting of removed meters, sending CTs to MTS.
- 13.0 To prepare MIS of the section.
- 14.0 To carry out any other work allotted by SHVC-1 time to time.

The Activities of Charge Engineer (HV Section):-

Charge Engineer (1) – (HV Consumer Billing/Tata Billing)

- 1) To assist to DyEHV1/SHVC1 in performing his duties.
- 2) To Check of master data of Cycle 21 for every month & comparing with previous month master data & inform about discrepancy to DyEHV1/SHVC1.
- 3) To Dump of CMRI data received during the month.
- 4) To assist DyEHV1 in Preparing B11IT.LO3 file.(ASCII)
- 5) To download pending meter list for every month.
- 6) To Upload the data (ASCII) in the Vidushi System for billing of Cycle 21.
- 7) To Prepare MRI's after dumping meter.
- 8) To Clearing the transaction exception of Cycle 21. At the time of exception if any discrepancy observed in the bill, inform to IT & CC dept. While clearing exception, High/low consumption cases, ToD mismatch cases.
- 9) To Check the duplicate bills (South/North) ward copies received from OLCCS with prepared bill checking file every month.
- 10) To assist in Preparation of monthly MIS.
- 11) To assist to retrieve data for replaying consumer complaints & assist Dy.E HV/SHVC1 to give suitable reply to the complaints.
- 12) To Write D/L & Email to concerned dept. regarding consumer complaints.
- 13) To Follow up with ward for additional security deposit & updation of sanctioned load.

The Activities of Charge Engineer (HV Section):-

Charge Engineer (2) – (HV Consumer Breakdown/New Connection):

- 1.0 To assist DyEHV2 in matter of HV Consumer Breakdown and New Connection,
- 2.0 To make arrangement metering equipment for New Connection and Breakdown cases in coordination with Customer Care Dept. and Erection dept.
- 3.0 To prepare new file for the new HV consumer and filing of respective papers.
- 4.0 To inspect and position of the metering box in co-ordination with Erection Dept. and wiring of meter box.
- 5.0 To lodge the message at concerned CC dept. and Erection Dept. regarding completion of metering wiring work.
- 6.0 To install the meters and intimate the same to concern departments.
- 7.0 To generate transaction, insert reading, verification of first bill of the consumer.
- 8.0 To assist in preparation of reading schedule.
- 9.0 To assist in taking manual reading and give updates of reading to SHVC-1.
- 10.0 To assist in cases of HV Consumer breakdown such as CT flashover, PT flashover and replacement of defective meter.
- 11.0 To arrange consumer shutdown if required in advance.
- 12.0 To assist DYEHV 2 in case of RSM Testing of HV Consumers.
- 13.0 To assist in preparation of summery reports, updating of master records
- 14.0 To carry out Inspection of HV Consumers, preparation of reports, scheduling of jobs etc.
- 15.0 To look after and arrange the maintenance of AMR/RMR System such as maintenance of Server, up gradation of anti-virus software, storage of downloaded data, backup of the data etc.
- 16.0 To assist in maintaining of Inventory of RMR HV meters, Server SIM card and modems should be maintained.
- 17.0 To assist Dy.EHV 3 in case of all AMR/RMR activities.

18.0 To maintain inventory of tools & instruments.

Foreman General (T-7) (HV Section) :-

1. Updating records of registers for H.V. Section.
2. Updating consumer files / Tata files.
3. Monthly reading / Inspection of H.V. consumers.
4. Routine testing of H.V. consumer metering.
5. To carry out wiring of new H.V. consumers installation and commissioning.
6. Physical checking of the material used for metering.
7. Special inspection and check up of H.V. consumer's meters.
8. Initiate procurement of material, tools, equipment for H.V. section.
9. Checking consumption of HV consumers, monthly reading and preparation of billing statement.
10. To ensure updated stock records of H.V. Meters and metering CTs from Stores Dept.
11. Preparation of sectional statements and data updation in the computer.
12. Average consumption check up on site.
13. Inform abnormal conditions to supply control and Foreman General H.V./ Dy.Engr. H.V. immediately.
14. To assist. Foreman (General) / Charge Engineer in carrying out HV consumers installation wiring, H.V. metering testing and updating testing record.
15. To take H.V. consumes meter reading, secondary current, voltage and ensure proper working of the meter.
16. To provide seal to the H.V. metering installation and inform to Dy. Engr H.V. / Foreman General (HV) /Supply control in case of any abnormal condition observed during inspection.
17. Ensuring that all safety precautions are taken and maintain equipment in good order.

18. Informing H.V. consumer about any abnormality observed in metering installation and taking its undertaking for amendment.
19. Ensuring smooth working of the vehicles during outdoor jobs.
20. Carry out calculation related to daily consumption, for query from other departments.
21. Inspection of H.V. metering C.T's for clearing inspection memos initiated by stores dept. along with Foreman General/Charge Engineer.

Activities of Supervisor (P) - HV Section :-

1. To maintain Attendance of officers & staff.
2. To Prepare Job sheet of C.L. & sent to concern dept.
3. To Write D.L. of staff working in evening shift, night shift & beyond normal working hours to concern Time Keeping.
4. To Give intimation to security in case of staff working in evening shift, night shift, holiday working, Sunday working & beyond normal working hours.
5. To Maintain register of O.T. & Sunday working.
6. To Sent O.T., Sunday working statement to concern Time Keeping.
7. To Forward form of LTA, leave encashment, P.F. loan & leave form.
8. To Check electricity bill payment of HV consumers.
9. To Prepare disconnection notices to HV consumers.
10. To maintain Filing of HV section.
11. To Fill up requisition of material required for HV section.
12. To keep record of material.
13. To Prepare agreement letter to consumer & forward the agreement to management.
14. To Deposit cheques received from consumers for additional security deposit to concern department.
15. To Follow up with customer care department for updating of additional security deposit.
16. To Count, sort & filing of Cy-21 bills & notices.
17. To Forward challan of Cy-21 bills & notices to establishment section.
18. To Prepare EDEI, Distribution loss, Field Duty & Hazardous allowances statement.

19. To Prepare HV supply shutdown notices.
20. To File the SRN & P.O. received from stores.
21. To Arrange zerox for HV section.
22. To Fill up defect / service form of vehicle.
23. To Sent utilization report of vehicle to MV Anik.
24. To Fill up Purchase form to purchase material for HV section & sent P.F. form to Stores dept. & Audit dept.
25. To Fill up Advance form & Taxi form.
26. To keep record of Inspection Memo.
27. To assist all officers of HV section.

2] AMI Project Section

The activities of this section have been started after Regulatory's guidelines for implementation of Advance Metering Infrastructure (AMI) in BEST Undertaking. This project covers installation/replacement of Smart Energy Meters for the consumers and these smart meters have various additional features like RMR, Prepaid, Net Metering etc. This section will covers all the Cy19,21,24,35 & 36 meters. Also the project includes the installation of Energy Accounting meters i.e. ABT, Feeder and DT Meters. The power and duties of the officer working in this section are given under -

The power and duties of Superintendent Engineer Superintendent, (AMI Project) : (SHVC2)

- 1.0 To assist Divisional Engineer in the work of AMI Project.
- 2.0 To co-ordinate the various other departments mainly Meters, IT, Customer Care etc.
- 3.0 To attend the meeting during the work of AMI Project.
- 4.0 To Prepare the statistic for quantum of various consumer meters and energy accounting meters in BEST Undertaking.
- 5.0 To prepare Specifications of Various meters like ABT, Feeder and DT. To verify the specifications of other metering items and offer comments whenever required.
- 6.0 To assist in preparation of RFP Document and data required therein.

- 7.0 To assist in Tender Process of awarding contract to Service Provider AMISP.
- 8.0 To coordinate with AMISP for smooth implementation of Project.
- 9.0 Verification of features of smart meters supplied by AMISP.
- 10.0 Any other work assigned or look after as asked by Divisional Engineer.

3] LVCTO Testing Section: -

This Section looking after for Routine Testing, Inspection, Consumer complaints, Attending Low/Nil memos, clearing exception, Billing, Amendment of defective meters etc. for LVCTO meter installations under the BEST Undertaking area (South and North) for about 6000 nos of consumers. Testing gang normally include one Dye, one meter tester in grade Testing Assistant B- P1/T6 and two Nawghanies in grade P1/T1.) For testing of LVCTO meter Accucheck (RSM) is required along with CMRI which is associated with complete tool bag including Tong Tester.

The power and duties of Assistant Engineer (LVCTO Testing Section) : (AEHVC1)

- 1.0 To assist Divisional Engineer.
- 2.0 Overall incharge of the section to smooth functioning of the section.
- 3.0 To Attend the consumer's complaints in respect of high bill, defective meters and Nil / Low cases, vigilance cases insta-para etc.
- 4.0 To ensure proper billing of all LVCTO Consumers and attend the defective meters cases given by reading section.
- 5.0 To ensure Routine site investigations / testing of meters.
- 5.0 To Submit amendment proposals in case of meters found defective.
- 6.0 To Reply to consumers for all complaints.
- 7.0 To supervise and guide the subordinates in performing their duties efficiently.
- 8.0 To Ensure proper maintenance of records & allocation of work pertaining to his section.
- 9.0 To periodic checkup records maintained by subordinates.
- 10.0 To submit monthly MIS report.
- 11.0 To ensure best co-ordination with various sections / department.
- 12.0 To render technical assistance to Legal department in dispute cases with Court / Electrical Inspector.
- 13.0 To attend Review Committee meetings whenever called for.

- 14.0 To visit sites for investigations / testing of meters in special cases.
- 15.0 To look after the working of other sections of the department in absence of concerned officer.
- 16.0 To attend/assist CGRF cases and provide the relevant information.

The Duties and Responsibilities of Deputy (LVCTO Testing Section) : (DyECTO1)

- 1.0 To carry out Routine Testing, High Bill complaints, reading section of readers complaint of defective meter, New meter installation, Vigilance Departments requirements etc. with Testing gang crews of Meter Testing Assistant and Nawghanies.
- 2.0 To prepare schedule of Testing in accordance with the input from various sources.
- 3.0 To ensure the functioning of the Testing Equipment i.e. RSMs, Tong Testers, CMRI etc.
- 4.0 To ensure the calibration of Testing Equipment and initiate the proposal before the expiry.
- 5.0 To ensure the up-dation of Routine Inspection/Testing report in the master file.
- 6.0 To arrange the testing in co-ordination of consumer representative and test the same under load conditions.
- 7.0 To ensure the accuracy and explain the consumers.
- 8.0 To forward the cases of defective meters to Vigilance Department for Clearance.
- 9.0 To carry out various drives like inspection of high consumption installation.
- 10.0 To send the reply to complaint mails.
- 11.0 To co-ordinate with Meters Department for various issues like procurement of meters, RSMs etc.

The Duties and Responsibilities of Sub Engineer (P) (LVCTO Testing Section) :

- 1) To maintain / monitor reading section complaints / high bill complaints / consumer complaints.
- 2) To Sorting of test reports and process further accordingly.

- 3) To arrange for vigilance clearance in case of defective meters.
- 4) To send work order of defective meters / black secure / ring to compact.
- 5) To maintain register of defective meters and work order.
- 6) To Follow up of lab test reports and CT test report.
- 7) To maintain proper filing of test report.
- 8) To punch the test report of the meters in personal computer.
- 9) To co-ordinate outdoor Dy.Engr. for information required on site and urgent cases.
- 10) Arranging generated readings for reading section in RTC / NDNM cases.
- 11) Arranging final readings for wards and installation section.
- 12) Checking of all above mentioned readings.
- 13) Arranging testing of meters required by wards.
- 14) Preparations of MIS of LVCTO section.
- 15) To co-ordinate with other sections for smooth functioning of LVCTO section.

Activities of Charge Engineer (T8): (LVCTO Section)

- 1) Daily dumping of CMRIs which is brought from site.
- 2) Dumping of load survey of meter which is brought from site.
- 3) To analyze the CMRI report and load survey reports.
- 4) To check Nil / Low, insta para list which is forwarded by Reading section and arrange respective CIS to test the meter by sending one Meter Testing Assistant in grade P1/T6 at site and prepare schedule for Nil / Low & Insta para meters.
- 5) To check tamper data and consumption list and arrange to test the meter.
- 6) To update replace / removed meter data received from Meters Dept. in T meter base data.
- 7) To check insta para for Emco meters.

- 8) Sending E-mails to Vigilance for clearance of defective meters.
- 9) To update the RECID in OLCCs system.
- 10) Sending E-mail to respective CC wards for any discrepancies observed in T meter data and follow up for the same.

Activities of Charge Engineer (T8): (LVCTO Section)

- 1.0 Site inspection of meters under Nil/Low, newly installed CTO meters and reading complaints.
- 2.0 Site Testing of LVCTO Meters
- 2.0 To take load survey of CTO meters.
- 3.0 Obtaining undertaking and appointment of consumers for replacement/removal of meters.
- 4.0 Assisting Dy.Engrs. for site testing of meters.

Activities of Shop Recorder: (LVCTO Section)

- 1) Generation of reading- To generate reading of defective meters till its replacement.
- 2) To provide estimated final readings to various CC wards in case of burnt meter.
- 3) Closing of cases : To put up defective meter cases for verification of Audit and closing after approval.
- 4) Amendment / credit / debit cases : To prepare bill of amendment / credit / debit in case of slow / fast meters or in proper billing to consumer after receiving lab test report.
- 5) Regularization of load / tariff : To put up a note to various CC wards regarding regularization of load / tariff as the case may be, if found any discrepancy in billing.
- 6) To confirm outstanding claims if any required by CC wards.
- 7) To maintain and update lab test report records.
- 8) To assist Dy.Engr. / Admin.Officer in preparing MIS.

4] Reading Section :

Reading section of HVC dept is responsible for reading of approx.19500 meter of CY-19, 24 and CY-35. The section is headed by Assistant Engineer. The section has Dy.Engrs.-2 Nos, charge engr- 6 nos., MRBC's- 40 nos., Shop recorder-1no. The MRBC(T)s are doing job of reading these electronic meters from various locations of Mumbai City with help of nawghanies on daily basis. These meters are read through CMRI (common meter reading instruments) Completing the reading and exception of CY-19,24&35 is time bound activity . The readings and exception of CY-24 and CY-(19&35) has to be completed by 22nd and 25th day of respective month.

The power and duties of Assistant Engineer (Reading Section) : (AEHVC2)

- 1.0 To assist Divisional Engineer
- 2.0 Overall in charge of Reading section of cy 19, 24 & 35 (net meter).
- 3.0 To supervise and guide the subordinates in performing their duties efficiently and responsible for all the matters technically or otherwise connected with this section
- 4.0 To ensure proper allocation of work to various staff of the section to ensure best output
- 5.0 To Ensure that reading and exception of cy 19, 24 & 35 to be sent as per billing schedule.
- 6.0 To ensuring for sorting out the difficulties raised at the time of clearing the exception of high reading, excess MD, cross over cases and ToD mismatch etc.
- 7.0 To make communications for uploading of reading file and rectify any wrong updation
- 8.0 To forward the mails to CC at the time of exception, cases where ToD register not open, wrong tariff, wrong initial reading punched, and follow up.
- 9.0 To carry out visits in special cases.
- 10.0 To give concurrence to Meters for related works.
- 11.0 To follow up of preparation Preparation of ASCII, bill format, exception criteria etc of new concepts introduced in MERC regulation
- 12.0 Checking of CMRI reading software of new meters at the time of sample testing.
- 13.0 To scrutinized the list given by Dy.E.(Rdg.) of extra meters, not on board cases, P & T series meter on conventional account and forwarded to CC dept. and take the follow up.

- 14.0 To check and rectify abnormal cases generated by IT dept.
- 15.0 To follow up with the meter manufacturer regarding meter ASCII, display parameter, BCS software, insta and tamper data programme, CMRI uploading software etc. for new meters.
- 16.0 To Put up file to management for up gradation of PC, meter software, reading disputes.
- 17.0 To give the approval to transaction of MRU no. changes.

The Duties and Responsibilities of Deputy Engineer (Reading Section) : (DyE Reading 1) (South Zone)

- 1.0 To arranging of meter reading of cy 24, 19 & 35 manpower, vehicle etc.
- 2.0 To make Manual entry of meter reading of RTC, NDNM & other defective meters in OLCCS system.
- 3.0 To Clearing exception generated for defective meter also for high / low consumption.
- 4.0 To inform discrepancies observed in exception & billing to IT Dept.
- 5.0 To forward billing data for other departments as and when required.
- 6.0 To check reading data for defective meters and ASCII.
- 7.0 To forward cases to various sections for amendment as well as high / low consumption observed during exception.
- 8.0 To arrange site visits for key not available & other cases reported by meter reader.
- 9.0 To make MRU transaction
- 10.0 To report the direct supply cases of south zone to vigilance dept. as reported by MRT.
- 11.0 To make arrangement for vehicles for monthly maint. etc. co-ordination with MV Anik
- 12.0 To generate various reports as and when required.

The Duties and Responsibilities of Deputy Engineer (Reading Section) : (DyE Reading 2) (North Zone)

- 1) To downloading the pending list of cy 19 & 24 in the first week of every month
- 2) To Prepare MIS report of the section.

- 3) To Prepare Annex.I (meter not on site) & Annex.II (unbilled meters).
- 4) To arrange the reading of meters in cy 19, 24 & 35.
- 5) To make entry of readings of defective meters of cy 19 & 24 in OLCCS system.
- 6) To check exception of cy 24, 19 & 35.
- 7) To Send mail to IT dept. for the discrepancies in the exception & billing.
- 8) To Send data to the departments as and when required.
- 9) To Check ASCII before uploading in OLCCS.
- 10)To Inform amendment cases to amendment section.
- 11)To inform direct supply cases to Vigilance dept. reported by meter reader.
- 12)To make MRU no. Transaction.
- 13)To prepare SOP data.

Activities of Charge Engineer (T8): (Reading Section) -1

- 1) 08 (NoB) code analysis and punching in OLCCS system.
- 2) Uploading the meter reading programme in CMRI for all types of meter readings.
- 3) Dumping, processing and preparing ASCII for all types of meters (19000 approx.)
- 4) Analysis and installation of BCS software's and their ASCIIs of various types of meters (new meters).
- 5) Site visit and producing notices in case of key not available and obstruction to meter reading cases.
- 6) To take reports from meter readers – 5 nos.
Follow up to complete their list within stipulated time.
- 7)Repairing of CMRIs and CMRI cords with the help of readers.

Activities of Charge Engineer (T8): (Reading Section) -2

1. Dumping of ABB meter both times i.e. morning & evening.
2. Dumping of AMR meter which are not read automatically.

3. Processing of ABB meters approx. 12500 nos.
4. Sort out RTC cases of ABB meter.
5. Preparation of ASCII files of all make meters.
6. Deletion of RTC from ASCII file.
7. Preparation of E-unit.
8. Exception of cy 24 & 19 of allotted MRU nos.
9. Follow up of MRT for completing their list within time.
10. Preparation of no read after 18 day of the month.
11. Transaction of MRU no. changes.
12. Preparation of MRI at the end of month.
13. RTC cases preparation on last day of month.
14. Visiting sites for any problem like defective meters, inspection with meter readers.
15. Installing software in CMRI.

Activities of Charge Engineer (T8): (Reading Section) -3

- 1) Dumping of secure meters in the morning.
- 2) Processing secure meters dumping.
- 3) Making ASCII of secure meters.
- 4) Finding RTC cases of secure meters.
- 5) Checked exception of cy 24 & 19 south & north meters.
- 6) Dumping of secure meters in afternoon and prepare the MRI.
- 7) Preparing No read files of secure meters after 15 days of the month.
- 8) Taking follow up MRTs in case of maximum meters pending in No read.
- 9) Site visited in case of defective meters, key not available and obstruction on site.
- 10) Sending RTC, NDNM, NO MRI list to testing section by mail in the absence of working charge engineer.

Activities of Charge Engineer (T8): (Reading Section) -4

1. To allocate the meter reading complaints to 6 nos. of meter readers.
2. Dumping of CMRIs on routine basis.
3. Preparation of EMCO meters ASCII and sent to Dy.Engr. for further discrepancies.
4. To allocate the MRU nos. of new meters (installed by CC wards) to all 9 CC depts. through email.
5. To allocate the new meters (installed by CC wards) to MRT for reading purpose.
6. To arrange the load survey of EMCO meters and process the bill data, tamper data and load survey and sent to respective wards in case of consumer complaints.
7. To visit the site with MRT in case of any discrepancies.
8. To assist the Dy.Engr. for exception checking of cy 24 & 19.
9. To allocate the no read cases of cy 24 & 19 of respective bill month.
10. Installing software in CMRI.

Activities of Charge Engineer (T8): (Reading Section) -5

- 1) ABB dumping in morning.
- 2) Sorting and sending RTC meters to respective testing dept. (South, North & LVCTO) with HTML files of each RTC meters.
- 3) Sending No display / No MRI meters to respective testing dept.
- 4) Clearing of exception come under MRO No. M38N-24/19, M39N-24/19, M40N-24/19, M42N-24/19, M43N-24/19.
- 5) Follow up with MRT for completing their list within time.
- 6) Taking backup after completing both the cycles 24 & 19.
- 7) At the end of month making list of all the RTC meter found within the month- MRU wise and taking printout for the readers to read RTC meters at the end of.
- 8) Site visit in case of idle meter, obstruction cases with MRI.

9) MRU no. transaction.

10) Analysis and installation of BCS software of new types of meters.

Activities of Charge Engineer (T8): (Reading Section) -6

1. To look after the meter readings of above mentioned meter readers.
2. Software uploading in meter reading instrument.
3. Data of L&T make meters approx. 3300 nos. downloading from MRI to PC.
4. Processing of L&T make meters for RTC and ASCII making.
5. Sorting meters for incomplete data removing from ASCII.
6. Checking RTC meters if any.
7. Making ASCII of L&T meter.
8. Converting ASCII into D Base format for uploading.
9. To visit site in case of any problem to meter reader.
10. To assist Dy. Engr. for exception / checking.
11. To schedule vehicle booking for a month.

Activities of Meter Reader Technical (MRT): (Reading Section)

1. The MRBC(T) is taking monthly reading of around 19000 meters of P, T and S series of cy 19, 24 and 35 through CMRI.
2. After completion of reading work they are doing the job of nil / low cases of testing section.
3. They informed defective meters and code cases (cabin lock, meter high etc.) to respective officers and make entry in their files.
4. While taking reading, if direct supply cases, cabin dirty / dangerous condition observed then make entry in their register file.
5. On the last day of month, they are taking the reading of repeated RTC defect meters.

Activities of Nawghanies: (Reading Section)

- 1) Carrying the meter reading instrument (CMRI) and tool bag containing data cord, charger, note book and meter list.
- 2) Helping hand of MRBC(T) while carrying out the reading.
- 3) Make the meter cabin key available where it is locked.
- 4) Clear the obstruction of the meter cabin room.
- 5) Making the arrangement of stool if the meter is at high position.

Activities of Shop recorder: (Reading Section)

- 1) Marking attendance of MRT & Nawghany in attendance register.
- 2) Keeping leave record of MRT & Nawghany.
- 3) Preparing list office turn of Nawghany.
- 4) Preparation of EDEI statement of officers.
- 5) Preparation of Staff allowance statement.
- 6) Preparation of Vehicle utilization report.
- 7) Preparation of holiday working statement.
- 8) Keeping record of MRT & Nawghany.
- 9) Code punching from readers file.
- 10) Issue / deposit of MRI and keeping their records.

5] Installation Section :

Installation Section of HVC dept is responsible for replacement of Defective Meters billed under Cy 19,24 & 35. The section receives Meter Replacement IDs generally from LVCTO and Testing South/North Section. To protect the revenue the replacement of these meters shall have to be carried out within time period of three months.

The power and duties of Assistant Engineer (Installation Section) : (AEHVC3)

- 1.0 To assist divisional engineer.
- 2.0 To follow up of pending cases of defective `P` and `T` series meter for replacement.
- 3.0 To decide the priorities for defective meter replacement and execute the defective meter replacement work.
- 4.0 To serve necessary request letters and notices to consumers if they are not allowing replacement of defective meters.
- 5.0 To prepare notes for correspondence with various departments and outside parties in co-ordination of DEHVC.
- 6.0 To carry out site visit in case of difficulties of replacement of defective meters, Ring to Compact CT replacement etc.
- 7.0 To prepare Budgetary requirement of various materials of Installation Section and giving actual expenditure whenever required.
- 8.0 To ensure availability of sufficient stock of metering LVCT banks at meters department and to plan activities as per availability of stock.
- 9.0 To follow up with IF department for transaction generation and smooth billing of consumer.
- 10.0 To forward MIS and to suggest modifications for smooth functioning of section.
- 11.0 To maintain the stock of meter / Bank CT and scrapping of removed defective meters / banks.
- 12.0 To Sanction leave to `B` grade officers of Installation Section.

The duties and responsibilities Deputy Engineer (Installation Section) : (DyE Installation)

- 1) To carry out replacement of all type of defective `P` & `T` series meters referred by testing sections and conduct various drives to replace meters like i) Ring to Compact ii) Black Secure iii) AMR/RMR iv) Adapter removal.
- 2) To assist assistant engineer in section work.
- 3) To allocate the work to Charge Engineer and staff working under section.
- 4) To ensure the transactions of Meter Replacement cases.

- 5) To prepare MIS and forward to AE
- 6) To prepare Monthly statements for various works in regards meter replacement.
- 7) To ensure proper maintaining of Records/Registered.
- 8) To Forward information / advises to concern section of dept.
- 9) To co-ordinate with CC dept. for departmental work & work related for closing of conventional / electronic account.
- 10) To Scrutinize test report received from Testing section & resolved the discrepancies observed.
- 11) To carry out site investigations in case where meter inspectors are reporting problem in Installation of meters / various drives and consumer disputing for replacement of meters.
- 12) To issue intimation letters to consumers for replacement / various drives of meters.
- 13) To assist AE for inspection of CTs at Sores (clearing inspection memo).
- 14) To sanction the leaves of staff working under him.
- 15) To collect/credit of meters to MRE.
- 16) To Testing scrapping of CTs (removed from site) from MTS.
- 17) To Checking the first bill after defective meter replacement.

The duties and responsibilities Sub Engineer (Installation Section) : (SE Installation)

- 1) To receive work order from testing section, printout taking from OLCCs.
- 2) To Dump the reading of new & old meters from CMRI to PC.
- 3) To take printout billing parameters from PC & forward the papers to testing section for final reading.
- 4) To Prepare & maintain list of all replaced meter in PC.
- 5) To check new meter reading with new meter reading register.
- 6) To Check old (replaced meter) reading with old meter reading register.
- 7) To Check duplicate bill for reading of previous month.

- 8) To get CM Report for checking of last month transaction.
- 9) To assist DyE in preparation of MIS.
- 10) To ensure filling of papers and forwarding required papers (replaced meter paper filled by Meter Inspector) to Testing section (North,South, LVCTO) for NDNM, error code, RTC reading.
- 11) To ensure all transaction in OLCCs (meter replacement transaction).
- 12) To check last month consumption in OLCCs cross checking at the time of transaction.
- 13) To carry out site inspection whenever required.
- 14) To supervise CT meter replacement job.
- 15) To check all reading details after transaction of defective meter replacement in CM40

Activities of Charge Engineer (Installation Section) –

1. Job allocation to meter inspector for repl. of defective CT meters & P series meters.
2. Taking printout of work orders of defective meters send by Testing section on KLG.
3. Taking appointment (telephonic) of consumers for replacement of defective meters.
4. Entry of new work order in advice register.
5. Replaced meter's entry in booking and advice register.
6. Supervision of old meter testing CMRI dumping & maintaining entry in old meter register and new meter register.
7. Dumping of CMRI old & new meters on PC and taking printouts of billing parameters and same attached to work orders for reading purpose.
8. Booking of new meters CT & whole current meters from Meters Department.
9. Preparing list of old removed meters in PC and taking printouts of the same which is required at the time of crediting of meters.
10. Site supervision for replacement of CT meters, CT banks and P series meters.
11. Arrangement of material from Kussara Stores for day to day jobs.

12. Sometimes doing transactions of replaced meters.
13. Checking of final reading of old meter & initial reading of new meter as per billing parameters.
14. Connection management, checking of previous month transactions.
15. MIS preparation.
16. Different types of drives (ring to compact/black secure) are attempted & their supporting letters to be prepared.
17. Site inspection for carrying out different types of drives.
18. Sometimes arranging materials from other dept.
19. Scrap material segregation and arrange to send at Oshiwara & Anik Scrap yard.
20. Recommendations of staff leave forms, PF, LTA etc.

Activities of Meter Inspector (Installation Section)

- 1) Meter inspector along with one or two Nawghany depending on job of meters as well as LVCT Banks shall be booked.
- 2) On site Meter Inspector checks/verify for meter replacement:
 - a) Confirm the defectiveness of meter, inspection of the CT banks regarding all work of cables/bus bar fittings, appointment of the respective consumer is to be obtained. After getting appointment, arranging for meter replacement.
 - b) Before that, bus bar arrangement, cable for the concerned job is thoroughly inspected by Meter Inspector.
- 3) The Meter Inspector carries following activities on site for the replacement of defective meter
 - a) Shut down the supply of consumer,
 - b) To Pull out the cutouts.
 - c) To remove the old meter.
 - d) If necessary, fabrication of bur bar/cables is carried out.
 - e) To fit of new meter.
 - g) To fit cutout.
 - h) To check the supply on meter as well as cutout.
 - j) To take all his readings (10 reading of old as well as new meter along with the meter's details).
 - k) To fill in installation papers, undertaking of consumer and load list. All these copies given to consumers.
 - l) The safety measures are to be taken while carrying job of meter replacement.

- 4) To fill in installation papers, undertaking of consumer and load list. All these papers submit to the office for the concern transaction.

Activities of Shop Recorder Sup (P) (Installation Section)

- 1) Attendance of officers & staff.
- 2) Write D.L. of staff working in evening shift, night shift & beyond normal working hours to concern Time Keeping.
- 3) Give intimation to security in case of staff working in evening shift, night shift, holiday working, Sunday working & beyond normal working hours.
- 4) Maintain register of O.T. & Sunday working.
- 5) Sent O.T., Sunday working statement to concern Time Keeping.
- 6) Forward form of LTA, leave encashment, P.F. loan & leave form.
- 7) Fill up requisition of material required for INSTALLATION section.
- 8) To keep record of material.
- 9) Typing work related to INSTALLATION section.
- 10) Preparation of EDEI, Distribution loss, Field Duty & Hazardous allowances statement.
- 11) Preparation of undertaking notice to remove defective meter.
- 12) Preparation list sent to MTS dept. for testing of *CT's & along with format.*
- 13) *Preparation list of defective Meters to AEMR dept. for NDNM / RTC.*
- 14) Arrange zerox for INSTALLATION section.
- 15) Fill up Advance form & Taxi form.
- 16) Write D.L.to Meters dept. for plastic seal.
- 17) Scrapping of material.
- 18) Preparation of letter to consumer.
- 19) Typing work of MIS & Administrative report.
- 20) To assist all officers of HV section.
- 21) Preparation of Private Vehicle bills (Hiring of Private Vehicle) and to put for sanction.

Activities of Nawghany in Installation Section

- 1) To assist Sr.Meter Inspector for remove and fitted defective meters / CT Bank.

- 2) Crediting defective meter from HVC to MRE department and also collecting new meters/ CT Bank from Meter department.
- 3) Testing of CT Bank at Kussara and defective CT Bank scrap at Anik Depot.
- 4) Collect material from Kussara and stationery from Dadar Store.
- 5) Xerox from Colaba Depot.
- 6) Transportation of material / meters / CT Bank.
- 7) Sorting of material.
- 8) To carry out the work as per given by superior.

6] Whole current Meter – (Testing South/North /Solar Meter Section)

1. This Section looking after for Routine Testing, Inspection, Consumer complaints, Attending Low/Nil memos, clearing exception, Billing, Amendment of defective meters etc. for Polyphase Whole current meter installations under the BEST Undertaking area (South and North) for about 14000 nos of consumers. Testing gang normally include one Charge Engr, one meter tester in grade Testing Assistant B- P1/T6 and two Nawghanies in grade P1/T1.) For testing of Poly-phase whole current meter Accucheck (RSM) is required along with CMRI which is associated with complete tool bag including Tong Tester. The main source of receive the complaints are i) Consumer high Bill complaint ii) Complaints from reading section (RTC and NDNM) iii) Insta-para cases and iv) Complaints arising from system during transaction. The main activities of the section are i) Site testing in presence of consumer ii) attending low/nil cases iii) attending Insta Para cases and iv) Amendments of defective meter cases.

The power and duties of Assistant Engineer (Testing South/North/Solar Meter Section) : (AEHVC-4/AEHVC-5)

- 1) To assist divisional Engr.
- 2) Overall, in-charge of Testing and defective meter Amendment section of Electronics of 3 phase Meters 19, 24 & 35 (net meter).
- 3) To Personally supervise and guide the subordinates in performing their duties efficiently.
- 4) To ensure proper allocation of work to various staff of the section to ensure best output

- 5) To Ensure that Testing of Meter in case of Consumer high Bill complaint ,Complaints from reading section (RTC and NDNM) ,Insta-para cases
- 6) To Sort out the difficulties raised at the time during the testing on site, explanation about the defect of Meter to consumer.
- 7) To decide priority for the Approval for defective meter replacement after vigilance clearance.
- 8) To divert consumer for official testing in case of non satisfaction with Site Testing.
- 9) To initiate and forward the all defective meters amendment cases to Audit Dept.
- 10) To follow up of above cases so that no cases are pending more than two years. Also cases where , wrong tariff, wrong initial reading in case of recycled meter are found .Files are prepared and send it to Audit for the approval .
- 11) . After Audit approval, Arrangement for Intimation letter given to consumer for the amended amount.
- 12) To Study of new regulation added time to time introduce in MERC Regulation (example NET METER)
- 13) To visit sites for investigation in special cases
- 14) To follow up with Meters dept. regarding LAB TEST REPORT of defective meters.
- 15) To checking of Load survey data in some disputed cases .
- 16) To give Suggestions given whenever asked by DEHVC or whenever required for improvement of system.
- 17) Checking the criteria as per MERC REGULATION in case where the generated reading of defective meters checked by Dye.
- 18) Checking of abnormal cases generated by IT dept (nill/low and insta para).
- 19) To Put up the file to management for consumer matter disputes in court.
- 20) Give the approval to transaction in case of burnt meter final reading for the updation of new meter
- 21) To prepare Monthly MIS
- 22) To make Correspondence with respective CC wards and follow up in cases required.

23) To Study of new regulation added time to time introduce in MERC Regulation (example NET METER

24) To fill Confidential report of deputy Engr. and charge Engr annually.

The duties and responsibilities of Deputy Engineer (Testing South/North Section) : (DyE Testing (S), DyE Testing (N))

- 1) Arranging of meter testing of cy 24, 19 & 35 ,manpower, vehicle etc.
- 2) Checking of meter reading of RTC, NDNM & other defective meters in OLCCS system.
- 3) Clearing exception asked by reading section during the billing process
- 4) Checking the cases forwarded by IT dept. regarding discrepancies observed .
- 5) Forwarding work order to installation section for meter replacement
- 6) Checking of burnt meter reading for other wards as and when required.
- 7) Checking of generated reading in case of RTC. NDNM , STOP .
- 8) Forwarding cases to Agreemental section for amendment other than defective.
- 9) Arranging for site visit for consumer high bill complaint & other cases as required.
- 10) Inform the direct supply cases of south zone to vigilance dept. as reported by tester from site.
- 11) Study of test report regarding discrepancies Checking of transaction for Agreemental section in emergency .
- 12) Arrangement of vehicles whenever required .
- 13) Generation of various reports/remarks as and when required for the other wards.
- 14) Sending mail for NTD in dispute cases to different wards.

The duties and responsibilities of Deputy Engineer (Solar Meter Section) : (DyE Solar/Net Meters)

1. Scrutinizing and formatting net meter reading file (South & North) for billing purpose.
2. Co-ordination with IT Dept for billing dates.
3. Co-ordination with CC wards for discrepancies of data related with newly installed meters.

4. To extract of data from OLCCS of newly installed meters.
5. Generation and formatting of Cycle-35 consumer master data.
6. Preparation of data tables for RC and MERC as and when asked.
7. Consumer Complaint :
8. Communicating with consumer telephonically or via mail for resolving complaint.
9. Arranging meter testing and consumer appointment as and when required.
10. Communicating with concern ward if required to resolve the complaint.
11. Communicating with Cash, Statistics and IT in case of payment issues.
12. Preparation of CR/DR statements in various amendment cases related to net meter.
13. Arranging auditing for amendment cases.
14. Checking of units plotting and billing parameters send by IT dept. after every billing cycle to ensure the correct billing of solar meters.
15. Preparation of monthly status solar report and other reports as per required by RC, MERC attending and clearing the exception of Cycle 35.
16. Other Activities:
17. Other than Net meter billing and complaint Sub Engr Net Meter has given additional charge for automation and improvement of various dept. activities.
18. Same module preparation for NDNM readings is in process.

Activities of Charge Engineer – 1 (Testing South/North Section) :

- 1.Booking on basis of i)Reading D/L, ii) Nil/Low cases, iii) Insta-para, iv) Consumer complaint.
- 2.Work order to Installation section (KLG).
- 3.Outdoor for testing (high bill reading)
- 4.Outdoor for lab test report from M&R dept., ward, vigilance detp.
- 5.Sorting of Nil/Low cases from KLG system.

6. Checking in d-base, printout from CIS.
7. Sorting of Insta-para cases from reading section, checking in d-base, taking printout of CIS from KLG.
8. Sorting tamper data cases from reading section, checking in d-base, printouts.
9. Arranging billing parameters for calculation of generated readings.
10. Work order for old secure meters to installation section (daily -5) from KLG.

Activities of Charge Engineer – 2 (Testing South/North Section) :

1. Urgent site inspection.
2. Dumping of MRI.
3. Dumping of accucheck.
4. MIS preparation.
5. Test reports checking & forwarded to Dy.E.
6. Daily updation of test report in booking register, updation of instapara, nil/low, tamper data.
7. Vig. clearance reports updation in register & in PC.
8. Checking of load survey for high bill complaint.
9. Discussion on completed high bill or any cases with Dy. Engr.
10. Tele. discussion with consumer reg. appointment of meter testing.

Activities of TAB (Testing South/North Section) :

1. The tester taking daily complaint from charge Engr doing
2. After completion of testing work they give undertaking letter to consumer on site.
- 3 They informed defective meters and code cases to respective officers and make entry in their files.
4. While taking reading, if direct supply cases, cabin dirty / dangerous condition observed then make entry in their register file.

Activities of Nawghanies(Testing South/North/Solar Meter Section) :

- 1)Carrying the meter Testing Accuchek CMRI)
- 2)Helping hand of tester while carrying out the testing.
- 3)Make the meter cabin key available where it is locked.
- 4)Clear the obstruction of the meter cabin room.
- 5)Making the arrangement of stool if the meter is at high position.

Activities of Shop Recorder – Testing-South/North

1. To initiate RECID for replacement of defective meters
2. To keep records of site test reports in hard & soft form & correspondence with consumers.
3. To assist for closing IDs of various defective meters.
4. To assist for closing IDs of various defective meters.
5. To update IDs for recovering meter testing charges.

Activities of AAO(P)-Testing-North / Sup (P) – Testing-South

1. Estimation of reading of various defective meters.
2. To furnish final readings of burnt meters to various wards.
3. To furnish final readings of meters removed/replaced by wards.
4. To prepare CR/DR proposals of defective meters.
5. To put up proposals of NDNM meters for Audit scrutiny.
6. To generate transactions after audit clearance.
7. To attend the consumer queries, who report in person.

7] LV Agreemental Section:AAMHVC

The power and duties of AAMHVC (LV Agreemental Section) :

1. To get checked the transactions of the accounts pertains to cycle19 and 24 where the meters are newly installed / replaced to confirm that the first bill of the consumer is properly issued.
2. To get prepared the cumulative amendment of consumer accounts where the meters are newly installed / replaced and the first bill is not properly issued.

3. To prepare the amendment arising out of Wrong Tariff(including Fire Fighting cases), Power Factor, Maximum Demand. Multiplying Factor, Meter number cases, Reconnection, Shifting of Services / Meters cases.
4. To calculate Dr/Cr of the cases received from all customer care wards about unauthorized use of electric supply under section 126.
5. To prepare the amendment of the cycle 21 for the reasons like P.T. fuse blown, direct supply due to CT flash over etc.(calculation part only).
6. To give clearance to the Outstanding Memos received from customer care wards for amendment claim pending against the consumer account.
7. To resolve audit queries. Follow up with audit dept. To follow-up with departments like customer care wards, meter department for resolving audit query.
8. To follow-up with customer care wards for application of proper tariff, cycle, amendment period and accounts.
9. To look after the MCA Queries, RTI Applications, Court matters, CGRF & Ombudsman Cases.
10. To reply to the consumer complaint about amendment amount. Also reply to mail / letters from Customer Care wards.

The Duties and responsibilities of Deputy Engineer (LV Agreemental Section) (DyE LV Agreemental)

- 1.0) To assist Supdt. in performing various activities.
- 2.0) To Check Cr/Dr cases prepared by amendment supervisor / clerk. Types of cases: cumulative billing, wrong tariff(including fire fighting cases), power factor, maximum demand. Multiplying factor, meter number cases and Reconnection, shifting of service / meters cases etc. For which checking of :
 - i) ID papers of replaced / removed meters.
 - ii) Account nos. of old meters (conventional or electronic meters) & new meters.
 - iii) Meter replacement / removal date according to amendment period.

- iv) Final reading of the replaced / removed meter.
 - v) Confirm the final reading with ASCII.
 - vi) Confirm the replacement date with ASCII.
 - vii) Checking of Electricity bills : Consumer name, bill period, billing demand, demand charges, energy charges, power factor, power factor incentive, penalty etc.
 - viii) Total of credit / debit amount.
 - ix) Confirm the case whether debit / credit / billed properly.
- 3.0) Scrutinizing of transaction cases received from IF section.
 - 4.0) Initiating discrepancy in bill of cycle 19 / 24 to respective wards.
 - 5.0) Resolving audit query. Follow up with audit dept.
 - 6.0) Resolving consumer complaints.
 - 7.0) Follow up with ward by email/DL to resolve the audit query.
 - 8.0) Follow up with Meters dept. for lab test reports.
 - 9.0) Preparing MIS of the section.

Activities of Charge Engineer (LV Agreemental)

To Maintaining record of cumulative billing cases.

- 1 To assist Supdt./ Dy. E. in performing various activities.
- 2 Checking of RECID & Date of meter installed or replaced from system.
- 3 Preparing list of meters installed or replaced to include in the main list of total amendment cases.

Billing parameters and ASCII from Reading section:

1. Prepare ASCII details of concern meter in Excel format required to carry out Dr/Cr.
2. Find out the readings of concern meter from billing parameter to carry out Dr/Cr. if ASCII of that meter is not prepared by Reading section
3. Maintain ASCII record year wise.
4. To assist Dy. E. in preparation of MIS.

Scrutinizing of transaction cases from different sections of HVC.

1. Include the cases received from different sections of HVC dept. to carry out Dr/Cr for wrong tariff, Multiplying Factor, Maximum Demand, meter number cases etc.
2. Include the cases received from Reading section found from exceptions checked every month.

Preparation of set of document of Cr/Dr of cumulative cases.

1. Take out printout of connection order, SM, MRA, ledger etc. required to prepare for Dr/Cr purpose.
2. Issue the sets of Dr/Cr cases to AAO.

Maintain record of removed / replaced installed meters from different IF section.

1. To collect data of meter installed, replaced and removed every month.
2. Punch the data collected ward wise in excel format to create list.
3. Prepare summary of data collected up to transactions checked, cases taken for Dr/Cr purpose and balance cases to be checked as asked by Supdt.
4. Update the total amendment cases list time to time.
5. Take the remark of debit cases in the main list details received from Dy.E.
6. Take the remark of credit & amendment not required cases in the main list details received from AAO.
7. Download bill data of every month from system.

Assistant Administrative Officer (LV Agreemental)

- 1 To initiate Cr/Dr for cumulative cases.
- 2 To Distribute Cr/Dr cases to Supervisor and clerical staff.
- 3 To set the Cr/Dr work done from Supervisor and clerical staff.
- 4 To obtain supporting document from EDP and MRE.
- 5 To follow up Cr/Dr cases with concerned staff and process files to Audit dept.
- 6 To generate transaction for Cr/Dr in bills.

- 7 To reply incoming o/s paper in respect of if there is any o/s or amendment case pending with the concern Supervisor and clerk.
- 8 To attending of complaint letters received from consumers.
- 9 To correct bill amount in cases of disputed consumer case.
- 10 To reply to Customer Care wards for clearance memos after confirmation from all concern sections of HVC dept.
- 11 After scrutiny of Audit and approval of DEHVC, the transaction is generated to debit / credit amount in consumer account. Consumer letter is generated for 1327 no. of pending cases and forward to consumer.
- 13 To prepare MIS of the section to assist Dy.Engr &Supdt.

Activities of Supervisor (P) of LV Agreemental

The prepare the documents for carrying out Dr/Cr e.g. connection order, MRA, ASCII, bills & others prepared by AAO.

- 1 The papers are checked and debit parts is worked out.
- 2 The bills which gets generated during the debit period are taken in credit part.
- 3 The debit & credit part are shown in excel sheet & print out is taken. The amendment sheet is prepared with all the above relevant documents like connection order, MRA, ASCII, bills & Dr/Cr work out.
- 4 The amendment sheet is signed by concern Supervisor / clerk and then it is checked by AAO. It is forwarded to Ch, Engr, Dy.Engr. &Supdt. for signature.
- 5 After signature of Supdt., the ID is prepared in OLCC system & forwarded to DEHVC to forward for Audit scrutiny.
- 6 After scrutiny of Audit and approval of DEHVC, the transaction is generated to debit / credit amount in consumer account. Consumer letter is generated and forward to consumer.

8] ESTABLISHMENT SECTION

Activities of AAMHVC –

Overall In charge of Establishment Section

To control and supervise all Establishments work with help of administrative staff.

Activities of AAO(P) –

- 1) To look after overall Establishments work.
- 2) To check Emails of DEEA and IGRCEA.
- 3) To prepare Administration Report.
- 4) To prepare Budget Statement.
- 5) To follow up computers complaints
- 6) To send proposal through E-Office
- 7) To prepare monthly MIS report (RTI, MCA, 'A', 'C' form).
- 8) To maintaining Inventory Register
- 9) To do the duty of Nodal Officer and IPO, under various activities on computers Apps.
- 10) To reply RTI (Marathi / English)
- 11) To put up the proposal against scrapping & replacement
- 12) To put up proposal for procurement.
- 13) To follow up complaints regarding Civil & Electrical problems in HVC Department.
- 14) To manage payments of all staff of HVC Department monthly and collect cash from T&C Dept. Mumbai Central.

Activities of Supervisor (P) –

- 1) To initiate Transfer / Promotion taking over duties notes.
- 2) To fill up new engagement / Recruitment engagement form.
- 3) To initiating Transfer /Promotion Relieving note.
- 4) To maintains all Officers / employees S.R. File record.
- 5) To initiate Time bound promotion proposal for Officers / employees.
- 6) To initiate Awards / Rewards proposal to employees who was completed 25 yrs continuous service in the Undertaking for Silver Medal / Wrist Watch / Cash Rewards etc.

- 7) To initiate revalidation of post proposal for layout post.
- 8) To initiate intimation letter to employees who are due for retirement.
- 9) To keeping record of final bills, gratuity bill etc to retirees staff.
- 10) To initiating service termination slip due for retiree staff.
- 11) To fill up employees pension form.
- 12) To initiate Retiree Bus token for retiree staff & keeping record for the same.
- 13) To keep update of staff position records.
- 14) To prepare all types of proposal relating to HVC Department.
- 15) To initiate proposal for Charge sheet for habitual absentism of staff to Dy.LOES.
- 16) To give intimation letter to those employees / Officer who are under reserve category but they are not to produce Caste Validity Certificate & keeping follow up the same till they are not produce.
- 17) To give information to DCHR regarding reserve caste category employees as &when they required.
- 18) To give information to AMES regarding any requirements demanded by them from to time.
- 19) To fill up purchase form & send to Audit department for approval. After getting approval the same order to the Vendor for respective materials.
- 20) To maintain the Imprest Cash for respective purchase material as per P.F. Form.
- 21) To Update Imprest Cash register & actual cash in hand day to days.
- 22) To send the Imprest Cash vouchers to Cash Department for recoument & collect the cash from Cash department once in a week.
- 23) To all related work assigned by AAO.

Activities of Sr.Steno (P) -

- 1) To prepare all internal notes related to Wards as well as CECC, AGMES, AMES, GM has to be done.
- 2) To type letters to consumers as per Sections i.e. LVCTO, Testing (S), Testing (N), Installation, Establishment, HV, Agreemental, etc.
- 3) To prepare various statements to as per the instructions of Officers.

- 4) To prepare Monthly reports such as MIS, Deputation, Accident, Takrar Nivaran Report, Staff Position etc. and forward it through email.
- 5) To Check emails and reply to them related to establishment section.
- 6) To prepare sectional data as and when required for reply to AMES by email.
- 7) To prepare Administrative Report as per instructions of Sr.AOHVC.
- 8) To prepare Actual utilization Report of Vehicles Monthly, Quarterly and Six monthly of Reading and HV Section as per information given by particular section.
- 9) To forward emails regarding Monsoon season and Fair Season C.L. particulars with preparation of statements through email as and when required.
- 10) To prepare Revenue and capital Budget estimates statement preparation as per the guidance of Sr.AOHVC, sent through email.
- 11) To prepare Verification of Vehicles statements
- 12) To prepare of Vigilance duty roaster monthly and sent through email.
- 13) To Prepare of Relieving and taking over duties notes.
- 14) SOP as per information received by sections and has to be sent by email.
- 15) To prepare Time Bound promotion letters as per instructions.
- 16) To prepare Monsoon duty Officer relieving notes.
- 17) To prepare Service Certificate as per the requirement of employee.
- 18) To Scann of all documents as and when required to be sent by email or e-office.
- 19) To update EFPO details of employees of the department.
- 20) To reply to RTI as per instructions of Sr.AOHVC.

Activities of Shop Recorder –

- 1) Marking attendance in CTAS of A Grade Officers, B Grade Officers & all Staff including MRBC(T), Foremen, Mtr Inspector (Sr.), TAB, TAA, Nawghany and C.L.
- 2) Keeping Attendance Records update in Register of all Officers & Staff of HVC Department.

- 3) Preparation of C.L. Job sheet and get it checked from Auditor for payment purpose.
- 4) If any query regarding C.L. has to be sorted out in consultation with Sr.AOHVC.
- 5) Filling requisition for requirement of Stationery Material for office use from Dadar & Kussara Store.
- 6) Preparation of EDEI, Distribution Loss, Field Duty & Hazardous Allowances in programme of all Officers & Staff of HVC Department .
- 7) All technical items from Kussara Stores has to be debited / credited to be done.
- 8) Maintaining the file of COVID-19.
- 9) Distribution of Cloth & Soap to the staff.
- 10) Payment Duty in each month has to be carried out.
- 11) To make arrangement of vehicle for scrapped material to be deposited at Oshiwara Scrap Yard.
- 12) To make payments of Festival Advance, Sticking Charges, Washing Allowance to staff of HVC Department.
- 13) As per the instructions of Sr.AOHVC, important work is required to be done in case of emergency.

Activities of Sepoy - On Loan basis from `D` Ward

- 1) To clean Tables of all Officers.
- 2) To attend bells of all `A` Grade Officers.
- 3) To attend internal despatch.
- 4) To attend despatch table's work in exigency.
- 5) To look after routine work of 2nd floor and 4th floor respectively.
- 6) To perform outdoor duty in exigency.
- 7) To File all papers.

Activities of Nawghany –

- 1) Daily Dispatch work at Colaba, Dadar, Phatakwardi, Kussara etc.
- 2) Attending all `A' & `B' Grade Officers cabin bell.
- 3) Carry out any work for HVC Department 2nd& 4th floor.
- 4) To bring stationery items from Dadar Store Department with the help of other staff every month.
- 5) Distribute stationery as and when required to all sections.
- 6) Dispatch the urgent letters to respective valuable consumers as per requirements.
- 7) Cleaning internal sections on account of Covid-19 in order to safety measures and as per the instructions through circular.
- 8) Closing main doors of HVC Department for 2nd& 4th Floor every day.
- 9) Filling all papers.

Activities of Bus Driver –

On Loan basis from Traffic Department

- 1) To work as a clerk and attend all dispatch work INWARD & OUTWARD.
- 2) All Inward papers sent to DEHVC and sorted out and sent to respective sections.
- 3) To make entry in Inward & Outward register and give nos.

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

In order to resolve the issues and difficulties arise during the day to day work of the department, meetings are held by the senior managers periodically wherein various issues are discussed and if required, the procedures for smooth functioning of the various activities of the department are defined. The department has defined duties and responsibilities of each and every officers and staff working in the department, the accountability of the work have been fixed as stated in Para 2.0above.

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

The Electricity Act, 2003 determines law relating to generation, transmission, distribution and use of electricity. This act is applicable to the BEST Undertaking. With the enactment of Electricity Act, 2003, Maharashtra Electricity Regulatory Commission (MERC) has defined MERC (Standards of Performance of Distribution Licensees, period of giving Supply and Determination of Compensation) Regulation, 2005 wherein norms are defined for the various activities required to be carried out by the Customer Care Departments, which are as follows:-

Standards of Performance of Distribution Licensees

	Supply Activity/Event	Standard
1. Meters		
i)	Meter inspection in case of customer complaint regarding Meter	Four(4)days
ii)	Replacement of meter if found defective	Within subsequent Billing cycle
2.Complaints on consumer's bills		
i)	Acknowledgement of receipt of consumer complaint	Immediately if complaint is filed /lodged in person or telephonically Seven (7) days if made bypost
ii)	Resolution of billing complaints i) About electricity bills regarding non receipt of bill or in adequate time for payment. ii) In case of other complaints	Within Twenty Four (24) hours of receipt During subsequent billing cycle
3.Complaints charter/service		
i)	Visible display of name tag by authorized representative of Distribution Licensee and he should produce/show proof of Identity and authorization if consumer asks	All interactions with consumer

4.Otherservices		
i)	Reading of consumer's meter	Once in every three (3) months (agricultural) Monthly billing (all other consumers)

To define norms, the BEST Undertaking has also framed Terms & Conditions of Supply and schedule of Charges, which is approved by MERC (which is available on website viz. www.bestundertaking.com).

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

1. Electricity Act 2003
2. MERC Regulations,2021
3. Electricity Supply Code & SoP of Distribution Licensee including Power Quality Regulation, 2021.

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

1. Establishment files such as attendance, correspondence of the department.
2. Case registers for the complaints register under CGRF.
3. Complaint received by post.
4. Case files
5. CGRF website

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 there of.

Periodical meetings are held with the representative of consumer and with the members of various Electrical Contractors Association. Based on the suggestions, for smooth function of department, if require procedure/administrative order are passed.

4.(b)(viii):A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public:-

- (a) Consumer Grievance Redressal Forum-The forum is established for redressal of grievances of consumers. The Forum is constituted by three members who are as follows:

- (I) The Chairperson of the Forum is are tired senior judicial officer.
 (II) One member is a officer in the rank of Divisional Engineer of the Undertaking.
 (III) One member is a representative of a registered consumer grievances organization.

Initially, the consumer is required to approach Internal Grievances Redressal Cell (IGR) of each Customer Care Dept. In the event that a consumer is not satisfied with the remedy provided by the IGR Cell to his Grievance within a period of two (2) months from the date of intimation, the consumer may submit the Grievance to the said Forum. The detail procedure of IGRC is available on our website: <http://www.bestundertaking.com>

4(b)(ix):A directory of its Officers and employees:-

Sr. No.	Name (Shri /Smt)	Designation	Ch.No.&P.S.No.	Grade	Remarks
1	Shri S.P. Sontakke	Divn.Engr.	214688, 125/03	A-3	
2	Shri Audeshkumar Ramnarayan Tiwari	Supdt.	215162, 125/03	A-4	
3	Shri Rajendra Ramchandra Bandal	Supdt.	215609, 125/03	A-4	
4	Shri V.D.Mandke	Asst. Engr.	211799, 125/03	A-5	
5	Shri T.M.More	Asst. Engr.	212909, 125/03	A-5	
6	Shri S.D.Kulkarni	Asst.Engr.	212468, 125/03	A-5	
7	Shri S.R.Sawant	AAM	214111,	A-5	On loan from SIMHA to HVC
8	Shri V.M.Shinde	Dy. Engr.	215738, 125/03	G/GVI	
9	Smt.M.M.Kondvilkar	Dy. Engr.	216055, 125/03	G/GVI	
10	Shri Shaikh Rehan A.M.Usman	Dy. Engr.	216997, 125/03	G/GVI	
11	Shri Y.V.Mhadnak	Dy. Engr.	217090, 125/03	G/GVI	
12	Shri P.M.Walavalkar	Dy. Engr.	217377, 125/03	G/GVI	
13	Shri N.A.Shaikh	Dy. Engr.	213258, 125/03	G/GVI	
14	Shri S.R.Sonde	Dy. Engr.	216885, 125/03	G/GVI	
15	Shri A.B.Jagtap	Dy. Engr.	324751,	G/GVI	(On Loan from DEMS 17.3.21 to HVC)
16	Shri J.S.Pawar	Dy. Engr.	213805, 125/03	G/GVI	
17	Mr. Praful M. Sawant	Sub Engr.	214506, 125/03	G/GV	

18	Shri M.H.Vora	Sub Engr.	214515, 125/03	G/GV	On Loan to AGM(ES) Office 27.05.22
19	Shri D.S.Katkar	Sub Engr. (P)	214927, 125/03	P1/T8	
20	Shri S.S.Kulkarni	Sub Engr. (P)	214994, 125/03	P1/T8	
21	Shri N.B.Kulkarni	Sub Engr. (P)	215000, 125/03	P1/T8	
22	Shri D.S. Shejwal	Sub Engr. (P)	215006, 125/03	P1/T8	
23	Smt. R.S.Todkar	Sub Engr. (P)	215288, 125/03	P1/T8	On Loan to MRE
24	Shri H.A.Hargude	Sub Engr. (P)	216291, 125/03	P1/T8	On Loan to O& M
25	Shri P.S.Gawas	Sub Engr. (P)	215335, 125/03	P1/T8	
26	Mrs Shilpa Mainkar	Sub Engr. (P)	215350, 125/03	P1/T8	On Loan to `C' Ward
27	Shri A.A.Salvi	Sub Engr. (P)	215456, 125/03	P1/T8	
28	Shri A.A.Rane	Sub Engr. (P)	215586, 125/03	P1/T8	
29	Shri S.G.Mhatre	Sub Engr. (P)	215600, 125/03	P1/T8	
30	Shri D.G.Rawat	Sub Engr. (P)	402645, 125/03	P1/T8	
31	Shri R.M.Pardesi	Sub Engr. (P)	214679, 125/03	P1/T8	On Loan to MRE
32	Shri B.N.Shinde	Ch. Engr.	216813, 125/03	P1/T8	On Loan to E Ward
33	Shri S.N.Vandre	Ch. Engr.	216982, 125/03	P1/T8	
34	Shri P.P.Deshmukh	Ch. Engr.	217501, 125/03	P1/T8	On loan to MRE
35	Shri A.R.Gadkari	Ch. Engr.	404398, 125/03	P1/T8	
36	Shri B.W.Parab	Ch. Engr.	404402,	P1/T8	(On Loan to HVC from Const.)
37	Shri P.G.Kadam	Ch. Engr.	219008, 125/03	P1/T8	On Loan to Tele comm
38	G.V.Ganpatye	Foreman (Gen.)	403823, 125/03	P1/T8	
39	A.B.Salvi	Foreman (Gen.)	403871,	P1/T8	(On Loan from Meters to HVC)
40	Mrs. Suvarna Eknath Gawde	A.O.	212114, 125/03	A/GIX	On loan to CEPL from 08.04.2022
41	Shri M.L.More	AAO	191196, 125/03	A/GVIII	
42	Smt.A.P.Kamble	AAO(P)	213405, 125/03	A/GVII	
43	Smt. V.V.Yadav	AAO(P)	215516, 125/03	A/GVII	
44	Shri R.D.Nakhate	Clerk Sup.(P)	213199, 125/03	A/GVII	
45	Mrs. M.S.Bhutkar	Sr.Steno (P)	215925, 125/03	A/GVII	
46	Shri S.D.Deodhar	Clerk-Sup.(P)	214726, 125/03	A/GVII	
47	Shri D.T.Madane	Clerk	006050, 125/03	A/GV	

48	Shri M.D.Bhosale	Shop Recorder Sup(P)	215981, 125/03	A/GVII	
49	Shri J.S.Sayed	Shop Recorder Sup(P)	321757, 125/03	A/GVII	
50	Shri A.L.Jagtap	Shop Recorder Sup(P)	215506, 125/03	A/GV	
51	Shri V.L.Gamare	Shop Recorder Sup(P)	323686, 125/03	A/GV	
52	Shri N.P.Sawant	Shop Recorder	280272, 125/03	A/GV	
53	Shri A.P.Shinde	Shop Recorder Sup(P)	215728, 125/03	A/GV	
54	Shri P.G.Sawant	MRBC (Sup.P)	215950, 125/03	A/GV	
55	Shri T.V.Navale	Clerk	218088, 125/03	A/GV	
56	Shri V.G.Hegishte	Foreman (P1/T7)	403881, 125/03	P1/T7	
57	Shri D.M.Salunkhe	Foreman (P1/T7)	403873,	P1/T7	(On loan from MRE to HVC)
58	Shri N.P.Sakpale	Foreman (P1/T7)	403876,	P1/T7	(On Loan from Meters to HVC)
59	Shri D.B.Gadekar	Foreman (P1/T7)	*410033, 125/03	P1/T7	On loan to Anik
60	Shri J.V.Toraskar	TAB 'A'	403862, 125/03	P1/T6	
61	Shri P.N.Nalawade	TAB 'A'	403864, 125/03	P1/T6	
62	Shri V.G.Sopte	TAB 'A'	403865, 125/03	P1/T6	
63	Shri P.H.Bhujbalrao	TAB 'A'	403866, 125/03	P1/T6	
64	Shri S.N.Lokhande	TAB 'A'	403869, 125/03	P1/T6	
65	Shri A.K.Cheulkar	MRBC(T)	402609, 125/03	P1/T6	
66	Shri V.R.Vishwasrao	MRBC(T)	402610, 125/03	P1/T6	
67	Shri S.A.Utekar	MRBC(T)	402612, 125/03	P1/T6	
68	Shri I.R.Kalwar	MRBC(T)	402618, 125/03	P1/T6	
69	Shri D.D.Shinde	MRBC(T)	402619, 125/03	P1/T6	
70	Shri M.B.Kute	MRBC(T)	402664, 125/03	P1/T6	
71	Shri S.V.Jadhav	MRBC(T)	403840, 125/03	P1/T6	
72	Shri S.K.Patil	MRBC(T)	403841, 125/03	P1/T6	

73	Shri P.G.Save	MRBC(T)	403845, 125/03	P1/T6	
74	Shri S.K.Patil	MRBC(T)	403847, 125/03	P1/T6	
75	Shri N.M.Khedekar	MRBC(T)	403848, 125/03	P1/T6	
76	Shri G.L.Patil	MRBC(T)	403852, 125/03	P1/T6	
77	Shri P.G.Balam	MRBC(T)	403857, 125/03	P1/T6	
78	Shri V.V.Purohit	MRBC(T)	403859, 125/03	P1/T6	
79	Shri A.N.Kumbhar	MRBC(T)	403861, 125/03	P1/T6	
80	Shri C.S.Medhekar	MRBC(T)	403870, 125/03	P1/T6	
81	Shri A.S.Mhaske	MRBC(T)	404042, 125/03	P1/T6	
82	Shri P.N.Kuwlekar	MRBC(T)	404043, 125/03	P1/T6	
83	Shri S.D.Suryawanshi	MRBC(T)	404065, 125/03	P1/T6	
84	Shri S.D.Bawkar	MRBC(T)	404172, 125/03	P1/T6	
85	Shri S.G.Juwatkar	MRBC(T)	404405, 125/03	P1/T6	
86	Shri P.A.Kamble	MRBC(T)	404408, 125/03	P1/T6	
87	Shri M.S.Bhatadye	MRBC(T)	404413, 125/03	P1/T6	
88	Shri M.L.Korgaonkar	MRBC(T)	404497, 125/03	P1/T6	
89	Shri C.J.Kharat	MRBC(T)	404955, 125/03	P1/T6	
90	Shri D.R.Gosavi	MRBC(T)	404956, 125/03	P1/T6	
91	Shri D.R.Dhaygude	MRBC(T)	409106, 125/03	P1/T6	
92	Shri B.R.Gankute	TAA	404220, 125/03	P1/T6	
93	Shri G.E.Pawar	TAA	410012, 125/03	P1/T6	
94	Shri S.V.Padval	Sr.M.I.	404384	P1/T7	(On loan from `A' ward to HVC)
95	Shri R.N.Patil	Sr.M.I.	404369	P1/T7	(On Loan from F/N Ward to HVC)
96	Shri R.H.Madavi	Mtr.Insp.(Sr)	197594, 125/03	P1/T5	On loan to Dharavi Cell of G/N
97	Shri H.N.Sable	Mtr.Insp.(Sr)	402576, 125/03	P1/T5	
98	Shri S.B.Karad	Mtr.Insp.(Sr)	402561	P1/T5	(On Loan from `C' Ward to HVC)
99	Shri S.S.Jankar	Mtr.Insp.(Sr)	402557, 125/03	P1/T5	
100	Shri V.R.Dhanu	Mtr.Insp.(Sr)	404207, 125/03	P1/T5	
101	Shri M.R.Narkatla	Mtr.Insp.(Sr)	404224, 125/03	P1/T5	
102	Shri P.J.Naik	Mtr.Insp.(Sr)	404238, 125/03	P1/T5	
103	Shri G.J.Kadam	Mtr.Insp.(Sr)	404918, 125/03	P1/T5	
104	Shri R.Y.Vichare	Mtr.Insp.(Sr)	404126, 125/03	P1/T5	On loan to C Ward
105	Shri R.K.Pise	M.V.Driver	324585, 125/03	P2/G3	
106	Shri T.D.Aglave	M.V.Driver	324601, 125/03	P2/G3	
107	Shri S.P.Giri	M.V.Driver	325473, 125/03	P2/G3	

108	Shri I.A.Kazi	Sr.Nawghany	408734, 425/03	P1/T1	
109	Shri D.P.Waigankar	Sr.Nawghany	409334, 425/03	P1/T1	
110	Shri P.N.Yadav	Sr.Nawghany	410942, 425/03	P1/T1	
111	Shri A.G.Mandala	Sr.Nawghany	410983, 425/03	P1/T1	
112	Shri S.B.Thakarkar	Nawghany	411512, 425/03	P1/T1	
113	Shri M.G. Dudwadkar	Nawghany	411826, 425/03	P1/T1	
114	Shri M.S.Bhosale	Nawghany	412342, 425/03	P1/T1	
115	Shri P.M.Jadhav	Nawghany	412354, 425/03	P1/T1	
116	Shri S.R.Chavan	Nawghany	412397, 425/03	P1/T1	
117	Shri S.G.Shivdas	Nawghany	412441, 425/03	P1/T1	
118	Shri P.T.Sonawane	Nawghany	412442, 425/03	P1/T1	
119	Shri S.B.Kamble	Nawghany	412574, 425/03	P1/T1	
120	Shri L.N.Shetty	Nawghany	412587, 425/03	P1/T1	
121	Shri D.R.Jagtap	Nawghany	412626, 425/03	P1/T1	
122	Shri R.S.Parkar	Nawghany	412650, 425/03	P1/T1	
123	Shri G.B.Sonawane	Nawghany	412659, 425/03	P1/T1	
124	Shri G.B.Wakale	Nawghany	412687, 425/03	P1/T1	
125	Shri V.K.Jadhav	Nawghany	412693, 425/03	P1/T1	
126	Shri R.M.Birje	Nawghany	412709, 425/03	P1/T1	
127	Shri A.H.Jadhav	Nawghany	412925, 425/03	P1/T1	
128	Shri G.S.Sena	Nawghany	413033, 425/03	P1/T1	
129	Shri S.P.Wadar	Nawghany	413092, 425/03	P1/T1	
130	Shri V.J.Naidu	Nawghany	413188, 425/03	P1/T1	On loan to Dharavi Cell of G/N
131	Shri P.N.Bhoir	Nawghany	413235, 425/03	P1/T1	
132	Shri N.R.Kulabkar	Nawghany	413245, 425/03	P1/T1	
133	Shri S.N.Gaikwad	Nawghany	413349, 425/03	P1/T1	
134	Shri R.N.Kotkar	Nawghany	413367, 425/03	P1/T1	
135	Shri S.D.Rumde	Nawghany	413463, 425/03	P1/T1	
136	Shri R.P.Haram	Nawghany	413589, 425/03	P1/T1	
137	Shri V.B.Ramane	Nawghany	413616, 425/03	P1/T1	
138	Shri S.N.Bathe	Nawghany	413617, 425/03	P1/T1	
139	Shri S.M.Mokal	Nawghany	413279	P1/T1	(From Erec(S) on loan to HVC)
140	Shri M.R.Sable	Nawghany	413512	P1/T1	(From Erec(S) on loan to HVC)
141	Shri Z.H.Sayed	Nawghany	411416	P1/T1	(From Street Ltg on loan to HVC)

142	Shri Ganesh J. Pawar	Nawghany	413744, 425/03	P1/T1	
143	Shri S.S.Chavan	Nawghany	411466	P1/T1	(From Erec(S) on loan to HVC)
144	Shri M.G.Jadhav	Nawghany	413289	P1/T1	(From Erec(S) on loan to HVC)
145	Shri M.R. Dhanavade	Nawghany	412033	P1/T1	(From Erec(S) on loan to HVC)
146	Smt. Ujwala S. Shejwal	Sepoy	280925	A/G1	(From `D' ward on loan to HVC)
147	B.K.Arde	Driver	005424		(From Dindoshi Depot on loan to HVC)
148	S.V.Nakade	Driver	005449		(From Ghatkopar depot on loan to HVC)

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

Sr. No.	Title	Name of Officer/Staff	Designation	Basic Pay (Rs.) July,2021	Monthly Remuneration (Basic +Allowances) (Rs.)
1	A-3	Shri S.P. Sontakke	Div.Engr.	72,700.00	1,28,689.70
2	A-4	Shri Audeshkumar Ramnarayan Tiwari	Supdt.	63,550.00	1,15,945.81
3	A-4	Shri Rajendra Ramchandra Bandal	Supdt.	59,400.00	1,08,374.30
4	A-5	Shri V.D.Mandke	Asst. Engineer	76,405.00	1,26,948.90
5	A-5	Shri T.M.More	Asst. Engineer	72,800.00	1,17,411.00
6	A-5	Shri S.D.Kulkarni	Asst. Engineer	71,515.00	1,20,009.00
7	A-5	Shri S.R.Sawant	AAM	57,900.00	81,656.10
8	G/GVI	Shri V.M.Shinde	Dy. Engr.	52,800.00	89,161.50
9	G/GVI	Smt.M.M. Kondvilkar	Dy. Engr.	46,050.00	68,683.80
10	G/GVI	Shri Shaikh RehanA.M.Usman	Dy. Engr.	45,000.00	76,492.40

11	G/GVI	Shri Y.V.Mhadnak	Dy. Engr.	44,000.00	66,573.30
12	G/GVI	Shri P.M. Walavalkar	Dy. Engr.	43,000.00	73,064.40
13	G/GVI	Shri N.A.Shaikh	Dy. Engr.	65,005.00	1,07,058.50
14	G/GVI	Shri S.R.Sonde	Dy. Engr.	45,000.00	76,492.40
15	G/GVI	Shri A.B.Jagtap	Dy. Engr.	45,000.00	78,033.00
16	G/GVI	Shri J.S.Pawar	Dy. Engr.	58,800.00	90,461.90
17	G/GV	Mr. Praful M. Sawant	Sub Engr.	55,000.00	83,834.00
18	G/GV	Shri M.H.Vora	Sub Engr.	57,500.00	85,875.40
19	P1/T8	Shri D.S.Katkar	Sub Engr. (P)	54,050.00	1,00,022.24
20	P1/T8	Shri S.S.Kulkarni	Sub Engr. (P)	48,250.00	97,551.73
21	P1/T8	Shri N.B.Kulkarni	Sub Engr. (P)	48,250.00	97,551.73
22	P1/T8	Shri D.S. Shejwal	Sub Engr. (P)	48,250.00	81,797.40
23	P1/T8	Smt. R.S.Todkar	Sub Engr. (P)	50,500.00	88,916.40
24	P1/T8	Shri H.A.Hargude	Sub Engr. (P)	40,200.00	61,385.00
25	P1/T8	Shri P.S.Gawas	Sub Engr. (P)	46,850.00	69,872.80
26	P1/T8	Mrs Shilpa Mainkar	Sub Engr. (P)	46,850.00	79,682.80
27	P1/T8	Shri A.A.Salvi	Sub Engr. (P)	45,800.00	67,083.90
28	P1/T8	Shri A.A.Rane	Sub Engr. (P)	44,750.00	76,453.90
29	P1/T8	Shri S.G.Mhatre	Sub Engr. (P)	44,750.00	77,503.90
30	P1/T8	Shri D.G.Rawat	Sub Engr. (P)	39,300.00	68,541.20
31	P1/T8	Shri R.M.Pardesi	Sub Engr. (P)	57,500.00	94,994.00
32	P1/T8	Shri B.N.Shinde	Ch. Engr.	40,200.00	61,770.90
33	P1/T8	Shri S.N.Vandre	Ch. Engr.	39,300.00	59,262.80
34	P1/T8	Shri P.P.Deshmukh	Ch. Engr.	37,550.00	55,370.00
35	P1/T8	Shri A.R.Gadkari	Ch. Engr.	48,150.00	79,976.50
36	P1/T8	Shri B.W.Parab	Ch. Engr.	45,000.00	74,706.20
37	P1/T8	Shri P.G.Kadam	Ch. Engr.	40,200.00	68,481.60
38	P1/T8	G.V.Ganpatye	Foreman (Gen.)	51,905.00	85,634.80
39	P1/T8	A.B.Salvi	Foreman (Gen.)	46,050.00	76,320.80
40	A/GIX	Mrs. Suvarna Eknath Gawde	A.O.	52,005.00	88,246.25
41	A/GVIII	Shri M.L.More	AAO	44,365.00	62,301.10
42	A/GVII	Smt.A.P.Kamble	AAO(P)	42,335.00	58,789.00

43	A/GVII	Smt. V.V.Yadav	AAO(P)	40,200.00	65,331.60
44	A/GVII	Shri R.D.Nakhate	Clerk Sup.(P)	41,975.00	65,101.80
45	A/GVII	Mrs. M.S.Bhutkar	Sr.Steno (P)	37,810.00	59,071.10
46	A/GVII	Shri S.D.Deodhar	Clerk-Sup.(P)	39,320.00	59,158.51
47	A/GV	Shri D.T.Madane	Clerk	31,315.00	48,906.90
48	A/GVII	Shri M.D.Bhosale	Shop Recorder Sup(P)	-	55,168.91
49	A/GVII	Shri J.S.Sayed	Shop Recorder Sup(P)	48,200.00	75,425.16
50	A/GV	Shri A.L.Jagtap	Shop Recorder Sup(P)	35630.00	56,355.56
51	A/GV	Shri V.L.Gamare	Shop Recorder Sup(P)	41,670.00	65,497.89
52	A/GV	Shri N.P.Sawant	Shop Recorder	40,740.00	64,136.00
53	A/GV	Shri A.P.Shinde	Shop Recorder Sup(P)	34,930.00	55,229.71
54	A/GV	Shri P.G.Sawant	MRBC (Sup.P)	37,070.00	57,522.90
55	A/GV	Shri T.V.Navale	Clerk	20,602.00	36,173.40
56	P1/T7	Shri V.G.Hegishte	Foreman (P1/T7)	41,850.00	70,577.80
57	P1/T7	Shri D.M.Salunkhe	Foreman (P1/T7)		
58	P1/T7	Shri N.P.Sakpale	Foreman (P1/T7)	41,850.00	58,626.30
59	P1/T7	Shri D.B.Gadekar	Foreman (P1/T7)	34,340.00	58,522.65
60	P1/T6	Shri J.V.Toraskar	TAB 'A'	40,555.00	65,198.90
61	P1/T6	Shri P.N.Nalawade	TAB 'A'	40,555.00	65,198.90
62	P1/T6	Shri V.G.Sopte	TAB 'A'	40,555.00	65,198.90
63	P1/T6	Shri P.H.Bhujbalrao	TAB 'A'	40,555.00	65,198.90
64	P1/T6	Shri S.N.Lokhande	TAB 'A'	40,555.00	65,198.90
65	P1/T6	Shri A.K.Cheulkar	MRBC(T)	42,145.00	71,113.10
66	P1/T6	Shri V.R.Vishwasrao	MRBC(T)	41,335.00	67,583.90
67	P1/T6	Shri S.A.Utekar	MRBC(T)	42,145.00	71,353.72
68	P1/T6	Shri I.R.Kalwar	MRBC(T)	41,350.00	67,606.10
69	P1/T6	Shri D.D.Shinde	MRBC(T)	41,350.00	67,606.10
70	P1/T6	Shri M.B.Kute	MRBC(T)	33,945.00	55,327.70
71	P1/T6	Shri S.V.Jadhav	MRBC(T)	42,160.00	67,606.10
72	P1/T6	Shri S.K.Patil	MRBC(T)	42,160.00	67,606.10

73	P1/T6	Shri P.G.Save	MRBC(T)	41,350.00	67,387.80
74	P1/T6	Shri S.K.Patil	MRBC(T)	41,365.00	67,628.00
75	P1/T6	Shri N.M.Khedekar	MRBC(T)	41,365.00	67,628.00
76	P1/T6	Shri G.L.Patil	MRBC(T)	40,555.00	65,198.90
77	P1/T6	Shri P.G.Balam	MRBC(T)	40,555.00	65,198.90
78	P1/T6	Shri V.V.Purohit	MRBC(T)	40,555.00	65,198.90
79	P1/T6	Shri A.N.Kumbhar	MRBC(T)	40,555.00	65,198.90
80	P1/T6	Shri C.S.Medhekar	MRBC(T)	40,555.00	65,198.90
81	P1/T6	Shri A.S.Mhaske	MRBC(T)	41,365.00	66,409.70
82	P1/T6	Shri P.N.Kuwlekar	MRBC(T)	41,365.00	62,818.72
83	P1/T6	Shri S.D.Suryawanshi	MRBC(T)	34,625.00	56,348.00
84	P1/T6	Shri S.D.Bawkar	MRBC(T)	33,280.00	47,540.60
85	P1/T6	Shri S.G.Juwatkar	MRBC(T)	42,160.00	67,606.10
86	P1/T6	Shri P.A.Kamble	MRBC(T)	39,745.00	63,987.80
87	P1/T6	Shri M.S.Bhatadye	MRBC(T)	40,555.00	65,198.90
88	P1/T6	Shri M.L. Korgaonkar	MRBC(T)	45,040.00	71,928.80
89	P1/T6	Shri C.J.Kharat	MRBC(T)	36,025.00	56,870.08
90	P1/T6	Shri D.R.Gosavi	MRBC(T)	36,745.00	59,518.40
91	P1/T6	Shri D.R.Dhaygude	MRBC(T)	37,425.00	60,516.50
92	P1/T6	Shri B.R.Gankute	TAA	32,625.00	53,353.70
93	P1/T6	Shri G.E.Pawar	TAA	38,200.00	61,676.00
94	P1/T7	Shri S.V.Padval	Sr.M.I.	43,315.00	71,313.00
95	P1/T7	Shri R.N.Patil	Sr.M.I.	44,670.00	72,626.70
96	P1/T5	Shri R.H.Madavi	Mtr.Insp.(Sr)	34,340.00	56,942.30
97	P1/T5	Shri H.N.Sable	Mtr.Insp.(Sr)	29,895.00	49,077.90
98	P1/T5	Shri S.B.Karad	Mtr.Insp.(Sr)	33,665.00	53,918.60
99	P1/T5	Shri S.S.Jankar	Mtr.Insp.(Sr)	33,005.00	69,608.22
100	P1/T5	Shri V.R.Dhanu	Mtr.Insp.(Sr)	32,360.00	52,919.90
101	P1/T5	Shri M.R.Narkatla	Mtr.Insp.(Sr)	30,495.00	57,277.58
102	P1/T5	Shri P.J.Naik	Mtr.Insp.(Sr)	30,495.00	59,623.88
103	P1/T5	Shri G.J.Kadam	Mtr.Insp.(Sr)	36,440.00	60,579.28
104	P1/T5	Shri R.Y.Vichare	Mtr.Insp.(Sr)	34,340.00	55,914.80
105	P2/G3	Shri R.K.Pise	M.V.Driver	33,230.00	55,408.38

106	P2/G3	Shri T.D.Aglave	M.V.Driver	33,230.00	55,408.38
107	P2/G3	Shri S.P.Giri	M.V.Driver	30,100.00	51,860.21
108	P1/T1	Shri I.A.Kazi	Sr.Nawghany	37,025.00	64,473.54
109	P1/T1	Shri D.P.Waigankar	Sr.Nawghany	35,155.00	62,486.96
110	P1/T1	Shri P.N.Yadav	Sr.Nawghany	31,250.00	58,076.63
111	P1/T1	Shri A.G.Mandala	Sr.Nawghany	31,250.00	51,156.50
112	P1/T1	Shri S.B.Thakarkar	Nawghany	24,850.00	45,633.81
113	P1/T1	Shri M.G.Dudwadkar	Nawghany	26,670.00	43,908.80
114	P1/T1	Shri M.S.Bhosale	Nawghany	24,850.00	41,116.50
115	P1/T1	Shri P.M.Jadhav	Nawghany	26,670.00	38,467.80
116	P1/T1	Shri S.R.Chavan	Nawghany	26,145.00	-
117	P1/T1	Shri S.G.Shivdas	Nawghany	24,850.00	41,116.50
118	P1/T1	Shri P.T.Sonawane	Nawghany	24,850.00	41,116.50
119	P1/T1	Shri S.B.Kamble	Nawghany	24,850.00	41,116.50
120	P1/T1	Shri L.N.Shetty	Nawghany	24,850.00	41,116.50
121	P1/T1	Shri D.R.Jagtap	Nawghany	24,850.00	41,116.50
122	P1/T1	Shri R.S.Parkar	Nawghany	24,850.00	41,116.50
123	P1/T1	Shri G.B.Sonawane	Nawghany	24,850.00	41,116.50
124	P1/T1	Shri G.B.Wakale	Nawghany	24,850.00	41,205.50
125	P1/T1	Shri V.K.Jadhav	Nawghany	24,850.00	36,045.50
126	P1/T1	Shri R.M.Birje	Nawghany	24,850.00	41,116.50
127	P1/T1	Shri A.H.Jadhav	Nawghany	24,850.00	41,194.50
128	P1/T1	Shri G.S.Sena	Nawghany	24,850.00	47,486.62
129	P1/T1	Shri S.P.Wadar	Nawghany	24,850.00	44,856.11
130	P1/T1	Shri V.J.Naidu	Nawghany	24,048.00	49,743.25
131	P1/T1	Shri P.N.Bhoir	Nawghany	24,850.00	41,116.50
132	P1/T1	Shri N.R.Kulabkar	Nawghany	24,850.00	41,116.50
133	P1/T1	Shri S.N.Gaikwad	Nawghany	24,850.00	41,143.50
134	P1/T1	Shri R.N.Kotkar	Nawghany	24,850.00	43,067.10
135	P1/T1	Shri S.D.Rumde	Nawghany	24,850.00	41,085.50
136	P1/T1	Shri R.P.Haram	Nawghany	24,365.00	47,692.29
137	P1/T1	Shri V.B.Ramane	Nawghany	23,885.00	39,637.00
138	P1/T1	Shri S.N.Bathe	Nawghany	24,365.00	40,329.90

139	P1/T1	Shri S.M.Mokal	Nawghany	24,850.00	68,343.02
140	P1/T1	Shri M.R.Sable	Nawghany	30,495.00	48,971.00
141	P1/T1	Shri Z.H.Sayed	Nawghany	25,345.00	41,116.50
142	P1/T1	Shri Ganesh J. Pawar	Nawghany	20,380.00	35,797.56
143	P1/T1	Shri S.S.Chavan	Nawghany	24,048.39	41,116.50
144	P1/T1	Shri M.G.Jadhav	Nawghany	24,850.00	58,633.11
145	P1/T1	Shri M.R.Dhanavade	Nawghany	22,810.00	50,800.32
146	A/G1	Smt. Ujwala S. Shejwal	Sepoy	23,885.00	37,055.77
147		B.K.Arde	Driver	31,540.00	46,765.14
148		S.V.Nakade	Driver	31,540.00	46,874.50

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:- Revenue &Capital Budget for 2020-21 being updated.

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

(NotApplicable)

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

(NotApplicable)

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

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

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

The general information regarding the High Value Consumers Dept. and procedure to register complaints is available for public on our emailID i.e.igrcea@bestundertaking.com

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

The name of Public Information Officer for High Value Consumers department is as below:-

Shri Sudas R. Sawant (Public information officer),
Assistant Administrative Manager,
High Value Consumers Department,
4th Floor, Tardeo Bus Station
Complex, R.S.Nimkar Marg,
Mumbai-400006.
Contact No.7304456095

4(b)(xvii):Such other information as may be prescribed:-Already explained in 4(b)(i) above.

D:\HVC2022\Manual\ManualasperRTI.doc