

***INFORMATION OF THE***

***DEPUTY CHIEF ENGINEER***

***(DISTRIBUTION SOUTH)'S OFFICE***

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

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

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

**The particulars of department :**

Name of the Department	<b>Deputy Chief Engineer (Distribution South)'s Office</b>
Address	4th floor, Vidyut Building, Pathakwadi, Opp G. T. Hospital, New Marine Lines, Mumbai - 400002.
Contact No. (Tel.)	022 - 22013665 / 22078865 Ext. 800

**The functions & duties of the Deputy Chief Engineer (Distribution South)'s office**

DCEDS is overall incharge of O & M (South), O & M (CS) Divisions & Consumers Advisory Department which is in the southern part of Mumbai City. \_

DCEDS shall be directly responsible to Chief Engineer (Maintenance).

To guide and instruct to O & M Divisions for quick restoration of electric supply whenever there is an interruption.

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

Sr. No	Designation	On roll Staff
1	Deputy Chief Engineer	1
2	Divisional Engineer	Nil
3	Superintendent	Nil
4	Asst. Engineer	Nil
5	Deputy Engineer	Nil
6	Sub. Engineer	Nil
7	AAO	1 *
8	Supervisor	Nil
9	Clerk	1
10	Steno	1
11	Nawghany	Nil

\* Working to CEM office since August, 2010.

## **The Powers and duties of its officers and employees**

### **1. The Powers and Duties of Deputy Chief Engineer (Distribution South) :**

- (i) DCEDS shall be directly responsible to Chief Engineer (Maintenance).
- (ii) To assist him in the performance of his duties, he is provided necessary staff as mentioned in 4(b)(ii).
- (iii) DCEDS has to approve/ give comments on departmental schemes put up by concerned O & M Divisions.
- (iv) DCEDS also required to give comments/ approve the scheme proposals put up by Planning Department.
- (v) To enforce all regulations, standing Orders, Safety Rules and other departmental and Statutory rules, instructions issued from time to time.
  - (vi) DCEDS is required to give comments/approval to proposals put up by Divisional Engineers and forward to higher authorities.
  - (vii) To certify attendance of Divisional Engineers working under him.
  - (viii) To approve / sanction leaves of Divisional Engineers working under him.
  - (ix) Detail reports of all major interruption off supply of serious nature or any breakdown of equipments put up by Divisional Engineers are to be scrutinized, approved and forward to higher Management.
  - (x) To constantly keep under review of all the activities of O & M departments and introduce any changes that will improve the efficiency of O & M departments. This is subject to the approval of competent authority.
  - (xi) He shall be responsible for inspection of all important activities like failure of major equipments in Receiving Stations, repairs of failure of 22 kV/33 kV cables etc.

### **2. The Powers and Duties of Clerk :**

- (i) 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 DCEDS.

- (ii) To send monthly absentee memo of 'A' Grade officer and staff and maintain leave record in the Attendance Register.
- (iii) To prepare Budget Estimate and maintain his record.
- (iv) To fill up the Purchase Form for procuring cartridges for Computer printers, Air fresheners etc.
- (v) To dispatch Leave Forms, Provident Fund Forms, LTA/Encashment forms of staff & officer to STK/DIA.
- (vi) To prepare and maintain record of inventory.
- (vii) To prepare statement for payment of allowances like of Distribution Loss and EDEI.
- (viii) To recoup stationery/Material and issue to all the sections as per their requirement and maintain its record.
- (ix) To prepare statement of Festival Advance.
- (x) To look after the work of AAO (DCEDS Office) as he presently posted in CEM Office.
- (xi) To put up proposal for requirement of yearly diaries to Administrative Managers (ES) / MM Department.

### **3. The Powers and Duties of Stenographer :**

- (i) To take dictation and transcribe it on computer and give the required copies as per priority.
- (ii) To type any written note given by DCEDS and officers of O & M (CS) Division as and when required.
- (iii) To assist AAO and other Administrative Staff/officers during exigencies.

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

To make any new decision or change in any existing procedure. A meeting is called with Divisional Engineer and his concerned 'A' grade officers. Each Divisional Engineer is having 'A' grade officers either Superintendent or Assistant Engineer. Under each 'A' Grade officers there are Deputy Engineers/ Sub Engineers who are responsible for execution of schedule job/breakdown job. He is accountable for safe and

proper execution of the job. Deputy Engineers is assisted by Sub Engineers/Charge Engineers and the tradesman.

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

The norms for preventive maintenance of electrical equipments are as prescribed by the Electric Supply Management. The norms for breakdown maintenance are as per the guidelines from MERC which may change from time to time.

**4(b) (v) : The rules, regulations, manuals & records held by it or under its controls 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, Indian Electricity Rules 1956, Departmental Manual, Service Regulations, Standing Orders, Safety Rules etc. All the records are maintained as per the different Administrative orders and Procedures orders. All the assets are maintained in Asset Management Modules. In addition to this, the work is carried out as per the procedure orders issued by Management from time to time.

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

As per Note No.EA/42084/68-69 dated 23.10.1968, the categories of documents are classified into four i.e. 'A', 'B', 'C' and 'D'. The details of the same are as under :-

- 'A' : To be preserved for an indefinite period.
- 'B' : To be preserved for 5 years.
- 'C' : To be preserved for 3 years.
- 'D' : To be preserved for 1 year.

**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 :**

There is no such arrangement in this department. However, whenever any consumer is having grievances, they can first contact the concerned Divisional Engineer and the reply to him is given orally as well as in writing. If the consumer is not satisfied with the reply given by the first information officer then he can contact Deputy Chief Engineer (DS) who is appellate authority.

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

There is no such arrangement in this department.

**4(b)(ix) : A directory of its officers and employees :**

Sr. No.	Name of officer/staff	Designation	Grade	Ch. No.	P.S. No. of March, 2011
1	Milan R. Shah	DCEDS	A-2	210204	146/01
2	Damodar G. Kamath	AAO*	AGVIII	212547	146/01
3	Narendrakumar V. Marathe	Clerk	AGV	212603	146/01
4	Kirti K. Padalkar	Steno	AGVII	215653	145/02

\* Working to CEM office since August, 2010.

**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 January 2013

Sr. No	Title	Name of officer/ staff	Design.	Basic PAY (₹)	Monthly remuneration (Basic+Allowances) (₹)
1	Shri	Milan R. Shah	DCEDS	36,155/-	79,052.45
2	Shri	Narendrakumar V. Marathe	Clerk	13,815/-	30,391.82
3	Smt	Kirti Kishor Padalkar	Sr. Steno(P)	11,850/-	26646.37

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

There is separate Budget allocation for this department. The amount disbursed for the year 2012-13 is Rs.2093542.91, which includes establishment cost, Administration & General Expenses, Repairs & Maintenance cost & other costs etc.

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

There is no Subsidy Programme in this department.

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

Not Applicable.

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

The information in respect of the department and officers and staff is available in the form of

electronic on the website [www.bestundertaking.com](http://www.bestundertaking.com).

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

There is no Library for citizens in this department.

**4(b)(xvi) : The names, designations and other particulars of the public information office as may be prescribed : and thereafter updating this information every year:**

1) Public Information Officer :

Shri Parag K. Bansode,  
Divisional Engineer, O & M (S),  
2<sup>nd</sup> floor, Colaba Offshore Building,  
Women Graduates Union Road,  
Colaba, Mumbai - 400 005.  
Tel. No. 2215 3486, 2215 4428.

2) Public Information Officer:

Shri Anand B. Kandage  
Divisional Engineer, O & M (CS),  
4<sup>th</sup> Floor, Vidyut Building,  
Pathakwadi, Mumbai - 400 002.  
Tel. No. 2207 3875



3) 1<sup>st</sup> Appellate Officer :

Shri M. R. shah,

Deputy Chief Engineer (Distribution South)

4<sup>th</sup> Floor, Vidyut Building,

Pathakwadi, Mumbai - 400 002.

Tel. No. 2201 3665

**4(b)(xvii) : Other information as may be prescribed :**

NIL.