

Information under section 4 of chapter II of Right to information Act, 2005

CHAPTER II- (Right to Information and Obligation of Public Authorities)

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

The particulars of department:-

Name of the department	Budget
Address	Budget Department, 3 rd floor, Parivahan Bhavan, Colaba, Mumbai-400 001
Contact No. (Tel.)	22856262 Ext. 367 & 22799367
E-Mail-ID	budget@bestundertaking.com

The function and duties of department:-

The Budget Department is under the general control and supervision of the Dy.Chief Accounts Officer (Sr.) & Dy. Chief Accounts Officer, but under the immediate control of the Budget Officer.

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

FUNCTIONS: - Main functions of the Department are:-

- a) Preparation of the Annual Budget Estimates and Establishment Schedule in English and Marathi.
- b) Presentation of the Budget Estimates and Establishment Schedule in English and Marathi.
- c) Presentation of the Revised Budget Estimates in English and Marathi.
- d) Preparation and presentation of following statement:-
 - i) Monthly Fast Report on income and expenditure of both the divisions which is submitted to the G.M. within first fortnight of the next month.
 - ii) Buses Operational Results Statement prepared and submitted within 40 to 45 days from the closing of the month.
 - iii) Fixed and Variable cost statement of bus division prepared and submitted within 45 days from the closing of the month.
 - iv) Quarterly report of income and expenditure prepared and submitted in the following month after ending of each quarter.
 - v) Annual report of fixed and variable cost of bus division prepared after closing of the annual accounts in September every year.
 - vii) Annual cost statement (BOR) of Bus Division prepared after closing of the annual accounts in September every year.

Organisation :-

Sr.No.	Designation	Grade	Schedule Strength	On roll
1	Budget Officer	A-5	1	Vacant
2	Dy. Budget Officer	A/GX	1	1
3	Sr.Asst. Budget	A/GIX	1	Vacant
4	Asst.Admn. Officer	A/GVIII	1	1
5	Supervisors	A/GVII	2	2
6	Clerks	A/GV	5	5 (Including 2 posts of Clerk-cum-Typist)
7	Sepoy	A/GI	1	1 (Temporary arrangement from Account Dept.)
	Total		12	10

...2/-

The Budget Department is under general control and supervision of the Dy.Chief Accounts Officer (Sr.), Dy. Chief Accounts Officer but under the immediate control of the Budget Officer. The main function of this department is preparation of annual budget and the monthly income and expenditure statement for information by reporting section.

DUTIES:-

I) Budget Officer: - He is responsible for

- a) Drafting departmental circulars pertaining to the Budget Estimates, Reports etc.
- b) Supervising the work of preparation of the Budget Estimates and its presentation to the B.E.S. & T. Committee, Standing Committee and the Corporation.
- c) Maintaining budgetary control over the grants approved by the B.E.S.& T. Committee/Corporation.
- d) Attending meetings of finalisation of Budget with Dy. Chief Accounts Officer (Sr.).
- e) To prepare the minutes of various meetings held in the G.M.'s chamber to finalise Revenue Income/Expenditure and capital expenditure and put up for the G.M.'s approval.
- f) Compilation of the various Reports.
- g) Attending meetings of BEST Committee/Standing Committee/Corporation with Dy.Chief Accounts Officer (Sr.) when Budget is discussed.
- h) Compilation of replies to the points raised in the BEST Committee/Standing Committee and Corporation on Budget.

II) Dy. Budget Officer: - He is responsible for -

- a) Compilation of Capital Budget Estimate and Revised Capital Budget Estimate for various departments of the Undertaking under the control and supervision of Budget Officer.
- b) Compilation of replies of various points raised by the BEST Committee/Standing Committee members and Councillors, follow up for getting replies etc. under the supervision of B.O.
- c) Assisting the B.O. in all the Budget work whenever necessary.
- d) Overall supervision over the working of Budget Department.
- e) Performs duty as Public Information Officer

III) Senior Assistant Budget: - He is in charge of Budget Section having one Supervisor and one Clerk and one Clerk-cum-Typist under him. He is responsible for-

- a) Preparation of Revenue Budget Estimates and Revised Revenue Budget Estimates under the supervision of Budget Officer.
- b) To give the information of BEST Undertaking to the MMC for inclusion of such information in outline of Civic Finance and to other outside parties whenever required.
- c) To supervise the working of Budget Section.

IV) Asst. Admn. Officer:- He is in charge of reporting section having one supervisor and two Clerks and one Clerk-cum-Typist under him. He is responsible for:-

- a) Preparation of various statement such as Monthly Fast Report, Buses Operation Results, U1, G2, S3, fixed-variable statements and quarterly statements, Annual Statements etc.

- b) To attend to various Establishment work of Budget Department and to help Budget Officer in preparation of Establishment Book.
- c) To supervise the working of Reporting Section.

V) The duties of one Supervisor and one Clerk and one Clerk-cum-Typist of Budget Section are as under:-

- a) To assist Sr. Assistant (Budget) in preparation of Revenue Budget Estimates and Establishment Schedule Book.
- b) Preparation of Establishment Schedule book.
- c) Proof reading work of Budget Estimates.
- d) Filing of relevant papers of Revenue Budget properly.
- e) To assist Sr. Assistant (Budget) in giving certain information of BEST to MMC for inclusion of the same in outline of civic finance etc.
- f) Maintaining of all Establishment records of officer and staff of Budget Department.
- g) To file all departmental circulars, Administrative order etc. in concerned files.
- h) Any other work given by Supervisor.
- i) Computerise all the information and update the same as and when changes are there including the preparation of Budget Book of G.M.'s stage to take out the Xerox copies of the same.
- j) Computerise all the statistical information and update the same when changes are there.
- k) To take out various computerised statements as and when required.
- l) The above computerised activities are carried out with the help of Clerk-cum-Typist and whenever other staff also operate the computer for feeding and to take out computerised copy.
- m) The work of Budget Section is distributed among the above staff division wise under control of supervisor and with the help of one Clerk-cum-Typist.

VI) The duties of one Supervisor and two Clerks and one Clerk-cum-Typist of Reporting Section are as under :-

- a) Preparation of monthly fast report.
- b) Preparation of monthly/cumulative fixed and variable statement and yearly statement based on actuals.
- c) Preparation of monthly U1, G2 and S3 statements i.e. Income and expenditure statements of whole Undertaking General Administration and Electric Supply Division respectively.
- d) Preparation of monthly Buses Operational Results statements of Bus Division
- e) Maintaining statistical Register.
- f) Preparation of Annual Financial Statistics based on actuals.
- g) To give any other statistical information as and when required by management and outside parties.
- h) Quarterly performance report of BEST Undertaking to Ministry of Surface Transport
- i) Monthly statement of disposal of letters.
- k) Report of pending cases.
- l) Before preparation of the various reports as mentioned above it is necessary to collect every month various information from the various department by writing notes or sometimes on phone and has to keep continuous follow up to avoid the delay in submission of information.

- m) The above computerise activities are carried out with the help Clerk-cum-Typist
- n) The work of Reporting Section is distributed among the above staff division wise under control of Supervisor and with the Clerk-cum-Typist.
- o) Maintaining inward and outward for Register, Letters and Files.
- p) Assisting for preparing Capital works Budget.
- q) Checking of various Revenue and Capital proposals files for budgetary control.

VII) The duties and responsibilities of Sepoy:-

- a) Dispatch work, clearing papers in/out basket and cleaning of tables, chairs.
- b) Xeroxing of documents, bringing stationary, calendar etc.
- c) Any other work allotted by the superiors including outdoor jobs.

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

Not applicable.

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

Circulars, procedure order, administrative order, Standing order, service regulations and orders issued time to time by Management.

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

Circulars, procedure order, administrative order, standing order, service regulations and orders issued time to time by Management.

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

Staff Record Files of officers and staff members of Budget Department.

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, committee and other bodies consisting of two or more person constituted as its part or for the purpose if its advice and to whether meetings of those boards, councils, committee 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 officers/staff	Designation	Grade	Ch. No.	P.S. No.
1	Shri. G.G. Sangvekar	Ag. Dy.Budget Officer	A/G X	212303	23/04
2	Shri. S. V. Govekar	Asst. Admn. Office	A/GVIII	213703	20/01
3	Shri. P. B. Rane	Supervisor	A/GVII	214268	20/01
4	Shri. R. K. Naik	Supervisor	A/GVII	214403	20/01
5	Smt. S. J. Kadam	Clerk-typist	A/GV	213165	20/01
6	Shri. V. R, Shetye	Clerk	A/GV	213181	20/01
7	Shri. A. A. Gaikwad	Clerk	A/GV	214057	20/01
8	Shri. N. T. Patade	Clerk	A/GV	214309	20/01
9	Smt. V. K. Bansode	Clerk-typist	A/GV	217544	20/01
10	Smt. Urmila Bangar	Sepoy	A/GI	280888	03/01

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.	Name of the officers/staff	Title	Grade	Basic pay	Monthly remuneration (Basic + allowance) (Rs.) of Mar 2021
1	Shri. G.G. Sangvekar	Ag. Dy.Budget Officer	A/G X	60200	89621.34
2	Shri. S. V. Govekar	Asst. Admn. Officer	A/GVIII	45050	68379.83
3	Shri. P. B. Rane	Supervisor	A/GVII	40920	57011.26
4	Shri. R. K. Naik	Supervisor	A/GVII	39335	54820.09
5	Smt. S. J. Kadam	Clerk-typist	A/GV	43425	59914.99
6	Shri. V. R, Shetye	Clerk	A/GV	43425	59684.54
7	Shri. A. A. Gaikwad	Clerk	A/GV	39335	54821.09
8	Shri. N. T. Patade	Clerk	A/GV	40920	57008.00
9	Smt. V. K. Bansode	Clerk-typist	A/GV	26730	36917.91
10	Smt. Urmila Bangar	Sepoy	A/GI	24365	33596.00

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

Particulars	A/C Code New	Actuals For			Budget Estimates	Revised Estimates	Budget Estimates
		2017-18	2018-19	2019-20	2020-21	2020-21	2021-22
<u>Accounts Establishment</u> (Dept.- Accounts, CAO Office, Budget & P.F.)							
a) Establishment							
i) Salaries, Wages and Allowances	1001	220.05	209.21	319.75	444.80	444.80	426.60
ii) Dearness Allowance	1002	227.16	218.78	171.45	68.80	68.80	94.60
b) Provident Fund Contribution	1003	42.91	43.25	46.23	50.30	50.30	51.60
c) Dead Stock Furniture, Tools & Equipt.)	1028	0.12	0.02	0.18	2.00	2.00	2.00
d) Stationery & Printing	1030	4.54	5.32	3.79	10.00	10.00	10.00
Total		494.78	476.58	541.40	575.90	575.90	584.80

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

Not applicable

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

Not applicable

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

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

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

Not applicable

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

The name of the Public Information Officer for Budget Department is as below.

**Shri – G.G. Sangavekar,
Public Information Officer,
Ag.Dy.Budget Officer,
B.E.S.& T. Undertaking,
3rd floor, Parivahan Bhavan,
Coloba, Mumbai- 400 001.
E-Mail- budget@bestundertaking.com**

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

Already explained in 4(b) (i) above