

MANUAL OF DISTRIBUTION WORKSHOP

ERECTION (NORTH) DIVISION

CHAPTER – II

4.(b)(i) : ORGANISATION SET UP, FUNCTIONS, DUTIES & RESPONSIBILITY :-

Distribution workshop's prime object is to recondition, overhauled & make ready the substation equipments for the use of various divisions of supply branch. Also in case of **urgency** we undertake manufacturing activity as per requirement of O&M, Erection, Street Lighting divisions etc. & Material Management Department. According to this Distribution Workshop activities are categorized in two main category i.e. i) Reconditioning/Overhauling Activity and ii) Manufacturing Activity.

Thus at Distribution Workshop, Kussara carried out various activities such as overhauling and reconditioning of Dist. Transformer, LT/HT Switchgears, Capacitor Banks and fabrication of Auxiliary Distribution Pillars.

Name of the Department : **DISTRIBUTION WORKSHOP,
ERECTION (NORTH) DIVISION,
KUSSARA DEPOT**

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THE FUNCTIONS, DUTIES AND RESPONSIBILITY OF DEPARTMENT :-

1.0 Reconditioning/Overhauling activity

1.1 This activities comes under Activity Code No.2000. For accounting purpose various codes allocated to Workshop pertaining to this activity are as follows:

Activity code : 2000

S. D. code for Material requisitions : 84

S. D. code for Material Credits : 74

S. D. code for Labour / job sheets : 54

B. D. code for workshop work : 126

R & M of workshop (Material) : 1360

R & M of workshop (Labour) : 1359

1.2 Benefiting i.e. consuming user/indenting departments give us work requisition along with credit note of the equipment, which is to be reconditioned or overhauling.

1.3 Based on this work requisition, location code is opened in activity code register No. 2000.

1.4 Work commencement advice, i.e. Location code opening advice is being then sent to Account dept.

1.5 Submit the original credit note of equipment which is to be reconditioned / overhauled to Depot store and give Fresh material requisition of this equipment to Depot Store for carrying out reconditioning / Overhauling of this equipment.

1.6 Draw the material required from depot store for this work against material requisition mentioning appropriate accounting code and location code numbers.

- 1.7 Allocate required numbers of man power for this work and send daily job sheets to EDP department mentioning appropriate accounting code and location codes numbers.
- 1.8 Carry out reconditioning / overhauling work of that particular equipment.
- 1.9 After completion of work credit the excess material to depot Store.
- 1.10 Also submits the credit notes of reconditioning / overhauled equipments to Depot Store.
- 1.11 Close the location code and send work completion advice to Account Department. (Normally we send work commencement and work completion advice simultaneously i.e. after completion of work.)

2.0 **Manufacturing Activity**

- 2.1 This activity comes under Activity code No.6000. For accounting purpose, various codes allocated to workshop pertaining to this activity are same as mentioned in Para 1.1.above except that of activity code, which in this case is 6000.
- 2.2 Benefiting i.e. consuming user / indenting departments (Naturally we carry out manufacturing work for store department) give us work requisition for the items which are to be manufactured / fabricated at workshop.
- 2.3 Based on this work requisition, location code is opened in activity code register No. 6000.
- 2.4 Work commencement advice. i.e. Location code opening advice is being then sent to Account Department.
- 2.5 Draw the material required from depot store for this work against material requisition mentioning appropriate accounting code & location code number.

- 2.6 Allocate required number of manpower for this work and send daily job sheets to EDP department mentioning appropriate accounting code & location code numbers.
- 2.7 Carry out manufacturing / fabricating work as per specification / drawing / sketch given by benefiting department.
- 2.8 After completion of work credit the excess material to depot store.
- 2.9 Also submit the credit note of manufactured / fabricated items to Depot (benefiting department).
- 2.10 Close the location code and send work completion advice to Account Department. (Normally we send work commencement and work completion advice simultaneously i.e. after completion of work.)

3.0 Sundry & Other Activities.

- 3.1 Other than reconditioning / overhauling / manufacturing / fabrication activities there are few other activities where we do not open separate location codes, such as equipping of switchgears, reconditioning of hand towers / hand carts, sharpening of tools, fabricating non-stock items, etc. In these cases, work is being carried out as per specification / drawing given by the indenting / benefiting departments and charge the raw material & labour on the location codes given by the indenting departments.
- 3.2 The department shall be under the overall supervision and control of SWS / DEEN, Erection (North) Division who shall be responsible to the CEM/DCEW for the efficient administration of the department.
- 3.3 The organizational set up of the department is shown in the Organizational Chart – Annexure 'A'.

3.4 ESTABLISHMENT : DISTRIBUTION WORKSHOP

One Superintendent, Two Deputy Engineer, Two Charge Engineer, One Assistant Administrative Officer and other administrative and technical staff physically working in Distribution Workshop, Erection North Department under guidance of Supdt. Workshop / Divisional Engineer.

Distribution Workshop is mainly responsible for Testing, Re-Conditioning, Overhauling the various Substation equipments, such as Distribution Transformer, Switchgears, LV Board, ADP etc.

4.0 ON ROLL POSITION OF PERMENENT STAFF UPTO NOVEMBER-2022 AS FOLLOWS:-

SR. NO.	DESIGNATION	ON ROLL STAFF
1	SUPERITENDENT	01 *
2	DEPUTY ENGINEER	00
3	CHARGE ENGINEER	01
4	CHARGE HAND GENERAL	03
5	ASST. ADM. OFFICER	01
6	SUPERVISOR (P) / Clerk	02
7	SHOP RECORDER	02
8	FITTER	10
9	WELDER	02
10	TURNER	01
11	BLACKSMITH	01
12	CARPENTER	02
13	WIREMAN	02

14	ASST. TURNER/FITTER	01
15	ASSIT. FITTER /WELDER	00
16	HAMMERMAN	01
17	PAINTER	02
18	CRANE DRIVER	00
19	ASST. TINMAN	01
20	MASON	00
21	MUCCADAM	00
22	M. V. DRIVER	01
23	NAWGHANY	14
24	HEAVEY NAWGHANY	13
25	SCAVENGER	03

* SWS is on establishment of Erection (N) department but for administrative purpose his pay sheet shown under 159, being he is 'Factory Manager' as per Factory Act 1948.

5.0 The hours of work for the department are given below:

Working Hrs.	Week Days	Timing	Lunch Recess
Distribution Workshop, Kussara	<u>GENERAL</u>		
	1) Technical Staff 2) Adm. Staff Mon. to Sat.	1) 08.00 to 17.00 hrs. 2) 09.00 to 17.00 hrs.	12.30 to 13.30 hrs. 12.45 to 14.00 hrs.
	(*) <u>1st Shift</u> Mon. to Sat.	07.00 to 15.30 hrs.	12.00 to 12.30 hrs.
	(*) <u>2nd Shift</u> Mon. to Sat.	14.30 to 23.00 hrs.	19.30 to 20.00 hrs.

* Due to COVID-19 pandemic situation, time being operations of shifts are kept in abeyance.

6.0 RESPONSIBILITIES & DUTIES OF SUPDT. WORKSHOP:-

- a. The Suptd. Workshop is overall in charge of the Distribution Workshop. In items of factory Act, he is the Manager of Distribution Workshop. He shall be responsible for the following duties: -
- b. For making available equipments required by the indenting departments.
- c. Preparing the performance report related to Distribution Workshop.
- d. Attending and recommendation of tender.
- e. Assisting Divisional Engineer in complying with the Factories Act and preparing all factories returns.
- f. Assisting Divisional Engineer in filling up vacancies by holding interviews and trade tests.
- g. Assisting Divisional Engineer for creation of new posts and / or additional posts, if required in workshop.
- h. Ensuring safety methods employed and investigation in case of accidents.
- i. Attending Canteen Committee Meeting, Safety Committee Meeting, Disposal Meeting, and Zonal meeting.
- j. Attending to staff matters and grievances of the staff.
- k. Singing of material requisition, credit notes, grain requisition etc.
- l. Sanctioning of leave viz., P/L, C/L, S/L, and Sport leave.
- m. Suggesting modification in the existing method of manufacturing, if required/ Feasible.
- n. Maintaining the discipline in workshop. To initiate proper disciplinary action against defaulters i.e. technical, administrative staff and officers, such as irregular attendance, frequently late reporting, ideling / sleeping on duty, assaulting etc.

- o. Ensuring that all major / minor machineries and portable tools/ measuring instruments are in working conditions, adequate ventilation/illumination and cleanliness is maintained at workshop.
- p. Putting up sanction for scrapping of old machines / equipment of for purchase of new machinery of equipment the workshop.
- q. General administration of day to day workshop activities.
- r. Clearing of Inspection Memos.
- s. RTI activity.

7.0 THE POWERS AND DUTIES OF DEPUTY ENGINEER :-

- a. The Deputy Engineer is overall in-charge of shop floor. He shall assist the Supdt. Workshop, for all responsibilities and duties are as follows:-
- b. Planning for preparation of daily work considering availability of material, manpower and priority of work.
- c. Instruction and guiding the sub - ordinate staff i.e. Charge Engineers and Charge Hand Generals, regarding the executions of work.
- d. Ensuring that all raw material required for execution of work is made available well in advance. Reporting "NOT IN STOCK" items to the store authority and subsequent follow up with them.
- e. To ensure that needs / requirements of indenting departments are met within speculated time frame. In case of delay on account of any reason, same shall be intimated to the Supdt. Workshop.
- f. Reviewing performance of workshop weekly and reporting the same to Supdt. Workshop, along with details such as areas/sections where performance and suggestion for improving the same or to divert excess manpower to any other sections/divisions.

- g. Preparing Incentive Bonus statement i.e. Input & Out statement and sending the same to AEJWSC well in time every months.
- h. To review, measured and unmeasured activities and additional activities if any, of Distribution Workshop and suggest changes which are required to be incorporated in 'Incentive Scheme'.
- i. Maintaining the discipline in workshop. To initiate proper disciplinary action against defaulters i.e. technical staff & officers, such as irregular attendance, frequently late reporting, ideling / sleeping on duty and assaulting.
- j. Ensuring that all major / minor machineries and portable tools / measuring instruments are in working condition. Adequate ventilation/illumination and cleanliness is maintained at workshop.
- k. Ensure that requiring man-power is made available, if not or any excess man power is required to be engaged then he shall intimate the same to the Supdt. Workshop alongwith detailed workout i.e. quantum of work load, utilization of existing manpower and reason for excess requirement.
- l. Ensuring that required all records / registers are being maintained properly and without any delay. (Records such equipment history i.e. transformers and switch gears, movement register of transformers and switch gears, etc. These are important records which are useful for reference).
- m. Carrying out acceptance tests on substation electrical equipments such as transformers, switch gears and recording the test results in a appropriate register.
- n. To assess the feasibility of economical repairs of any type of electrical equipments / machines or loose tools at workshop and accordingly to take further necessary action i.e. advice for scrapping or to get the repaired from outside agency.
- o. Ensuring that shift change notice is displayed on notice board well in time.

- p. Ensuring that all records / documents and monthly reports pertaining to account matters such as location codes commencement advice, and Location codes work in progress advice is prepared and sent to concern department within stipulated period every months.
- q. To help Supdt. Workshop / AAO in connection with Account / Audit queries.
- r. Ensuring that all safety measures are followed in workshop.
- s. Assisting the Supdt. Workshop, in complying with the Factories Act.
- t. Reporting to the Supdt. / A.A.O. in case of accident during the execution of work.
- u. Arranging to take the injured persons in case of accident to the nearest dispensary or hospital for attention and information the concerned authorities.
- v. Signing of material requisition, credit notes, grain requisition and attendance authorities.
- w. Sanctioning of leave viz. P/L, S/L, C/L and Sports leave.
- x. Arranging for a stand by staff and equipments whenever required.
- y. Arranging for inspection of damaged / obsolete equipment by Audit staff before scrapping.
- z. To follow up / co-ordinates with various Departments of the Undertaking and also with outside agencies in connection with workshop issues, such as attending Courts / Factory Inspectors office / Central Excise office / MCGM's ward officers, etc.
- aa. General supervision of day to day workshop activity.
- ab. RTI activities.

8.0 RESPONSIBILITY AND DUTIES OF CHARGE ENGINEER:-

- a. Engaging work orders for different jobs of different department as per the priorities asked for.
- b. Preparing credit notes for excess materials, preparing debit credit and dispatch notes with the help of shop recorder.
- c. Arranging to send jobs sheets and negative attendance in time to TKK.
- d. Closing work-orders after checking and crediting materials with the help of sub engineers and shop recorders.
- e. Checking progress of work and controlling labour on various jobs.
- f. Arranging to prepare cost-sheets for chargeable jobs.
- g. Maintaining the discipline in workshop. To report in discipline / misconduct on part of his sub ordinate to the Duty officer i.e. Deputy / Sub Engineers workshop.
- h. Arranging for testing and inspection of new / serviceable / repaired equipments such as transformers, H.V. switch gears L.V. Switch gears, Capacitors etc, along with Dy. Engineers/ Sub Engineers workshop.
- i. Maintaining transformer / switch gear test result report register.
- j. Maintaining Inventory book in respect of capital and dead stock items.
- k. Preparing monthly progress report and incentive statement along Dy. Engineers / Sub Engineers and Shop recorders.
- l. Ensuring that all major / minor machineries and portable tools / measuring instruments are in working condition. Adequate ventilation/illumination and cleanliness is maintained at workshop.
- m. To attain defective workshop machineries with the help of his sub ordinates staff i.e. Fitter / wireman etc.

- n. To maintain history register of workshop machinery / tools and equipments. (i.e. Periodical preventive / break down maintenance work report of each machines)
- o. To help Dy. Engineer workshop for procurement of new machines or attaining to defective machines / equipments either at workshop or at repairer/ manufacturer's works.
- p. Arrange to cash purchase spare parts or any other new items required for workshop activities.
- q. To maintain upto date records of all such cash purchase items.
- r. Arrange to get repaired the faulty equipment / machine tools / fans etc. either from CAS / MRE or outside agency and to keep updated record of such equipments / tools given for repairs.
- s. To keep updated record of equipments / tools given to or borrowed from outside division / agencies. Also to make follow up for getting back the equipments / tools.
- t. Reporting to the Dy. Engineer / Suptd. Workshop. In case of accident during the execution of work.
- u. Giving first-aid to injured persons and sending them to hospitals as and when required.
- v. To see that all first-aid to medicines are available at workshop.
- w. Accompanying the injured persons in case of accident to the nearest dispensary or hospital for attention and informing the concerned authorities.
- x. To help Deputy Engineer in preparing accident investigation report.
- y. Periodical arranging for disposal of unwanted material i.e. Scrap material generated in course of routine day to day fabrications / reconditioning activities.

- z. Instruction and Guiding the sub-ordinate staff i.e. Charge hand Generals and tradesmen regarding the execution of works.
- aa. RTI activities

9.0 RESPONSIBILITY AND DUTIES OF CHARGE HAND GENERAL:-

- a. The Charge Hand Generals shall work under Sub Engineers Workshop. Also he shall take instruction from Charge Engineers in connection with execution of day to day work. The charge hand general shall be responsible for the following duties:-
- b. Allocating day to day work to the staff of the Distribution workshop of concern section.
- c. Preparing requisition and arranging materials for the execution of jobs undertaken.
- d. Arranging equipments such as, transformers and switchgears, A.D. Pillars, L.V. Boards etc., for outdoor movements.
- e. To supervise work of equipment gang whenever it is required to shift equipment from one place of work to other place within or outside the territory of Supply Branch.
- f. To go along with equipment movement lorry of transport contractor, engaged for shifting the Undertaking's equipment.
- g. Arranging for testing of new / serviceable / faulty equipments such as transformers and switch gears for determining 5th nature of fault and assess the possibility of reconditioning the in workshop with the help of Dy. Engineer / Charge Engineer workshop.
- h. Maintaining important register in his custody such as daily work allocation Register transformer / Switch gear history books, movement book, and location code / work order / indent books etc.

- i. To help Dy. Engineer / Charge Engineer for Inspection of new / old / faulty items whenever required or to carry out this work independently as when instructed by Dy. Engineer / Charge Engineer.
- j. To report about the non availability of raw material to Dy. Engineer / Charge Engineer in writing.
- k. Arrange to cash purchase spare parts or any other new items required or workshop activities.
- l. To help Shop Recorders in preparation of job sheets.
- m. To ensuring that job sheets of staff working under him are sent to the concern officer in time. Also in case of absence of shop recorder to prepare job sheets of staff.
- n. To prepare overtime intimation / meal allowance advice. Worksheets, acting duty advice etc. and to ensure that same are sent to the concern officer in time.
- o. To keep record of material drawn / used / credited and manpower used for carrying out particular work, with the help of shop recorder in such a way that there shall not be any type of difficulty while closing of location codes / work orders. Also he shall sent advice to the shop recorder in writing for closing of particular location codes / work orders.
- p. Ensuring that the safety measures are followed, before and during execution of work.
- q. Giving First-aid to injured persons and sending them to hospitals as and when required.
- r. Reporting to the Charge Engineer / Dy. Engineer / Supdt. in case of accident during the execution of work.
- s. Accompanying the injured persons in case of accident to the nearest dispensary or hospital for attention and informing the concerned authorities.

- t. To help Deputy Engineer / Charge Engineer in preparing accident Investigation report.
- u. Instructing and guiding the sub-ordinate staff i.e. tradesmen / nawghanies regarding the execution of work.
- v. Maintaining the discipline in workshop. To report in disciplines / misconduct on part of his subordinate to the Duty officer i.e Dy. Engineer / Charge Engineer.
- w. To help Dy. Engineer workshop for procurement of new machines or attaining to defective machines / equipment either at workshop or at repairer / manufacturer's works.
- x. To attain defective workshop machineries with the help of his sub ordinates staff i.e. Fitter / Wireman etc.
- y. Ensuring that all major / minor machineries and portable tools / measuring instruments pertaining to his section are in working conditions, adequate ventilation / illumination and cleanliness is maintained at workshop. In case of any shortcoming, shall be immediately reported to Deputy Engineer Workshop.
- z. In absence of other sections Charge Hand General, he shall take care of that section in addition to his normal duties.
- aa. General supervision of day to day activities.

10.0 RESPONSIBILITY AND DUTIES OF ASSISTANCE ADMINISTRATIVE OFFICER:-

- a. The Assistance Administrative Officer shall work under Supdt. workshop. Also he shall take instructions from Deputy Engineer in connection with execution of day to day work. He shall co-ordinate the work of his subordinate staff viz. Supervisor (P)/Clerks/Shop recorder. The Assistance Administrative Officer shall be responsible for the following duties :-

- b. General supervision of the work of the staff under him in connection with preparation, maintenance and or checking of staff records, clothing cards, staff return forms, annual reports, budget estimates, A & B grade officers absent memos, advice for payment of special allowance, incentive bonus etc. and maintaining account of impress cash.
- c. Assisting the Supdt. Workshop in complying with factories Act and preparing all factory returns.
- d. Assisting the Supdt. Workshop in filling up vacancies by holding interviews and trade tests.
- e. Assisting the Supdt. Workshop for creation of new posts and / or additional posts, if required in workshop.
- f. Attending canteen committee meeting, Disposal meeting Zonal meeting as and whenever asked by Supdt. Workshop.
- g. Attending to staff matter and grievances of the staff.
- h. Signing of material requisitions and credit notes pertaining to stationary and cleaning and sweeping work, grain requisition etc.
- i. Sanctioning of leave viz, P/L, S/L, C/L and sports leave of staff under him.
- j. Suggesting modification in the existing administrative / accounting / auditing procedure, if required/ feasible.
- k. Putting up sanction for scrapping of old office furniture / equipments / records of for purchase of new furniture / equipment in the workshop.
- l. To put up notes regarding promotion / reversion / transfers / confirmation of the staff.
- m. To put up notes / reminders for filling up vacancies.

- n. To put up notes to AIOS as regards to initiating disciplinary action against employees in case of irregular absenteeism / frequently late reporting etc.
- o. To put up letters to the employees who are not reporting duty for long period.
- p. Attending ALOS / Personal office in connection with disciplinary action against employees.
- q. Attending Account / Audit department in connection with various queries pertaining to account / audit matters.
- r. To serve notice / enquiry letters to the staff of workshop at his residence.
- s. To follow up / co ordinate with various departments of the undertaking and also with outside agencies in connection with workshop issues, such as attending courts / Factory inspectors office / Central Excise office / BMC's ward offices etc.
- t. Overall supervision of sweeping and cleaning work of Kussara depot premises with help of Scavenger Muccadam.
- u. Attending to the general correspondence.
- v. Drafting of letters.
- w. RTI activities, e-mail, e-office receiving and sending, CTAS and other online work etc to be carry out.

11.0 RESPONSIBILITY AND DUTIES OF CLERKS, SHOP RECORDERS:-

- a. The Clerks / Shop recorders shall work under Assistance Administrative Officer. The specific work to be given to individual Clerks / Shop recorders shall be decided by Assistance Administrative Officer. However general responsibilities and duties of Clerks / Shop recorders shall be as follows:
- b. Daily dispatch, filling and finding references.

- c. Maintaining various general records, clothing register, attendance registers. Material inspection form and tender reference clearing register, purchase form register, meal allowance register, extra duty hours register, bill vouchers register, inward / outward register, location codes registers, capital / dead stock inventory register, MCA query register, Locker key register, computer ribbon re-inking and floppy disk book, superannuation registers, permanent and temporary staff register, permanent staff address register, bus token register, Sundays / Holidays working register, employee's health register as required under factory act, oxygen and acetylene gas cylinder consumption register, etc.
- d. Preparing various types of monthly statements / reports such as material inspection forms / tender references clearing report, performance report of distribution workshop, incentive bonus input/ output statement, computer maintenance report, accident statement, vacancy statement, negative attendance statement, transfer of pay packets advice, location codes/work orders closing W.I.P. statements, etc.
- e. Preparing various types of monthly payment advice such as group incentive bonus payment, system power loss incentive bonus statement, meal allowance, extra duty hours payment advice, cleaning contractor's payment advice, stitching charges payment advice, etc.
- f. Preparing daily job sheets of employees and sending to concerned time keeping section.
- g. Preparing writing requisition credit notes of material equipments required for execution of shop floor works and entering the same in location code history sheet.
- h. Closing of location codes / work orders of jobs / work undertaken / executed at shop floor.
- i. Scrutiny of labour / material cost statement received from EDP / Account department and sending appropriate reply to the concerned departments.

- j. Preparing material / labour cost statements of chargeable work or of any other work, as and when demanded by Supdt. Workshop.
- k. Assisting Assistance Administrative Officer to put up notes regarding promotion / reversion / transfers / confirmation of staff.
- l. Assisting Assistance Administrative Officer to put up notes / reminders for filling up vacancies.
- m. Assisting Assistance Administrative Officer to put up notes to ALOS as regards to initiating disciplinary action against employees in case of irregular absenteeism / frequently late reporting etc.
- n. Assisting Assistance Administrative Officer to put up letters to employees who are not reporting duty for long period.
- o. Attending ALOS / Personal office in connection with disciplinary action against employees.
- p. Attending Account / Audit department in connection with various queries pertaining to account / audit matters.
- q. To prepare service / employment certificates for staff festival advance payment advice, identification notes, and grain requisitions.
- r. To arrange First aid medicine from medical department.
- s. To process accident compensation form and further payment advice.
- t. To process medical reimbursements applications of employees.
- u. To carry out all paper work as regards to factory inspector's requirement, i.e. renewal of factory license, payment of factory license and smithy license renewal fee preparing annual returns, reporting minor / major accidents intimating working of workshop other than week days. (Sunday)
- v. To issue the pay cards & to help Salary disbursement clerk on payment day.

- w. Assisting Supdt. Cash for disbursement of salary / bonus payment on a payment days as per roaster maintained in Erection (North) Division.
- x. To accompanying injured person for medical treatment at hospitals.
- y. To do typing work either on computer or on type writer.
- z. To follow up / co-ordinates with various Departments of the Under taking and also with outside agencies in connection with workshop issues, such as attending courts / factory inspectors office / central excise office / BMC's ward office's.
- aa. RTI activities, e-mail, e-office receiving and sending, CTAS and other online work etc to be carry out.

12.0 WORK ALLOCATION I.E RESPONSIBILITIES AND DUTIES OF TRADES MAN:-

12.1 FITTER, P1/T-5

- a. General fitting, fitting, drilling, grinding, tapping, rebitting cutting, shearing and fabricating m. s. shells, cubicles, ADPs, SLPs, LV boards, other non standard pillars etc. at workshop or any other place of the Undertaking.
- b. Erection of substation equipments such as HT / LT switchgears, transformers, capacitor banks, etc.
- c. Overhauling / reconditioning of substations equipments such as HT / LT switchgears, transformers, ADPs, SLPs, LV boards, capacitor banks, etc. either at workshop or any other place of the Undertaking.
- d. He shall have knowledge of various workshop machineries, (cutting, drilling, shearing, press brakes, grinders, hydraulic machines.), portable machines either of power driven on pneumatic operated so as to he shall skillfully operate them or to carry out overhauling reconditioning of general purpose or specific major minor workshop machineries, instruments, hand tools or any other place of the Undertaking.

- e. To fabricate dies templates molds as specified on a drawing or as suggested by his superior.
- f. To terminates cables in transformer dividing box, coupling of LV boars links either on live or on dead position as per specific demand of that situation.
- g. Arranging for testing of new / serviceable / faulty equipments such as transformer and switch gears for determining the nature of fault and assess the possibilities of reconditioning them in workshop with the help of Dy. Engr./ Ch. Engr. Workshop.
- h. He shall be conversant with basic mathematical operation i.e. reading, subtractions, addition, of the dimensions infractions and decimals.
- i. To fabricate jobs as specified on a drawing.
- j. He shall have basic knowledge about various sections materials, rivets used in construction / fabrication work.
- k. To help the superior for inspection of new / old / faulty items whenever required.

12.2 WELDER P1/T-5.

- a. To carry out a very skilled manner electric arc welding, gas welding, brazing on different types of metals i.e. cast iron, brass, copper, M.S., aluminum, or any other alloy metal. Also to cut or make groove in metallic parts such as angle iron, sheet metal, etc. using either of oxy-acetylene gas cutter set or arc welding set, either at workshop or any other place of the undertaking.
- b. He shall have knowledge of various workshop machineries, (cutting, drilling, shearing, grinders, and machines), portable machines either of power driven or pneumatic operated so as to he shall skill fully operate them and to fabricate jobs as specified on a drawing.

- c. To build up damaged or worn out ferrous and non ferrous alloy components such as cable joint box covers, cast iron feeder pillars, coppers and brass contracts, cast iron gears, etc., either at workshop or any other place of the Undertaking.
- d. He shall be conversant with the important of preheating casting before welding and aware of the causes and prevention of various welding faults.
- e. Attending to the minor defects of welding sets, taking care of gas cylinders, regulators valves, welding and cutting pipes, etc.
- f. Also he shall carry out general cleaning and preventive maintains of tools / equipments / machines pertaining to his trade.

12.3 TURNER P1/T-5

- a. Turner P1/T-5 shall be responsible for performing following duties :
- b. He shall carry out a very skilled manner various operations (turning, drilling, inside/ outside threading). On various types of ferrous and non ferrous alloy metals using either of Capstan or Center Lathe machine, with accuracy level of minimum 1 thou of an inch., as per dimensions specified in drawing.
- c. He shall grind properly an accurately various cutting tools such as Knife tool, parting tool, V threading tool, round tool, boring tool and drilling bits. Also he shall use these tools with proficiency.
- d. He shall have ability to read and use with proficiency various gauges such micrometer, dial gauge, vernier caliber protectors, depth gauge, understand and read sectional view of machine drawing, adding and subtracting dimension infractions and decimals.
- e. He shall have thorough knowledge of speeds and feeds for various types of material and machines, calculation and changing wheels required for screw cutting.
- f. He shall carry general purpose i.e. preventive maintenances of tools equipments, machines pertaining to his trade.

- g. Also he shall carry out general cleaning and preventive maintenance of tools equipment machines pertaining to his trade.

12.4 TINMANS, P1/T-5

- a. Tinmans, P1/T-5 shall be responsible for performing following duties:
- b. He shall have knowledge of various ferrous and non ferrous metals alloys their properties such as melting temperature, pouring temperature, solidification point, metal composition, use of various types of furnace, coal fire about aside, fluxes, and various melting / cleaning agents used for purpose of metal melting, soldering and tinning, use of calipers, verniers and weight balance.
- c. He shall carry out work melting metal and preparing alloys from using two or more basic raw metal, such as preparing Aluminum solder / copper solder / plumbing metal by using Tin / Lead / Zinc in appropriate proportion.
- d. He shall make dies used in preparation various forms / sizes of metal bars / sticks, or product as per given drawing from molten metal / alloy and finishing the product by way of chiseling / cutting and filing.
- e. He shall make dies used in preparation various forms / sizes of metal bars / sticks, or product as per given drawing from molten metal / alloy and finishing the product by way of chiseling / cutting and filing.
- f. He shall carry out efficient soldering and tinning jobs.
- g. He shall carry out sheet metal work such as preparing simple trays, funnels, and boxes according to dimensions.
- h. He shall carry out sheet preventive maintenance of furnace i.e. cleaning, replacing liners, etc. with the help of nawghany.
- i. Also he shall carry out general cleaning and preventive maintenance of tools / equipments / machines pertaining to his trade.

12.5 ASST. FITTER / WELDER, P1/T4.

- a. Asst. Welder P1/T4. Shall be responsible for performing following duties:
- b. To carry out as electric arc welding, oxy acetylene gas welding (straight deposits, but weld, fillet weld, cap weld), and brazing on different types of metals i.e. cast iron, brass, copper, m. s., aluminum or any other alloy metal. Also to cut or make groove in metallic parts such as angles cutters set or arc welding set, either at workshop or any other place of Undertaking.
- c. He shall have working knowledge of various workshop machineries, (cutting, drilling, shearing, grinders), portable machines either of power driven or pneumatic operated to he shall skillfully operate them and to fabricate jobs as specified on a drawing.
- d. Attending to the minor defects of welding sets, taking care of gas cylinders, regulators valves, welding and cutting pipes, etc.
- e. Also he shall carry out general cleaning and preventive minuteness of tools / equipments / machines pertaining to his trade.

12.6 ASST. TINMAN, P1/T4.

- a. Asst. Tinman P1/T4 shall be responsible for performing following duties :
- b. He shall have knowledge about acids, fluxes, etc., theory for preparation of surface for the purpose of soldering and tinning.
- c. He shall carry out efficient soldering and tinning jobs.
- d. He shall carry out sheet metal work such as preparing simple trays, funnels, and boxes according to dimensions.
- e. He shall occasionally as and when required carry lout work of melting metal and preparing alloys from using two or more basic raw metals, such as preparing Aluminum solder / Copper solder / plumbing metal by using Tin / Lead / zinc in appropriate proportion.

- f. He shall carry out preventive maintenance of furnace i.e. cleaning, replacing liners, etc. with the help of nawghany.
- g. Also he shall carry out general cleaning and preventive maintenance of tools / equipments / machines pertaining to his trade.

12.7 ASST. TURNER P1/T4

- a. Asst. Turner P1/T4 He shall be responsible for performing following duties :
- b. He shall carry out work on center lathe, drilling machines, and shaping machine with accuracy level of minimum 5 thou, of an inch. as per dimensions specified in drawing.
- c. He shall have an ability to read and use with proficiency various gauges such as micrometer, dial gauge, vernier calliper protector, and depth gauge, understand and read simple sketches and or drawings adding and subtracting dimensions in fraction and decimals.
- d. He shall grind properly and accurately various cutting tools such as knife tool, parting tool, V threading tool round tool, boring tool and drilling bits. Also he shall use these tools with proficiency.
- e. Also he shall have trough knowledge of speeds and feeds for various types of materials and machines, calculation and changing wheels required for screw cutting.
- f. He shall carry out general purpose i.e. preventive maintenance, such as, cleaning, lubricating of lathe machine with the help of the nawghany, so as to machine shall remain in working condition at all time.
- g. Also he shall carry out general cleaning and preventive maintenance of tools / equipment / machines pertaining to his trade.

12.8 CARPENTER , P1/T4.

- a. Carpenter, P1/T4. Shall be responsible for performing following duties:
- b. He shall have a thorough knowledge about general fitting, cutting, planning of wood and non metallic items and use of various carpenters tools and machines such as pedestal / radial / portable drilling m/c., vertical band saw, circular saw , power driven wood planning m/c. etc.
- c. He shall have ability to read and use with proficiency various gauges such as micrometer, dial gauge, vernier caliper protector, depth gauge, understand and read simple sketches and or drawing, adding and subtraction dimension in fraction and decimals.
- d. He shall repair or prepare in a very skilled manner cabinets, frames, different types of boxes, insulating fitment, cable cleats, wedges, spreaders, temporary foundations etc, either of wood/ ply wood bakelite / syndanyo or any other non metallic materials as per given drawing or as per specimen / samples provided to him at workshop or at any other work place of the Undertaking.
- e. He shall repair or prepare various sizes of hand towers, ladders used by street lighting division or any other divisions of the Undertaking.
- f. He shall help his superior in carrying out inspection of various wooden / plywood's / bakelite / non metallic articles procured by the Undertaking. With his knowledge and experience he shall able to recognize the different type of woods / plywood's / bakelite and accordingly give suggestion for procurement of good quality items.
- g. He shall sharpen tools generally used in carpentry and cabinet making work. Also he shall carryout general cleaning and lubrication of carpentry tools / equipments / machines with the help of nawghany.

- h. He shall inspect the old / damaged wooden or non metallic articles such as hand towers, ladders, cabinets, etc. at workshop or at any other place of the undertaking for determining the nature of defects damages assess the possibility of reconditioning them in workshop.
- i. Also he shall carry out general cleaning and preventive maintenance of tools equipments machines pertaining to his trade.

12.9 BLACKSMITH, P1/T4.

- a. Blacksmith, P1/T4 shall be responsible for performing following duties:
- b. He shall have through knowledge about general fitting, general ferrous and non ferrous metals, use of various blacksmiths tools and furnaces.
- c. He shall have a ability to read and use with proficiency various gauges such as micrometer, inside / outside calipers, dial gauge, vernier calipers, protector, depth gauge, understand and read simple sketches and or sectional machine drawings, adding and subtracting dimensions in fraction and decimals in inches and in metrics system.
- d. He shall prepare in a very skilled manner set hammer, pair of tongs, brackets, hooks, clamps, shackles from given ferrous and non ferrous metal as per given drawing or as per specimen / samples provided to him.
- e. He shall shape or reshape different types of cutting tools for lathe operations, re sharpening of crowbars, pickaxes chisels, etc.
- f. He shall help his superior in carrying out inspection of various excavation tools, hammers, chisels, etc. procured by the undertaking / with his knowledge and experience he shall able to recognize the different types of ferrous and non ferrous metals and accordingly give suggestions for procurement of good quality items.
- g. Also he shall carry out general cleaning and preventive maintenance of blacksmiths tools equipments machines with the help of nawghany.

12.10 CRANE DRIVER, P1/T3

- a. Crane Driver, P1/T3. shall be responsible for performing following duties :
- b. He shall operate with proficiency different types of EOT cranes, chain pulley blocks, hoist, etc. either at workshop or at any other place of the undertaking.
- c. He shall have an ability to use general purpose fitter's tools and instruments such as micrometer, inside / outside calipers, dial gauge, vernier calipers, protector, depth gauge, understand and read simple sketches and or sectional machine drawings, adding and subtracting dimensions in fraction and decimals in inches and in metrics system.
- d. He shall carry out preventive maintenance work of cranes / hoists / chain pulley blocks, such as oiling, greasing, replacements of worn outbreaks liners, etc.
- e. He shall assist the tradesmen in carrying out major repairs work of the cranes.
- f. He shall assist the tradesmen in carrying out repairs works of workshop plant and machinery as and when required.
- g. Whenever time permits, he shall assist the fitter in fabrication work and reconditioning overhauling work of switch gears, transformers, pillars etc. or in case urgency he shall carry out simple fabrication work or overhauling works independently as and when instructed by the concern officers.

12.11 WIREMEN / ASST. WIREMEN, P1/T3.

- a. Wireman / Asst. Wireman , P1/T3. shall be responsible for performing following duties :

- b. Wireman / Asst. wireman shall be conversant with various types of wires / cables / accessories used in wiring work, its current carrying capacity, types of wiring, jointing / soldering crimping method, and safety precautions to be observed in the trade, methods of artificial reparation, etc.
- c. He shall carry out new wiring or addition / alteration / repairs of existing wiring pertaining to lighting / power circuits at substation / workshop or at any other any other place to the Undertaking.
- d. He shall carry out internal control circuit wiring of HT / LT switch gears, capacitors, transformers temperature controller bucholz relay.
- e. He shall carry out preventive as well as breakdown maintenance of electrical wiring and switching / controlling devices of workshop machines such as EOT cranes, oil filtration machines, Electric furnace / oven, drilling / cutting / grinding / shearing machines, oil pump, various types of power driven portable machines / tools, etc.
- f. In case of urgency / emergency he shall attend failure of luminaries / ventilators i.e. fluorescent tube light fixtures / ceiling Fans / pedestal fans / walls mounted fans exhaust fans etc.,
- g. He shall help his superior in arranging test set up and carrying out various types of acceptance tests on electrical equipments such as transformers / switch gears / capacitors etc.
- h. He shall do assembly and wiring of service cut out boards of different sizes.
- i. He shall help his superior in procuring spare parts required for preventive / breakdown maintenance of workshop machineries.
- j. Also he shall carry out general cleaning and preventive maintenance of tools / equipments / machines pertaining to his trade.

12.12 MUCCADAM. P1/T3

- a. Muccadam, P1/T3 shall be responsible for performing following duties:
- b. Muccadam shall able to read and write simple English and Marathi, so as to he can read material requisition credit notes, simple sketches etc. he shall identify the various material equipment collected from stores.
- c. With the help of Nawghanies and Hy. Nawghanies he shall collect and bring the material equipment as mentioned in material requisition and credit notes from store dept. (placed anywhere in the Undertaking's work area) to workshop and vice versa.
- d. He shall control, supervise and guide the Nawghanies working under him on material equipment handling jobs.
- e. He shall supervise the movement of transformer switch gears and any other heavy equipment.

12.13 PAINTER SR. P1/T3

- a. Painter Sr. P1/T3 shall be responsible for performing following duties:
- b. He shall have ability to read and write English as well as Marathi letters and numbers, proper mixing of paints / varnishes and thinners for different shades of matching colors, method of cleaning old paint surfaces in which different coats paints are applied, etc.
- c. With the help of Nawghanies he shall clean / derust and make ready for painting a surface of articles / equipments which is to be painted.
- d. With a high degree of workmanship, he shall apply standard primers / red oxide, enamels, and oil paints as per requirement on articles / equipments including transformers, switch gears, pillars etc.
- e. He shall prepare and cut stencils for letters, designs, etc.

- f. With a high degree of workmanship, he shall write given data / description (mater to be painted) on article / machines / equipments including transformers / switch gears, pillars, books, name boards, etc., either at workshop / substation premises or at any other place of the Undertaking.
- g. He shall draw network plans and layouts on larger scales from sketches given.
- h. Also he shall carry out general cleaning and preventive maintenance of tools / equipments machines pertaining to his trade.

12.14 MASON, P1/T2.

- a. Mason, P1/T2, shall be responsible for performing following duties :
- b. He shall have ability to use spirit level, square, plump line and all other tools in connection with masonry works. He shall know about proper mixing of cement, sand, water, and metal, either manual or using hand driven / motor driven batch mixer machine.
- c. He shall carry construct RCC foundation, cements troughs, and any other RCC article as per given sketch / specimen.
- d. He shall carry out minor repairs / addition / alteration to civil structure such as plastering, making footsteps, fixing door frames, etc.
- e. He shall carry out minor repairs / addition / alteration to civil structure such as plastering, making footsteps, fixing door frames, etc.
- f. He shall carry out civil work pertaining to coal fired furnace such as reconstructing liners, building up furnace etc.
- g. Also he shall carry out general cleaning and preventive maintenance of tools / equipments / machines pertaining to his trade.

12.15 PAINTER JR. P1/T2

- a Painter Jr. P1/T2 shall be responsible performing following duties :
- b He shall have knowledge of proper mixing of paints / varnishes and thinners for different shades of matching colors, method of cleaning old paint surfaces, application of standard primers / putty, sequence in which different coats of paints are applied, etc.

13.0 WORK SHEET

- a. To enable proper control to be kept on the execution of outdoor work and allocation of labour, a worksheet is prepared by the Charge Engineer, one day in advance of each working day.
- b. A worksheet is prepared by Charge Engineer of the section which shall contain the following data:-
 - i) Name of the Dy. Engineer in charge of the section.
 - ii) Classification of personnel (Permanent and temporary) and check nos. of the non – scheduled staff.
 - iii) Total number of persons.
 - iv) Location code nos. with detailed activity wise codes.
 - v) Location of works – reference of the scheme plan / layout plan / work orders / SIMHA – 97 schemes.
 - vi) Type of work.
 - vii) Indication in the form of letter ‘D’ where a draughtsman is booked.

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

DEEN – SWS – Dy.Engr(WS) – Ch. Engr.

SWS - AAO(WS) – Supervisor (P)/Clerk, Shop Recorder.

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

As per Manual

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

As per Manual

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

1. Various Administrative Reports Statements pertain in to staff matters i.e. Appointment, Promotion, Transfer, Attendance, Allowance, Separations etc.
2. Various files, Registers, Statements, related to Work Orders, Schemes, MERC Reports etc.
3. Advance Payments / Security Deposits towards RI to MCGM

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:-

NIL

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

NIL

4.(b)(ix): A directory of officers and employees as on 30.11.2022:-

Sr. No.	Name	Designation	Check No.	P. S. No.
1	PRADIP VISHWASRAO GHOLAP	SUPDT.ES	215172	15909
2	CHANDRAKANT SHAMRAO KALKUNDRE	SUB.ENG.(P)	215415	15909
3	RAHUL BASWANT KABIR	A.ADMIN.OFFICER	215842	15909
4	ASHOK HARI KHARTMOL	CLERK	4131	15909
5	SUNIL KUNDLIK GADADE	SUPERVISOR (P)	216088	15909
6	NAVAL VITHAL CHAURE	SHOP RECORDER	107693	15909
7	ACHHEYLAL TULSIRAM YADAV	SHOP RECORDER	280412	15909
8	PANDURANG HARISHCHANDRA HANDE	SR. C. H. GEN. (P)	404059	15909
9	VILAS GANPAT LOHAKARE	SR. C. H. GEN. (P)	404310	15909
10	DARSHAN KESHAV URADE	SR. C. H. GEN. (P)	404328	15909
11	AMBU REVJI KARVANDE	CHIEF FITTER(P)	410230	45909
12	ANIL KASHINATH CHAVAN	CHIEF FITTER(P)	404058	45909
13	SUDHIR HARISHCHANDRA THAKUR	FITTER	324557	45909
14	SANTOSH SAHEBRAO CHAUDHARI	FITTER SR	402853	45909
15	DHIRAJ DILIP SURYAWANSHI	FITTER SR	402854	45909
16	SAGAR GANESH MESTRY	FITTER SR	402858	45909
17	ARJUN N VARTHA	FITTER SR	402859	45909
18	ATMARAM SADASHIV MALGAONKAR	FITTER	404051	45909
19	M B PUKALE	FITTER	404080	45909
20	NANDKISHOR GANPAT POPHALE	FITTER	404148	45909
21	PRADIP V SAWANT	SR WELDER (P)	189350	45909
22	DEEPAK YASHWANT CHAUGHULE	WELDER	321599	45909
23	RAJESH TUKARAM NAKASHE	TURNER	404159	45909
24	JAYKUMAR ANGANLAL GAUDARIYA	BLACKSMITH	321983	45909
25	KISHOR SHANKAR VAIDYA	SR CARPENTER(P)	404032	45909
26	DINESH NARAYAN RAUT	SR CARPENTER(P)	404184	45909
27	UDAY PANDURANG BHOJANE	WIREMAN	402307	45909
28	VILASH RAMNATH BENDKULE	WIREMAN	402314	45909
29	RAJESH G KHATKE	AS TRN FITTER	107461	45909
30	RAJESH APPA TAMBE	HAMMERMAN	321772	45909
31	ANIL SITARAM GAIKWAD	PAINTER SR	209642	45909
32	VIJAY GOVIND KADAM	SR PAINTER (P)	409805	45909
33	DADA NARAYAN SAWANT	AS TINMAN	410991	45909

34	JAIRAM DATTATRAY AUTADE	SR MV DRIVER(P)	324916	45909
35	RAJESHWAR RAJANNA PIKILIVANTI	SR NAWGHANY(P)	410214	45909
36	NARSAYYA BUCHANNA JAKKU	SR NAWGHANY(P)	410235	45909
37	SIDDHARTH SITARAM JADHAV	SR NAWGHANY(P)	410282	45909
38	SANJAY BALKRISHNA BABAR	SR NAWGHANY(P)	411278	45909
39	DHARMENDRA SUDAM DAGADE	SR NAWGHANY(P)	411349	45909
40	RAVIRAJ LAXMAN GHADGE	NAWGHANY	411651	45909
41	EKNATH KISAN SAGBHOR	NAWGHANY	413452	45909
42	HANMANTA RAMDAS KHADE	NAWGHANY	413453	45909
43	RAJENDRA PANDURANG BENDHARI	NAWGHANY	413454	45909
44	BHAGAWAN SADANAND DEVLEKAR	NAWGHANY	413464	45909
45	SANJU BHAGA KOKTARE	NAWGHANY	413527	45909
46	NITIN DASHRATH LOHAKARE	NAWGHANY	413528	45909
47	DATTATRAY SHANKAR KSHIRSAGAR	NAWGHANY	413529	45909
48	NITIN SHANKAR KARANDE	NAWGHANY	413382	45909
49	RAJNIKANT BALLIRAM BIDAYE	SR NGNY HEAVY P	409124	45909
50	VILAS LAXMAN JAGTAP	SR NGNY HEAVY P	409811	45909
51	RAMA SHIVRAM SHETE	NGNY HEAVY	409844	45909
52	SUDAM DEVINATH NAGARE	SR NGNY HEAVY P	410122	45909
53	PRAKASH AMRUTA AMBARLE	SR NGNY HEAVY P	410136	45909
54	KESHAV BABAN RUPANWAR	SR NGNY HEAVY P	410236	45909
55	PRAKASH DAGADU ZANJE	SR NGNY HEAVY P	410245	45909
56	ANANDRAO MALHARI SHELKE	SR NGNY HEAVY P	410608	45909
57	UTTAM DAMODAR PATIL	SR NGNY HEAVY P	410619	45909
58	SUNIL SAHADEO NEVREKAR	NGNY HEAVY	411656	45909
59	MANGESH GANPAT GANDHI	NGNY HEAVY	411657	45909
60	SUNIL HARI NAWALE	NGNY HEAVY	411661	45909
61	PRAKASH SHAHU KHADYE	NGNY HEAVY	411662	45909
62	BHAVESH LAKHALAL VORA	SCAVENGER	412257	45909
63	LALIT RAJPAL VALMIKI	SCAVENGER	413417	45909
64	VIPUL RAMESH JADHAV	SCAVENGER	413423	45909

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 30.11.2022 :-

Sr. No.	Check No.	P.S. No.	Name	Designation	Basic Pay	Monthly Remuneration
1	215172	15909	PRADIP VISHWASRAO GHOLAP	SUPDT.ES	64950	107203.72
2	215415	15909	CHANDRAKANT SHAMRAO KALKUNDRE	SUB.ENG.(P)	46850	67083.9
3	215842	15909	RAHUL BASWANT KABIR	A.ADMIN.OFFICER	40200	55252.8
4	4131	15909	ASHOK HARI KHARTMOL	CLERK	33230	44154.2
5	216088	15909	SUNIL KUNDLIK GADADE	SUPERVISOR (P)	31015	48968.54
6	107693	15909	NAVAL VITHAL CHAURE	SHOP RECORDER	30100	48733.5
7	280412	15909	ACHHEYLAL TULSIRAM YADAV	SHOP RECORDER	38175	60242.93
8	404059	15909	PANDURANG HARISHCHANDRA HANDE	SR. C. H. GEN. (P)	37170	57863.3
9	404310	15909	VILAS GANPAT LOHAKARE	SR. C. H. GEN. (P)	33665	52683.1
10	404328	15909	DARSHAN KESHAV URADE	SR. C. H. GEN. (P)	33665	52683.1
11	410230	45909	AMBU REVJI KARVANDE	CHIEF FITTER(P)	34625	55178
12	404058	45909	ANIL KASHINATH CHAVAN	CHIEF FITTER(P)	36745	57155.43
13	324557	45909	SUDHIR HARISHCHANDRA THAKUR	FITTER	35725	53937.88
14	402853	45909	SANTOSH SAHEBRAO CHAUDHARI	FITTER SR	28735	46348.3
15	402854	45909	DHIRAJ DILIP SURYAWANSHI	FITTER SR	28735	45308.67
16	402858	45909	SAGAR GANESH MESTRY	FITTER SR	27620	43422.99
17	402859	45909	ARJUN N VARTHA	FITTER SR	27080	42346.98
18	404051	45909	ATMARAM SADASHIV MALGAONKAR	FITTER	34340	55900.4
19	404080	45909	M B PUKALE	FITTER	31725	49492.82
20	404148	45909	NANDKISHOR GANPAT POPHALE	FITTER	31105	48886.6
21	189350	45909	PRADIP V SAWANT	SR WELDER (P)	43055	58218.5
22	321599	45909	DEEPAK YASHWANT CHAUGHULE	WELDER	42700	66310.7
23	404159	45909	RAJESH TUKARAM NAKASHE	TURNER	33005	50472.92
24	321983	45909	JAYKUMAR ANGANLAL GAUDARIYA	BLACKSMITH	41450	63878.62
25	404032	45909	KISHOR SHANKAR VAIDYA	SR CARPENTER(P)	44425	68800.48
26	404184	45909	DINESH NARAYAN RAUT	SR CARPENTER(P)	33005	51694.9
27	402307	45909	UDAY PANDURANG BHOJANE	WIREMAN	27350	42676.76

28	402314	45909	VILASH RAMNATH BENDKULE	WIREMAN	26290	31800.85
29	107461	45909	RAJESH G KHATKE	AS TRN FITTER	31415	43782.54
30	321772	45909	RAJESH APPA TAMBE	HAMMERMAN	34505	54657.03
31	209642	45909	ANIL SITARAM GAIKWAD	PAINTER SR	33585	45916.3
32	409805	45909	VIJAY GOVIND KADAM	SR PAINTER (P)	36810	58099.67
33	410991	45909	DADA NARAYAN SAWANT	AS TINMAN	32045	50272.8
34	324916	45909	JAIRAM DATTATRAY AUTADE	SR MV DRIVER(P)	33230	52067.2
35	410214	45909	RAJESHWAR RAJANNA PIKILIVANTI	SR NAWGHANY(P)	33830	47096.65
36	410235	45909	NARSAYYA BUCHANNA JAKKU	SR NAWGHANY(P)	33830	46818.81
37	410282	45909	SIDDHARTH SITARAM JADHAV	SR NAWGHANY(P)	32515	44580.73
38	411278	45909	SANJAY BALKRISHNA BABAR	SR NAWGHANY(P)	29445	46386.7
39	411349	45909	DHARMENDRA SUDAM DAGADE	SR NAWGHANY(P)	28870	39125.86
40	411651	45909	RAVIRAJ LAXMAN GHADGE	NAWGHANY	25345	35000.78
41	413452	45909	EKNATH KISAN SAGBHOR	NAWGHANY	25345	40116.59
42	413453	45909	HANMANTA RAMDAS KHADE	NAWGHANY	25345	40183.5
43	413454	45909	RAJENDRA PANDURANG BENDHARI	NAWGHANY	25345	31139.85
44	413464	45909	BHAGAWAN SADANAND DEVLEKAR	NAWGHANY	25345	39761.26
45	413527	45909	SANJU BHAGA KOKTARE	NAWGHANY	25345	40116.59
46	413528	45909	NITIN DASHRATH LOHAKARE	NAWGHANY	24850	39030.66
47	413529	45909	DATTATRAY SHANKAR KSHIRSAGAR	NAWGHANY	25345	39763.56
48	459/09	413382	NITIN SHANKAR KARANDE	NAWGHANY	24850	37815.46
49	409124	45909	RAJNIKANT BALLIRAM BIDAYE	SR NGNY HEAVY P	38095	59365.21
50	409811	45909	VILAS LAXMAN JAGTAP	SR NGNY HEAVY P	38095	48120.12
51	409844	45909	RAMA SHIVRAM SHETE	NGNY HEAVY	25850	28727.55
52	410122	45909	SUDAM DEVINATH NAGARE	SR NGNY HEAVY P	34505	54926.86
53	410136	45909	PRAKASH AMRUTA AMBARLE	SR NGNY HEAVY P	34505	35845.5
54	410236	45909	KESHAV BABAN RUPANWAR	SR NGNY HEAVY P	32515	50601.56
55	410245	45909	PRAKASH DAGADU ZANJE	SR NGNY HEAVY P	30035	46822.33
56	410608	45909	ANANDRAO MALHARI SHELKE	SR NGNY HEAVY P	31250	49436.77
57	410619	45909	UTTAM DAMODAR PATIL	SR NGNY HEAVY P	31250	48801.28
58	411656	45909	SUNIL SAHADEO NEVREKAR	NGNY HEAVY	25345	40424
59	411657	45909	MANGESH GANPAT GANDHI	NGNY HEAVY	25345	36047.5
60	411661	45909	SUNIL HARI NAWALE	NGNY HEAVY	25345	40404

61	411662	45909	PRAKASH SHAHU KHADYE	NGNY HEAVY	25345	40995.81
62	412257	45909	BHAVESH LAKHALAL VORA	SCAVENGER	22505	33013.76
63	413417	45909	LALIT RAJPAL VALMIKI	SCAVENGER	24850	48635.67
64	413423	45909	VIPUL RAMESH JADHAV	SCAVENGER	24850	39456.9

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

NIL

The Budget allocation: -

The plan proposed:-

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

NIL

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

NIL

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

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

www.bestundertaking.com

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

Not related to consumer / public directly

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

Shri. M. B. Bamble, Divisional Engineer,
Erection (North), Kussara.

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

NIL

**5. Distribution Workshop Erection (North) Division, Kussara Depot
By Right of Information Act, 2005**

**Shri. R. B. Kabir
Public Information Officer**

**Shri. P. V. Gholap
Appellate Officer**