

B.E.S. & T. UNDERTAKING

ELECTRICAL WORKS DEPARTMENT'S MANUAL

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

CHAPTER II – (Right to Information and Obligations of Public Authorities)

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

The particulars of department :-

Name of the department	Electrical Works Department
Address	ATS Building, Ground Floor, Tilak Road Ext., Wadala Bus Depot, Wadala, Mumbai 400 031.
Contact No. (Tel.)	24146898, 24137573

1.1 Organization :-

Executive Engineer Electrical Works is the Head of the Electrical Works Department. He is immediately responsible to the Chief Engineer (Civil)/ Assistant General Manager (Civil). The establishment of the department is retained as Ancillary Department of Electric Supply Branch. However, Administrative Control of the department is with Civil Engineering Branch.

For administrative convenience the Electrical Works Department, it is divided into Four Sections (i) South, (ii) Eastern Suburbs, (iii) Western Suburbs & (iv) Design & Specification.

1.1.1 Each Section is under the control and supervision of the respective Dy. Engineer/ Asst. Engineer/ Superintendent.

1.2 RESPONSIBILITIES AND FUNCTIONS –:

1.2.1 The Civil Engineering Branch of the Undertaking is headed by the Assistant General Manager (Civil). He is ultimately responsible to the General Manager for all administrative and technical matters pertaining to the sphere of Civil Engineering Branch. The Electrical Works Department is headed by the Executive Engineer Electrical Works under the control of Chief Engineer (Civil) & Assistant General Manager (Civil).

The Executive Engineer Electrical Works is required to carry out all the duties as the Head of the Department in respect of all matters falling within the discipline of Electrical Works Department. He is responsible for successfully carrying out specific duties as may be assigned by the Management from time to time.

1.3 The function and duties of department –:

The Electrical Works Department is dealing with all the internal electrification and maintenance work of electrical installation in BEST premises.

The department is responsible for carrying out internal electrification work, additions and alterations, also to provide un-interrupted electric supply, R&M of electrical installation consisting of 10000 ceiling fans, 25000 lighting fixtures/fittings, 1950 exhaust fans, 4330 Yard Lights, 338 blower fans, 8 CNG Stations, 61 lifts, 137 UPS units, 57 APFC panels etc. in 26 Bus Depots, 14 other premises, 52 Bus Stations, 61 Receiving Stations, 706 Officers Quarters, 4867 Staff Quarters, 8 CNG Filling Stations and about 200 Way Side Structures, other issues related with M.M. Department, e-ticket, CITAS, SCADA, MGL, R.I. Ltd., TATA, BEST, MSEDCL etc. scattered across vast jurisdiction of operational area of BEST i.e. from Colaba to Dahisar, Mulund and New Mumbai.

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

Sr. No.	Designation	On Roll Staff
1	Executive Engineer Electrical Works	0
2	Superintendent Electrical Works	0
3	Assistant Engineer Electrical Works	1
4	Deputy Engineer Electrical Works	1
5	Junior Engineer Electrical Works	3
6	Foreman	1
7	Assistant Foreman	1
8	Asst. Administrative Officer	1
9	Clerk	1
10	Steno	1
11	Shop Recorder	2
12	Junior Draughtsman	2
13	Liftman	2
14	Electrical Fitter	8
15	Junior Electrical Fitter	29
16	M. V. Driver	2
17	Nawghany	49

1. THE POWERS AND DUTIES OF EXECUTIVE ENGINEER ELECTRICAL WORKS :

The Executive Engineer shall be directly responsible to the Chief Engineer (Civil) for proper functioning of various sections comprising the department. He is Head of the Electrical Works Department. He is also responsible for proper efficient utilization of Manpower, Material, Vehicles, Tools and Equipments allotted to sections under his control.

1. To assist during performing duties, he is provided with necessary Staff as mentioned above. To supervise and control the work of Superintendent, Assistant Engineer and all other subordinate officers and staff working under him and ensure optimum output.

2. In addition to this being responsible for the implementation of the procedure laid down in the departmental manual. Executive Engineer shall also be responsible to co-ordinate with the other departmental heads for the proper maintenance of internal electrical installations of the Undertaking.
3. For optimum utilization of man power and maintaining quality of work, he may go out for site visit / inspection as and when required. During his outdoor visits/meetings/leave, he delegates his power to senior most subordinate.
4. To constantly keep under review all the activities of the department and introduce as & when considered necessary any changes that will materially improve the efficiency of the department. All changes concerning policy, however, before being introduced are subject to the prior approval of competent authority.
5. To submit an “Annual Report” on the working of his department to the Chief Engineer(Civil) not later than 30th April of each year.
6. He shall ensure to control the various activities to avail uninterrupted services of internal electrical installation in various premises of the Undertaking scattered in jurisdiction from Back-bay to Dahisar to Mulund to New Mumbai.
7. He shall also be responsible for efficient operation, maintenance of internal electrical installations of the Undertaking, also to ensure uninterrupted services of lifts, UPS, APFC, Fire alarm systems etc.
8. He shall be responsible for inspection of all important works in progress and maintaining utility of electrical installations in co-ordination with other co-related departments.
9. He shall ensure to enforce all regulation, Standing Orders, Safety Rules and other departmental and statutory rules, instructions issued from time to time and to ensure that all departmental registers and records are maintained.
10. He shall ensure control for indenting and stocking of sufficient spare parts for plant and machinery and other items of Stores to maintain utility of internal electrical installations.
11. He shall ensure required stock position of materials stored in the departmental Sub-Stores and report cases of loss of property due to theft, fire, civil commotions or any other reason as may be.
12. He shall ensure to maintain an up-to-date inventory of plant, machinery and Capital/dead stock items.
13. He shall ensure to maintain staff records and deal with other matters connected with the staff of the department.

14. He shall ensure to collect, maintain and submit to the appropriate authorities statistical and other information of department as and when required.
15. He shall constantly keep under review all activities of the department and introduce with the approval of the appropriate authorities, whenever necessary, such changes – Technical Procedural or otherwise – that will improve the efficiency of the department.
16. He shall ensure to submit detailed reports of all major interruptions in the internal electrical installations of the Undertaking.
17. He shall be responsible for preparation of annual budget estimates of Capital and Revenue Expenditure.
18. He shall ensure to write Annual Confidential Report (ACR) of the subordinate officers.
19. He shall ensure Planning, Designing and Execution of electrical works, related activities in the Undertaking.
20. He shall ensure to implement proposal of electrical work projects, advertisement, tendering, recommendation, work order etc.
21. He shall ensure to keep control over the contractor's output on all projects.
22. To make budget provision for ongoing and new works.
23. He shall ensure to deal with the recruitment, promotions of the technical officers / staff.
24. He shall ensure to carry out periodical inspection of existing electrical installations and ongoing work.
25. He shall ensure to deal with sensitive issue.
26. He shall ensure to introduce new methods of analysis, design to effect economy.
27. He shall ensure to adopt new planning technique.
28. To attend court matter etc.
29. He shall ensure to interpret rules and regulations framed by various Statutory Bodies.
30. He shall ensure Control over cash purchase of the material
31. He shall ensure to deal various issue related to supply companies viz. RIL, MSEDCL, TATA, BEST etc.
32. He shall ensure Overall control over issued of M.M. Department, Stock items, purchase items etc.

33. He shall ensure to look after internal electrical installations work and also work related repairs and maintenance nature and ensure that the works are carried out in accordance with the conditions of contract and specifications and within the stipulated time limits including necessary correspondence and discussion with contractor, consultants, recommending cases of extra items, excess quantities, rebate items etc.
34. He shall ensure proper certification after scrutiny and recommend contractors bills, refund of security deposit, performance guarantee, retention money etc.
35. He shall ensure to submit proposals of works of Repairs and Maintenance nature and additions and alterations to existing premises, including recommending quotations for repairs to lifts equipment, etc.
36. He shall ensure to obtain quotations for small and urgent works and to put up recommendations for award of contract.
37. He shall ensure implementation of the procedure being followed in respect of ESI Scheme for contractors, workers, as well as departmental employees.
38. He shall ensure to certify the inventory of Undertaking's properties.
39. He shall ensure to sanction leave to 'B' Grade Officers and staff working under him to the extent permissible.
40. He shall ensure to sanction LTA, encashment of leave and meal allowance to 'B' Grade Officers, scheduled and non-scheduled staff.
41. He shall ensure to make arrangement to fill up the posts, recruiting the non-scheduled staff as per the Recruitment and Promotion Rules.
42. To ensure proper and efficient use of departmental vehicles and drivers.
43. To attend Court matters and to assist the Retainer Advocate in cases whenever required.
44. To bring immediately to the notice of superiors any difficulties/problems/unusual incidents and to keep them posted about day to day work.
45. To deal with any other matter which may be assigned by the superior officers or which may crop up during performance of his duties from time to time.

Note : The above duties and responsibilities are only illustrative as it is not feasible to list every activity individually.

2. THE POWERS AND DUTIES OF SUPERINTENDENT ELECTRICAL WORKS / ASSISTANT ENGINEER ELECTRICAL WORKS :

The Superintendent Electrical Works/ Assistant Engineer Electrical Works are under control of Executive Engineer Electrical Works for technical works and under administrative control of Executive Engineers of Building Department. They are directly responsible for proper and efficient utilization of manpower, material, tools and equipments allotted in the jurisdiction of Eastern Suburbs, Western Suburbs and South Section, Drawing Office of the Electrical Works Department. Their duties and responsibilities are briefly as follows;

1. To assist the Executive Engineer in the discharge of his duties.
2. They shall in-charge of respective section and are responsible for smooth functioning of day to day activities.
3. They shall ensure to prepare and execute detailed program of maintenance and testing of internal electrical installation of the Undertaking premises.
4. They shall ensure to personally inspect and supervise all important works in progress and shall ensure testing of newly installed equipment before commissioning.
5. They shall be responsible to attend failure in internal electrical installation of the Undertaking for restoration of supply.
6. They shall be responsible to report cases of overloads and take appropriate actions for relief. They shall be responsible for maintaining up-to-date maintenance registers, operating instructions of different equipments, drawings, diagrams, layouts etc.
7. They shall ensure to plan and arrange to indent or recoup spares and materials required in the day to day running of the department.
8. They shall ensure to maintain discipline and efficiency in all sections and staff under them, investigate reports of irregularities by staff and make suitable reports and recommendations to the Divisional Engineers.
9. They shall ensure to localize and rectify faults in the internal electrical installations of the Undertaking.
10. They shall ensure to suggest modifications in the equipments, switchgears etc. any other measure for improvement of the functioning of the internal electrical installation of Undertaking.
11. They shall ensure that the operating instructions issued in the Electricity Safety Code and other departmental instructions are properly understood and followed by the staff working under them while carrying out works on live or dead equipments.

12. They shall ensure that the requirements of Indian Electricity Act and Rules and also any other statutory provisions applicable as far as their duties and operations are concerned adhered to.
13. They shall ensure proper training is imparted to their subordinates, tradesman etc.
14. They shall ensure to write Annual Confidential Report (ACR) of the subordinate officers.
15. They shall ensure that records related with OB memo are maintained properly and to follow up for recovery of outstanding charges.
16. They shall ensure maintaining records related to JE bills and follow up with other Utilities Reliance, TATA, MSEDCL.
17. They shall assist for related work towards AMC, Special Repairs of Lifts, APFC, UPS, Fire Alarm System, R&M, M.M. Dept. etc. for entire jurisdiction.
18. They shall assist for issues pertaining to Auxiliary Stores, Vehicles, Initiate PFs, Cash purchase and other issues of M. M. Dept. for entire jurisdiction.
19. They shall assist for any other works assigned related to Administration, Budget, including payment of electricity bills, refund cases etc.
20. They shall assist for the work related to Drawing, Specification, Tendering Section at Head office Colaba.
21. They shall assist Executive Engineer Electrical Works for the work related to all Section.
22. Other works assigned towards special jobs, R & D, Administration, Budget, Account.
23. They shall ensure to allocate and direct appropriate staff to carry out particular day to day assignments in the execution of above duties.

3. THE POWER AND DUTIES OF DEPUTY ENGINEER (DyEEW) :-

They are directly responsible to Asst. Engineer Electrical Works / Supdt. Electrical Works /Executive Engineer Electrical Works and also Executive Engineers of Building Department for administration and their duties and responsibilities are briefly as follows;

1. To look after administrative activities including budget, establishment and administrative report etc., as assigned.
2. All works of AMCs, special repairs of lifts, APFC, Fire Alarm, UPS units etc.

3. Controlling and monitoring the Auxiliary store activity for procurement and disbursement of material.
4. Cash purchase and all issues pertaining to M.M. Dept., including initiating sanctions, purchase forms, recommendation of tenders, inspection etc.
5. To assist the SEW/AEEW in work allocation and supervise and control the work of staff and to decide order of priority of work and of transport of men and material as per work load.
6. To assist SEW/AEEW in making budget provisions for electrification work, renewal works, installation as well as maintenance of lift, UPS, APFC panels etc.
7. To maintain records of tools, equipment etc. handled by the staff under them and to put up proposals for additional tools and equipments required by the department.
8. To exercise control over the employment of labour and consumption of material, tools, equipments etc.
9. To calculate requirement of men and materials for departmental work.
10. To look after staff matter such as sanctioning of leaves, identification notes, clothing etc.
11. To deal with routine departmental correspondence pertaining to the electrical sections, queries from other departments and to maintain proper records of departmental and contract work
12. To assist the SEW/AEEW in office work, departmental as well as contract work.
13. To look after work of R&M of all electrical installation in his jurisdiction.
14. To get the work done from the contractor as per contract conditions and standard specifications.
15. To prepare rate analysis for extra items and excess saving statement, check and control the expenditure to keep it within sanction amount.
16. To get the work done departmentally and to assess the requirements of special R&M works, additions, alterations, requirements of tools, equipments etc.
17. To ensure proper certification after scrutiny of contract work, payment of contract bills, refund of security deposits, performance guarantee, retention money etc.
18. To prepare extension cases of time limits.

19. To assess annual requirements of tools, plant equipments and to ensure proper and efficient working of all tools, instruments and equipments belonging to the department, maintain the inventory of same and to submit proposals for budget provisions if necessary.
20. To inspect the materials at parent stores and certify them for acceptance.
21. To cash purchase electrical material required urgently, not available from the Stores Department.
22. To assess annual requirement of electrical material for the purpose of annual contract based on past consumption.
23. To indent electrical materials as per job requirement and credit surplus, serviceable and unserviceable materials to Stores Department including arranging transport of materials.
24. To control Auxiliary Stores and to ensure proper accounting procedures.
25. To take up the matters with MSEB, R.I. Ltd, BEST, TATA in connection with all the matters and things related to electrical installations, new connections etc. including necessary correspondence and visit for various purposes.
26. To scrutinize and certify the bills for consumption of electricity and make arrangement for payment including bills / fees of Electrical Inspector of the Government for electrical installations, lifts etc.
27. To bring immediately to the notice of superiors any difficulties / problems/ unusual incidents during working period and keep them posted about day to day working.
28. To make proper entry into e-job sheet program. Also to monitor attendance of staff and report for prolonged absenteeism.
29. To maintain records and clear leave forms, L.T.A., Encashment forms, etc.
30. To carry out periodic inspection of the Undertaking premises for inspection of electrical installations.
31. To scrutinize draft tenders and estimates of capital and R&M works, and works of additions and alterations nature with sketches, drafting special specifications and conditions of contract including designing layout of electrification.
32. To take initiative and frame concrete proposal to invite tenders regarding special R&M works provided in budget estimates.

33. To assist for obtaining quotations for small and urgent works and to put up recommendations, after scrutiny for award of contract.
34. To assist in preparation of plans, estimates and tenders for illumination of undertaking's buildings for Republic Day, BEST Din etc.
35. To check extra items, excess qualities, variation in contracts including sanctions etc.
36. To finalize schedule of rates.
37. To scrutinize budget proposal and estimates, drawings, draft tender and put up proposal to the Management.
38. To obtain GM's/Committee approval for invitation, recommendation of tenders and issue of work orders.

4. THE POWERS AND DUTIES OF JUNIOR ENGINEERS (Jr.EEW)

They are directly responsible to Dy.EEW/AEEW/Supdt. Executive Engineer Electrical Works and to Executive Engineers of Building Department for administrative control and their duties and responsibilities pertaining to electrical works are as follows;

1. To look after the AMC & upkeep, inspection, attending breakdown of all UPS units, battery inspection etc. in entire jurisdiction.
2. To allocate, control and supervise the work of Electrical Foreman/Assistant Electrical Foreman, Wiremen, Assistant Wiremen and Nawghanies of respective zone.
3. To assist the superiors in office work and routine repairs & maintenance in contract work.
4. To look after the work of installing electrical equipment, wiring, rewiring, additions and alterations etc. carried out both departmentally and by contract.
5. To assist Deputy Engineer, Assistant Engineer in making budget provisions for electrification work, two-bid tendering, UPS, APFC panel and lift installations.
6. To maintain attendance of staff and allocating labour & material in job sheets and submit the same regularly every week and issue material dispatch notes.
7. To exercise control over opening of job sheets, prepare material dispatch notes, specific work order and maintain the various Repairs & Maintenance records.
8. To control the attendance of staff and recommend leave of the subordinate staff working under him.
9. To prepare feasibility report, estimate of cost of works except for major projects and of additions & alterations nature with sketches.
10. To prepare rate analysis for extra items and excess/saving statement, check and control the expenditure to keep it within the sanctioned amount.

11. To assess annual requirement of electrical materials for the purpose of annual contract, based on past consumption.
12. To maintain the accounts of material obtained from Auxiliary Stores & used on various works including maintaining daily consumption register.
13. To maintain records of tools, equipments etc handled by the staff under him & to put up proposal for additional tool equipments required by the department.
14. To inspect the materials at parent stores and certify them for acceptance or otherwise in accordance with specifications.
15. To cash purchase electrical material required urgently, not readily available from the Stores Department.
16. To indent electrical materials as per job requirements & credit surplus serviceable and unserviceable materials to Stores Department including arrangement of transport of materials.
17. To scrutinize and certify the bills for consumption of electricity & make arrangement for payment.
18. To report immediately cases of thefts and of special nature when detected.
19. To attend Court matters and to assist the Retainer Advocate in cases whenever necessary.
20. To put up drafts for routine interdepartmental correspondence pertaining to the electrical section.
21. To issue test report in the capacity of licensed Electrical Supervisor for the electrical installations carried out departmentally.
22. To put up reports and requisitions in respect of works entrusted to him and drafts for correspondence with RIL, BEST, Tata & MSEB in connection with all matters & things related to electrical installations of the Undertaking.
23. To scrutinize & certify bills/fees of Electrical Inspector of the Government for electrical installations lifts etc.
24. To bring immediately to the notice of superiors any difficulties/problems/unusual incidents during working period & keep them posted about day to day working.
25. To prepare and maintain all records/registers of CAS department, inventory of electrical fittings / fixtures of officers/ Staff quarters, Yard Light Reports, electrical fittings in way side structures and preventive maintenance of ceiling fans in the jurisdiction.
26. To maintain registers of electrical articles / material to be tested in MTS department and arrange to transport the material to MTS department at Kussara and vice-versa for his jurisdiction.

27. To look after all matters pertaining to tower wagon and its maintenance and arrange programme of yard light maintenance for his jurisdiction in consultation with his deputy's and supervisors concerned.
28. Any other work that may be assigned by the superior officers from time to time.
29. To look after the AMC & Upkeep, inspection, attending breakdowns of all UPS units and Batteries of OLTAS & LAN system in all depots, batteries inspection etc., in entire jurisdiction including recommendation, scrutiny of tenders.
30. To prepare draft tender, estimates for all works including petty works, drawings etc.

5. THE POWERS AND DUTIES OF ASST. ADMINISTRATIVE OFFICER :

Assistant Administrative Officer (AAO) is responsible to the establishment of the department and working directly under Executive Engineer. The AAO shall assist the Executive Engineer.

1. To guide Subordinates during their day to day work.
2. To maintain discipline of the administrative staff.
3. To maintain service record files of the officers & staff of the department.
4. To allocate, supervise and control the work of office staff.
5. To draft letters & look after general correspondence.
6. To reply to RTI letters in consultation with Divisional Engineer and other section incharge.
7. To check medical reimbursement bills.
8. To maintain the imprest cash, follow up for recoupment of imprest cash bills, Xerox bills. Audited departmental purchase form upto Rs.5000/- can be paid from Imprest Cash.
9. To put up cases to Concern Authority for initiating disciplinary action against the offensive staff.
10. To check statements of overtime, field duty allowance, incentive bonus, meal allowance, compensatory allowance.
11. To check the documents for caste validity certificates, send the same to the respective authority and keep the record of the same.
12. To check & sign the identification notes for payments for the officers & staff.

13. To check the credit society loan forms & provident fund loan forms.
14. To follow up various files put up for sanction.
15. General supervision of all administrative work
16. To check MCA queries and reply.
17. To check Accident Report and take further action.
18. To send various statements as directed by various authorities.
19. To keep record of Annual Maintenance Contract of Computer & Printer
20. To ensure optimum utilization of man power and maintaining quality of work. He may go out for outdoor work as and when required. During his outdoor visits/meetings/leave, he delegates his power to senior most subordinate.
21. Any other job assigned by the Divisional Head/Section Incharge.
22. To ensure that records and registers are maintained as per the procedure of the Undertaking.
23. To prepare Annual Administrative Report and to submit Establishment proposals under the guidance of superior officers.
24. To prepare Budget Provision.
25. To prepare the yearly statement for provision to be made for outstanding creditors/deposit statements etc.
26. To ensure periodical servicing of office equipment
27. To initiate proposal for scrapping of unserviceable or scrap office equipments.
28. To prepare VAT statement and send to Account Department.
29. To fill up sanction form for dead stock and capital items
30. To maintain records for dead stock and capital items.
31. Monthly vehicle report

6. THE POWERS AND DUTIES OF FOREMAN/ ASST. FOREMAN :

They will be directly responsible to the Charge Engineer and Deputy Engineer as the case may be. His duties and responsibilities are as follows :

1. To allocate, control and supervise the work of Electrical Fitter, Asst. Electrical Fitter, Junior Electrical Fitter and Nawghanies to inspect the site of R & M and Contract works, arrangement of tools, and materials, installation of electrical equipments, wiring, re-wiring, additions and alterations etc.
2. To issue test reports in the capacity of licensed Electrical Supervisor for the electrical installations carried out departmentally.
3. To supervise and control the contract work for electrification and re-wiring works and initiate bills for contractors. Servicing and maintenance and breakdown maintenance of lifts, UPS, 24 Volt stabilizer, send necessary reports (monthly) to EEEW in time. Energy Saver Unit, APFC panels, Water Level Controller Units and Fire Pump (Starters) etc.
4. To record measurements of contract works, keep accounts of issue of materials to the contractor, daily progress of the work, prepare bills and deal with all matters and things pertaining to the contractor and to notify commencement and completion dates pertaining to contract works under the guidance of superiors.
5. To maintain and control the attendance of staff, recommend leave of staff working under him and allocate labour, overtime, meal allowance, shift duty reports, vehicles reports, negative attendance, other annual reports etc. and material in job sheets and submit the same regularly every week and issue material, dispatch notes, credit notes, to maintain the record of pits, sheds and yards light fittings.
6. To maintain accounts of material obtained from Auxiliary stores and used on various jobs including maintaining daily consumption register.
7. To certify the bills for consumption of electricity and make arrangements for payment, bills/fees of Electrical Inspector of the Govt. for electrical installations, lifts, pumps etc.
8. To report the specific cases such as thefts, fire incidents, Off-supply and of special natures when detected.

7. THE DUTIES AND RESPONSIBILITIES OF STENOGRAPHER

He/ She is responsible to the AAO/Supdt. Electrical Works/ Executive Engineer Electrical Works and other senior officers as the case may be and his/her duties and responsibilities are as follows:

1. To note down dictations and to type letters, DO letters, draft letters to Committees, internal notes, notes of confidential nature, statements etc.
2. To compare various notes and letters etc.

4. English typing as per office work, letters, tenders, Committees and internal notes, notes of confidential nature, statements, draft etc.

8. THE DUTIES AND RESPONSIBILITIES OF CLERK/SHOP RECORDER :

He / She is responsible to the AAO/Supdt. Electrical Works/Executive Engineer Electrical Works and other senior officers and his duties and responsibilities are as follows;

1. To send monthly servicing report/statements of departmental vehicles.
2. To prepare bills for work done for outside parties and maintaining its record.
3. To maintain record of vehicle used by 'A' grade officers.
4. To make inward/outward dispatch entry in the respective registers, scrutinize outgoing papers. Inward V.I.P. letters & Outside parties (Customers complaints) letters, sort out the letters and forward to Concern Officer.
5. To prepare budget estimates & maintain its records.
6. To fill up Purchase Forms/follow up & maintain its record.
7. To recoup clothing as per the requirement, maintain its record & to issue to the staff.
8. To withdraw material form Kussara Store required for R&M work of Department and to issue in the sub-stores.
9. To maintain record of Time Bound promotion.
10. To issue & maintain record of lockers, tools to staff against permanent gate-pass.
11. To send statements for payment of stitching charges and washing allowance.
12. To send monthly absentee memo of 'A' & 'B' grade Officer/Staff and maintain leave record in the attendance register of staff and officers.
13. To dispatch Leave forms, Provident Fund forms, LTA/Encashment forms of staff & officers to STK/DIA, identification note of staff & officers for Society loan payment, Medical Reimbursement bill and Final Bill/ Supplementary Final Bill Payment.
14. To prepare Overtime statement & Sunday/Holiday working statements for obtaining management sanction and thereafter to send statement of the same to respective Time Keeping Department for payment.
15. To prepare & maintain record of inventory.

16. To recoup Stationery/Material and issue to all the Zones as per their requirement and maintain its record.
17. To maintain the record of deputation of Technical Officers and send monthly statement.
18. To issue monthly napkins/soap to officers/ Supervisory staff.
19. To maintain register of Tender files and Quotations.
20. To prepare attendance register from job sheets of Casual Labourers and get it audited before sending to EDP for payment.
21. To feed data for payment of allowances like Hazardous allowance, Field duty allowance, Distribution Loss, Electric distribution efficiency incentive towards the staff of Electrical Works Department.
22. To prepare and send e-Job Sheets to Accounts Department.
23. Attending Administrative /MCA / Audit queries etc.
24. To prepare proposal for sanctioning furniture, tools and equipments, Diaries, calendars and material record.
25. Printer cartridge replacement and maintain the register
26. To issue RFID Cards to staff as well as retiree
27. To prepare proposal for revalidation of posts and superannuation, I.D.'s or confirmation of staff/officers, absentee letter to staff, Annual confidential report of the officers, Relieving notes, taking over duties.
28. To prepare Payment Advice for financial assistance for notebooks, Medical reimbursement bills and take entry in register.
29. To maintain register of Accident compensation procedure.
30. To prepare documents to verify caste validity.
31. To prepare Specific Work Order
32. Filing / Dispatch work for various departments in all 26 bus depots of the Undertaking, outside parties viz. Reliance Infrastructure Ltd., Maharashtra State Electricity Distribution Co. Ltd., Tata Power Co. Ltd., Mahanagar Gas Ltd. and various material suppliers, contractors and agencies.

33. To compile proposal files, payment of statutory authorities like Lift inspection charges, initiating brief case proposals and maintain record, Inventory of materials, tools and equipments, meal Allowance.
34. Refund of electricity bills.
35. To maintain Pending Cases Records, noting of approvals manually preparation of Job Sheets of Casual Labourers.
36. To take attendance of Officers/ Supervisors and send Negative attendance Report.
37. To prepare Capital and Revenue Budget proposals.
38. Maintaining records for dead stock and capital items.
39. Auxiliary Stores activities of Electrical Works Department viz. Issue of material, Updating of Bin Cards, Scrapping of material etc of 147 Nos. stock items.
40. Maintaining register for purchase of materials and putting up store /cash purchase forms of 123 L.F. Nos. purchase items.
41. To fill up Sanction forms for purchasing / replacing fans, other materials etc.
42. Follow up with M. M. Department for out of stock materials.
43. To withdraw material form Kussara Store required for R&M work of Department and to issue in the sub-stores.
44. Delivery of materials at 28 locations by making transport arrangement.
45. Preparation of dispatch notes, Credit Notes, requisitions for scraps materials etc.
46. Maintain records of challans, bills etc.
47. Budget estimates for tools and equipments
48. To keep record of received and issued materials
49. To put up Annual requirements of materials
50. To keep records of payment of Clothing material and Woolen Jersey.
51. Procurement of monsoon apparels, gum boots, raincoats.

52. All concerned electricity bills from Maharashtra State Electricity Distribution Co. Ltd., Reliance Co. and Tata Company, Collect, Record and Proceed, Payment passing, J. E. and filing.
53. Tenement final bill work.
54. Compare the notes English and Marathi
55. Festival advance forms (seasonal)
56. Financial assistance forms & scholarship forms
57. Electricity bills of vacant period for payment
58. All concerned electricity bills from RIL and TATA Power Co., under jurisdiction off Western Suburbs, collect record, proceeds, payments, passing J.E-0.5% discount to all department and filing and maintain registers and auditing bills.

9. THE DUTIES AND RESPONSIBILITIES OF ELECTRICAL FITTER

He shall be directly responsible to Electrical Foreman / Asst. Electrical Forman and his duties and responsibilities are as follows :

1. To assist the Assistant Electrical Foreman/Foreman.
2. To look after, upkeep and maintenance of electrical installations of the Undertaking so as avoid accidents and breakdown and to insure uninterrupted electric supply including that of pumps.
3. To replace fused bulbs, fused tube lights, defective fittings, defective/faulty/ dilapidated and damaged wiring, repairing & replacing electrical appliances such as fans and other fittings, repairing and replacing switches, motor starters etc.
4. To test, locate and repair faults in various types of wiring circuits, including those electric lifts.
5. Checking and replacing electrical equipments, cleaning of the electrical fixtures and fittings and such other miscellaneous works.
6. To supervise the work of Wireman, Assistant Wireman, Nawghany etc
7. To assist in supervising contract works.
8. To inspect electrical materials
9. To attend to all types of electrical Repairs & Maintenance works including (a) Shock message, (b) Rewiring, (c) Pump failure, (d) Supply failure of electrical installation.

10. To test electrical installation with different electrical measuring instruments viz. Voltmeter, Ammeter, Megar etc., and also safety measure.

10. THE DUTIES AND RESPONSIBILITIES OF JR. ELECTRICAL FITTER :

He shall be directly responsible to Elec. Foreman / Assistant Electrical Foreman and his duties and responsibilities are as follows :

1. To carry out electrical wiring for lighting and power equipment on battens and in conduit and casing capping.
2. To fix and replace fused/scrap tube lights, bulbs, fans, pit light fittings, water pumps etc. including day to day maintenance & repairs.
3. To attend to all types of electrical complaints for Repairs & Maintenance works including (a) shock message, (b) Rewiring, (c) pump failure, (d) supply failure of electrical installation.
4. To be conversant with different electrical measuring instruments, viz. Voltmeter, Ammeter, Megar etc., and also safety measure.
5. To read, interpret and draw simple diagrams pertaining to his trade.
6. To attend all types of complaints for Repairs & Maintenance works.
7. To attend water pumps at Depot, Quarters, Office premises etc. and carry out routine maintenance.

11. THE DUTIES AND RESPONSIBILITIES OF DRAUGHTSMAN :

He shall be directly responsible to Charge Engineer/Deputy Engineer/ Superintendent and other superior officers as the case may be. His duties and responsibilities are as follows :

1. Preparing site plans.
2. Preparing layout plans.
3. Preparing scheme plans.
4. To visit the site when required.
5. Preparing schematic drawings.
6. Preparing line diagram, floor plans and such other drawings.

7. Taking prints.
8. Colouring and folding the drawings.
9. Making sketches and taking necessary measurements of works carried out on site by executing departments.
10. Marking on the block plans the works carried out by executing departments.
11. To obtain signatures on drawings from all concerned officers.
12. To prepare graphs and charts for Administration Reports, Stores Department's activities, Inventory etc.
13. To make entries of technical details in inventory sheets of Land and Buildings and relevant works connected with it.
14. To bring immediately to the notice of superiors any difficulties/problems/unusual incidents during the working period.
15. To attend other specific works as assigned by superior officers from time to time.

12. THE DUTIES AND RESPONSIBILITIES OF NAWGHANY :

He shall be directly responsible to the Tradesman/ Asst. Foreman / Foreman/ Jr. Engineer (Electrical Works) and his duties and responsibilities are as follows :

1. To assist tradesman and Asst. Tradesmen in transporting tools, equipments and materials and during carrying out repair and maintenance activities.
2. To carry out the activities, either independently or under the supervision of macadam or tradesmen connected with-
 - a) Excavation
 - b) Transporting materials inclusive of loading & unloading.
 - c) Cleaning the electrical fixture.
 - d) Shifting of office furniture.
 - e) Dewatering of the pits
 - f) Erecting scaffoldings
 - g) Operating water pumps

- h) Watering trees
- i) Sweeping the floor and dusting the furniture.

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

Vide BCR No.394 dated 20.11.2008, the activities pertaining to Electrical Section of Civil Engineering Branch was transferred to Electric Supply Branch. Now, vide Administrative Order No. 372 dated 03.10.2012, the administrative control of Electrical Works Department has been transferred from Electric Supply Branch to Civil Engineering Branch w.e.f. 01.10.2014.

Executive Engineer Electrical Works is the overall in charge. The Dept. is divided in to sub sections under different heads. Each section is headed either by Superintendent, Assistant Engineer or Dy. Engineer. The Sectional In-charges are responsible for execution of the scheduled job/ break down jobs in the respective sections, as per the decisions taken by the concerned section in charge. He is accountable for safe and proper execution of the work. There are other junior officers/supervisors like Jr. Engineers/Foreman/Asst. Foreman to assist the Deputy Engineers for supervision of work.

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

The norms for maintenance are as per the guidelines from Administrative orders issued by management which may change from time to time.

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

The work is carried out as per the rules and regulations provided in Indian Electricity act, 2003 and Indian Electricity Rules, 1956. All the records are maintained as per the Administrative order, Procedure order issued by management from time to time.

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

The different categories of documents held are as per the provisions of Departmental circular Ref. No. EA/42084/68-69, dated 23 Oct. 1968.

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 of 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	Check No.	P.S. No.
1	Vacant*	Executive Engineer	A-3	-	-
2	Vacant*	Superintendent	A-4	-	-
3	J.W. Chavan	Asst. Engineer	A-5	213266	19/02
4	Vacant*	Asst. Engineer	A-5	-	-
5	K.D. Palve	Dy. Engineer	P4/GVI	215057	19/02
6	Vacant*	Dy. Engineer	P4/GVI	-	-
7	Vacant*	Dy. Engineer	P4/GVI	-	-
8	Vacant*	Dy. Engineer	P4/GVI	-	-
9	R.R.Sarang	Administrative Officer	A/G VIII	214419	19/02
10	V.D.Javir	Jr. Engineer	P1/T8	323542	19/02
11	A.P. Wagh	Jr. Engineer	P1/T8	322041	19/02
12	A.M. D'Monte	Jr. Engineer	P1/T8	404371	19/02
13	Vacant*	Jr. Engineer	P1/T8	-	-
14	Vacant*	Jr. Engineer	P1/T8	-	-
15	Vacant*	Jr. Engineer	P1/T8	-	-
16	Vacant*	Jr. Engineer	P1/T8	-	-
17	Vacant*	Jr. Engineer	P1/T8	-	-
18	Vacant*	Jr. Engineer	P1/T8	-	-
19	Vacant*	Jr. Engineer	P1/T8	-	-
20	Vacant*	Jr. Engineer	P1/T8	-	-
21	Vacant*	Jr. Engineer	P1/T8	-	-
22	Vacant*	Jr. Engineer	P1/T8	-	-
23	Vacant*	Jr. Engineer	P1/T8	-	-
24	G.B. Makwana	Foreman	P1/T7	323547	160/02
25	Vacant*	Foreman	P1/T7	-	-
26	R.N.Sangam	Asst. Foreman	P1/T6	409007	160/02
27	D V Shene	Asst. Foreman	P1/T6	402568	160/02
28	Vacant*	Asst. Foreman	P1/T6	-	-
29	Vacant*	Asst. Foreman	P1/T6	-	-
30	Vacant*	Asst. Foreman	P1/T6	-	-
31	Vacant*	Asst. Foreman	P1/T6	-	-
32	Vacant*	Asst. Foreman	P1/T6	-	-
33	Vacant*	Asst. Foreman	P1/T6	-	-

34	Vacant*	Asst. Foreman	P1/T6	-	-
35	M B Ghuge	Asst. Foremen (P)	P1/T6	402563	460/02
36	S R Gosavi	Asst. Foremen (P)	P1/T6	402567	460/02
37	D.B. Rana	Sr. Draughtsman (P)	P4/GIV	215979	160/02
38	M.C. Patil	Sr. Draughtsman (P)	P4/GIV	214907	160/02
39	K.R. Patil	Supervisor (P)	A/GVII	322413	160/02
40	B.G. Shirke	Supervisor (P)	A/GVII	192764	160/02
41	C.D. Patil	Supervisor (P)	A/GVII	214795	135/02
42	S.A. Sawant	Supervisor (P)	A/GVII	214460	160/02
43	P.A. Bagul	Supervisor (P)	A/GVII	214113	138/02
44	S.S. Gorule	Supervisor (P)	A/GVII	324162	135/02
45	A.A. Pangam	Stenographer	A/GV	217005	160/02
46	S R Mangela	Electrical Fitter	P1/T5	402570	460/02
47	D R Rawat	Electrical Fitter	P1/T5	409423	460/02
48	C K Mohite	Electrical Fitter	P1/T5	409401	460/02
49	R B Ghule	Electrical Fitter	P1/T5	407949	460/02
50	C.K. Malaye	Electrical Fitter	P1/T5	404119	460/02
51	N.K. Warghude	Electrical Fitter	P1/T5	402254	460/02
52	Vacant*	Electrical Fitter	P1/T5	-	-
53	Vacant*	Electrical Fitter	P1/T5	-	-
54	Vacant*	Electrical Fitter	P1/T5	-	-
55	Vacant*	Electrical Fitter	P1/T5	-	-
56	Vacant*	Electrical Fitter	P1/T5	-	-
57	Vacant*	Electrical Fitter	P1/T5	-	-
58	Vacant*	Electrical Fitter	P1/T5	-	-
59	Vacant*	Electrical Fitter	P1/T5	-	-
60	Vacant*	Electrical Fitter	P1/T5	-	-
61	Vacant*	Electrical Fitter	P1/T5	-	-
62	Vacant*	Electrical Fitter	P1/T5	-	-
63	Vacant*	Electrical Fitter	P1/T5	-	-
64	Vacant*	Electrical Fitter	P1/T5	-	-
65	Vacant*	Electrical Fitter	P1/T5	-	-
66	A.K.Raut	Electrical Fitter (P)	P1/T5	404121	460/02
67	A.S. Shende	Electrical Fitter (P)	P1/T5	404186	460/02
68	H S Juvale	Jr. Electrical Fitter	P1/T4	409910	460/02
69	P.B. Kadam	Jr. Electrical Fitter	P1/T4	409433	460/02
70	V.S.Kamerkar	Jr. Electrical Fitter	P1/T4	409365	460/02
71	J.S.Redij	Jr. Electrical Fitter	P1/T4	409694	460/02
72	M.P.Mojar	Jr. Electrical Fitter	P1/T4	410261	460/02
73	J.Y. Ranpise	Jr. Electrical Fitter	P1/T4	408286	460/02
74	K.V.Padte	Jr. Electrical Fitter	P1/T4	408779	460/02
75	A.D.Patil	Jr. Electrical Fitter	P1/T4	408829	460/02

76	Francis .G.J. Fernandes	Jr. Electrical Fitter	P1/T4	409446	460/02
77	D.D. Kamble	Jr. Electrical Fitter	P1/T4	409306	460/02
78	S.K.Arse	Jr. Electrical Fitter	P1/T4	410090	460/02
79	R.P.Lawand	Jr. Electrical Fitter	P1/T4	410155	460/02
80	B.P.Shetty	Jr. Electrical Fitter	P1/T4	410157	460/02
81	M.G.Pawar	Jr. Electrical Fitter	P1/T4	410222	460/02
82	B.J. Padwal	Jr. Electrical Fitter	P1/T4	409595	460/02
83	N.N. Pol	Jr. Electrical Fitter	P1/T4	409327	460/02
84	R. L. Kadam	Jr. Electrical Fitter	P1/T4	409780	460/02
85	A.D. Tapase	Jr. Electrical Fitter	P1/T4	410193	460/02
86	R.D.Sawant	Jr. Electrical Fitter	P1/T4	410181	460/02
87	R.M.Lad	Jr. Electrical Fitter	P1/T4	411280	460/02
88	S.R.Dalvi	Jr. Electrical Fitter	P1/T4	404269	460/02
89	N.D.Gharat	Jr. Electrical Fitter	P1/T4	408121	460/02
90	S.B.Sharma	Jr. Electrical Fitter	P1/T4	408641	460/02
91	R.R.Dhamankar	Jr. Electrical Fitter	P1/T4	408765	460/02
92	S.G.Khaire	Jr. Electrical Fitter	P1/T4	409042	460/02
93	M.A.Khan	Jr. Electrical Fitter (On Loan)	36090	36090	433/01
94	R.M.Bhagwat	Jr. Electrical Fitter	P1/T4	408188	(old 458/09) 460/02
95	Vacant*	Jr. Electrical Fitter	P1/T4	-	-
96	Vacant*	Jr. Electrical Fitter	P1/T4	-	-
97	Vacant*	Jr. Electrical Fitter	P1/T4	-	-
98	Vacant*	Jr. Electrical Fitter	P1/T4	-	-
99	Vacant*	Jr. Electrical Fitter	P1/T4	-	-
100	Vacant*	Jr. Electrical Fitter	P1/T4	-	-
101	Vacant*	Jr. Electrical Fitter	P1/T4	-	-
102	Vacant*	Jr. Electrical Fitter	P1/T4	-	-
103	R. H. Verma	Sr. Nawghany (P)	P1/T2	409852	460/02
104	V.S. Pawar	Sr. Nawghany (P)	P1/T2	410040	460/02
105	S.S. Bhalekar	Sr. Nawghany (P)	P1/T2	410425	460/02
106	D.S. Singh	Sr. Nawghany (P)	P1/T2	410370	460/02
107	M.C. Lohana	Sr. Nawghany (P)	P1/T2	410483	460/02
108	S.R. Pandey	Sr. Nawghany (P)	P1/T2	410540	460/02
109	H.J. More	Sr. Nawghany (P)	P1/T2	410714	460/02
110	B.R. More	Sr. Nawghany (P)	P1/T2	410847	460/02
111	J.D. More	Sr. Nawghany (P)	P1/T2	411010	460/02
112	S.D. Dalvi	Sr. Nawghany (P)	P1/T2	411139	460/02
113	P.S. Kanchan	Sr. Nawghany (P)	P1/T2	411218	460/02
114	S.P. Pednekar	Sr. Nawghany (P)	P1/T2	412322	460/02
115	D.Y. Kudtarkar	Sr. Nawghany (P)	P1/T2	411931	460/02

116	C.D. Tiwari	Sr. Nawghany (P)	P1/T2	409183	460/02
117	S.S. Kadam	Sr. Nawghany (P)	P1/T2	410992	460/02
118	S.A. Potphode	Nawghany	P1/T1	411407	460/02
119	A. B. Gholap	Nawghany	P1/T1	413368	460/02
120	S.J. Kale	Nawghany	P1/T1	413369	460/02
121	D. N. Bhalerao	Nawghany	P1/T1	413371	460/02
121	R. G. Kamble	Nawghany	P1/T1	413372	460/02
122	P. M. Rever	Nawghany	P1/T1	413390	460/02
123	U. R. Pawar	Nawghany	P1/T1	413392	460/02
124	R. B. Korde	Nawghany	P1/T1	413425	460/02
125	S. B. Kharpude	Nawghany	P1/T1	413427	460/02
126	A. S. Palve	Nawghany	P1/T1	413430	460/02
127	Y. V. Kamble	Nawghany	P1/T1	413395	460/02
128	R. G. Kolhe	Nawghany	P1/T1	413439	460/02
129	S. K. Gurav	Nawghany	P1/T1	413440	460/02
130	S. D. Supe	Nawghany	P1/T1	413450	460/02
131	C. V. Chapte	Nawghany	P1/T1	413451	460/02
132	K. H. Padalkar	Nawghany	P1/T1	413493	460/02
133	H. S. Yeragi	Nawghany	P1/T1	413590	460/02
134	K.A. Rajput	Nawghany	P1/T1	413623	460/02
135	D.B. Pekari	Nawghany	P1/T1	413624	460/02
136	S.L. Palve	Nawghany	P1/T1	413634	460/02
137	P.A. Adivarekar	Nawghany	P1/T1	413638	460/02
138	S.S. Yarbude	Nawghany	P1/T1	413639	460/02
139	L.D. Yarbude	Nawghany	P1/T1	413640	460/02
140	S.D. Supe	Nawghany	P1/T1	413648	460/02
141	P.A. Shrivardhankar	Nawghany	P1/T1	413669	460/02
142	S.S. Kamble	Nawghany	P1/T1	413670	460/02
143	R.R. Joshi	Nawghany	P1/T1	413232	460/02
144	A.S. Gujja	Nawghany	P1/T1	413698	460/02
145	K.S. Anbhavane	Nawghany	P1/T1	413700	460/02
146	G.S. Shirsat	Nawghany	P1/T1	413701	460/02
147	P.M. Dabholkar	Nawghany	P1/T1	413711	460/02
148	D.K.Kesarkar	Nawghany	P1/T1	413716	460/02
149	S.D.Sohani	Nawghany	P1/T1	411544	460/02
150	R.H.Jadhav	Temp. Nawghany	P1/T1	411516	560/02
151	Vacant*	Nawghany	P1/T1	-	-
152	Vacant*	Nawghany	P1/T1	-	-
153	Vacant*	Nawghany	P1/T1	-	-
154	Vacant*	Nawghany	P1/T1	-	-
155	Vacant*	Nawghany	P1/T1	-	-

156	Vacant*	Nawghany	P1/T1	-	-
157	Vacant*	Nawghany	P1/T1	-	-
158	Vacant*	Nawghany	P1/T1	-	-
159	Vacant*	Nawghany	P1/T1	-	-
160	Vacant*	Nawghany	P1/T1	-	-
161	Vacant*	Nawghany	P1/T1	-	-
162	M.N. Sawant	Sr. Liftman	A/G2	280457	160/02
163	D.S. Dudwadkar	Liftman	A/G1	280452	160/02
164	Vacant*	Liftman	A/G1	-	-
165	Vacant*	Liftman	A/G1	-	-
166	V.B.Renjerla	Liftman (Alternate Job - on Loan)	P1/T1	411295	40/01
167	P.J. Meher	M.V. Driver	P2/GIII	325514	460/02
168	J.K. Tamboli	M.V. Driver	P2/GIII	326573	460/02
169	Vacant*	M.V. Driver	P2/GIII	-	-
170	Vacant*	M.V. Driver	P2/GIII	-	-
171	G.K. Tamboli	M.V. Driver (on Loan)	P2/GIII	325591	429/09
172	R.C. Male	M.V.Driver (On Loan)	P2/GIV	7038	022/26
173	B.A. Nirmal	M.V.Driver (On Loan)	P2/GIV	12547	022/02
174	B.J. Waghmare	M.V.Driver (On Loan)	P2/GIV	97102	037/33
175	S.P.Pawar	Sepoy (On Loan)	AG/II	280768	15/26

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

Sr. No.	Title	Name of the Officer/Staff	Designation	Basic Pay (Rs.)	Monthly remuneration (Basic + Allowance) (Rs.)
1	Shri	J.W. Chavan	Asst. Engineer	66550	66550
2	Shri	K.D. Palve	Dy. Engineer	55250	55250
3	Shri	V.D.Javir	Jr. Engineer	45050	45050
4	Shri	A.P. Wagh	Jr. Engineer	46100	46100
5	Shri	A.M. D'Monte	Jr. Engineer	46100	46100
6	Shri	G.B. Makwana	Foreman	41045	41045
7	Shri	R.R.Sarang	Admn. Officer	42100	42100
8	Shri	K.R. Patil	Supervisor (P)	42575	42575
9	Shri	B.G. Shirke	Supervisor (P)	39335	39335
10	Smt.	C.D. Patil	Supervisor (P)	38565	38565
11	Smt.	S.A.Sawant	Supervisor (P)	41740	41740
12	Smt.	P.A.Bagul	Supervisor (P)	39335	39335

13	Shri	S.S. Gorule	Supervisor (P)	40120	40120
14	Shri	D.B. Rana	Sr. Draughtsman (P)	40240	40240
15	Shri	M.C. Patil	Sr. Draughtsman (P)	43555	43555
16	Smt.	A.A. Pangam	Stenographer	28365	28365
17	Shri	D V Shene	Asst. Foreman	30745	30745
18	Shri	R.N.Sangam	Asst. Foreman	36475	36475
19	Shri	M B Ghuge	Asst. Foremen (P)	29895	29895
20	Shri	S R Gosavi	Asst. Foremen (P)	29895	29895
21	Shri	S R Mangela	Electrical Fitter	29310	29310
22	Shri	D R Rawat	Electrical Fitter	36440	36440
23	Shri	C K Mohite	Electrical Fitter	13580	13580
24	Shri	R B Ghule	Electrical Fitter	37915	37915
25	Shri	C.K.Malaye	Electrical Fitter (On loan to other dept.)	34340	34340
26	Shri	N.K.Warghude	Electrical Fitter	28735	28735
27	Shri	A.K.Raut	Electrical Fitter (P)	33665	33665
28	Shri	A.S.Shende	Electrical Fitter (P)	31725	31725
29	Shri	H S Juvale	Jr. Electrical Fitter	35380	35380
30	Shri	P.B. Kadam	Jr. Electrical Fitter	36090	36090
31	Shri	V.S.Kamerkar	Jr. Electrical Fitter	34685	34685
32	Shri	J.S.Redij	Jr. Electrical Fitter	34685	34685
33	Shri	M.P.Mojar	Jr. Electrical Fitter	34005	34005
34	Shri	J.Y. Ranpise	Jr. Electrical Fitter	36810	36810
35	Shri	K.V.Padte	Jr. Electrical Fitter	36090	36090
36	Shri	A.D.Patil	Jr. Electrical Fitter	13815	13815
37	Shri	F.G.J. Fernandes	Jr. Electrical Fitter	36090	36090
38	Shri	D.D. Kamble	Jr. Electrical Fitter	13580	13580
39	Shri	S.K.Arse	Jr. Electrical Fitter	35803	35803
40	Shri	R.P.Lawand	Jr. Electrical Fitter	34005	34005
41	Shri	B.P.Shetty	Jr. Electrical Fitter	34005	34005
42	Shri	M.G.Pawar	Jr. Electrical Fitter	32685	32685
43	Shri	B.J. Padwal	Jr. Electrical Fitter	34685	34685
44	Shri	N.N. Pol	Jr. Electrical Fitter	36090	36090
45	Shri	R. L. Kadam	Jr. Electrical Fitter	35380	35380
46	Shri	A.D. Tapase	Jr. Electrical Fitter	33340	33340
47	Shri	R.D.Sawant	Jr. Electrical Fitter	12905	12905

48	Shri	R.M.Lad	Jr. Electrical Fitter	29605	29605
49	Shri	S.R.Dalvi	Jr. Electrical Fitter	28455	28455
50	Shri	N.D.Gharat	Jr. Electrical Fitter	36090	36090
51	Shri	S.B.Sharma	Jr. Electrical Fitter	36090	36090
52	Shri	R.R.Dhamankar	Jr. Electrical Fitter	34685	34685
53	Shri	S.G.Khaire	Jr. Electrical Fitter	36090	36090
54	Shri	M.A.Khan	Jr. Electrical Fitter (On Loan)	36090	36090
55	Shri	R.M.Bhagwat	Jr. Electrical Fitter	37545	37545
56	Shri	R. H. Verma	Sr. Nawghany (P)	12905	12905
57	Shri	V.S. Pawar	Sr. Nawghany (P)	29893	29893
58	Shri	S.S. Bhalekar	Sr. Nawghany (P)	30346	30346
59	Shri	D.S. Singh	Sr. Nawghany (P)	31875	31875
60	Shri	M.C. Lohana	Sr. Nawghany (P)	31875	31875
61	Shri	S.R. Pandey	Sr. Nawghany (P)	31875	31875
62	Shri	H.J. More	Sr. Nawghany (P)	31450	31450
63	Shri	B.R. More	Sr. Nawghany (P)	307890	307890
64	Shri	J.D. More	Sr. Nawghany (P)	30655	30655
65	Shri	S.D. Dalvi	Sr. Nawghany (P)	30635	30635
66	Shri	P.S. Kanchan	Sr. Nawghany (P)	30035	30035
67	Shri	S.P. Pednekar	Sr. Nawghany (P)	25345	25345
68	Shri	D.Y. Kudtarkar	Sr. Nawghany (P)	25345	25345
69	Shri	C.D. Tiwari	Sr. Nawghany (P)	30035	30035
70	Shri	S.S.Kadam	Sr. Nawghany (P)	31250	31250
71	Shri	S.A. Potphode	Nawghany	25850	25850
72	Shri	A. B. Gholap	Nawghany	23885	23885
73	Shri	S.J.Kale	Nawghany	24365	24365
74	Shri	D. N. Bhalerao	Nawghany	22505	22505
75	Shri	R. G. Kamble	Nawghany	24365	24365
76	Shri	P. M. Rever	Nawghany	24365	24365
77	Shri	U. R. Pawar	Nawghany	23415	23415
78	Shri	R. B. Korde	Nawghany	24365	24365
79	Shri	S. B. Kharpude	Nawghany	24365	24365
80	Shri	A. S. Palve	Nawghany	24365	24365
81	Shri	Y. V. Kamble	Nawghany	9330	9330
82	Shri	R. G. Kolhe	Nawghany	24365	24365
83	Shri	S. K. Gurav	Nawghany	24365	24365

84	Shri	S. D. Supe	Nawghany	24365	24365
85	Shri	C. V. Chapte	Nawghany	22955	22955
86	Shri	K. H. Padalkar	Nawghany	23885	23885
87	Shri	H. S. Yeragi	Nawghany	24365	24365
88	Shri	K.A. Rajput	Nawghany	23885	23885
89	Shri	D.B. Pekari	Nawghany	23885	23885
90	Shri	S.L. Palve	Nawghany	23415	23415
91	Shri	P.A. Adivarekar	Nawghany	9020	9020
92	Shri	S.S. Yarbude	Nawghany	23885	23885
93	Shri	L.D. Yarbude	Nawghany	23885	23885
94	Shri	S.D. Supe	Nawghany	23885	23885
95	Shri	P.A. Shrivardhankar	Nawghany	23415	23415
96	Shri	S.S. Kamble	Nawghany	23415	23415
97	Shri	R.R. Joshi	Nawghany	24850	24850
98	Shri	A.S. Gujja	Nawghany	22955	22955
99	Shri	K.S. Anbhavane	Nawghany	22955	22955
100	Shri	G.S. Shirsat	Nawghany	22955	22955
101	Shri	P.M. Dabholkar	Nawghany	22505	22505
102	Shri	D.K.Kesarkar	Nawghany	22065	22065
103	Shri	S.D.Sohani	Nawghany	24365	24365
104	Shri	R.H.Jadhav	Temp. Nawghany	20380	20380
105	Shri	M.N. Sawant	Sr. Liftman (P)	34505	34505
106	Shri	D.S. Dudwadkar	Liftman	13355	13355
107	Shri	V.B.Renjerla	Liftman (Alt.Job) (On Loan))	10505	10505
108	Shri	P.J. Meher	M.V. Driver	28235	28235
109	Shri	J.K. Tamboli	M.V. Driver	24950	24950
110	Shri	G.K. Tamboli	M.V. Driver (Ion Loan)	27010	27010
111	Shri	R.C. Male	M.V.Driver (On Loan)	28930	28930
112	Shri	B.A. Nirmal	M.V.Driver (On Loan)	26730	26730
113	Shri	B.J. Waghmare	M.V.Driver (On Loan)	35520	35520
114	Smt.	S.P.Pawar	Sepoy (On Loan)	30635	30635

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

ELECTRICAL WORKS DEPARTMENT		Tentative Actual 2019-20 (Rs. in Lakhs)	Budget Estimate 2020-21 (Rs. In Lakhs)	Revised Estimate 2020-21 (Rs. In Lakhs)	Budget Estimate 2021-22 (Rs. in Lakhs)
<u>1. ADMINISTRATION & GENERAL EXPENSES</u>	2	3	4	5	6
Medical reimbursement to employee appl	1026	--	--	--	--
Medical reimbursement to employee Non appl	1027	0.61	--	--	--
Dead stock (Furniture,Tools,&Equip) *	1028	0.08	1.23	1.23	1.23
Stationery Printing & Drawing materials	1030	0.45	0.26	0.26	0.50
Postage, Telephone, &Receipt Stamps	1031	--	--	--	--
Contingencies	1032	--	--	--	--
Other expenditure	1033	0.06	0.05	0.06	0.10
Advertisement	1035	--	--	--	--
Electric Energy For Lighting and Power	1036	--	1.98	1.98	--
Telephone, Rental	1037	0.45	0.09	0.09	0.09
Free issue of Petrol to Officer	1042	0.38	1.20	1.20	0.55
Clothing and Laundry charges	1063	1.31	0.77	0.77	0.58
Accident compensation to staff	1064	--	--	--	--
Printer Ribbon	1053	0.16	0.22	0.26	0.25
<u>2. REPAIRS & MAINTENANCE</u>					
Minor works	1101	--	--	--	--
Servicing of Office equipments etc.	1102	0.54	1.29	1.21	0.65
Tools and plants including replacement	1108	0.36	--	0.21	0.40
Electric appliances on hire	1109	--	--	--	--
Experimental work on electrical appliances	1111	--	0.14	0.14	0.14
ITO Materials	1119	--	0.07	0.07	0.07
Computer, Spare parts	1104	--	--	1.00	1.50
Computer, maintenance and servicing	1105	0.0056	0.12	0.12	0.13
<u>3. ESTIMATE FOR ELECTRIC SUPPLY</u>					
Receiving Stn. R&M materials	1343	--	--	--	--
Network R&M labour	1346	--	--	--	--
R&M of cash Rec. Centre S/Stns.	1359	0.18	1.72	1.72	0.35
Fuel (ITO)	1441	2.42	3.57	3.57	3.00

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 or authorization 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 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 names, designations and other particulars of the public information as may be prescribed and thereafter updated these publications every year.

The name of the State Public Information Officer for Electrical Works Department Office is as below :-

Shri S.R. Potnis,
State Public Information Officer,
Civil Engineering Department
1st floor, Electric House,
BEST Undertaking,
Colaba, Mumbai – 400 001.

Shri S.P. Khachane
An Appellate Authority,
Civil Engineering Department
1st floor, Electric House,
BEST Undertaking,
Colaba, Mumbai – 400 001.

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

Already explained in 4(b) (i) above.