

**INFORMATION OF  
“REGULATORY  
DEPARTMENT”**

**B.E.S.& T. Undertaking**

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

## **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:-

<b>Name of the department</b>	Regulatory
<b>Address</b>	BEST Undertaking, Multistoried Annex Bldg., Ground Floor, Accommodation Road, Colaba, Mumbai – 400 001
<b>Contact No. (Tel.)</b>	22856262 Ext. 528, 539, 530

### **The Functions and duties of department:-**

The Regulatory Department of the BEST Undertaking deals with the Regulatory matters involving co-ordination / liaison work with Maharashtra Electricity Regulatory Commission (MERC) and studying the various Regulations issued by the Commission vis-à-vis their implications on the Undertaking. Filing of various types of Petitions, ie. Multi Year Tariff (MYT), Mid Term Review (MTR), Tariff Petitions including Aggregate Revenue Requirement (ARR), Truing- up. Arranging statutory payment like Annual License Fees, Fees for filing various petitions to MERC etc. Submission of various data required by Commission and other Statutory Authorities. Giving compliances of the directives issued by the Hon'ble Commission and any other work as per the directives from the Hon'ble Commission.

Dealing with the various issues related with Appellate Tribunal for Electricity (APTEL) / Competition Commission of India (CCI)/ Supreme Court, Central Electricity Regulatory Commission (CERC) / Central Electricity Authority (CEA), etc. Attending the hearings at MERC/APTEL / Supreme Court.

Co-ordinate with Computer Application Dept. for timely uploading of Public Notices as per the directives given by the Commission from time to time, to ensure uploading the Tariff Orders, Tariff Booklets, Various Practice directives issued by MERC. To upload information like Reliability Indices every month and SoP data on quarterly and annual basis on BEST's website. Co-ordinate with Public Relation Department of Undertaking for timely publishing of Public Notices in the Newspapers. Appointing Consultants for Regulatory matters. Preparing & submitting of the Budget.

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

<b>Sr. No.</b>	<b>Designation</b>	<b>Grade</b>	<b>No. of Posts</b>
1.	Deputy Chief Engineer Regulatory	A-2	1
2.	Superintendent (ES)	A-4	3
3.	Asst. Adm. Officer	A/G-VIII	1 Post Vacant
4.	Supervisor	A/G-VII	1
5.	Shop Recorder /Supervisor (P)	A/G-VII	1 Transferred on Loan to Vigilance Dept.
6.	Clerk/Typist /Supervisor (P)	A/G-VII	1 Post vacant
7.	Clerk/Typist	A/G-V	1
8.	Sr. Steno (P) (English)	A/G-VII	1
9.	Sepoy	A/G-II	2 1 Sepoy transferred on Loan to Customer Care 'G/S' Ward

**1. The powers and duties of Deputy Chief Engineer (Regulatory):-**

- a. To deal with regulatory issues of Undertaking related to MERC.
- b. Preparation of various petitions to be filed with MERC.
- c. Attending meetings with MERC on various issues such as Tariff proposal, Schedule of Charges & other issues related with Electricity Business.
- d. Offering views / comments on the various Draft Regulations formulated by MERC / CERC, Central Electricity Authority & other statutory authority.
- e. To offer para-wise comments on the submissions made in various proceedings wherever BEST is impleaded as respondent. Assisting legal department on technical issues for appeals in Appellate Tribunal & various Courts.
- f. Attending hearings, related to BEST before the Commission in the Regulatory matters.
- g. Scrutiny of the Orders given by the Commission related with various issues and take appropriate actions.

- h. Coordinating with various departments of BEST Undertaking for timely submission of information to the Commission as per MERC's guidelines / directives.
- i. Dealing with queries / information sought by BEST Committee, MERC, GoM, any other statutory authorities & preparing replies of the same.
- j. Overall supervision of Regulatory department.
- k. Dealing with the proposal of establishment, administrative sanction of the department.
- l. Submission of information to CEA regarding Rates of Electricity Tariff, Electricity Duty / Tariff & Fuel Cost adjustment charges etc. Reliability Indices & Standard of Performance (SoP) data.
- m. To obtain BEST Committee's approval to form panel of Consultants to assist in Regulatory Matter.
- n. Awarding assignments to the Consultant from after inviting quotation. To arrange to make payment to Consultants on completion of stipulated jobs.
- o. Reporting various Orders of Hon'ble Commission to Management & the BEST Committee.
- p. Payment of Annual License Fees to Hon'ble Commission and Other Statutory Fees while filing of various petitions.
- q. The Deputy Chief Engineer (Regulatory) is Public Information Officer related to regulatory matters of the Undertaking. As such, he replies to the RTI letters received regarding regulatory matters.
- r. Any other responsibilities / duties that may be assigned by the G.M., Deputy General Manager (Electric Supply), Assistant General Manager (E.S.), Chief Engineer (Regulatory) from time to time as per the need.

## **2. The powers and duties of Superintendent:-**

### **2 (A). Superintendent I :**

- a. To assist DCE (Regulatory) in all the matters related to MERC, High Court, CERC, CEA, State Advisory Committee (SAC), Appellate Tribunal for Electricity (APTEL), Consumer District Redressal Forum (CDRF), Competition Commission of India (CCI) & Supreme Court .

- b. To scrutinize, examine, analyze and put up reports on various matters, Order passed by MERC /CERC.
- c. To scrutinize, examine, analyze and put up comments/reports on various draft Regulations of CERC/MERC /draft amendments to IE Act.
- d. To prepare the draft of Scope of Work for appointing of Consultant for preparation of MYT/MTR Petition as per the MYT Regulations issued by the by MERC.
- e. Follow up with the Consultants for expediting preparation of draft MYT /MTR petition and other work as per the scope of work mentioned in the agreement.
- f. To prepare various Petition/Review Petition/Miscellaneous Petition related to, MYT, MTR, Schedule of Charges as per the directives from MERC.
- g. To study and put up comments on various Petitions submitted by other licensees for submitting it to the Commission (MERC).
- h. To co-ordinate with the various executing departments for reporting the progress in the matter related with implementation of new procedures/methods/practice directions/ directions in the Tariff Orders.
- i. To prepare the necessary notes for information of the Management regarding new tariff issued by MERC.
- j. To prepare and put up BEST Committee Note for approval and information as the case may be regarding MYT/MTR / Signing of Contract with Consultant .
- k. Any other responsibilities / duties that may be assigned by the Dy. Chief Engineer (Regulatory) and Chief Engineer (Regulatory) from time to time as per the need.

**2 (B). Superintendent II :**

- a. To study and prepare comments on the Appeals/Review Appeal to be filed in APTEL against the MERC's Order in co-ordination with Legal Department,
- b. To study and prepare comments / Rejoinders/ Sur Rejoinders on the appeals in APTEL filed by Other utilities i.e. TPC/AEML etc in consultation with Legal Counsel/Legal Dept.
- c. To prepare the comments for filing on various Writ petitions/Civil appeal to be filed by BEST in High Court/Supreme Court and prepare comments on WP/CA/PIL/SLP filed by others against BEST in consultation with Legal Counsel/Legal Dept.

- d. To study and prepare the comments on the appeal filed in Competition Commission of India/Consumers District Redressal Forum by others against BEST, in co-ordination with Legal Department.
- e. To attend the hearings at MERC/APTEL whenever required.
- f. To study and prepare the comments on Civil Appeals to be filed in Supreme Court against Judgment of APTEL in Appeal /Review Appeal filed by BEST, in co-ordination with Legal Department.
- g. To coordinate with the various executing departments for preparing the reports /draft comments/Submission in the matter related with APTEL/Supreme Court/CDRF/CCI.
- h. To assist DCE (Regulatory) in all the matters related to MERC, High Court, CERC, CEA, SAC, APTEL, CDRF, CCI & Supreme Court .
- i. To scrutinize, examine, analyzing and putting up reports on various matters, orders passed by MERC /CERC.
- j. To prepare reply of note / letters received from BEST Committee Members, Member of Parliament, Member of Legislative Assembly, Member of Legislative Council , CMO/PMO Portals etc.
- k. To prepare reply to various questions like Star/Unstarred /Lakshvedhi/Harkati cha Mudda/ Auchityacha Mudda raised by MLA/MLC in Maharashtra Govt. and MPs of Rajyasabha & Lokasabha.
- l. To prepare the replies related to RTI queries raised by the Consumers/Citizens.
- m. To submit the information required in Marathi after translating English versions wherever necessary like BEST Committee /MCGM /Mantralay / Vidhaan Bhavan whenever required.
- n. Any other responsibilities / duties that may be assigned by the Dy. Chief Engineer (Regulatory) and Chief Engineer (Regulatory) from time to time as per the need.

**2 (C). Superintendent III :**

- a. To prepare the Budget estimates by consulting with the concerned Section / department.

- b. To prepare the replies as regards to the queries raised on the Budget during its discussion in the BEST Committee/MCGM Standing Committee.
- c. To Arrange for the payment of Necessary Statutory Annual License Fees to MERC
- d. To follow up with various departments of BEST Undertaking for collecting various details and statistics, for timely submission of information to MERC as per MERC's directives.
- e. To maintain list of current cases in MERC/ APTEL & Supreme Court.
- f. To inform Hon'ble Commission regarding SoP & Reliability Indices and upload it on Undertaking's Website on quarterly basis.
- g. To arrange to upload the reports on web sites of BEST regarding MYT/MTR Tariff Orders/ Practice directions issued by MERC from time to time.
- h. To inform CEA regarding Reliability Indices of BEST in their stipulated formats.
- i. To study and put up comments on various Draft Regulations/Electricity Act Amendments /National Electricity Policy (NEP)/Tariff Policy issued by MERC/CERC/MoP as per instructions of DCER.
- j. Any other responsibilities / duties that may be assigned by the Dy. Chief Engineer (Regulatory) and Chief Engineer (Regulatory) from time to time as per the need.

**3. The powers and duties of Assistant Administrative Officer :-**

- a. Follow up with various departments for timely submission of information to MERC.
- b. To keep the records of various Petitions, Orders, Regulations, Notifications, Acts, Rules, National Tariff Policies, National Electricity Policies, Press release, Record of Proceedings, important documents issued by MERC, CERC, CEA, APTEL, Supreme Court, Govt. of Maharashtra.
- c. To prepare the proposal of Revenue Budget & Capital Budget of the department.
- d. To put up proposals regarding deputation in the matter of hearing at APTEL, and to arrange for Hotel & Air Ticket Booking.
- e. To maintain imprest cash

- f. Processing of bill received from Consultant regarding assignment awarded to them for its payment.
- g. To coordinate & arrange various meetings called by DCER on various subject.
- h. To attend the public hearings at MERC.
- i. Any other responsibilities / duties that may be assigned by the Dy. Chief Engineer Regulatory from time to time as per the need.

**4. The duties of Supervisor:-**

- a. To maintain leave records of Officers and staff in attendance muster. To check monthly attendance of Officers and employees, punched in web based programme.
- b. To check the bills & J.E bills and update Imprest Cash Book ..
- c. To check & release the Medical Reimbursement Bill Advice & Festival Advance.
- d. To maintain service record files of all officers and employee.
- e. To arrange to send letters to MERC.
- f. To arrange to circulate copies of Orders, hearings, regulations, record of proceedings and any other important documents received from MERC.
- g. To assists to put up proposals of deputation regarding hearing at APTEL, and to arrange for Hotel & Air Ticket Booking.
- h. To maintain record of various Petitions/ information's submitted to MERC, CEA, APTEL, Supreme Court, .Govt. of Maharashtra & RTI.
- i. To check & forward the monthly advices of Distribution Loss Allowance, Field Duty Allowance, EDEI allowance, and yearly clothing allowance.
- j. To check uploaded regulatory matters and on advice of DCER arrange to remove overdue matters from Undertaking's website.
- k. To check & forward the monthly, quarterly, half yearly & yearly advices to concern authorities/department.
- l. To assists in preparing the proposal of Revenue Budget & Capital Budget of the department.



- m. To maintain inventory of capital items and reconcile with record of Accounts Dept.on annual basis.
- n. To look after the servicing of Xerox Machine & Projector in the department.
- o. Any other duties that may be assigned by the superiors/senior officers of the department from time to time.

**5. The duties assigned to the Steno (Eng):**

- a. To take dictation from Dy. Chief Eng., Supdt. Regulatory & Administrative Officer.
- b. To check and forward the e-mails received from the Commissions, other Authorities & Departments in consultation with DCER & Superintendent,
- c. Scanning of important documents.
- d. To check whether required Regulatory matter are uploaded on Undertaking's Website sent by Regulatory department time to time.
- e. To download various Orders/judgment of MERC, CERC, APTEL, Supreme Court,
- f. Any other duties that may be assigned by the superiors / senior officers of the dept. time to time.

**6. The responsibilities assigned to the Clerk / Typist:**

- a. To type letters (English) & Statements
- b. Dispatch work
- c. To prepare proposals of deputation regarding hearing at APTEL, and to arrange for Hotel & Air Ticket Booking, arranging advance & liquidation (JE Bill) of the same. To maintain Appeal wise list of hearing and consolidated list of all hearings at APTEL & Supreme Court.
- d. To assists in preparing the proposal of Revenue Budget & Capital Budget of the department.
- e. To punch attendance of Officer and Staff in CTAS programme.
- f. To prepare the monthly, quarterly, half yearly & yearly advices to concern authorities.
- g. To punch all monthly allowances and yearly clothing allowance details in web base programme
- h. To prepare monthly stationary requisition
- i. Filing of papers regarding Administrative files, Establishment files and files regarding Regulatory matters.

- j. To procure urgent cash purchase items
- k. To issue petrol requisitions to the Officers
- l. To prepare the bills of Consultant and confirm & collect the statement regarding payment has been done to them from Cash Dept.
- m. Follow-up of all urgent proposals forwarded to various department.
- n. To download various Orders/judgment of MERC, CERC, APTEL, Supreme Court.
- o. Scanning of important documents.
- p. Any other duties that may be assigned by the superiors/senior officers of the department from time to time.

**7. The responsibilities assigned to the Sepoy**

- a. To attend bells / calls from the officers / staff.
- b. To clean office equipment such as tables, PC, Printers etc.
- c. To dispatch / deliver letters.
- d. Xerox related work.
- e. Any other duties that may be assigned by the superiors / senior officers of the dept. time to time.

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

**Procedure for Regulatory:**

1. The Electricity Act, 2003 was enacted on 10<sup>th</sup> of June, 2003 and has repealed Indian Electricity Act, 1910, Electricity (Supply) Act, 1948 and Electricity Regulatory Act, 1998 at the end of 1<sup>st</sup> year from the enactment of the Act i.e. from 9<sup>th</sup> June, 2004. The Maharashtra State Electricity Regulatory Commission (MERC) is framing various rules and regulations on various issues related to the business of electricity. Each and every utility within the state will have to perform as per the Electricity Act, 2003 and also will have to achieve the standard of performance (SoP) norms set by MERC.
2. Various Rules & Regulations have been framed by MERC, which cover the entire spectrum of Electricity business including Transmission, Distribution (Retail Supply & Wire Business) and Trading. The Regulations published by MERC are having far reaching effects on the working of the BEST Undertaking.
3. "MERC Cell" was formed vide Office Order No.143 dtd. 28.10.2003 and was renamed as "Regulatory Cell" vide Officer Order No.160 dtd. 27.08.2007. Finally again it has renamed as "Regulatory Department" vide note no. CERC/Est-1/474/2013 dtd. 21/6/2013. The nature of work in the Regulatory Department is

not routine type, e.g. whenever Commission sends a draft regulation for comments, the Superintendent studies the draft regulation and prepares para-wise comments with justification. Same are discussed with Deputy Chief Engineer and after deliberations final comments are put up for Management's approval. Regulatory department carries out co-ordination / liaison work with Maharashtra Electricity Regulatory Commission (MERC) and studying the various regulations vis-à-vis their implications on the Undertaking, filing of various petitions e.g. MYT, MTR Petition & other miscellaneous petitions, submission of various data required by Commission, reporting the status of the compliances of directives of Commission, and other work as per the directives of Hon'ble Commission etc.

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

Dy. Chief Engineer (Regulatory) functions within the framework of Undertaking and is accountable to CER, AGMES, DGMES & the GM (BEST)

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

1. Electricity Act 2003,
2. MERC, CERC & CEA Regulations,
3. Service Regulations,
4. Standing Orders ,
5. Administrative & Procedure Orders,

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

1. Establishment and Administrative matter files.
2. Petitions filed with Commission, APTEL, High Court, Supreme Court, etc.
3. Queries received from RTI applicants.

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

Not applicable

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

Not applicable

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

Sr. No.	Name of the Officer/Staff	Designation	Grade	Tel. No.
1	Shri S.N.Bhinge	Deputy Chief Engineer	A-2	22799530
2	Shri S.D.Chougule	Supdt.(ES)	A-4	22799536
3	Shri S.M.Sonawane	Supdt.(ES)	A-4	22799538
4	Shri S.A.Jadhav	Supdt.(ES)	A-4	22799537
5	Shri N.A.A.Patel	Supervisor	A/GVII	22799539
6	Shri S.H. Parab	Supervisor (P)	A/GVII	22799539
7	Smt. K.K.Padalkar	Sr.Steno (P)	A/GVII	22799539
8	Smt. U.R.Jadhav	Sepoy	A/G-I	22799539

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

As on September 2022

Sr. No.	Grade	Name of Officer/Staff	Designation	Basic Pay (Rs.)	Monthly remuneration (Basic + Allowances) (Rs.)
1	A-2	Shri S.N.Bhinge	Deputy Chief Engineer	76,300/-	1,28,506.92
2	A-4	Shri S.D.Chougule	Supdt.(ES)	69,500/-	1,17,785.65
3	A-4	Shri S.M.Sonawane	Supdt.(ES)	62,100/-	1,02,455.80
4	A-4	Shri S.A.Jadhav	Supdt.(ES)	69,500/-	1,02,875.71
5	A/GVII	Shri N.A.A.Patel	Supervisor	42,575/-	65,669.10

Sr. No.	Grade	Name of Officer/Staff	Designation	Basic Pay (Rs.)	Monthly remuneration (Basic + Allowances) (Rs.)
7	A/GVII	Shri S.H. Parab	Supervisor (P)	33,575/-	51,506.60
8	A/GVII	Smt. K.K.Padalkar	Sr.Steno (P)	36,345/-	55,812.50
9	A/G-I	Smt. U.R.Jadhav	Sepoy	25,345/-	39,281.50

**4(b) (xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:-**

**The budget allocation:- Revenue Budget**

**Revenue Estimate for 2022-23 (Revised) and 2023-24 (Budget)**

**Form No. 1 – Revenue**

**(Rs in. lakhs) upto 2 decimal**

Description	A/C Code	Tentative Actual for FY 2021-22	Budget Estimate 2022-23	Revised Estimate 2022-23	Budget Estimate 2023-24	Remarks
1	2	3	4	5	6	7
Dead Stock (furniture, Tools & Equip.)	1028	0	18.52	0.50	0.50	
Stationery printing & Drawing Material	1030	0.004	6.57	0.20	0.20	
Postage Telegrams & Receipt Stamp	1031	0.0004	0.60	0.06	0.07	
Other General Expenditure	1033	0.26	242.56	10.00	20.00	
Insp. Reg. & License Fees	1034	69.47	81.51	60.00	90.00	Annual License Fees
Advertisement	1035	0.76	232.00	200.00	220.00	To publish Public Notice of MTR Petition during January 2023 in four News papers
Consultation Charges/ Membership Fees	1049	0.61	38.00	50.00	55.00	Two assignments are awarded to consultant
Legal Cost inclu. stamp fees contracts agreement etc.	1050	0.02	150.00	0.50	0.50	
Printer Ribbon (Cartridge)	1053	0.05	29.97	0.50	0.50	

Servicing and repairs of furniture of Office Equipment etc.	1102	0	200.00	0.50	0.50	
MERC's Fees & charges for ARR Approval	1328	0.00	1.05	25.00	25.00	BEST has to file MTR Petition in Nov. 2022 & pay Petition Fees.

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

(Not Applicable)

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

(Not Applicable)

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

The information such as,

MERC's Practice Directives,

Documents regarding MERC's Case No. 324 of 2019 ie. MYT Tariff Order dated 30.03.2020, MERC's Press Note on revised Retail Tariff w.e.f 01.04.2020, MERC's corrigendum Order dated 25.04.2020, Public Notice regarding suggestions and Objections on BEST's MYT Petition, Petitions and Annexures, Data Gaps, Retail Electricity Tariff Schedule Booklet, Retail Electricity Tariff Schedule,

SoP (Standard of Performance),

System Reliability Indices.

are available in the electronic form on Undertaking's website [www.bestundertaking.com](http://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:-**

We do not have a library or reading room for public use. However, we are keeping records of petitions filed by BEST Undertaking & Orders related to BEST which are available for ready reference to public on any working day during working hours.

**4.(b)(xvi): The names, designations and other particulars of the public information officer:-**

The name of Public Information Officer for Regulatory is as below:-

Shri S. N. Bhinge (Public Information Officer),  
Deputy Chief Engineer,  
BEST Undertaking,  
Regulatory Department,  
Multistoried Annex Bldg., Ground Floor,  
Accommodation Road,  
Colaba, Mumbai – 400 001.

**4(b) (xvii): Such other information as may be prescribed.**

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