



B.E.S. & T. Undertaking

OPERATION AND MAINTENANCE (NORTH EAST)

DEPARTMENT'S MANUAL

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

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

The Particular of department:-

Name of the department	OPERATION & MAINTENANCE (NORTH EAST) DIVISION
Address	2 nd floor, Traffic Building, Anik Depot, Anik-Wadala link Road, Wadala (East), Mumbai - 400 022.
Contact no. (Tel.)	+91 8097585083, +91 8097585079 (Administrative office)

1.1 Organization:-

For administrative convenience the Operation & Maintenance department is divided into five zones viz. (1) O&M(South) (2) O&M (Central south) (3) O&M(Central North) (4) O&M(North West) (5) O&M(North East).

- 1.1.1 Each zone will be under the control and supervision of the respective Divisional Engineer.
- 1.1.2 Divisional Engineer shall be immediately responsible to the Deputy Chief Engineer (Distribution north)

1.2 RESPONSIBILITIES AND FUNCTIONS:-

- 1.2.1 The department is primarily concerned with operation and maintenance of the Electric Supply Distribution System. Preventive and breakdown maintenance of cables, electrical equipment, installed in Distribution Sub Station (DSS) and Receiving Sub Station (RSS) is carried out by this dept. The HV and LV network is maintained in such a way that reliable supply of electricity is ensured and there are minimum nos. of interruptions.
- 1.2.2 This shall include the responsibility for the smooth and uninterrupted working of:
 - i. Receiving Sub Station
 - ii. Distribution Sub Station
 - iii. H.V. and L.V. mains

- 1.2.3 Restoration of supply whenever interruptions occur in the system.
- 1.2.4 The department shall be responsible for complying with the requirements of various legislations applicable to its functioning viz. (a) Indian electricity Act and Rules, (b) The Indian Factories Act and Rules, and other Acts applicable from time to time.
- 1.2.4.1 The department shall also submit necessary reports as required under the above Acts to the respective authorities.
- 1.2.5 The department shall be responsible for initiating bills for payment of fees to the Government Electrical Inspector.
- 1.2.6 Maintenance of appropriate records in respect to payments of
- i. Lease rents,
 - ii. Electrical Inspector's fees,
 - iii. Way-leave charges and other suitable records for various substations/ receiving stations.
- 1.2.7 The department shall furnish the following data to the other departments of the Electric Supply Branch.
- i. Loads of various transformers, feeders etc. to Planning and Project depts. suggest appropriate scheme whenever necessary.
 - ii. Information regarding service overloads and unbalanced loads to the respective Customer Care department, whenever detected.
 - iii. The department also report regarding mal-operations of relays installed in the receiving stations or substations to System Protection Department for suitable action.
 - iv. The department shall render assistance to the Material Management Dept. (i.e Stores) and Planning (Material) Department in selecting and approving various stores items required by the department as far as their quality and suitability for the use of the department are concerned.
 - v. The department shall furnish to Planning and Stores departments its estimates of yearly consumptions of various items and spares likely to be used by the department in an ensuing year.

The department shall be responsible for maintaining data of equipment's performance that exist and are newly introduced in the system

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

Staff Position:

Sr.no.	Designation	On roll staff
1	Divisional Engineer	1
2	Supdt. Engineer	0
3	Asst. Engineer	4
4	Deputy Engineer	23
5	Sub Engineer	09
6	Charge Engineer	44
7	Draftsman	0
8	Assistant Administrative Officer	1
9	Supervisor (Admin)	1
10	Stenographer	0
11	Clerk	4
12	Shop-Recorder	1
13	Sepoy	0
14	Sr. Jointer	0
15	Jointer	25
16	Sr. Jointermate	0
17	Jointermate	13
18	Sr. Electrical Fitter	0
19	Fitter	4
20	Asst. Fitter	2

21	Asst. Electrical Fitter	3
22	Mason	1
23	Muccadam	4
24	Sr. Painter	0
25	Painter	0
26	Driver Supervisor	0
27	M.V. Driver	24
28	Jr. Painter	0
29	Mali	0
30	Cable Inspector	3
31	Scavanger	2
32	Sr. Nawghany	0
33	Nawghany	230
Total		399

1. The powers and Duties of Divisional Engineer:

The Divisional Engineer shall be directly responsible to the Deputy Chief Engineer (Distribution north) and is the Chief Executive Officer In-charge of the Operation & Maintenance (NE) Division.

- i. To assist him in the performance of his duties. He is provided with necessary Staff as mentioned above.
- ii. In addition to this being responsible for the implementation of the procedure laid down in the departmental manual. Divisional Engineer shall also be responsible in co-operation with the Deputy Chief Engineer (Planning) for the proper maintenance of all sketches, plans and survey sheets.

- iii. 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.
- iv. 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.
- v. To maintain personal contact with his staff at all times and always keep their welfare in the foreground. Once it shows signs of receding, an unhealthy atmosphere is bound to develop. Precipitate action shall be avoided in all staff matters.
- vi. To ensure to see that expenditure is controlled within the budget amounts. For this purpose, he will ensure to maintain a register in accordance with the circular issued from time to time.
- vii. To submit an "Annual Report "on the working of his department to the Deputy Chief Engineer(Distribution north) not later than 30th April of each year.
- viii. He shall also be responsible for efficient operation, maintenance and routine testing of all plant, machinery and cables in the distribution system.
- ix. He shall be responsible for inspection of all important works in progress and maintaining continuity of supply in co-ordination with other co-related departments.
- x. 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.
- xi. To ensure indenting and stocking of sufficient spare parts for plant and machinery and other items of Stores to maintain continuity of supply.
- xii. To 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.
- xiii. To ensure to maintain an up-to-date inventory of plant, machinery and Capital/ dead stock items.
- xiv. To ensure to maintain staff records and deal with other matters connected with the staff of the department.
- xv. He shall ensure to collect, maintain and submit to the appropriate authorities' statistical and other information of department as and when required.

- xvi. To procure administrative and other appropriate sanctions for jobs to be carried out for outside parties and initiate actions for preparing outdoor bills etc. in respect of the same.
- xvii. To 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.
- xviii. To submit detailed reports of all major interruptions of supply of serious nature or any breakdown of plant or equipment or any other major changes in the System.
- xix. He shall be responsible for preparation of annual budget estimates of Capital and Revenue Expenditure and annual report of the department.
- xx. To write Annual Confidential Report (ACR) of the subordinate officers.

2.2.2 Superintendent / Assistant Engineer:-

- i. To assist the Divisional Engineer in the discharge of their duties.
- ii. They shall in-charge of respective section are responsible for smooth functioning of day to day activities.
- iii. To prepare and execute detailed program of operation, maintenance and testing of plant, machinery, cables and other equipment entrusted to the department.
- iv. To personally inspect and supervise all important works in progress and shall ensure testing of newly installed equipment before commissioning.
- v. They shall be responsible for restoration of supply.
- vi. To see that records of loads and voltages at substations, receiving stations and of distributors are maintained.
- vii. 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 receiving stations and substations, maps, diagrams, layouts etc.
- viii. To plan and arrange to indent or recoup spares and materials required in the day to day running of the department.
- ix. 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.
- x. To ensure to localize and rectify faults of underground cables.
- xi. To submit reports of faults to the Divisional Engineer.
- xii. To allocate and direct appropriate staff to carry out particular day to day assignments in the execution of above duties.

- xiii. To suggest schemes or any other measure for improvement of the functioning of the department.
- xiv. To 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 equipment.
- xv. To 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.
- xvi. To ensure updating of consumer indexing, asset management data and various maintenance modules commissioned under IT project.
- xvii. To ensure proper training is imparted to their subordinates, trainee engineers, tradesman etc.
- xviii. The department having SHIMA section, they shall plan and execute conversion of existing SIMHA network to SIMHA 97 scheme to reduce frequent break down.
- xix. To write Annual Confidential Report (ACR) of the subordinate officers.
- xx. To ensure that records related with cable damage cases / OB memo are maintained properly and to follow up for recovery of outstanding charges.
- xxi. To ensure maintaining records related to JE bills, Reinstatement Charges ,and follow up with other Utilities like MCGM,MBPT ,Collector etc for the reconciliation of R.I Charges

5. The powers and duties of AAO:

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

- i. To maintain discipline of the administrative staff.
- ii. To maintain service record files of the officers & staff of the department.
- iii. To prepare Annual Confidential Report Forms of the Officers.
- iv. To draft letters & look after general correspondence.
- v. To reply to RTI letters in consultation with Divisional Engineer and other section incharge.
- vi. To prepare monsoon, fair & extended fair season proposals, if any
- vii. To prepare Establishment Schedule and budget estimate.

- viii. To check medical reimbursement bills.
- ix. To maintain the imprest cash, follows up for recoupment of imprest cash bills. Xerox bills, PWD Electrical Inspector's visit fees are paid from Imprest Cash. Audited departmental purchase form upto Rs.5000/- can be paid from Imprest Cash.
- x. To obtain Management sanction for appointing Scavenger for temporary period and to ensure his timely payment.
- xi. To put up cases to Concern Authority for initiating disciplinary action against the offensive staff.
- xii. To check statements of overtime, field duty allowance, incentive bonus, meal allowance, compensatory allowance.
- xiii. To check the documents for caste validity certificates, send the same to the respective authority and keep the record of the same.
- xiv. To check & sign the identification notes for payments for the officers & staff.
- xv. To guide Subordinates during their day to day work.
- xvi. To check the credit society loan forms & provident fund loan forms.
- xvii. To follow up various files put up for sanction.
- xviii. General supervision of all administrative work
- xix. To check MCA queries and reply.
- xx. To check Accident Report and take further action.
- xxi. To send various statements as directed by various authorities.
- xxii. To keep record of Annual Maintenance Contract of Computer & Printer
- xxiii. 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.
- xxiv. Any other job assigned by the Divisional Head/section incharge.

6. The powers and Duties of Supervisor:

- i. To supervise the work of Clerks, Shop Recorders in the department, assist the AAO in his day-to-day work and in replying MCA queries and maintaining registers, files pertaining to them.
- ii. To maintain the Service Record files of staff, 'A' & 'B' grade officers.

- iii. Taking over notes of permanent & temporary staff/officers, reversions advices and other matters with the help of Establishment Clerk.
- iv. To assist AAO to prepare ACR forms, establishment variation & Budget work.
- v. To assist AAO to co-ordinate and follow up various matters.
- vi. To maintain record of briefcase particulars of staff/officers eligible and put up for their sanction & payment.
- vii. To put up proposal for yearly Diary to AM (ES)/MM department.
- viii. To maintain record of E-cr/dr Statement & E-job sheet.

7. Clerk / Shop Recorder Duties: A/G-V:

- i. To keep record of lease agreement /substations lease rent bills/ property tax paid for DSS, to follow up lapsed lease agreement of DSS, to check estimates and maintain registers of new DSS & file the DSS papers and to prepare Outstanding Bill Memo.
- ii. To prepare bills of Vehicles or Equipment's hired.
- iii. To send monthly servicing report/statements of departmental vehicles.
- iv. To prepare bills for work done for outside parties and maintaining its record.
- v. To prepare energy meter reading statements of All Receiving Sub Stations & send to DEMS for billing purpose.
- vi. To prepare reinstatement bills & property tax bills, J.E. Bills of Scheme & Faults.
- vii. To maintain record of vehicle using by 'A' grade officers.
- viii. 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.
- ix. To prepare budget estimates & maintains its records.
- x. To fill up Purchase Forms/follow up & maintain its record.
- xi. To keep proper stock level & store material in proper manner to avoid wastage / damage.
- xii. To prepare monthly, yearly fair / monsoon season requirement /consumption statements.
- xiii. To work on Sunday/Holiday in the stores in rotation with other Shop Recorder
- xiv. To recoup clothing as per the requirement, maintain its record & to issue the staff
- xv. To withdraw material form Kussara Store required for R&M work of Department and to issue in the sub-stores.

- xvi. To maintain record of Time Bound promotion.
- xvii. To issue & maintain record of lockers, tools to staff against permanent gate-pass.
- xviii. To send statements for payment of stitching allowance and washing allowance.
- xix. To send monthly absentee memo of 'A' & 'B' grade Officer/Staff and maintain leave record in the attendance register of staff and officers.
- xx. To dispatch Leave forms, Provident Fund forms, LTA/Encashment forms of staff & officers to STK/DIA, identification note of staff & officers for LTA, Encashment, PF loan payment
- xxi. To prepare Regular, Reliever Overtime statement & Sunday/Holiday working statements for obtaining management sanction and thereafter to send zerox copies of the same to respective Time Keeping Department for making the payment.
- xxii. To send monthly unpaid cards to Time Keeping Department.
- xxiii. To prepare & maintain record of inventory.
- xxiv. To prepare the Meal Allowance & Compensatory Allowance & Incentive bonus statement.
- xxv. To recoup Stationery/Material and issue to all the sections as per their requirement and maintain its record.
- xxvi. To maintain the record of deputation, trainee engineers/tradesman & send monthly statement.
- xxvii. To issue monthly Khadi cloth/soap to officers/staff.
- xxviii. To fill up purchase forms of material, equipment required for sub-store & Static-II Section & arrange to procure the same.
- xxix. To maintain register of Tender files & papers.
- xxx. To prepare attendance register from job sheets and audited it, payment sheet, identification slips, balance payment statement of casual labour.
- xxxi. To prepare statement for various allowances like of hazardous allowance, field duty allowance, Distribution Loss etc.
- xxxii. To prepare statement of E.D.E.I. allowance to all 'A' & 'B' grade officers.
- xxxiii. To keep attendance & look after work of Scavenger & preparing of his monthly Salary voucher/bill.
- xxxiv. To prepare statement of Festival Advance.
- xxxv. To prepare record of Annual Maintenance Contract of PC & Printers.
- xxxvi. To prepare MCA Report, Fatal/Accident Report.

- xxxvii. To maintain records related to OB memo, JE bills, Reinstatement Charges, to follow with other Utilities like MCGM, MBPT, Collector etc for the reconciliation of R.I Charges.
- xxxviii. To assist AAO and other Administrative Staff/officers during exigencies.

8. Sepoy:

- i. To clean the Table of "A" grade Officers & Administrative Officers.
- ii. To attend bell call of "A" grade Officer & Asst. Administrative Officer.
- iii. To take out the dispatch of "A" grade Officers & concern Administrative Section / Officers.
- iv. To carry & bring dispatch.
- v. To do any other office work delegated by Officers, Supervisor & Office Staff i.e. filling of papers, Cleaning etc.

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

Though, Divisional Engineer is the overall in charge, the dept. is divided in to sub sections under different heads. Each section is headed by an A grade officer either Supdt or Assistant Engineer. The Deputy Engineer is responsible for execution of the scheduled job/ break down jobs 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 like Sub Engineers/Charge Engineers to assist the Deputy engineer for supervision work.

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

The norms for breakdown maintenance are as per the guidelines from MERC/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. All the assets are maintained in Asset Management Modules.

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.

THE BOMBAY ELECTRIC SUPPLY & TRANSPORT UNDERTAKING
(Of The Municipal Corporation of Greater Bombay)

DEPARTMENTAL

Ref.No.EA/ 42084 /68-69.

Date: 23rd October 1968.

To: HEADS OF DEPARTMENTS.

Sub: Records - Classification and Preservation.

This refers to my earlier circular No.EA/25726/68-69 dated the 31st July 1968.

2. As an interim measure, the G.M. desires the periods for which various categories of records are preserved to be reduced. Under the present classification, the periods of preservation are as follows:-

- 'A' - To be preserved for an indefinite period.
- 'B' - To be preserved for 10 years.
- 'C' - To be preserved for 3 years.
- 'D' - To be preserved for 1 year.

3. Henceforth, records under the four categories should be preserved for the following periods:

- '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. If any particular record falling under categories 'B' or 'C' has to be preserved for a longer period than 5 or 3 years respectively, the nature of the record and the reasons for preserving it for a longer period than indicated above may please be furnished.

5. These proposals were referred to the M.C.A. who has accepted them subject to -

- (a) the records being no longer required for purposes of evidence having regard to the Law of Limitation, and
- (b) the department concerned ascertaining, prior to the destruction of the records, that they are no longer required in connection with audit queries.

6. Please therefore implement the G.M.'s instructions contained in paragraphs 3 and 4 above, and report compliance for the G.M.'s information.

EXECUTIVE ASSISTANT

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(5)

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.

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 (SHRI/SMT)	DESIGNATION	CH NO	P.S. NO.
1	PARSHURAM DASHARATH GUNJAL	DIVISIONAL ENGINEER	215168	150/26
2	SANJAY DATTATRAYA LOKHANDE	ASST. ENGINEER	212283	150/26
3	SUSHANT GAJANAN PURANDARE	ASST. ENGINEER	214514	150/26
4	SHASHIKANT DINKAR JOGLEKAR	ASST. ENGINEER	215591	150/26
5	KISHOR ANANDRAO DADMAL	ASST. ENGINEER	216788	150/26
6	MANOHAR GOPAL PATIL	DEPUTY ENGINEER	212457	150/26
7	SUNIL DATTATRAYA KULKARNI	DEPUTY ENGINEER	212468	150/26
8	PANKAJ LAXMAN KOTURWAR	DEPUTY ENGINEER	212507	150/26
9	IBRAHIM A REHMAN DANDEKAR	DEPUTY ENGINEER	212905	150/26
10	PRAKASH MAHADEV GURAV	DEPUTY ENGINEER	212930	150/26
11	RAJENDRA S SAWDEKAR	DEPUTY ENGINEER	212966	150/26
12	SALAUDDIN AMIR KHATIK	DEPUTY ENGINEER	213236	150/26
13	JAYWANT SHANKAR MORE	DEPUTY ENGINEER	213415	150/26
14	M G PADSALE	DEPUTY ENGINEER	213438	150/26
15	RAMESH MARUTI KARANDE.	DEPUTY ENGINEER	214653	150/26

16	RAMESH DNYANDEO TAWARE	DEPUTY ENGINEER	214675	150/26
17	ANIL GUNDAPPA KHANDARE	DEPUTY ENGINEER	215280	150/26
18	ANANDA RAJARAM TAWARE	DEPUTY ENGINEER	215293	150/26
19	D S GOSAVI	DEPUTY ENGINEER	215349	150/26
20	VINAYAK VITHALRAO WARANG	DEPUTY ENGINEER	215775	150/26
21	JAVED AHMED MUJAUDDIN MULLA	DEPUTY ENGINEER	216906	150/26
22	AMAR NANDKUMAR CHAVAN	DEPUTY ENGINEER	216936	150/26
23	MADHAV SATWAJI KAMBLE	DEPUTY ENGINEER	217098	150/26
24	Z I M R NAIKWADI	DEPUTY ENGINEER	217110	150/26
25	SANDEEP SHIVAJI DORUGADE	DEPUTY ENGINEER	217121	150/26
26	SHISHIR SHANTARAM PARAB	DEPUTY ENGINEER	217151	150/26
27	NILESH DATTARAM CHAVAN	DEPUTY ENGINEER	217261	150/26
28	MADHAVI SAMEER JADHWAR	DEPUTY ENGINEER	217481	150/26
29	PRABHAKAR KASHINATH MORE.	SUB ENGINEER	211403	150/26
30	ASHOK BHIMRAO LAD	SUB ENGINEER	213951	150/26
31	SUBHASH D SAWANT	SUB ENGINEER	214018	150/26
32	RAJENDRA SUPDU RANE	SUB ENGINEER	214496	150/26
33	GANESH PADMARAO TUMMA	SUB ENGINEER	214990	150/26
34	DILIP MANIK GAIKWAD	SUB ENGINEER	215640	150/26
35	S L KAMBLE	SUB ENGINEER	215712	150/26
36	J D GAWAI	SUB ENGINEER	215719	150/26
37	B S TAMBE	SUB ENGINEER	402639	150/26
38	PRASHANT RAMAN PATIL	SUB.ENG.(P)	214924	150/26
39	SANJAY KISAN SHINDE	CHARGE ENG	214970	150/26
40	ANANDA DADU SURYAWANSHI	CHARGE ENG	214973	150/26
41	AVINASH YASHWANT SALVI	CHARGE ENG	215001	150/26
42	MUZAFFAR HUSAIN ASIF HUSAIN	CHARGE ENGINEER	215239	150/26

	JAFRI			
43	PRASAD VINAYAK MYDEO	CHARGE ENGINEER	215357	150/26
44	U S KONKAR	CHARGE ENGINEER	215358	150/26
45	NITYANAND PANDITRAO PAWAR	CHARGE ENGINEER	215451	150/26
46	HUNED AHMED ABDUL SAID KAZI	CHARGE ENGINEER	215466	150/26
47	S K JAMDADE	CHARGE ENGINEER	215565	150/26
48	MOHAMMED SAJID GULAM RASOOL ANSARI	CHARGE ENGINEER	215567	150/26
49	G B SAKHARE	CHARGE ENGINEER	215589	150/26
50	NOORULLAH ABSARULLAH KHAN	CHARGE ENGINEER	215595	150/26
51	UTTAM DADU VEER	CHARGE ENGINEER	215598	150/26
52	SANJAY KRISHNAKANT MHATRE	CHARGE ENGINEER	215602	150/26
53	CHANDRAKANT SUDHAKAR GANDHEKAR	CHARGE ENGINEER	215639	150/26
54	ABDUL WADOOD ABDUL SALAM KHAN	CHARGE ENGINEER	215739	150/26
55	ABHINAY CHANDRAKANT MORE	CHARGE ENG	216577	150/26
56	ANGAD SAHADEV DESHMUKH	CHARGE ENG	216580	150/26
57	M A SARODE	CHARGE ENG	216798	150/26
58	R I PATEL	CHARGE ENG	216800	150/26
59	SAGAR SHAMRAO NIPRUL	CHARGE ENG	216838	150/26
60	D A TAPASE	CHARGE ENG	216863	150/26
61	PRAVIN AKARAM KHABADE	CHARGE ENG	216868	150/26
62	M B NIKAM	CHARGE ENG	216882	150/26
63	IRFAN BADSHAH MULLA	CHARGE ENG	216938	150/26
64	MAHESH VISHNU PUJARI	CHARGE ENG	216942	150/26
65	NUSRAT JAHAN MOINUDDIN DIWAN	CHARGE ENG	216999	150/26
66	WAGHMARE UDAYCHANDRA KASHINATH	CHARGE ENG	217172	150/26

67	SAVALKAR NARSINGH SHESHRAO	CHARGE ENG	217204	150/26
68	LAHU MANGU PATIL	CHARGE ENG	217206	150/26
69	SHIRKE DEVIDAS TUKARAM	CHARGE ENG	217216	150/26
70	KHAVANEKAR DINESH YESHWANT	CHARGE ENG	217233	150/26
71	YOGESH SITARAM PATIL	CHARGE ENG	217249	150/26
72	KAMBLE SUDHIR PARMESHWAR	CHARGE ENG	217256	150/26
73	SANDESH SHANTARAM KOTKAR	CHARGE ENG	217294	150/26
74	HEMANT RAMDAS PATIL	CHARGE ENG	217363	150/26
75	V S KESKAR	CHARGE ENG	217395	150/26
76	MAHADEO G KATRE	CHARGE ENG	217456	150/26
77	SHARAD SAHADU GHANE	CHARGE ENG	217503	150/26
78	GANESH BAPURAO JAMBHE.	CHARGE ENG	321715	150/26
79	UTTAMRAO MARUTI PATIL	CHARGE ENG	402638	150/26
80	SWAPNIL PREMJI SURYAWANSHI	CHARGE ENG	402693	150/26
81	KAILASH RAMJIBHAI TANK	CHARGE ENG	404111	150/26
82	SAROJINEE VENKAPPA SHETTY	A.ADMIN.OFFICER	214436	150/26
83	VISHAL FAKIRCHAND SONAWANE	SUPERVISOR	217473	150/26
84	BALAN JAYRAM MORE	SUPERVISOR (P)	214132	150/26
85	SEEMA GIRISH MANKAME	SUPERVISOR (P)	215074	150/26
86	SANDEEP MOHAN SHENDGE	CLERK	194949	150/26
87	SWIKRUTI PRASHANT DHURI	CLERK/TY	217001	150/26
88	PRANAV PHARSHURAM RATHOD	SHOP RECORDER	217227	150/26
89	SANTOSH JAGANNATH BENDRE	SR.JOINTER (P)	402620	450/26
90	M S SINGH	SR.JOINTER (P)	402621	450/26
91	ANIRUDHHA MANOHAR PARAB	SR.JOINTER (P)	402628	450/26
92	MAHESH B DATE	SR.JOINTER (P)	402632	450/26
93	SANTOSH SUBHASH WAGH	JOINTER	402667	450/26

94	PANDHARINATH SOPAN MALSHIKARE	JOINTER	402676	450/26
95	SHARAD THAKUJI SONAWANE	JOINTER	402679	450/26
96	ARVIND APPAJI GADADE	JOINTER	402680	450/26
97	NIVAS SHRIPATI GHUTUKADE	JOINTER	402682	450/26
98	AJAY BALKRISHNA NALAWADE	JOINTER	402686	450/26
99	SHARAD SUDHAKAR KOLI	JOINTER	402687	450/26
100	DEEPAK PRAKASH PATIL	JOINTER	402702	450/26
101	N K LOKHANDE	JOINTER	402707	450/26
102	KETAN ARUN SHETYE	JOINTER	402715	450/26
103	T N BHINGARE	JOINTER	402717	450/26
104	M D VIGHNE	JOINTER	402746	450/26
105	JAYESH SAMBHAJI TANDEL	JOINTER	402753	450/26
106	VAIBHAV GANGARAM PURALKAR	JOINTER	402756	450/26
107	PRAKASHAM POSHANNA GAINI	JOINTER	408191	450/26
108	BAJANNA BAJAYYA JAKKULA	JOINTER	408815	450/26
109	KAUSHALKUMAR GANDHI RAI	JOINTER	409089	450/26
110	NANDKUMAR SHIVRAM SAWANT	JOINTER	409154	450/26
111	JAGDISH DATTATRAYA KENI	JOINTER	409178	450/26
112	RAVIKUMAR MUTHENNA MAGIDI	JOINTER	409539	450/26
113	CHINDU VITHAL BHANGRE	JOINTER	410005	450/26
114	DATTARAM BABU BIRAMBOLE	FITTER	404054	450/26
115	VINAYAK KAMLAKAR RANE	SR FITTER (P)	404060	450/26
116	SHIVAJI SOPAN SHELKE	FITTER	404070	450/26
117	SHAHAJI DADA GHUTUKADE	FITTER	404086	450/26
118	CHETAN SHRIMANT PAWAR	JOINT MATE	402767	450/26
119	MILIND MANOHAR PAWAR	JOINT MATE	402768	450/26
120	AKASH KRISHNANATH GHODKE	JOINT MATE	402771	450/26

121	DINESH GOVIND GHOLAP	JOINT MATE	402783	450/26
122	PRATHAMESH DILIP PAWAR	JOINT MATE	402798	450/26
123	TANAJI GANPAT JADHAV	JOINT MATE	402799	450/26
124	GANGADHAR RAJANNA BHUPELLI	JOINT MATE	408416	450/26
125	SHIVAJI SAKHARAM PILANE	JOINT MATE	409601	450/26
126	RAJU PANDURANG PARKAR	JOINT MATE	410381	450/26
127	PRAKASH ANANT VICHARE	JOINT MATE	411082	450/26
128	UTTAM SITARAM CHOUGHULE	JOINT MATE	412621	450/26
129	YOGESH S MARALE	JOINT MATE	413247	450/26
130	OMKAR RAVINDRA RAI	JOINT MATE	420001	450/26
131	ASHOK ANANDA KAMBLE	FITTER	408037	450/26
132	DEVRAM CHANDER UBALE	FITTER	408729	450/26
133	NISHANT BHALCHANDRA SAVE	JR.EL.FITTER	404170	450/26
134	MANISH VILAS CHAVAN	JR.EL.FITTER	404270	450/26
135	ANANDRAO B INGULKAR	JR.EL.FITTER	409459	450/26
136	RAMESH D INGULKAR	MUCCADAM	409200	450/26
137	NANDKUMAR S GOSAVI	MUCCADAM	409531	450/26
138	MAHENDRAPRASAD RAMKEWAL MISHRA	MUCCADAM	409566	450/26
139	DATTATRAYA RAMCHANDRA SARGAR	MUCCADAM	410238	450/26
140	MANGESH SUBHASH UBHE	MASON JR	402675	450/26
141	NARENDRA KRISHNA KHUSHALE	SR CABLE INS(P)	280436	450/26
142	WAMAN ANSU GENGAJE	SR CABLE INS(P)	409979	450/26
143	VIKAS NAGNATH POTDAR	CABLE INSPECTOR	409437	450/26
144	RAJESHKUMAR HARGULAL DHAKOLIA	MUCCADAM	409941	450/26
145	SANTOSH C ZINJORDE	SCAVENGER	007647	450/26
146	JAYANTI DHARMABHAI MAKAWANA	SR NAWGHANY(P)	209415	450/26

147	RAVINDRA PRABHAKAR PARSEKAR	NAWGHANY	408116	450/26
148	MILIND TOLU KADAM	NAWGHANY	408319	450/26
149	DATTATRAY RAJARAM SURYAVANSHI	SR NAWGHANY(P)	408330	450/26
150	NAMDEO KISAN KAMBLE	SR NAWGHANY(P)	408766	450/26
151	KISHOR BUJKU SHINDE	SR NAWGHANY(P)	408828	450/26
152	VIJAY GANGARAM JADHAV	SR NAWGHANY(P)	408832	450/26
153	ANGELO VICTOR INAZIO D'SOUZA	SR NAWGHANY(P)	408872	450/26
154	SANJEEV KASHINATH JADHAV	SR NAWGHANY(P)	409029	450/26
155	PRAKASH J KADAM	SR NAWGHANY(P)	409072	450/26
156	SANDEEP PITHURAM SHRIVARDHANKAR	SR NAWGHANY(P)	409074	450/26
157	K I SHIRGAONKAR	SR. NAWGHANY	409091	450/26
158	YOGESH CHANDRAKANT TEREDESAI	NAWGHANY	409102	450/26
159	SANJAY DEOCHAND PATIL	NAWGHANY	409216	450/26
160	PRAMOD YASHWANT DHUMALE	SR NAWGHANY(P)	409229	450/26
161	ASHOK BABU KAMBLE	SR NAWGHANY(P)	409291	450/26
162	MN H SHAIKH	SR NAWGHANY(P)	409328	450/26
163	DONET SIMPLEN D'SOUZA	SR NAWGHANY(P)	409400	450/26
164	SUBHASH YASHWANT RUKHE	SR NAWGHANY(P)	409498	450/26
165	RAJAN DATTARAM SALUNKHE	SR NAWGHANY(P)	409506	450/26
166	P L INGLE	SR NAWGHANY(P)	409561	450/26
167	SIDDHARTH NAVJI JADHAV	SR NAWGHANY(P)	409590	450/26
168	DRUVDEO A SHUKLA	SR NAWGHANY(P)	409674	450/26
169	RAMESH D GAIKWAD	SR NAWGHANY(P)	409795	450/26
170	VIKRAM ANKUSH BHOSALE	SR NAWGHANY(P)	409895	450/26
171	YUVRAJ KRASHNA MUNDHE	SR NAWGHANY(P)	410054	450/26
172	SANJAY P MORE	SR NAWGHANY(P)	410182	450/26

173	VINODKUMAR NARAYAN RATHOD	SR NAWGHANY(P)	410378	450/26
174	GANPAT ANANDA KUCHEKAR	SR NAWGHANY(P)	410509	450/26
175	GANPAT BHIKU BORADE	SR NAWGHANY(P)	410741	450/26
176	ANANDA RAGHUNATH EPILI	SR NAWGHANY(P)	410747	450/26
177	SHIVAJI AKARAM DESAI	SR NAWGHANY(P)	410752	450/26
178	VASANT GOPAL BADHAVATE	SR NAWGHANY(P)	411042	450/26
179	U J MORE	SR NAWGHANY(P)	411073	450/26
180	PRAKASH LAXMAN TAPALE	SR NAWGHANY(P)	411090	450/26
181	RAKESH YELLANNA ERUGU	SR NAWGHANY(P)	411324	450/26
182	R S RANE	NAWGHANY	411095	450/26
183	GANESH KASHINATH KAMBLE	NAWGHANY	411298	450/26
184	AYRES PASCAL D'SOUZA	NAWGHANY	411395	450/26
185	R P SANSARE	NAWGHANY	411518	450/26
186	KAILAS BABAN WAGHULE	NAWGHANY	411595	450/26
187	NARESH RAMCHANDRA KHARAT	NAWGHANY	411633	450/26
188	DHIRAJ RAMCHANDRA KANGANE	NAWGHANY	411640	450/26
189	TANAJI BAPU YADAV	NAWGHANY	411650	450/26
190	VINOD VITTHAL YADAV	NAWGHANY	411652	450/26
191	A G SURVE	NAWGHANY	411666	450/26
192	SHIVAJI VITTHAL SHINDE	NAWGHANY	411715	450/26
193	A G KADAM	NAWGHANY	411735	450/26
194	MUNWAR ISHAK KHAN	NAWGHANY	411867	450/26
195	KASHINATH BALRAM SANGAM	NAWGHANY	411986	450/26
196	VEERAPANDI THANGAYA THEVAR	NAWGHANY	412028	450/26
197	SANJAY VEDVYAS GALGALI	NAWGHANY	412081	450/26
198	SHAILENDRA NARAYAN KOCHAREKAR	NAWGHANY	412092	450/26
199	ANANT VISHRAM KELUSKAR	NAWGHANY	412094	450/26

200	KRISHNA SHANKAR YADAV	NAWGHANY	412097	450/26
201	VISHNU RAMCHANDRA BAMANE	NAWGHANY	412100	450/26
202	ANIL SAHEBRAO KANFADE	NAWGHANY	412102	450/26
203	RAVINDRANATH DEVIPRASAD MISHRA	NAWGHANY	412108	450/26
204	NIRANJAN KISHOR TRIPATHI	NAWGHANY	412109	450/26
205	SURENDRA KESHAVPRASAD SINGH	NAWGHANY	412131	450/26
206	SUHAS SAKHARAM SALUNKHE	NAWGHANY	412132	450/26
207	BHASKAR RAMLAGAN GUPTA	NAWGHANY	412143	450/26
208	VINOD DHONDIRAM SAKPAL	NAWGHANY	412144	450/26
209	SHAILESH DOODHNATH SINGH	NAWGHANY	412168	450/26
210	NITYANAND VASHISHTAMUNI TIWARI	NAWGHANY	412234	450/26
211	SUDHAKAR NAMDEV SHIRSAT	NAWGHANY	412236	450/26
212	PRAKASH DASHARATH GAIKWAD	NAWGHANY	412251	450/26
213	BHASKAR DASHRATH SONAWANE	NAWGHANY	412306	450/26
214	GOVIND RAMAKANT RAUT	NAWGHANY	412313	450/26
215	RAMZAN ALI MUZAFFAR KHAN	NAWGHANY	412360	450/26
216	HARISHANKAR BRAJNATH PANDEY	NAWGHANY	412410	450/26
217	AFGAN AHMED KHAN	NAWGHANY	412411	450/26
218	KAILASH FETAHBAHADUR SINGH	NAWGHANY	412412	450/26
219	BHASKAR RAMDAS MHATRE	NAWGHANY	412413	450/26
220	RAMCHANDRA LAXUMAN MANE	NAWGHANY	412414	450/26
221	DEEPAK GOVARDHANDAS MISTRY	NAWGHANY	412415	450/26
222	SANTOSHKUMAR KAMALAPRASAD TIWARI	NAWGHANY	412416	450/26
223	MUHAMMED VALEEM MASIUDDIN ANSARI	NAWGHANY	412419	450/26
224	RIYAZ AHMED A KHAN	NAWGHANY	412421	450/26
225	VINCENT JEROME RODRIGUES	NAWGHANY	412428	450/26

226	ROHITKUMAR GAJANAN JAGNADE	NAWGHANY	412433	450/26
227	RAJESH MATURAM JAISWAR	NAWGHANY	412434	450/26
228	GANESH LAXMAN MAHADIK	NAWGHANY	412456	450/26
229	ANANT GOPAL SHELAR	NAWGHANY	412458	450/26
230	PRADIP LAXIMAN KORGAONKAR	NAWGHANY	412460	450/26
231	SANDEEP BAYAJI RANE	NAWGHANY	412483	450/26
232	ROHIDAS VINAYAK MANJREKAR	NAWGHANY	412493	450/26
233	NILKANTH DASHARATH PATIL	NAWGHANY	412510	450/26
234	M G SHINDE	NAWGHANY	412521	450/26
235	A K KAMBLE	NAWGHANY	412523	450/26
236	R D NAIK	NAWGHANY	412526	450/26
237	A S JADHAV	NAWGHANY	412534	450/26
238	AJAY BHIKAJI WAKCHOURE	NAWGHANY	412535	450/26
239	SANJAY RAMCHANDRA SAKPAL	NAWGHANY	412536	450/26
240	SANJAY RAGHUNATH AMBRE	NAWGHANY	412538	450/26
241	SURSH DNYANDEV CHORGE	NAWGHANY	412540	450/26
242	S S CHAVAREKAR	NAWGHANY	412542	450/26
243	U R SURVE	NAWGHANY	412543	450/26
244	R N DIVEKAR	NAWGHANY	412548	450/26
245	EKNATH AKARAM KADAM	NAWGHANY	412552	450/26
246	A B BORADE	NAWGHANY	412553	450/26
247	FAROOQUE YAKUB SAYED	NAWGHANY	412555	450/26
248	VILAS DIGAMBAR GAWDE	NAWGHANY	412557	450/26
249	JITENDRA AAKARAM MANE	NAWGHANY	412558	450/26
250	DEEPAK WAMAN SHINDE	NAWGHANY	412560	450/26
251	M B GUPTA	NAWGHANY	412561	450/26
252	S N KHARAT	NAWGHANY	412562	450/26

253	S G JADHAV	NAWGHANY	412565	450/26
254	S W GHUSALE	NAWGHANY	412569	450/26
255	DILIP DNYANDEO SABLE	NAWGHANY	412571	450/26
256	VILAS WAMAN JADHAV	NAWGHANY	412575	450/26
257	MAHAMMD JASIM MUNIR AHMED KHAN	NAWGHANY	412577	450/26
258	ANWAR NOOR MOHMMAD SHAIKH	NAWGHANY	412578	450/26
259	MOHAMAD IMTIYAZ MOHAMAD UMAR SHAIKH	NAWGHANY	412579	450/26
260	MANOJ DINANATH SANT	NAWGHANY	412581	450/26
261	Sada Gangaram Gurram	NAWGHANY	412583	450/26
262	V G SALVE	NAWGHANY	412592	450/26
263	PRASAD VISHRAM JADHAV	NAWGHANY	412594	450/26
264	SANTOSH SADASHIV CHAVAN	NAWGHANY	412596	450/26
265	SURESH RAMCHANDRA SAWANT	NAWGHANY	412608	450/26
266	BADRE ALAM SUMIULLAHA KHAN	NAWGHANY	412609	450/26
267	GEORGE ADAM URUNKAR	NAWGHANY	412611	450/26
268	JAGDISH SADASHIV MALKAM	NAWGHANY	412614	450/26
269	VISHAL AKARAM ADSULE	NAWGHANY	412625	450/26
270	ANIL DINKAR JADHAV	NAWGHANY	412642	450/26
271	RAJESHWAR GANGARAM BAHIRA	NAWGHANY	412653	450/26
272	BHASKAR KRISHNA THUKRUL	NAWGHANY	412656	450/26
273	SHAFIQUE A. ABDUL MUTALIB INAMDAR	NAWGHANY	412664	450/26
274	SHRIKANT ANANDRAO WAGHMARE	NAWGHANY	412666	450/26
275	ARVIND BABU KAMBLE	NAWGHANY	412670	450/26
276	RAJESH SHIVRAM KAPASE	NAWGHANY	412678	450/26
277	GANESH HARI DHURI	NAWGHANY	412682	450/26

278	DEVENDRA K KHUTE	NAWGHANY	412690	450/26
279	DNYANESWAR DASHARATH KARALE	NAWGHANY	412695	450/26
280	CHANDRAKANT GOPINATH PAWAR	NAWGHANY	412698	450/26
281	SANJAY RAMCHARAN SINGH	NAWGHANY	412699	450/26
282	SADANAND RAJANNA PULI	NAWGHANY	412700	450/26
283	SURESH ANANDRAO PAWAR	NAWGHANY	412703	450/26
284	AVINASH SHIVAPPA SHINGI	NAWGHANY	412704	450/26
285	SATYAWAN RAJARAM PAWAR	NAWGHANY	412705	450/26
286	RAKESH SAKHARAM JADHAV	NAWGHANY	412706	450/26
287	U A WAGHMARE	NAWGHANY	412715	450/26
288	R V SURYAWANSHI	NAWGHANY	412716	450/26
289	G J SAWANT	NAWGHANY	412718	450/26
290	R M SOLANKI	NAWGHANY	412719	450/26
291	S S GOLE	NAWGHANY	412720	450/26
292	VINOD GOPALKRISHNA RAO	NAWGHANY	412721	450/26
293	MADHUKAR SHANKAR GAMARE	NAWGHANY	412722	450/26
294	P M TIWARI	NAWGHANY	412723	450/26
295	R R GAIKWAD	NAWGHANY	412727	450/26
296	LALMAN SHRINATH YADAV	NAWGHANY	412736	450/26
297	S L SONAWANE	NAWGHANY	412739	450/26
298	SURENDRA JIJABA SONAWALE	NAWGHANY	412740	450/26
299	SAMEER NARAYAN MHATRE	NAWGHANY	412741	450/26
300	VINAYAK NARAYAN SALVI	NAWGHANY	412742	450/26
301	VINOD KISAN SOLANKI	NAWGHANY	412744	450/26
302	P G JADHAV	NAWGHANY	412746	450/26
303	G G RODDA	NAWGHANY	412747	450/26
304	M G SURYAWANSHI	NAWGHANY	412749	450/26

305	J F D'SOUZA	NAWGHANY	412762	450/26
306	VINOD VISSANDAS KHANNA	NAWGHANY	412763	450/26
307	SWALLI JAINUDDIN SHAIKH	NAWGHANY	412766	450/26
308	S R JADHAV	NAWGHANY	412769	450/26
309	M M DONGRE	NAWGHANY	412770	450/26
310	D S KADAM	NAWGHANY	412771	450/26
311	C A BHATTA	NAWGHANY	412773	450/26
312	P S CHAVAN	NAWGHANY	412775	450/26
313	S D MOHITE	NAWGHANY	412776	450/26
314	A G KADU	NAWGHANY	412895	450/26
315	MANGESH VASANT SALUNKE	NAWGHANY	412976	450/26
316	CHANDRAKANT SHANKAR JADHAV	NAWGHANY	413008	450/26
317	RAMESHKUMAR SHITALAPRASAD DUBEY	NAWGHANY	413014	450/26
318	SHRIKANT GAJANAN VARUDKAR	NAWGHANY	413016	450/26
319	RAMESHCHANDRA RAMSAMUJH MOURYA	NAWGHANY	413025	450/26
320	SUDHAKAR GANPAT KAMBLE	NAWGHANY	413026	450/26
321	SHAIKH ZAHEED SHAIKH BURHAN	NAWGHANY	413028	450/26
322	JAISHANKAR JAGANNATH PANDEY	NAWGHANY	413029	450/26
323	DEVENDRA KAMALAPATI MISHRA	NAWGHANY	413032	450/26
324	DILIP VITHAL SAWANT	NAWGHANY	413036	450/26
325	RAJESH MARUTI ROKADE	NAWGHANY	413053	450/26
326	SANTARAM RAMDULAR VARMA	NAWGHANY	413054	450/26
327	CHANDRAKANT NAMDEO MOHITE	NAWGHANY	413056	450/26
328	SUNIL KHANDU MANE	NAWGHANY	413057	450/26
329	DHANRAJ KESHAV KAMBLE	NAWGHANY	413060	450/26
330	SANTOSH KRISHNA PATIL	NAWGHANY	413062	450/26

331	SACHIN NARAYANRAO SHINDE	NAWGHANY	413064	450/26
332	SUBHASHCHANDRA RAMBHAROSE VARMA	NAWGHANY	413065	450/26
333	RAMAKANT SADASHIV DHOPTÉ	NAWGHANY	413068	450/26
334	SATISHKUMAR RADHESHYAM MISHRA	NAWGHANY	413071	450/26
335	CHANDRESHKUMAR HARIHARNATH MOURYA	NAWGHANY	413072	450/26
336	FAROOQ MEHBOOB KHAN	NAWGHANY	413082	450/26
337	RAGHUNATH SHAMRAO DHADMANI	NAWGHANY	413157	450/26
338	RAJARAM ATMARAM BHANJI	NAWGHANY	413159	450/26
339	RAMESH VYAKANTRAO DHASKANWAR	NAWGHANY	413160	450/26
340	DATTARAM RAMESH PATIL	NAWGHANY	413162	450/26
341	PRALHAD RAMAN KARBHARI	NAWGHANY	413165	450/26
342	VIVEK MAHADEO KOLAPKAR	NAWGHANY	413166	450/26
343	SACHIN RAJARAM KANGUTKAR	NAWGHANY	413169	450/26
344	RAVINDRA HANMANT KUMBHAR	NAWGHANY	413172	450/26
345	KIRAN LAXMAN GAIKAR	NAWGHANY	413173	450/26
346	SACHIN DATTU GAIKE	NAWGHANY	413175	450/26
347	PRAKASH ANTU PARIT	NAWGHANY	413176	450/26
348	VIRENDRA PANDURANG BANDRE	NAWGHANY	413181	450/26
349	ASHOK SITARAM SUSLADE	NAWGHANY	413182	450/26
350	SURESH SHIVAJI HOWALE	NAWGHANY	413191	450/26
351	MILIND DADU KADAM	NAWGHANY	413196	450/26
352	SUDHIR DADA GAIKWAD	NAWGHANY	413199	450/26
353	SANDIP TULSHIDAS BANE	NAWGHANY	413201	450/26
354	P S SHUKLA	NAWGHANY	413203	450/26
355	NATHURAM SHAMRAO NANGARE	NAWGHANY	413207	450/26
356	MANOJ VITHAL MOHITE	NAWGHANY	413211	450/26

357	DEVENDRA TULSHIRAM MANE	NAWGHANY	413213	450/26
358	SOPAN JALINDAR MANSUKH	NAWGHANY	413218	450/26
359	HEMANT ANANT PAYANAİK	NAWGHANY	413223	450/26
360	ANIL BABI DUDWADKAR	NAWGHANY	413225	450/26
361	VIJAYKUMAR INDRAPATI YADAV	NAWGHANY	413226	450/26
362	GANESH HANMANT GHANWAT	NAWGHANY	413227	450/26
363	PRASHANT P REDIJ	NAWGHANY	413239	450/26
364	PRAVIN V BAGWE	NAWGHANY	413241	450/26
365	SACHIN MOTIRAM WAVARE	NAWGHANY	413242	450/26
366	UMESH R VIBHUTE	NAWGHANY	413244	450/26
367	VISHAL RATANKUMAR THALE	NAWGHANY	413246	450/26
368	VIJAY V TAWARE	NAWGHANY	413248	450/26
369	S R RANE	NAWGHANY	413266	450/26
370	SACHIN SOMA LAHIM	NAWGHANY	413422	450/26
371	RAJESH RAMAKANT RAUT	NAWGHANY	413492	450/26
372	UMESH GULABRAO DHOK	NAWGHANY	413544	450/26
373	SADANAND ARUN SHEDGE	NAWGHANY	413630	450/26
374	VIJAY SONAJI SALVE	NAWGHANY	413742	450/26
375	AJAY OMPRAKASH GUPTA	NAWGHANY	413746	450/26
376	JEETENDRA JAGANNATH SHINDE	SR MV DRIVER(P)	322355	450/26
377	MADHUKAR NAMDEO KADAM	SR MV DRIVER(P)	322627	450/26
378	SURYABHAN MARUTI TIKONE	SR MV DRIVER(P)	322678	450/26
379	SANJAY SANKAR BHAGRE	SR MV DRIVER(P)	322744	450/26
380	ASHOK NAMDEO MORE	SR MV DRIVER(P)	322752	450/26
381	HANUMANT RAGHUNATH KHUSPE	SR MV DRIVER(P)	322787	450/26
382	DILIP SARJERAO INGULKAR	SR MV DRIVER(P)	324805	450/26
383	KISHOR JAGANNATH MANE	SR MV DRIVER(P)	325552	450/26

384	SADANAND DIGAMBAR NAIK	DRIVER M V	325555	450/26
385	SUNKAPPA MALAKU PAWAR	DRIVER M V	325557	450/26
386	BALWANT DAMU SANGALE	DRIVER M V	325610	450/26
387	RAJESH KANTILAL BHASKAR	DRIVER M V	325612	450/26
388	SHAILESH RAGHUVIR RANE	DRIVER M V	325615	450/26
389	SATISH BALIRAM GAIKWAD	DRIVER M V	325714	450/26
390	SANDIP SURYABHAN UGALMUGALE	DRIVER M V	325716	450/26
391	PRASHANT HARISHCHANDRA KATKAR	DRIVER M V	325792	450/26
392	SANTOSH SHRIPAT KARBELE	DRIVER M V	325804	450/26
393	GANESH DATTU GUDA	DRIVER M V	325809	450/26
394	VILAS BABYA TAWADE	DRIVER M V	326705	450/26
395	DINESH SHRICHAND CHAVAN	DRIVER M V	326718	450/26
396	SUBHASH HANSARAJ RATHOD	DRIVER M V	326719	450/26
397	LALIT BHASKAR RATHOD	DRIVER M V	326733	450/26
398	HEMANT SURYAKANT SHEJVALKAR	DRIVER M V	326736	450/26
399	VIVEK VIJAY MESTRY	DRIVER M V	326748	450/26

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

SR NO	NAME (SHRI)	DESIGNATION	CH NO	BASIC PAY(₹)	Monthly remuneration (ie Basic +Allowances) (₹)
1	PARSHURAM D GUNJAL	DIV ENGINEER-S	215168	67,050.00	90,386.37
2	SANJAY D LOKHANDE	ASST. ENGINEER	212283	69,550.00	1,09,977.81
3	SUSHANT G PURANDARE	ASST. ENGINEER	214514	62,150.00	97,373.47
4	SHASHIKANT D JOGLEKAR	ASST. ENGINEER	215591	63,350.00	85,077.91

5	KISHOR A DADMAL	ASST. ENGINEER	216788	43,250.00	56,095.44
6	MANOHAR GOPAL PATIL	DEPUTY ENGINEER	212457	70,900.00	108,810.27
7	SUNIL D KULKARNI	DEPUTY ENGINEER	212468	70,900.00	108,816.27
8	PANKAJ L KOTURWAR	DEPUTY ENGINEER	212507	70,900.00	101,994.17
9	IBRAHIM A R DANDEKAR	DEPUTY ENGINEER	212905	67,750.00	104,478.68
10	PRAKASH MAHADEV GURAV	DEPUTY ENGINEER	212930	67,750.00	91,895.68
11	RAJENDRA S SAWDEKAR	DEPUTY ENGINEER	212966	67,750.00	90,804.68
12	SALAUDDIN AMIR KHATIK	DEPUTY ENGINEER	213236	66,250.00	108,792.30
13	JAYWANT SHANKAR MORE	DEPUTY ENGINEER	213415	61,900.00	84,731.45
14	M G PADSALE	DEPUTY ENGINEER	213438	59,150.00	81,000.23
15	RAMESH M KARANDE.	DEPUTY ENGINEER	214653	57,800.00	94,925.46
16	RAMESH D TAWARE	DEPUTY ENGINEER	214675	57,800.00	94,927.46
17	ANIL GUNDAPPA KHANDARE	DEPUTY ENGINEER	215280	52,800.00	82,057.28
18	ANANDA RAJARAM TAWARE	DEPUTY ENGINEER	215293	46,050.00	64,662.74
19	D S GOSAVI	DEPUTY ENGINEER	215349	54,000.00	84,210.70
20	VINAYAK VITHALRAO WARANG	DEPUTY ENGINEER	215775	49,300.00	77,246.00
21	JAVED AHMED M MULLA	DEPUTY ENGINEER	216906	45,000.00	74,823.98
22	AMAR N CHAVAN	DEPUTY ENGINEER	216936	44,000.00	60,648.90
23	MADHAV SATWAJI KAMBLE	DEPUTY ENGINEER	217098	44,000.00	66,246.90
24	Z I M R NAIKWADI	DEPUTY ENGINEER	217110	44,000.00	69,453.90
25	SANDEEP S DORUGADE	DEPUTY ENGINEER	217121	43,000.00	60,025.82
26	SHISHIR S PARAB	DEPUTY ENGINEER	217151	43,000.00	69,973.82
27	NILESH D CHAVAN	DEPUTY ENGINEER	217261	43,000.00	74,476.82

28	MADHAVI S JADHWAR	DEPUTY ENGINEER	217481	41,100.00	64,957.33
29	PRABHAKAR K MORE.	SUB ENGINEER	211403	63,000.00	96,522.86
30	ASHOK BHIMRAO LAD	SUB ENGINEER	213951	57,550.00	91,319.76
31	SUBHASH D SAWANT	SUB ENGINEER	214018	56,250.00	88,410.67
32	RAJENDRA SUPDU RANE	SUB ENGINEER	214496	56,250.00	77,554.67
33	GANESH P TUMMA	SUB ENGINEER	214990	53,750.00	84,954.78
34	DILIP MANIK GAIKWAD	SUB ENGINEER	215640	45,800.00	71,714.72
35	S L KAMBLE	SUB ENGINEER	215712	44,750.00	61,235.96
36	J D GAWAI	SUB ENGINEER	215719	42,750.00	66,613.80
37	B S TAMBE	SUB ENGINEER	402639	40,850.00	65,761.31
38	PRASHANT RAMAN PATIL	SUB.ENG.(P)	214924	45,800.00	73,278.79
39	SANJAY KISAN SHINDE	CHARGE ENG	214970	45,050.00	72,867.73
40	ANANDA D SURYAWANSHI	CHARGE ENG	214973	47,150.00	73,586.24
41	AVINASH Y SALVI	CHARGE ENG	215001	47,150.00	73,582.24
42	M H A H JAFRI	CHARGE ENGINEER	215239	45,800.00	61,552.72
43	PRASAD VINAYAK MYDEO	CHARGE ENGINEER	215357	45,800.00	61,555.72
44	U S KONKAR	CHARGE ENGINEER	215358	45,800.00	61,552.72
45	NITYANAND PANDITRAO PAWAR	CHARGE ENGINEER	215451	45,800.00	71,975.72
46	HUNED AHMED ABDUL SAID KAZI	CHARGE ENGINEER	215466	45,800.00	61,550.72
47	S K JAMDADE	CHARGE ENGINEER	215565	44,750.00	69,272.96
48	M S G R ANSARI	CHARGE ENGINEER	215567	44,750.00	60,950.96
49	G B SAKHARE	CHARGE ENGINEER	215589	44,750.00	71,085.96
50	NOORULLAH A KHAN	CHARGE ENGINEER	215595	44,750.00	62,138.96
51	UTTAM DADU VEER	CHARGE ENGINEER	215598	44,750.00	72,275.96
52	SANJAY K MHATRE	CHARGE ENGINEER	215602	44,750.00	69,265.96
53	CHANDRAKANT S	CHARGE ENGINEER	215639	44,750.00	70,595.96

	GANDHEKAR				
54	A W A S KHAN	CHARGE ENGINEER	215739	43,750.00	67,894.88
55	ABHINAY C MORE	CHARGE ENG	216577	39,300.00	60,771.51
56	ANGAD SAHADEV DESHMUKH	CHARGE ENG	216580	39,300.00	54,588.51
57	M A SARODE	CHARGE ENG	216798	39,300.00	60,771.51
58	R I PATEL	CHARGE ENG	216800	39,300.00	62,804.51
59	SAGAR SHAMRAO NIPRUL	CHARGE ENG	216838	39,300.00	54,800.51
60	D A TAPASE	CHARGE ENG	216863	38,400.00	52,513.79
61	PRAVIN A KHADE	CHARGE ENG	216868	38,400.00	52,132.79
62	M B NIKAM	CHARGE ENG	216882	38,400.00	61,907.79
63	IRFAN BADSHAH MULLA	CHARGE ENG	216938	38,400.00	66,253.79
64	MAHESH VISHNU PUJARI	CHARGE ENG	216942	38,400.00	54,651.79
65	NUSRAT J M DIWAN	CHARGE ENG	216999	38,400.00	51,852.79
66	WAGHMARE U K	CHARGE ENG	217172	38,400.00	51,849.79
67	SAVALKAR N S	CHARGE ENG	217204	38,400.00	60,932.79
68	LAHU MANGU PATIL	CHARGE ENG	217206	38,400.00	59,531.79
69	SHIRKE DEVIDAS T	CHARGE ENG	217216	38,400.00	60,927.79
70	KHAVANEKAR DINESH Y	CHARGE ENG	217233	38,400.00	52,902.79
71	YOGESH SITARAM PATIL	CHARGE ENG	217249	38,400.00	51,849.79
72	KAMBLE SUDHIR PARMESHWAR	CHARGE ENG	217256	38,400.00	51,848.79
73	SANDESH SHANTARAM KOTKAR	CHARGE ENG	217294	38,400.00	49,569.62
74	HEMANT RAMDAS PATIL	CHARGE ENG	217363	37,550.00	57,863.37
75	V S KESKAR	CHARGE ENG	217395	37,550.00	59,608.37
76	MAHADEO G KATRE	CHARGE ENG	217456	37,550.00	50,348.37
77	SHARAD SAHADU GHANE	CHARGE ENG	217503	36,700.00	56,690.64

78	GANESH BAPURAO JAMBHE.	CHARGE ENG	321715	48,250.00	76,341.73
79	UTTAMRAO MARUTI PATIL	CHARGE ENG	402638	40,200.00	53,967.92
80	SWAPNIL PREMJI SURYAWANSHI	CHARGE ENG	402693	37,550.00	3.00
81	KAILASH RAMAJIBHAI TANK	CHARGE ENG	404111	39,300.00	59,173.84
82	SAROJINEE VENKAPPA SHETTY	A.ADMIN.OFFICER	214436	45,050.00	68,086.06
83	VISHAL FAKIRCHAND SONAWANE	SUPERVISOR	217473	31,635.00	45,556.77
84	BALAN JAYRAM MORE	SUPERVISOR (P)	214132	39,335.00	57,193.39
85	SEEMA GIRISH MANKAME	SUPERVISOR (P)	215074	38,565.00	55,092.93
86	SANDEEP MOHAN SHENDGE	CLERK	194949	38,940.00	56,621.54
87	SWIKRUTI PRASHANT DHURI	CLERK/TY	217001	28,365.00	41,261.10
88	PRANAV PHARSHURAM RATHOD	SHOP RECORDER	217227	27,810.00	35,239.95
89	SANTOSH JAGANNATH BENDRE	SR JOINTER (P)	402620	38,675.00	54,767.43
90	M S SINGH	SR JOINTER (P)	402621	38,675.00	67,630.92
91	ANIRUDHHA MANOHAR PARAB	SR JOINTER (P)	402628	32,360.00	56,404.05
92	MAHESH B DATE	SR JOINTER (P)	402632	35,725.00	59,909.06
93	SANTOSH SUBHASH WAGH	JOINTER	402667	31,725.00	61,049.15
94	PANDHARINATH SOPAN MALSHIKARE	JOINTER	402676	29,895.00	56,124.83
95	SHARAD THAKUJI SONAWANE	JOINTER	402679	30,495.00	51,699.17
96	ARVIND APPAJI GADE	JOINTER	402680	30,495.00	41,354.54
97	NIVAS SHRIPATI	JOINTER	402682	28,735.00	54,134.42

	GHUTUKADE				
98	AJAY BALKRISHNA NALAWADE	JOINTER	402686	29,310.00	58,200.11
99	SHARAD SUDHAKAR KOLI	JOINTER	402687	29,310.00	47,830.14
100	DEEPAK PRAKASH PATIL	JOINTER	402702	28,735.00	50,749.84
101	N K LOKHANDE	JOINTER	402707	28,735.00	52,944.76
102	KETAN ARUN SHETYE	JOINTER	402715	29,310.00	55,130.74
103	T N BHINGARE	JOINTER	402717	28,170.00	47,177.24
104	M D VIGHNE	JOINTER	402746	27,080.00	44,942.13
105	JAYESH SAMBHAJI TANDEL	JOINTER	402753	26,550.00	46,196.36
106	VAIBHAV GANGARAM PURALKAR	JOINTER	402756	27,620.00	42,278.00
107	PRAKASHAM POSHANNA GAINI	JOINTER	408191	37,170.00	64,436.81
108	BAJANNA BAJAYYA JAKKULA	JOINTER	408815	37,170.00	74,664.58
109	KAUSHALKUMAR GANDHI RAI	JOINTER	409089	37,170.00	62,960.56
110	NANDKUMAR SHIVRAM SAWANT	JOINTER	409154	37,170.00	58,243.84
111	JAGDISH DATTATRAYA KENI	JOINTER	409178	37,170.00	63,401.72
112	RAVIKUMAR MUTHENNA MAGIDI	JOINTER	409539	35,725.00	65,883.34
113	CHINDU VITHAL BHANGRE	JOINTER	410005	34,005.00	55,201.21
114	DATTARAM BABU BIRAMBOLE	FITTER	404054	14,050.00	46,291.04
115	VINAYAK KAMLAKAR RANE	FITTER	404060	13,130.00	49,333.77
116	SHIVAJI SOPAN SHELKE	FITTER	404070	31,725.00	59,125.66
117	SHAHAJI DADA GHUTUKADE	FITTER	404086	29,895.00	55,337.87

118	CHETAN SHRIMANT PAWAR	JOINT MATE	402767	26,290.00	51,137.77
119	MILIND MANOHAR PAWAR	JOINT MATE	402768	25,270.00	48,527.41
120	AKASH KRISHNANATH GHODKE	JOINT MATE	402771	26,290.00	47,193.91
121	DINESH GOVIND GHOLAP	JOINT MATE	402783	26,290.00	50,677.61
122	PRATHAMESH DILIP PAWAR	JOINT MATE	402798	24,290.00	42,796.66
123	TANAJI GANPAT JADHAV	JOINT MATE	402799	24,290.00	50,230.67
124	GANGADHAR RAJANNA BHUPELLI	JOINT MATE	408416	36,090.00	47,191.20
125	SHIVAJI SAKHARAM PILANE	JOINT MATE	409601	36,090.00	56,478.91
126	RAJU PANDURANG PARKAR	JOINT MATE	410381	32,685.00	60,190.84
127	PRAKASH ANANT VICHARE	JOINT MATE	411082	31,415.00	56,316.64
128	UTTAM SITARAM CHOUGHULE	JOINT MATE	412621	25,270.00	44,552.26
129	YOGESH S MARALE	JOINT MATE	413247	25,270.00	42,625.54
130	OMKAR RAVINDRA RAI	JOINT MATE	420001	9,330.00	32,266.28
131	ASHOK ANANDA KAMBLE	FITTER	408037	36,090.00	47,189.20
132	DEVRAM CHANDER UBALE	FITTER	408729	13,355.00	44,066.32
133	NISHANT BHALCHANDRA SAVE	JR.EL.FITTER	404170	28,455.00	44,364.55
134	MANISH VILAS CHAVAN	JR.EL.FITTER	404270	28,455.00	47,986.48
135	ANANDRAO B INGULKAR	JR.EL.FITTER	409459	36,090.00	67,994.17
136	RAMESH D INGULKAR	MUCCADAM	409200	34,255.00	71,406.67
137	NANDKUMAR S GOSAVI	MUCCADAM	409531	34,255.00	60,281.04
138	MAHENDRAPRASAD RAMKEWAL MISHRA	MUCCADAM	409566	34,255.00	68,902.93

139	DATTATRAYA RAMCHANDRA SARGAR	MUCCADAM	410238	11,850.00	39,996.57
140	MANGESH SUBHASH UBHE	MASON JR	402675	27,205.00	36,138.81
141	NARENDRA KRISHNA KHUSHALE	SR CABLE INS(P)	280436	36,355.00	437,709.17
142	WAMAN ANSU GENGAJE	SR CABLE INS(P)	409979	34,940.00	398,739.76
143	VIKAS NAGNATH POTDAR	CABLE INSPECTOR	409437	13,130.00	3,902.00
144	RAJESHKUMAR HARGULAL DHAKOLIA	MUCCADAM	409941	35,900.00	46,054.72
145	SANTOSH C ZINJORDE	SCAVENGER	007647	11,060.00	35,701.04
146	JAYANTI DHARMABHAI MAKAWANA	SR NAWGHANY(P)	209415	35,195.00	66,139.56
147	RAVINDRA PRABHAKAR PARSEKAR	NAWGHANY	408116	30,890.00	47,185.05
148	MILIND TOLU KADAM	NAWGHANY	408319	33,440.00	40,477.79
149	DATTATRAY RAJARAM SURYAVANSHI	SR NAWGHANY(P)	408330	35,900.00	65,615.73
150	NAMDEO KISAN KAMBLE	SR NAWGHANY(P)	408766	34,505.00	52,861.46
151	KISHOR BUJKU SHINDE	SR NAWGHANY(P)	408828	13,130.00	48,636.87
152	VIJAY GANGARAM JADHAV	SR NAWGHANY(P)	408832	34,505.00	6,849.27
153	ANGELO VICTOR INAZIO D'SOUZA	SR NAWGHANY(P)	408872	13,130.00	45,017.59
154	SANJEEV KASHINATH JADHAV	SR NAWGHANY(P)	409029	34,505.00	50,114.16
155	PRAKASH J KADAM	SR NAWGHANY(P)	409072	34,505.00	68,080.32
156	SANDEEP PITHURAM SHRIVARDHANKAR	SR NAWGHANY(P)	409074	33,830.00	80,608.92
157	K I SHIRGAONKAR	SR. NAWGHANY	409091	33,830.00	53,363.99
158	YOGESH CHANDRAKANT TEREDESAI	NAWGHANY	409102	29,110.00	44,038.08
159	SANJAY DEOCHAND PATIL	NAWGHANY	409216	31,510.00	48,615.40

160	PRAMOD YASHWANT DHUMALE	SR NAWGHANY(P)	409229	13,130.00	49,971.24
161	ASHOK BABU KAMBLE	SR NAWGHANY(P)	409291	34,505.00	44,872.08
162	MN H SHAIKH	SR NAWGHANY(P)	409328	32,515.00	51,390.93
163	DONET SIMPLEN D'SOUZA	SR NAWGHANY(P)	409400	13,130.00	45,022.59
164	SUBHASH YASHWANT RUKHE	SR NAWGHANY(P)	409498	34,505.00	54,137.11
165	RAJAN DATTARAM SALUNKHE	SR NAWGHANY(P)	409506	13,130.00	49,402.76
166	P L INGLE	SR NAWGHANY(P)	409561	34,505.00	58,527.72
167	SIDDHARTH NAVJI JADHAV	SR NAWGHANY(P)	409590	34,505.00	62,202.20
168	DRUVDEO A SHUKLA	SR NAWGHANY(P)	409674	34,505.00	56,873.18
169	RAMESH D GAIKWAD	SR NAWGHANY(P)	409795	34,505.00	55,369.61
170	VIKRAM ANKUSH BHOSALE	SR NAWGHANY(P)	409895	12,905.00	53,700.74
171	YUVRAJ KRASHNA MUNDHE	SR NAWGHANY(P)	410054	33,165.00	54,633.88
172	SANJAY P MORE	SR NAWGHANY(P)	410182	32,515.00	60,880.16
173	VINODKUMAR NARAYAN RATHOD	SR NAWGHANY(P)	410378	31,875.00	52,867.74
174	GANPAT ANANDA KUCHEKAR	SR NAWGHANY(P)	410509	31,250.00	50,585.06
175	GANPAT BHIKU BORADE	SR NAWGHANY(P)	410741	31,250.00	55,496.86
176	ANANDA RAGHUNATH EPILI	SR NAWGHANY(P)	410747	31,250.00	54,356.62
177	SHIVAJI AKARAM DESAI	SR NAWGHANY(P)	410752	31,250.00	60,796.30
178	VASANT GOPAL BADHAVATE	SR NAWGHANY(P)	411042	30,635.00	48,929.93
179	U J MORE	SR NAWGHANY(P)	411073	30,635.00	42,710.32
180	PRAKASH LAXMAN TAPALE	SR NAWGHANY(P)	411090	30,635.00	69,146.46

181	RAKESH YELLANNA ERUGU	SR NAWGHANY(P)	411324	27,750.00	51,148.60
182	R S RANE	NAWGHANY	411095	26,365.00	48,734.05
183	GANESH KASHINATH KAMBLE	NAWGHANY	411298	26,890.00	37,120.99
184	AYRES PASCAL D'SOUZA	NAWGHANY	411395	10,155.00	1,816.40
185	R P SANSARE	NAWGHANY	411518	24,365.00	42,698.98
186	KAILAS BABAN WAGHULE	NAWGHANY	411595	9,650.00	36,637.46
187	NARESH RAMCHANDRA KHARAT	NAWGHANY	411633	23,415.00	35,008.25
188	DHIRAJ RAMCHANDRA KANGANE	NAWGHANY	411640	24,365.00	44,628.14
189	TANAJI BAPU YADAV	NAWGHANY	411650	24,365.00	40,516.76
190	VINOD VITTHAL YADAV	NAWGHANY	411652	24,365.00	189,646.77
191	A G SURVE	NAWGHANY	411666	24,365.00	46,294.85
192	SHIVAJI VITTHAL SHINDE	NAWGHANY	411715	24,365.00	37,460.78
193	A G KADAM	NAWGHANY	411735	24,365.00	37,445.78
194	MUNWAR ISHAK KHAN	NAWGHANY	411867	22,955.00	35,055.70
195	KASHINATH BALRAM SANGAM	NAWGHANY	411986	24,365.00	44,253.87
196	VEERAPANDI THANGAYA THEVAR	NAWGHANY	412028	24,365.00	37,467.78
197	SANJAY VEDVYAS GALGALI	NAWGHANY	412081	9,330.00	39,686.45
198	SHAILENDRA NARAYAN KOCHAREKAR	NAWGHANY	412092	24,365.00	48,566.81
199	ANANT VISHRAM KELUSKAR	NAWGHANY	412094	24,365.00	41,510.00
200	KRISHNA SHANKAR YADAV	NAWGHANY	412097	24,365.00	49,136.08
201	VISHNU RAMCHANDRA BAMANE	NAWGHANY	412100	24,365.00	52,597.86

202	ANIL SAHEBRAO KANFADE	NAWGHANY	412102	24,365.00	46,836.85
203	RAVINDRANATH DEVIPRASAD MISHRA	NAWGHANY	412108	24,365.00	47,630.49
204	NIRANJAN KISHOR TRIPATHI	NAWGHANY	412109	24,365.00	38,549.50
205	SURENDRA KESHAVPRASAD SINGH	NAWGHANY	412131	24,365.00	48,570.31
206	SUHAS SAKHARAM SALUNKHE	NAWGHANY	412132	24,365.00	37,920.83
207	BHASKAR RAMLAGAN GUPTA	NAWGHANY	412143	24,365.00	42,667.59
208	VINOD DHONDIRAM SAKPAL	NAWGHANY	412144	24,365.00	44,762.36
209	SHAILESH DOODHNATH SINGH	NAWGHANY	412168	24,365.00	37,443.78
210	NITYANAND VASHISHTAMUNI TIWARI	NAWGHANY	412234	24,365.00	46,081.53
211	SUDHAKAR NAMDEV SHIRSAT	NAWGHANY	412236	24,365.00	49,271.46
212	PRAKASH DASHARATH GAIKWAD	NAWGHANY	412251	9,330.00	38,986.92
213	BHASKAR DASHRATH SONAWANE	NAWGHANY	412306	24,365.00	45,062.18
214	GOVIND RAMAKANT RAUT	NAWGHANY	412313	25,345.00	38,903.70
215	RAMZAN ALI MUZAFFAR KHAN	NAWGHANY	412360	24,365.00	46,230.94
216	HARISHANKAR BRAJNATH PANDEY	NAWGHANY	412410	24,365.00	42,543.10
217	AFGAN AHMED KHAN	NAWGHANY	412411	24,365.00	45,995.43
218	KAILASH FETAHBAHADUR SINGH	NAWGHANY	412412	24,365.00	45,739.44
219	BHASKAR RAMDAS MHATRE	NAWGHANY	412413	24,365.00	47,271.13

220	RAMCHANDRA LAXUMAN MANE	NAWGHANY	412414	24,365.00	38,187.78
221	DEEPAK GOVARDHANDAS MISTRY	NAWGHANY	412415	24,365.00	38,095.78
222	SANTOSHKUMAR KAMALAPRASAD TIWARI	NAWGHANY	412416	24,365.00	37,378.57
223	MUHAMMED VALEEM MASIUDDIN ANSARI	NAWGHANY	412419	24,365.00	51,265.01
224	RIYAZ AHMED A KHAN	NAWGHANY	412421	24,365.00	41,723.92
225	VINCENT JEROME RODRIGUES	NAWGHANY	412428	24,365.00	39,606.97
226	ROHITKUMAR GAJANAN JAGNADE	NAWGHANY	412433	24,365.00	39,645.32
227	RAJESH MATURAM JAISWAR	NAWGHANY	412434	24,365.00	41,753.50
228	GANESH LAXMAN MAHADIK	NAWGHANY	412456	24,365.00	44,737.05
229	ANANT GOPAL SHELAR	NAWGHANY	412458	24,365.00	37,443.78
230	PRADIP LAXIMAN KORGAONKAR	NAWGHANY	412460	24,365.00	43,583.73
231	SANDEEP BAYAJI RANE	NAWGHANY	412483	24,365.00	37,442.78
232	ROHIDAS VINAYAK MANJREKAR	NAWGHANY	412493	25,345.00	49,789.88
233	NILKANTH DASHARATH PATIL	NAWGHANY	412510	24,365.00	46,331.33
234	M G SHINDE	NAWGHANY	412521	23,415.00	33,781.93
235	A K KAMBLE	NAWGHANY	412523	24,365.00	35,301.11
236	R D NAIK	NAWGHANY	412526	9,330.00	36,762.60
237	A S JADHAV	NAWGHANY	412534	24,365.00	37,995.42
238	AJAY BHIKAJI WAKCHOURE	NAWGHANY	412535	24,365.00	43,403.01
239	SANJAY RAMCHANDRA SAKPAL	NAWGHANY	412536	24,365.00	49,126.46

240	SANJAY RAGHUNATH AMBRE	NAWGHANY	412538	24,365.00	45,439.31
241	SURSH DNYANDEV CHORGE	NAWGHANY	412540	24,365.00	49,246.78
242	S S CHAVAREKAR	NAWGHANY	412542	24,365.00	50,955.62
243	U R SURVE	NAWGHANY	412543	24,365.00	44,706.52
244	R N DIVEKAR	NAWGHANY	412548	24,365.00	57,518.99
245	EKNATH AKARAM KADAM	NAWGHANY	412552	24,365.00	47,312.96
246	A B BORADE	NAWGHANY	412553	24,365.00	41,737.97
247	FAROOQUE YAKUB SAYED	NAWGHANY	412555	24,365.00	42,578.37
248	VILAS DIGAMBAR GAWDE	NAWGHANY	412557	24,365.00	43,715.32
249	JITENDRA AAKARAM MANE	NAWGHANY	412558	24,365.00	39,002.31
250	DEEPAK WAMAN SHINDE	NAWGHANY	412560	24,365.00	45,170.16
251	M B GUPTA	NAWGHANY	412561	24,365.00	39,292.52
252	S N KHARAT	NAWGHANY	412562	24,365.00	44,369.74
253	S G JADHAV	NAWGHANY	412565	24,365.00	48,283.24
254	S W GHUSALE	NAWGHANY	412569	24,365.00	45,612.46
255	DILIP DNYANDEO SABLE	NAWGHANY	412571	9,330.00	35,934.85
256	VILAS WAMAN JADHAV	NAWGHANY	412575	24,365.00	39,351.16
257	MAHAMMD JASIM MUNIR AHMED KHAN	NAWGHANY	412577	24,365.00	37,832.15
258	ANWAR NOOR MOHMMAD SHAIKH	NAWGHANY	412578	24,365.00	42,956.78
259	MOHAMAD IMTIYAZ MOHAMAD UMAR SHAIKH	NAWGHANY	412579	23,885.00	44,748.02
260	MANOJ DINANATH SANT	NAWGHANY	412581	24,365.00	37,449.78
261	Sada Gangaram Gurrām	NAWGHANY	412583	24,365.00	42,277.75
262	V G SALVE	NAWGHANY	412592	24,365.00	42,899.88

263	PRASAD VISHRAM JADHAV	NAWGHANY	412594	24,365.00	43,186.84
264	SANTOSH SADASHIV CHAVAN	NAWGHANY	412596	24,365.00	46,533.01
265	SURESH RAMCHANDRA SAWANT	NAWGHANY	412608	24,365.00	44,603.00
266	BADRE ALAM SUMIULLAHA KHAN	NAWGHANY	412609	24,365.00	45,133.06
267	GEORGE ADAM URUNKAR	NAWGHANY	412611	23,885.00	37,690.32
268	JAGDISH SADASHIV MALKAM	NAWGHANY	412614	24,365.00	39,524.95
269	VISHAL AKARAM ADSULE	NAWGHANY	412625	24,365.00	41,097.38
270	ANIL DINKAR JADHAV	NAWGHANY	412642	24,365.00	37,721.78
271	RAJESHWAR GANGARAM BAHIRA	NAWGHANY	412653	24,365.00	37,446.78
272	BHASKAR KRISHNA THUKRUL	NAWGHANY	412656	24,365.00	43,261.36
273	SHAFIQUE A. ABDUL MUTALIB INAMDAR	NAWGHANY	412664	24,365.00	53,625.42
274	SHRIKANT ANANDRAO WAGHMARE	NAWGHANY	412666	24,365.00	279,551.96
275	ARVIND BABU KAMBLE	NAWGHANY	412670	24,365.00	45,045.92
276	RAJESH SHIVRAM KAPASE	NAWGHANY	412678	24,365.00	48,010.98
277	GANESH HARI DHURI	NAWGHANY	412682	24,365.00	39,460.94
278	DEVENDRA K KHUTE	NAWGHANY	412690	9,330.00	3,335.00
279	DNYANESWAR DASHARATH KARALE	NAWGHANY	412695	24,365.00	42,311.33
280	CHANDRAKANT GOPINATH PAWAR	NAWGHANY	412698	24,365.00	42,238.64
281	SANJAY RAMCHARAN SINGH	NAWGHANY	412699	24,365.00	46,889.90
282	SADANAND RAJANNA PULI	NAWGHANY	412700	24,365.00	39,921.70

283	SURESH ANANDRAO PAWAR	NAWGHANY	412703	24,365.00	42,048.12
284	AVINASH SHIVAPPA SHINGI	NAWGHANY	412704	24,365.00	35,831.29
285	SATYAWAN RAJARAM PAWAR	NAWGHANY	412705	24,365.00	44,669.80
286	RAKESH SAKHARAM JADHAV	NAWGHANY	412706	24,365.00	36,551.28
287	U A WAGHMARE	NAWGHANY	412715	24,365.00	40,303.20
288	R V SURYAWANSHI	NAWGHANY	412716	24,365.00	46,213.64
289	G J SAWANT	NAWGHANY	412718	24,365.00	40,471.13
290	R M SOLANKI	NAWGHANY	412719	24,365.00	39,875.75
291	S S GOLE	NAWGHANY	412720	24,365.00	45,323.58
292	VINOD GOPALKRISHNA RAO	NAWGHANY	412721	24,365.00	40,299.52
293	MADHUKAR SHANKAR GAMARE	NAWGHANY	412722	24,365.00	45,045.84
294	P M TIWARI	NAWGHANY	412723	24,365.00	38,264.78
295	R R GAIKWAD	NAWGHANY	412727	24,365.00	36,514.30
296	LALMAN SHRINATH YADAV	NAWGHANY	412736	24,365.00	37,447.78
297	S L SONAWANE	NAWGHANY	412739	24,365.00	42,793.31
298	SURENDRA JIJABA SONAWALE	NAWGHANY	412740	24,365.00	303,570.73
299	SAMEER NARAYAN MHATRE	NAWGHANY	412741	24,365.00	54,490.74
300	VINAYAK NARAYAN SALVI	NAWGHANY	412742	24,365.00	41,213.35
301	VINOD KISAN SOLANKI	NAWGHANY	412744	24,365.00	39,326.50
302	P G JADHAV	NAWGHANY	412746	24,365.00	43,846.87
303	G G RODDA	NAWGHANY	412747	24,365.00	48,116.61
304	M G SURYAWANSHI	NAWGHANY	412749	24,365.00	49,305.98

305	J F D'SOUZA	NAWGHANY	412762	24,365.00	35,589.57
306	VINOD VISSANDAS KHANNA	NAWGHANY	412763	24,365.00	43,631.07
307	SWALLI JAINUDDIN SHAIKH	NAWGHANY	412766	24,365.00	40,886.21
308	S R JADHAV	NAWGHANY	412769	24,365.00	40,730.06
309	M M DONGRE	NAWGHANY	412770	24,365.00	46,472.70
310	D S KADAM	NAWGHANY	412771	9,330.00	34,872.66
311	C A BHATTA	NAWGHANY	412773	24,365.00	47,036.44
312	P S CHAVAN	NAWGHANY	412775	24,365.00	47,206.14
313	S D MOHITE	NAWGHANY	412776	24,365.00	40,869.67
314	A G KADU	NAWGHANY	412895	24,365.00	40,230.00
315	MANGESH VASANT SALUNKE	NAWGHANY	412976	24,365.00	42,716.55
316	CHANDRAKANT SHANKAR JADHAV	NAWGHANY	413008	9,330.00	40,901.75
317	RAMESHKUMAR SHITALAPRASAD DUBEY	NAWGHANY	413014	24,365.00	48,912.81
318	SHRIKANT GAJANAN VARUDKAR	NAWGHANY	413016	24,365.00	37,524.78
319	RAMESHCHANDRA RAMSAMUJH MOURYA	NAWGHANY	413025	24,365.00	38,418.00
320	SUDHAKAR GANPAT KAMBLE	NAWGHANY	413026	24,365.00	38,443.64
321	SHAIKH ZAHEED SHAIKH BURHAN	NAWGHANY	413028	24,365.00	43,943.75
322	JAISHANKAR JAGANNATH PANDEY	NAWGHANY	413029	24,365.00	49,741.22
323	DEVENDRA KAMALAPATI MISHRA	NAWGHANY	413032	24,365.00	40,635.35
324	DILIP VITHAL SAWANT	NAWGHANY	413036	24,365.00	45,680.15
325	RAJESH MARUTI ROKADE	NAWGHANY	413053	24,365.00	45,179.84

326	SANTARAM RAMDULAR VARMA	NAWGHANY	413054	24,365.00	41,629.89
327	CHANDRAKANT NAMDEO MOHITE	NAWGHANY	413056	9,330.00	33,939.78
328	SUNIL KHANDU MANE	NAWGHANY	413057	24,365.00	43,489.31
329	DHANRAJ KESHAV KAMBLE	NAWGHANY	413060	24,365.00	31,802.92
330	SANTOSH KRISHNA PATIL	NAWGHANY	413062	24,365.00	51,424.37
331	SACHIN NARAYANRAO SHINDE	NAWGHANY	413064	24,365.00	40,634.05
332	SUBHASHCHANDRA RAMBHAROSE VARMA	NAWGHANY	413065	9,330.00	34,020.18
333	RAMAKANT SADASHIV DHOPTÉ	NAWGHANY	413068	24,365.00	42,761.89
334	SATISHKUMAR RADHESHYAM MISHRA	NAWGHANY	413071	24,365.00	44,234.35
335	CHANDRESHKUMAR HARIHARNATH MOURYA	NAWGHANY	413072	24,365.00	43,429.61
336	FAROOQ MEHBOOB KHAN	NAWGHANY	413082	9,330.00	41,927.61
337	RAGHUNATH SHAMRAO DHADMANI	NAWGHANY	413157	24,365.00	37,512.82
338	RAJARAM ATMARAM BHANJI	NAWGHANY	413159	9,330.00	37,629.48
339	RAMESH VYAKANTRAO DHASKANWAR	NAWGHANY	413160	9,330.00	32,253.28
340	DATTARAM RAMESH PATIL	NAWGHANY	413162	24,365.00	42,851.99
341	PRALHAD RAMAN KARBHARI	NAWGHANY	413165	24,365.00	39,634.97
342	VIVEK MAHADEO KOLAPKAR	NAWGHANY	413166	24,365.00	6,958.91
343	SACHIN RAJARAM KANGUTKAR	NAWGHANY	413169	24,365.00	37,446.78
344	RAVINDRA HANMANT	NAWGHANY	413172	24,365.00	44,707.01

	KUMBHAR				
345	KIRAN LAXMAN GAIKAR	NAWGHANY	413173	24,365.00	38,716.47
346	SACHIN DATTU GAIKE	NAWGHANY	413175	24,365.00	37,449.78
347	PRAKASH ANTU PARIT	NAWGHANY	413176	24,365.00	33,220.28
348	VIRENDRA PANDURANG BANDRE	NAWGHANY	413181	24,365.00	45,911.87
349	ASHOK SITARAM SUSLADE	NAWGHANY	413182	24,365.00	39,259.58
350	SURESH SHIVAJI HOWALE	NAWGHANY	413191	24,365.00	37,792.78
351	MILIND DADU KADAM	NAWGHANY	413196	24,365.00	44,842.24
352	SUDHIR DADA GAIKWAD	NAWGHANY	413199	24,365.00	300,222.79
353	SANDIP TULSHIDAS BANE	NAWGHANY	413201	24,365.00	38,634.31
354	P S SHUKLA	NAWGHANY	413203	24,365.00	43,053.76
355	NATHURAM SHAMRAO NANGARE	NAWGHANY	413207	24,365.00	44,976.63
356	MANOJ VITHAL MOHITE	NAWGHANY	413211	24,365.00	37,573.78
357	DEVENDRA TULSHIRAM MANE	NAWGHANY	413213	24,365.00	36,502.30
358	SOPAN JALINDAR MANSUKH	NAWGHANY	413218	24,365.00	40,742.30
359	HEMANT ANANT PAYANAİK	NAWGHANY	413223	24,365.00	48,756.83
360	ANIL BABI DUDWADKAR	NAWGHANY	413225	24,365.00	43,712.00
361	VIJAYKUMAR INDRAPATI YADAV	NAWGHANY	413226	24,365.00	40,483.23
362	GANESH HANMANT GHANWAT	NAWGHANY	413227	24,365.00	37,513.78
363	PRASHANT P REDIJ	NAWGHANY	413239	24,365.00	50,431.43
364	PRAVIN V BAGWE	NAWGHANY	413241	24,365.00	41,693.92
365	SACHIN MOTIRAM WAVARE	NAWGHANY	413242	24,365.00	39,748.97

366	UMESH R VIBHUTE	NAWGHANY	413244	9,330.00	53,911.85
367	VISHAL RATANKUMAR THALE	NAWGHANY	413246	24,365.00	44,086.81
368	VIJAY V TAWARE	NAWGHANY	413248	24,365.00	38,084.45
369	S R RANE	NAWGHANY	413266	24,365.00	39,340.87
370	SACHIN SOMA LAHIM	NAWGHANY	413422	24,365.00	37,412.78
371	RAJESH RAMAKANT RAUT	NAWGHANY	413492	24,365.00	38,553.53
372	UMESH GULABRAO DHOK	NAWGHANY	413544	24,365.00	45,933.74
373	SADANAND ARUN SHEDGE	NAWGHANY	413630	23,885.00	23,643.85
374	VIJAY SONAJI SALVE	NAWGHANY	413742	20,380.00	31,936.96
375	AJAY OMPRAKASH GUPTA	NAWGHANY	413746	20,380.00	31,936.96
376	JEETENDRA J SHINDE	SR MV DRIVER(P)	322355	36,690.00	55,357.26
377	MADHUKAR NAMDEO KADAM	SR MV DRIVER(P)	322627	36,690.00	59,171.95
378	SURYABHAN MARUTI TIKONE	SR MV DRIVER(P)	322678	36,690.00	60,707.75
379	SANJAY SANKAR BHAGRE	SR MV DRIVER(P)	322744	14,050.00	44,042.26
380	ASHOK NAMDEO MORE	SR MV DRIVER(P)	322752	36,690.00	58,069.79
381	HANUMANT R KHUSPE	SR MV DRIVER(P)	322787	36,690.00	61,330.28
382	DILIP SARJERAO INGULKAR	SR MV DRIVER(P)	324805	32,580.00	53,474.93
383	KISHOR JAGANNATH MANE	SR MV DRIVER(P)	325552	29,510.00	59,451.14
384	SADANAND DIGAMBAR NAIK	DRIVER M V	325555	28,100.00	64,553.35
385	SUNKAPPA MALAKU PAWAR	DRIVER M V	325557	27,550.00	47,054.03
386	BALWANT DAMU SANGALE	DRIVER M V	325610	27,010.00	36,787.86
387	RAJESH KANTILAL BHASKAR	DRIVER M V	325612	27,010.00	46,374.73

388	SHAILESH RAGHUVIR RANE	DRIVER M V	325615	27,010.00	51,811.00
389	SATISH BALIRAM GAIKWAD	DRIVER M V	325714	25,960.00	44,392.39
390	SANDIP S UGALMUGALE	DRIVER M V	325716	25,960.00	53,786.53
391	PRASHANT HKATKAR	DRIVER M V	325792	25,960.00	59,433.54
392	SANTOSH SHRIPAT KARBELE	DRIVER M V	325804	25,450.00	45,269.13
393	GANESH DATTU GUDA	DRIVER M V	325809	25,960.00	39,137.88
394	VILAS BABYA TAWADE	DRIVER M V	326705	23,980.00	297,931.03
395	DINESH SHRICHAND CHAVAN	DRIVER M V	326718	23,980.00	43,048.79
396	SUBHASH H RATHOD	DRIVER M V	326719	23,980.00	42,069.14
397	LALIT BHASKAR RATHOD	DRIVER M V	326733	23,510.00	35,379.43
398	HEMANT S SHEJVALKAR	DRIVER M V	326736	23,980.00	45,664.22
399	VIVEK VIJAY MESTRY	DRIVER M V	326748	23,980.00	41,683.02

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

The provision for plans & proposed expenditure is made in the BEST Undertaking's annual budget. Reports of disbursement made are available in Annual Budget reports of the Undertaking

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

NA.

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

NA.

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

This is available on BEST website 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:

NA

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 Shivraj M. Sakpal, Divisional Engineer, O&M(NE),
2nd floor, Traffic building, Anik Bus depot, Anik,
Mumbai-400 022.
Tel No. 24016611, 24071664.

2) Appellate Authority:

Shri Rajeev P. Panikar, Deputy Chief Engineer(Distribution North)
5th Floor, Annexe Building, Wadala Bus depot,
Mumbai-400031.
Tel No. 24102929. 24194588.

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

Activities carried out in the dept. are as follows:

1.0 For convenience of works, the department is broadly divided into two sections, viz. (a) Repairs & Maintenance and (b) Operation & Restoration of Supply. However, for smooth functioning, there are different sections as given below.

- i. Establishment
- ii. 110 KV Receiving Substations Manning and Maintenance section
- iii. 33/22 KV Receiving Sub Station Manning and Maintenance section.
- iv. R&M of Distribution Sub Station (DSS), Static -1 and Static -2
- v. Permanent Repairs of cable.
- vi. HV supply restoration
- vii. LV supply restoration
- viii. Cable Testing
- ix. Auxiliary distribution Pillar Maintenance
- x. Scheme preparation and execution
- xi. Supervisory/ System /Fault Control
- xii. SIMHA (Supply through Individual Meter in Hutment Area) scheme execution.
- xiii. Administration

2.0 33/22 KV RECEIVING SUB STATION MANNING AND MAINTENANCE SECTION:-

The section in-charge is Superintendent (A4). There are Deputy Engineers (GG-VI), Sub Engineers (GG-V) and Charge Engineers (P1/T8) to carry out day-to-day work. The routine as well as breakdown maintenance and manning work is done with help of Fitter (P1/T5) and Nawghany (P1/T1).

2.1 Following are the Preventive and Breakdown Maintenance activities carried out by this section-

2.1.1 Preventive Maintenance activities:-

- i. Overhauling of 33/22kV SF6 / VCB switchgear
- ii. Overhauling of 11/6.6KV SF6 / VCB switchgear
- iii. Filtering of oil in power transformer
- iv. Filtering of Oil in Reactor

- v. Overhauling of OLTC Gear of Power Transformer
- vi. Measuring Insulation Resistance of Power Transformer
- vii. Cleaning of 33 / 11 / 6.6 kV Busbar
- viii. Overhauling of Conservator
- ix. Testing of earth plate resistance
- x. Overhauling of crane / chain pulley block
- xi. Maintaining Breather
- xii. Taking oil samples for testing
- xiii. Testing of oil samples
- xiv. Cleaning & Greasing of OLTC Gear
- xv. Maintaining Automatic Firefighting equipment
- xvi. Cleaning & inspecting HV Capacitor
- xvii. Cleaning & Inspecting Dry type Reactor
- xviii. Maintaining Battery Charger
- xix. Running Distilled Water Plant (by Central South zone only)

2.1.2 **Breakdown Maintenance & Complaints:-**

- i. Attending to complaints of Control / Alarm / Indication circuits
- ii. Attending to complaints of Switchgear
- iii. Attending to complaints of OLTC Gear
- iv. Attending to complaints of Capacitor
- v. Attending to complaints of Battery charger
- vi. Attending to major breakdowns such as Flash-over, Fire, Damage to Equipment etc.
- vii. Attending to complaints of Busbar, Current Transformer and Potential Transformer etc.
- viii. Attending to breakdown of Filter Machine
- ix. Removing taping from cable ends for testing purpose
- x. Taping cable ends after testing
- xi. Filtering of oil from OLTC gear
- xii. Pumping out water from sump well and cable trench

2.2 **OFFICERS / STAFF OF THE RSS SECTION:-**

2.2.1 **Duties and Responsibilities of Deputy Engineer (G/GVI):-**

- i. To prepare monthly roster for RSS manning of Charge Engineer / Nawghanies.
- ii. To prepare routine maintenance schedule of RSS equipment (monthly / annual).

- iii. To arrange to collect materials from Kussara Stores.
- iv. To maintain inventory of spares and initiate procurement of the same.
- v. To make proper entry into e-job sheet program. Also to monitor attendance of staff at RSS and report for prolonged absenteeism.
- vi. To maintain records and clear leave forms, L.T.A., Encashment forms, etc.
- vii. To compile the basic data for monthly peak loads from all the RSS.
- viii. To carry out periodic inspection of RSS (includes inspection of individual equipment).
- ix. To take up breakdown maintenance activities viz. Battery charger complaint, OLTC, Primary / Secondary breaker, Bus section complaints, D.C. leakage complaints, etc.
- x. To coordinate manpower / material to carry out breakdown maintenance.
- xi. To prepare monthly statements on Field Duty Allowance, Hazardous Allowance, Sunday working, Holiday Working, energy consumption, MIS of RSS, OT statements, Compensatory Allowance statements, etc.
- xii. To supervise and guide Sub Engineers, Fitter gangs and all other staff working under them in course of their day to day working.
- xiii. To assist the Supdt. In-charge of RSS for all information, data etc. in regards to RSS manning & maintenance as well as for preparing various proposals and obtaining Management Sanction for procurement of various spare parts required for maintenance of RSS equipment.
- xiv. To prepare annual / monthly maintenance certificates.
- xv. To coordinate with Fault Engineers / System Controller as regards outages of transformers, switch gears at RSS.
- xvi. To report abnormalities in the RSS equipment / systems immediately to System Control/ Supervisory control and higher authorities.
- xvii. To prepare report for PWD Electrical Inspector and higher authority, in case of any fatal / non-fatal electrical accident.
- xviii. To maintain history books, data sheets and computerized data of RSS.
- xix. To maintain and update data for Asset Management Program.
- xx. To follow up with Civil Department for RSS civil work and complaints.
- xxi. To carry out tripping investigation along with System Protection Department personnel.
- xxii. To carry out testing of Power Transformer & other equipment for ascertaining its healthiness.
- xxiii. To carry out testing & maintain AFF systems of all RSS by fitter gang or by Annual Maintenance Contractor.

- xxiv. To monitor SCADA and ABT systems & report its performance.
- xxv. To enforce discipline amongst staff and Junior Officers.
- xxvi. To co-ordinate with the Electrical Inspector for annual inspection of RSS and specific inspection for new RSS and replacement of equipment.
- xxvii. To procure spare parts of equipment for R & M of RSS.
- xxviii. To liaison with various departments such as Civil, Project, Construction, System Protection, SCADA in view of various work and activities to be performed in RSS.
- xxix. To ensure the high morale of the staff working under him.

2.2.2 Duties and Responsibilities of Sub Engineer (G/GV):-

- i. To ensure daily routine maintenance activities.
- ii. To prepare gate passes, job requisitions and collect required material from departmental Sub-Store / RSS sub-store to the required RSS.
- iii. To ensure physical transportation of man/material to work places.
- iv. To ensure proper scheduling of work (beginning & ending)
- v. To ensure higher safety standards at work places.
- vi. To issue tokens in lieu of permit to workers for maintenance activities.
- vii. To adhere to safety norms while working on live equipment
- viii. To prohibit other staff from entering in the vicinity of live parts.
- ix. To ensure that other equipment / network is not tampered / mal operated.
- x. To report abnormalities in the RSS equipment / systems immediately to the respective System/Supervisory Control and higher authorities.
- xi. To allocate work to staff and maintain proper job sheet of work carried out, including justification of O.T. Etc.
- xii. To assist the Deputy Engineer in the course of all report preparation, after preventive & breakdown maintenance.
- xiii. To ensure safe return of spares, tools and equipment from work place to sub-store.
- xiv. To make necessary entry of all jobs carried out in daily register and respective data books.
- xv. To collect material from Kussara stores department as and when required.
- xvi. To direct and supervise the job carried out by the fitter gang.
- xvii. To keep himself conversant with all types of plant, machinery and equipment in the RSS.
- xviii. To maintain up-to-date control panel wiring diagrams.

- xix. To keep him conversant with all the relevant provisions of the Electricity Act, 2003; Indian Electricity Rules, 2005 and MERC regulations.

2.2.3 Duties and Responsibilities of Charge Engineer (T8):-

- i. To monitor RSS equipment as well as premises.
- ii. To ensure upkeep of RSS.
- iii. To monitor and record the loads of transformers, feeders and temperature of the transformers periodically; and to ensure that transformer / cables are not overloaded.
- iv. To carry out daily inspection of oil level in transformers and oil filled reactors.
- v. To check Buchholz Relay for gas trap and Pressure Release Device.
- vi. To check voltage and Specific Gravity of pilot battery cells.
- vii. To inspect each and every equipment for abnormality.
- viii. To Switch In / Switch Off capacitors to maintain unity power factor.
- ix. To report any abnormality like tripping, alarms fire etc. immediately to the respective System/Supervisory Control / senior officers.
- x. Periodically inspecting the complete RSS premises as well as all the equipment for any abnormality.
- xi. To carry out daily inspection to locate the water leakages, loose plaster, etc. in monsoon season. If such abnormality is observed then protect the equipment by suitable covering and report /follow-up with Civil dept.
- xii. To monitor air conditioning system for smooth functioning, if any defect observed report and follow-up with CAS dept.
- xiii. To check Standby service periodically.
- xiv. To carry out SW/IN, SW/OUT operations of transformer / feeder breakers or isolate the same as per instruction of respective System/Supervisory control or fault engineer during tripping and outages.
- xv. To assist Deputy Engineer / Sub Engineer in day-to-day work as well as in breakdown maintenance of RSS equipment.
- xvi. To assist the routine / breakdown maintenance gangs in all possible ways.
- xvii. To maintain proper records / diaries of attendance of Charge Engineers, roaster / attendance of Nawghanies, hourly load, temperature readings, battery reading, visitors' diary and telephone diary, energy meter reading, feeder tripping register, SCADA complaint, equipment Maintenance record & OT register.
- xviii. To ensure proper IN / OUT / DANGER labels are provided on Switch Gears.

- xix. To submit fortnightly reports of peak load, battery readings (Voltage & Specific Gravity), ABT meter reading and monthly reading of RSS energy meter.
- xx. To direct the RSS Nawghany for proper upkeep and also guide him on the safety standard requirement.
- xxi. To supervise the work of cleaning of receiving stations in the vicinity of live parts, also supervise the cleaning of equipment like capacitors after ensuring that they are made dead and discharged properly.
- xxii. To supervise the work of oil filtration of Power Transformer / Reactor and take oil samples periodically for testing.
- xxiii. To store the spares neatly and safely.
- xxiv. In case of accidents in the RSS, give first aid to the affected person. Inform the incidence to the respective System Control and Superior officers. To make arrangement to take the affected staff to hospital. To submit First Information Report to higher authorities.
- xxv. To maintain First Aid box.
- xxvi. To arrange for necessary material & stationery from sub-stores.
- xxvii. To report building complaints to Civil department and follow up.
- xxviii. To prohibit entry to any person without proper RSS entry pass, in the RSS premises.
- xxix. To guide the consumers that approach with off-supply complaints or other grievances towards proper offices / contact numbers.

2.2.4 **Fitter (T5):-**

- i. To maintain & update tool box.
- ii. To be able to dismantle and reassemble all RSS equipment like switchgear, transformer top plate, OLTC gear, Bus bar in minimum possible time.
- iii. To be conversant with distribution network.
- iv. To be highly conscious of safety standards and to keep vigil to ensure safety of persons or staff working under him in the vicinity of live equipment.
- v. To carry out jobs as directed by Deputy Engineer/ Sub-Engineer / Charge Engineer.
- vi. To allocate work properly to sub-ordinate Nawghanies.
- vii. To be conversant with the mechanism work of special equipment like OLTC.
- viii. To be able to salvage useful components from damaged / scrapped equipment.
- ix. To attend defect in filter machine.
- x. To remove taping from cable end for testing.
- xi. To tape-up cable ends after testing.

- xii. To carry out overhauling of switchgears, OLTC and other equipment of RSS.
- xiii. To replace defective parts of RSS equipment in case of breakdown.
- xiv. To carry out preventive maintenance activities of all RSS equipment.
- xv. To provide/ remove monsoon protection on RSS equipment.
- xvi. To carry out minor wiring jobs.
- xvii. To carry out inspection of stores material.
- xviii. To supervise transportation of oil drums and materials.
- xix. To carry out fabrication job.
- xx. To assist Sub Engr. /Dy. Engr. for testing of RSS equipment like Transformer ,Switchgears earthing etc.
- xxi. To carry out maintenance of automatic firefighting system of RSS.
- xxii. To carry necessary tools and equipment such as Megger, Multimeter, fitter tool bag, OLTC Overhauling material, transformer testing kit with the help of nawghanies to various RSS as and when required.

2.2.5 **Motor Vehicle Driver (P2/G3):-**

- i. To check the vehicle allotted to him for fitness, diesel, proper air pressure in tyres and moderate cleaning of the vehicle.
- ii. To top up fuel on proper time.
- iii. To make proper entry in trip (log) book and get it attested by concerned officers.
- iv. To drive swiftly but safely to the desired destination via most suitable route and / or as instructed by the concerned officer.
- v. To take utmost care of vehicle, passengers, pedestrians and ongoing vehicles; also ensure to achieve greater mileage.
- vi. To communicate on VHF system when concerned officer / staff is not present in the vehicle.
- vii. To keep an eye on tools / spares / stationery in the vehicle when concerned officer / staff is not present in the vehicle.

2.2.6 **Mali (T2):-**

- i. To look after all the gardening activities at RSS premises.
- ii. To keep all plants / trees in healthy and beautiful condition.
- iii. To look after timely watering and to manure the plants / trees.

- iv. To trim all trees properly to enhance their growth as well as beautification of the surrounding.
- v. To carry out pest controlling treatment for the trees in coordination with the gardening authority.
- vi. To cut off fallen / dead tree in coordination and with approval of the gardening authority.

2.2.7 **Nawghany (T1):-**

- i. To assist the fitter and perform work under his guidance.
- ii. To perform any manual labour incidental to departmental work, e.g. cleaning, dusting, washing, mopping, moving and lifting machine, machine parts, oil drums, etc.
- iii. To cut grass / trees and water plants / trees / earthing pits in the premises.
- iv. To dust-off panels, battery charger and transformer (at the time of outage).
- v. To ensure that adequate drinking water is available in cooler or pots in the RSS.
- vi. To keep the main entrance properly locked and attend to door bells.
- vii. To assist fitter for maintenance in his shift in other course of work.
- viii. To report all abnormalities to System Control in absence of Charge Engineer.
- ix. To procure refreshment / meals / snacks for the Officers who cannot leave the premises and thereafter clean dining table, utensils etc.
- x. To carry tools, departmental correspondence, stationery etc. as instructed by officers.
- xi. To prohibit entry to any person without proper RSS entry pass in the RSS premises.
- xii. To switch/in and switch/out RSS building and compound lights timely.
- xiii. When in shift duties, to give and take proper charge of the premises / equipment / tools spares / stationery as well as previous events of breakdown or abnormality to-and-from the reliever.

3.0 R&M OF DISTRIBUTION SUB STATION (DSS), STATIC -1 AND STATIC -2 :-

3.1 INTRODUCTION:

Static section is playing vital part in O & M division for maintaining the DSS situated at different locations in Mumbai city.

Overall in charge of Static section is Superintendent (A4 Grade).

This Section is having two main parts viz. Static I and Static II sections.

Static I section looks after for cleaning and inspection of DSS and Static II section for Preventive and Breakdown maintenance of DSS equipment.

3.2 **DUTIES AND RESPONSIBILITIES OF STATIC-I SECTION:-**

Static-I Section in O & M Division is mainly concerned with substation building structure, inspection and maintenance (preventive) of substation and various equipment therein.

Major Activities of Static-I Section:

- i. Inspection of DSS and cleaning of DSS.
- ii. Checking of DSS earthing.
- iii. Checking of oil leakage in transformer.
- iv. Checking oil level in conservator
- v. Checking of switchgear and transformer stenciling.
- vi. Checking ventilation of DSS.
- vii. Inspection for encroachment in DSS.
- viii. Sampling and testing of transformer oil.
- ix. Painting of transformer and switchgears.
- x. Replacement of silica gel.
- xi. Asset Management Data of DSS.
- xii. Standby duty for Building Department work.

3.2.1 **Duties and Responsibilities of Dy. Engineer: -**

- i. To visit various distribution substations (DSS) for inspection.
- ii. To prepare daily work sheet showing work allotment of staff.
- iii. To take appointment and arrange site visit of Assistant Electrical Inspector (PWD) for annual inspection of DSS.
- iv. To arrange joint inspection along with Assistant Electrical Inspector (PWD), of newly commissioned and existing DSS where replacement of switch gear/ Transformer is carried out
- v. To maintain records of PWD inspection, fee amount, receipt payment, etc.
- vi. To arrange site visit and taking over of new substation from Building Department and handing over of substation to Erection Department for commissioning of equipment.
- vii. To inspect and follow-up of substation civil matters with Building Department and Planning(Network) Department, i.e. Remodeling of dilapidated substation and water leakage problems, etc.
- viii. To deal with party for NOC in various matters such as Remodeling, (Temporary Space approval from lessor) tree cutting, encroachment, renewal of lease agreement, etc.

- ix. To inspect and follow-up with MCGM Officers regarding tree cutting, remodeling and encroachment, etc.
- x. To draft and reply to departmental and party's letters.
- xi. To prepare Hazardous Allowance, Field Duty and Acting Allowances, monthly job sheet etc.
- xii. To inspect stores material.
- xiii. To Lodge police complaints in theft cases.
- xiv. To prepare MIS report.
- xv. To maintain and update data for Asset Management Program.
- xvi. To maintain various records such as new substation taken over, remodeling of DSS, tree cutting substation, encroachment etc.

3.2.2 **Duties and Responsibilities of Charge Engineer:-**

- i. To prepare daily work sheet showing work allotment of staff.
- ii. To supervise cleaning of DSS carried out by Nawghany.
- iii. To ensure safety of person's working inside the DSS.
- iv. To ensure all points from the check list are covered during DSS inspection
- v. To arrange dusting of LV Boards with the help of feather duster.
- vi. To carry out standby duty at DSS during repairs / civil work.
- vii. To report / lodge complaints to respective sections / departments, i. e. Building Dept, System Control, Pillar Maint, and Static-II.
- viii. To lodge police complaints in theft cases.
- ix. To keep records of daily in/out of store material.
- x. To arrange vehicles and Drivers for sectional activities.
- xi. To follow-up with party in case of NOC, encroachment, water leakage, etc.
- xii. To prepare individual monthly output report (MIS).
- xiii. To prepare daily work sheet showing work allotment of staff.
- xiv. To arrange sampling and testing of transformer oil.
- xv. To arrange silica gel replacement of transformer.
- xvi. To maintain various registers such as activity register, material register, building complaints register, detailed records of substation and various equipment therein.
- xvii. To inform System /Supervisory Control about any Switchgear in the DSS found 'OFF' without any label.

- xviii. To inform Static-II about Cable End and bus bar chattering, water leakage.
- xix. To inform Static-II about transformer oil leakage.
- xx. To inform concerned officers regarding minor / non-fatal accident of staff, after giving him first aid.
- xxi. To inform concerned offices regarding major / fatal accident of staff and for treatment in the nearest hospital.
- xxii. To lodge and follow-up with police regarding theft complaints.
- xxiii. To arrange and remove scrap and other unwanted material from the DSS.
- xxiv. To inspect KLG DTR meter box installed in DSS

3.2.3 **Fitter:-**

- i. To take oil Sample and test the same.
- ii. To replace Silica gel of transformer.
- iii. To attend minor door and lock complaints of DSS.
- iv. To Oil doors, hinges and Locks of DSS.

3.2.4 **Painter:-**

- i. To paint transformers and switchgears in the DSS.
- ii. To stencil switchgears and transformers in the DSS.
- iii. To paint corroded doors /louvers of the DSS whenever required.

3.2.5 **Wireman: -**

- i. To attend Wiring and lighting complaints in the DSS.
- ii. To carry out new wiring in the existing DSS whenever required.
- iii. To replace old switchboard whenever required.
- iv. To arrange Electric supply for the work of building department related to DSS.

3.2.6 **Motor Vehicle Driver (A/G-3):-**

- i. To check the vehicle allotted to him for fitness, diesel, proper air pressure in tyres, moderate cleaning of the vehicle.
- ii. To top up fuel on proper time.
- iii. To make proper entry in trip book and get it attested by concerned officers.

- iv. To drive swiftly but safely to the desired destination via most suitable route and / or as instructed by the concerned officer.
- v. To take utmost care of vehicle, passengers, pedestrians and ongoing vehicles; also ensure to achieve greater mileage.
- vi. To communicate on VHF system when concerned officer / staff is not present in the vehicle.
- vii. To keep an eye on tools / spares / stationery in the vehicle when concerned officer / staff is not present in the vehicle.

3.2.7 Scavenger: -

- i. To carry out sweeping and cleaning of Toilets of all RSS and Office Building.
- ii. To carry out cleaning of DSS for removing of dead Animals and Rodents.

3.2.8 Nawghany : -

- i. To carry out all the labour work pertaining to cleaning, dusting, mopping,
- ii. To assist movement of tools and materials, etc.
- iii. To assist Fitter, Painter, Wireman, during their work.

3.3 DISTRIBUTION SUB STATION MAINTENANCE (STATIC II) SECTION:-

3.3.1 Preventive and Breakdown Maintenance of Substations equipment:-

3.3.1.1 Preventive Maintenance:-

- i. Overhauling of Switchgears OCB / VCB & RMU
- ii. HV Bus bar Cleaning
- iii. Transformer oil filtering
- iv. Overhauling Capacitors
- v. Monsoon Protection activities.
- vi. Oil Filtering machine maintenance
- vii. Attending to unequal load sharing of Transformer Tails
- viii. Conservator maintenance & overhauling
- ix. Topping oil in transformer
- x. Cleaning of Dry type Transformer
- xi. Transformer Oil Testing.
- xii. EP Test of substation

3.3.2 **Breakdown Maintenance and Complaints:-**

- i. Attending to major complaints of transformer such as fire, etc.
- ii. Attending to major complaints of switchgear such as low IR, fire, etc.
- iii. Attending to oil leakage from LV/ HV dividing box bushing of transformer
- iv. Minor repair work of transformer
- v. Attending to wiring complaints of switchgears.
- vi. To carry out tripping investigation of Feeders/Transformers of DSS
- vii. Testing of transformer to check healthiness.
- viii. Attending to the complaints of Capacitors such as SFU burnt, bank faulty, busbar burnt etc.
- ix. Attending to complaints of Oil filter machine.
- x. Attending to the complaints of SFU at service position in case of emergency.
- xi. Attending to the breakers / Cradles Flashovers

3.3.3 **Sundry Activities:-**

- i. Reconditioning of CT, Spouts, Busbars, contacts etc.
- ii. Arranging store material fortnightly from Kussara Main Stores.
- iii. Maintain sub store.
- iv. Inspection of substation for specific complaints of transformer, switchgear etc.
- v. Reconditioning of VCB Breakers / Cradles.
- vi. Filtration of used OLTC oil for use in OCB.
- vii. Collection of Material from Anik Scrap Yard
- viii. Painting of CT / Spout / Insulators / Cradles.

3.4 **Duties and Responsibility:-**

3.4.1 **Deputy Engineer:-**

- i. To prepare and execute detailed schedule programme of preventive maintenance of dss equipment.
- ii. To schedule and execute all types of breakdown maintenance of substation equipment.
- iii. To inspect and supervise all important preventive and breakdown maintenance work in progress.
- iv. To allocate and direct appropriate staff to carry out particular day to day jobs of preventive and breakdown maintenance etc.

- v. To arrange indent or recoup stores material, tools, spare parts of various dss equipment's required in the day to day running of the section.
- vi. To submit detailed reports of all major breakdowns of equipment.
- vii. To maintain up to date inventory of substation equipment's and items of dead stock and tools.
- viii. To maintain and submit statistical, preventive and breakdown maintenance data and information regarding the section as may be necessary from time to time.
- ix. To prepare and submit monthly MIS report of Static II & I section. Also prepare annual administrative report and incentive allowance statements etc.
- x. To arrange for necessary shutdowns of the substation equipment for maintenance purpose.
- xi. To prepare roaster of officers and staff and to make necessary arrangement against the leave and absence in all shifts.
- xii. To guide the Charge Engineer whenever required in case of breakdown or any difficulties.
- xiii. To maintain various registers and records such as attendance register, overtime register, meal allowance, booking register, inventory register.
- xiv. To check and certify punch cards, leave forms, various allowances statement.
- xv. To update DSS equipment details in the Vidushi i.e. Asset Management Module..
- xvi. To write interdepartmental letter regarding work, shortage of material, staff report etc.
- xvii. To prepare the proposals for procurement of various tools equipment etc.
- xviii. To assist the section in charge (Superintendent).
- xix. To inspect the various material / equipment/Tools etc.
- xx. To give Proper instructions of safety precautions to be taken while carrying out the work in Distribution substations.

3.4.2 **Duties and Responsibilities of Charge Engineer:-**

- i. To supervise work of routine and breakdown maintenance of Distribution substation equipment such as transformers, switchgears, capacitors and oil filtering machine.
- ii. To supervise oil filtering machine towing by vehicle, transformer oil filtering jobs on sites.
- iii. To carry out oil sample testing.
- iv. To supervise various sundry jobs such as monsoon protection, inspection of Distribution substation, arranging and inspection of store material, reconditioning of CT / Spout and various spare parts of sub-store.

- v. To ensure the safety of persons working inside substation, in the vicinity of live HV equipment.
- vi. To carry out switching ON/ OFF operations on transformer, feeder, breaker, equipment and isolate the same as and when required as per instructions of Fault Engineer.
- vii. To give first aid in case of accident to staff and make arrangement to take the injured staff to the hospital and report to higher authorities.
- viii. To maintain the daily activity register / book regarding the work carried out.
- ix. To check and certify punch cards of the staff and recommend leave forms of the staff.
- x. To prepare the daily work sheet showing the work allocation of the staff.
- xi. To lodge the message in System Control for further necessary actions, after completion of work.
- xii. To ensure permit to work system before starting the work.
- xiii. To supervise and check attendance and guide outdoor staff such as fitter, driver Nawghanies etc.
- xiv. To write requisition, credit notes, work requisition for material and tools.
- xv. To maintain various registers such as attendance, booking, overtime, meal allowance, shift duty allowance, field duty and hazardous allowance check and certify.
- xvi. To ensure that the operating instructions issued in the electricity safety code and other departmental instructions are properly understood and followed by the staff under them while carrying out works on live or dead equipment.

3.4.3 **Fitter:-**

- i. To carry out routine preventive and breakdown maintenance of all equipment's in DSS, i.e. transformer, switchgear, capacitor, earthing etc. under the guidance of Charge Engineer.
- ii. To carry out filtering of transformer oil, in DSS and in plant, repairing and maintenance of oil filter machine under the guidance of Charge Engineer.
- iii. To carry out operation and maintenance of machine, tools , equipment's used for the purpose of DSS equipment's maintenance.
- iv. To carry out all types of fitting job and sundry jobs in the sub store.
- v. To carry out alterations, attend wiring complaints of DSS equipment and DSS building wiring.
- vi. To carry out wiring and attend wiring complaints of heating lamp and heaters provided for monsoon protection.

- vii. To carry out monsoon protection for the DSS equipment.
- viii. To supervise the work of Nawghanies.
- ix. To keep vigil to ensure safety of persons working under him in the vicinity of live equipment.

3.4.4 **Assistant Fitter:**

- i. To carry out routine preventive and breakdown maintenance of conservator, capacitor, earthing etc. under the guidance of supervisor.
- ii. To carry out filtering of transformer oil, in DSS / in plant and repairing and maintenance of oil filter machine under the guidance of supervisor.
- iii. To carry out operation and maintenance of machine, tools, equipment used for the purpose of substation equipment' maintenance.
- iv. To carry out all types of fitting job and sundry jobs in the sub store.
- v. To carry out alterations, attend wiring complaints of DSS equipment and DSS building wiring.
- vi. To carry out wiring and attend wiring complaints of heating lamp and heaters provided for monsoon protection.
- vii. To carry out monsoon protection for the substation equipment.
- viii. To supervise the work of Nawghanies.
- ix. To keep vigil to ensure safety of persons working under him in the vicinity of live equipment.

3.4.5 **Motor Vehicle Driver:-**

- i. To check the vehicle allotted to him for fitness, diesel, proper air pressure in tyres, moderate cleaning of the vehicle.
- ii. To top up fuel on proper time.
- iii. To make proper entry in trip book and get it attested by concerned officers.
- iv. To drive swiftly but safely to the desired destination via most suitable route and / or as instructed by the concerned officer.
- v. To take utmost care of vehicle, passengers, pedestrians and ongoing vehicles; also ensure to achieve greater mileage.
- vi. To communicate on VHF system when concerned officer / staff is not present in the vehicle.

- vii. To keep an eye on tools / spares / stationery in the vehicle when concerned officer / staff is not present in the vehicle.

3.4.6 **Nawghany:**

- i. To carry out all the labour work pertaining to cleaning, dusting, mopping, movement of tools and materials, etc.
- ii. To assist Fitter during his work.
- iii. To carry out minor finishing work as polishing, painting, etc.

4.0 **PERMANENT REPAIRS OF CABLE:-**

The function of Permanent Repairs Section is mainly of breakdown maintenance nature. The section keeps the EHV, HV and LV cable network healthy by repairing underground cable faults and faulty cable terminations.

The duties and responsibilities of Dy. Engineer and other staff downwards are given below:-

4.1 **DEPUTY ENGINEER (G/GVI):-**

- i. To arrange & control the total manpower of permanent repairs section.
- ii. Overall supervision of repairing of E.H.V. / H.V. / L.V .cable faults.
- iii. To assist Superintendent, incharge of the section in case of major breakdown & scheme jobs.
- iv. To deal with other utilities like MCGM, MbPT, MMRDA, MHADA, Railway, Traffic Police etc. regarding excavation permission & reinstatement work.
- v. To sanction the leave forms/LTA of staff, incentive bonus, field duty allowance, excavation allowance & OT.
- vi. To maintain all the vehicles of the section & take necessary precaution regarding servicing, RTO passing & necessary repairs whenever necessary.
- vii. To give suggestions to prepare necessary schemes in case such as (i) more no. of services on the distributor (ii) cable running across the road / middle of the road / cable very deep.
- viii. Scheduling & executing special jobs on Sundays, holidays, night shifts in cases like fault on busy road, across road/middle of the road/ network conditions.
- ix. To drive Undertaking's light vehicle, whenever necessary.

- x. To write inter departmental letters regarding excavation of work, shortage of material & staff etc.
- xi. To prepare Statistical Annual report for the section.
- xii. To check the bills prepared for damage of cables, transport contractor and debris contractor.
- xiii. To ensure availability of materials at Sub-stores.
- xiv. To enter and update data's for Asset Management.
- xv. To carry out EHV & HV phasing whenever required.
- xvi. To maintain records related with cable damage cases and to follow up with all utilities/ private agencies for recovery cable damage charges.
- xvii. To maintain records related to JE bills, Reinstatement Charges and follow up with other Utilities like MCGM, MBPT, Collector etc for the reconciliation of R.I Charges

4.2 **SUB ENGINEER G/GV :-**

- i. To arrange & transport the jointing material for isolation/ permanent repairs jobs on various cable fault sites.
- ii. To deal with MCGM/Traffic Police/BPT/Railway authorities for excavation permission as well as reinstatement of cable fault sites after completion of jobs.
- iii. To supervise all the jobs carried out by the section daily.
- iv. To carry out L.V. network changes on the site at the time of permanent repairs job whenever necessary.
- v. To recommend & sanction the leave forms of the staff.
- vi. To drive the Undertaking's light vehicle whenever necessary.
- vii. To prepare MIS report, incentive bonus statement, excavation allowance, field duty statements.
- viii. To inspect & maintain the tools.
- ix. To prepare bills for repairing damaged cables, transport contractor and debris contractor.
- x. To arrange Transport contractor for transporting scrap material to Oshiwara Scrap Yard, also to book Security Guard.
- xi. To open and close location code for every job
- xii. To assist Deputy Engineer in maintaining records related with cable damage cases and to follow up with all utilities/ private agencies for recovery cable damage charges.
- xiii. To assist Deputy Engineer in maintaining records related to JE bills, Reinstatement

Charges, and follow up with other Utilities like MCGM, MBPT, and Collector etc. for the reconciliation of R.I Charges.

4.3 **CHARGE ENGINEER T8:-**

- i. To book the staff for isolation & permanent repairs of cable faults.
- ii. To prepare daily worksheet.
- iii. Site supervision of EHV, HV and LV cable fault isolation & permanent repairs job.
- iv. To maintain location code book.
- v. To book the draughtsman on the different sites of cable jointing in order to update the records of the Planning Department.
- vi. Driving the Undertaking's vehicles whenever necessary.
- vii. To take the attendance of staff posted on job.
- viii. Utilization of proper manpower.
- ix. To minimize the off supply to the other consumers during permanent repairs of cable faults.
- x. Writing of attendance of staff / job-sheet of casual labourers /OT of staff in the OT register/departmental letters/gate-pass, requisitions and credit notes.
- xi. Before starting the job, intimate concern MCGM ward, by sending work intimation notice & to forward the reinstatement notices to them after completion of job by taking exact measurements of the excavated place.
- xii. Giving message to the respective Control, regarding progress of each & every job.
- xiii. To arrange first aid to the injured person & to take him to the hospital whenever necessary.
- xiv. Effective utilization of manpower.
- xv. To assist "A" and "B" grade officers in maintaining records related with cable damage cases and to follow up with all utilities/ private agencies for recovery cable damage charges.
- xvi. To assist "A" and "B" Grade officers in maintaining records related to JE bills, Reinstatement Charges ,and follow up with other Utilities like MCGM,MBPT ,Collector etc for the reconciliation of R.I Charges.

4.4 **SENIOR JOINTER T6:-**

- i. Supervise all the jobs carried out by T-5 Joints.

- ii. To carry out the jointing/ termination of EHV (22kV & 33kV) cable in case of cable faults / newly laid cables.
- iii. To guide Nawghanies to prepare jointing pits

4.5 **JOINTER T5:-**

- i. To isolate the cable fault by cutting the cables in case of faults & restore the supply by temporary looping over/temporary pot heading.
- ii. To carry out the jointing work of L.V., HV cables in case of cable faults as well as newly laid cables.
- iii. To assist Sr. Jointer in case of EHV cable jointing.
- iv. To temporary pothead live LV cables.
- v. To seal dead LV cables.
- vi. To make L.V. gland/sealing end as well as HV terminations.
- vii. To carry out de-compounding work of HV & LV dividing boxes of transformers & switchgears etc.
- viii. To test the cables after isolation of faults as well as after permanent repairs of faults.
- ix. To put in & remove fuses & links in the live ADP, LVB etc.
- x. To remove the temporary supply after permanent repairs of the cable faults.
- xi. To fix/replace L.V. cut-out, cut-out boards.
- xii. To supervise the work of Nawghanies working under him.
- xiii. To check the various tools and material in Jointer Kit every day to ensure that it is in order.

4.6 **JOINTER MATE T4:-**

- i. To Help jointer in jointing work, such as cutting armor, fixing cutout board, taping, Cleaning tools, giving proper tools, preparing tape bobbins, etc.
- ii. To pour cable compound / epoxy compound in the joint boxes.
- iii. To Replace phase cutouts and neutral links.
- iv. To Cut and seal dead L.V. / H.V./E.H.V. cables.
- v. To remake the gland.
- vi. To isolate the LV cable faults.
- vii. To cut the cable from drum and seal properly.

- viii. To assist Jointer in checking tools and materials in jointing tool box.

4.7 **MASON:-**

- i. To Lay and align the concrete/PVC pipes and seal the joints.
- ii. To Plaster and repair drainage arches.
- iii. To Replace the flooring (polished and glass type) and reproduce the motifs on the walls damaged during excavation work.
- iv. To Construct manholes along pipelines for inspection and cable pulling.
- v. To Fix rag-bolts in ceilings and walls for cable-cleats, cutout boards, etc.

4.8 **MUCCADAM:-**

- i. To Take attendance of men working under him;
- ii. To Read out plan only in case of minor work and mark area for excavating cable trenches.
- iii. To Signal gang-men so as to ensure that all the men pull cable simultaneously.
- iv. To ensure that obstruction to pedestrians and vehicular traffic is kept to the minimum by proper piling and stacking of debris and by providing suitable crossings across the trenches.
- v. To While excavating the road, arrange to keep caution boards for guidance of traffic.
- vi. To Supervise a gang of Nawghanies working on excavation and cable laying of minor schemes, such as laying of EHV, H.V.L.V. cables, etc.
- vii. To take care of other utilities like MTNL / Tata's cable, water / sewage pipes, Mahanagar Gas pipes, etc. while taking excavation.
- viii. To check cable end (A or Z end) before laying cable in consultation with supervisor.
- ix. To maintain the excavation tools.
- x. To take scrap material vehicle to Oshiwara Scrap Yard along with Security Guard and bring weight of scrap material and credit note to office for billing.

4.9 **CABLE INSPECTOR:-**

- i. To Inspect and support cables exposed during excavations taken by other utilities and report visible damage to cables, if any.
- ii. To Go around the section allotted and inform other utilities to take care of exposed cables.
- iii. To Take instructions as regards excavations to be taken or in progress by other utilities.

- iv. At the time of filling up the excavations, arrange to keep the cables in level and get them covered with the warning covers.

4.10 **NAWGHANY T1:-**

- i. To take excavation for isolation and permanent repairs of cable faults and for laying of new cables.
- ii. To backfill the excavation after permanent repairs of cable faults or laying of new cables.
- iii. To transport materials/ tools/equipment by hand or hand cart from nearest depots to place of work.
- iv. To load & unload of jointing materials / scraps/ tools etc. as & when necessary.
- v. To lay cables in the trenches by pulling from cable drum.
- vi. To give manual help to the Jointer & Jointer Mates in their work of jointing, pot-heading etc.
- vii. To bring relevant sketches from Planning Department.
- viii. To forward excavation intimation notices and reinstatement notices to respective MCGM Wards.
- ix. To prepare jointer pit at joint position.
- x. To remove the debris from site.
- xi. To maintain the yard having cable, heavy material and scrap.
- xii. To assist MV Driver in maintaining the vehicle.

4.11 **M.V. Driver:-**

- i. To assure the fitness and soundness of vehicle to drive as per rules and regulations.
- ii. To drive the vehicle efficiently as per rules and regulations laid down by the Traffic Dept. & Undertaking M.V. Section.
- iii. To maintain proper level of fuel.
- iv. To make entries for the mileage of the vehicle in mileage Book.
- v. To arrange to submit the vehicle accident report to M.V. Section in case of accident.
- vi. To Deliver / receive the vehicle for monthly servicing and inspection.

5.0 **HV SUPPLY RESTORATION:-**

The function of this section is to restore power supply in case of interruptions in EHV / HV Network. The section arranges outages and issue permit to work. The sections also inform Project and Planning Departments for preparing proper EHV / HV Schemes to keep the network healthy.

The duties and responsibilities of Dy. Engineer and other staff downwards are given below:-

5.1 **FAULT ENGINEER (G/GVI):-**

- i. Restoration of E.H.V. and H.V. supply in case of interruption due to faults in transformer, busbar, switchgear, C.T., V.T., and underground cables.
- ii. Restoration of E.H.V. and H.V. supply due to circuit breaker tripping caused by faulty consumer installations, overloads, incipient faults etc.
- iii. Reporting about overloaded transformers and feeders in critical load condition and arranging load relief.
- iv. Isolating faulty transformer in substation and restore the L.V. supply or promptly informing the Mains Engineer to restore supply by L.V. network changes.
- v. To take appropriate action in emergency situations, such as fires, accidents, natural calamities blackouts, etc.
- vi. Issuing of 'permit to work' to H.V. equipment after making them dead and grounded as and when required for maintenance, repair and installation work.
- vii. Arranging load transfer for following preventive maintenance jobs and issuing of 'Permit to work'.
 - (a) Switchgear overhauling and busbar cleaning at distribution substations.
 - (b) Switchgear overhauling and OLTC overhauling in Receiving substations.
 - (c) Receiving substation busbar shutdowns.
 - (d) Relay testing in Receiving Substations.
 - (e) Substation feeders and transformers outages for other departments like Erection, Construction etc.
 - (f) Outages for M/s. TATA.
- viii. Phasing out, charging and taking load of newly established / installed/repared E.H.V./ H.V. feeders and transformers and other equipment.
- ix. To take newly installed RSS/Sub-station feeder / Transformer into service.'
- x. Checking of peak day and evening loads in the E.H.V./H.V. network.
- xi. To write fault reports and investigation reports.

- xii. To perform Standby duties for any special occasion or VVIP visit to ensure continuity of power supply.
- xiii. To impart 'on the job' training to other Engineers.
- xiv. He shall be conversant with Electric safety codes and relevant provisions of Electricity Act 2003 and Standard of performance.
- xv. Re-arranging network and update H.V. network diagram accordingly.
- xvi. Up keeping instruments, tools, drawings and safety equipment etc required for their day to day activity.
- xvii. To prepare statements for MIS, Incentive scheme, field duty allowance etc.
- xviii. To prepare meal allowance and O.T. statement of employees working in the section.
- xix. To help Superintendent to prepare and send suitable schemes to Project and Planning Dept. as the case may be.
- xx. To see the smooth working of the vehicle allotted to him and to send the vehicle as per schedule given by the M.V. Section after getting substitute vehicle from other sections.
- xxi. To enter and update data for Asset Management.

5.2 **NAWGHANY T1: -**

- i. To assist Fault Engineer while carrying out various activities e.g. raising /lowering the breakers, open the doors of sub-station and ADP's etc.
- ii. To carry tools, materials, equipment, etc. from sub-station to sub-station, departmental correspondence, stationery from department to sub-office or any other place of work as & when required.
- iii. To check the materials stock in the vehicle like 'D' type and glass type T.L. fuses (5 Amps & 2 Amps.), torch cells, cotton and cleaning cloth.
- iv. To clean the vehicles used in connection with department's work.
- v. To perform any departmental work assigned.

5.3 **M.V. DRIVER:-**

- i. To assure the fitness and soundness of vehicle to drive as per rules and regulations.
- ii. To drive the vehicle efficiently as per rules and regulations laid down by the Traffic Dept. & Undertaking M.V. Section.
- iii. To maintain proper level of fuel.
- iv. To make entries for the mileage of the vehicle in Log Book.
- v. To arrange to submit the vehicle accident report to M.V. Section in case of accident.

- vi. To deliver / receive the vehicle for monthly servicing and inspection.

6.0 LV SUPPLY RESTORATION:-

6.1 MAINS ENGINEER SECTION: -

6.1.1 Deputy Engineer (Mains Loads) G/GVI:-

- i. To maintain attendance of officers & staff working in the section.
- ii. To re-arrange the L.V. network after completion of new schemes and commissioning of new DSS.
- iii. To suggest preparing L.V. schemes for overloaded and teed distributors, transformers & services etc.
- iv. To maintain temporary & permanent L.V. network changes registers.
- v. To recommend / sanction the leave of staff & making arrangement for substitute staff.
- vi. To submit monthly incentive schemes, field duty allowance, holiday working, distribution loss and meal allowance payment advices for the eligible staff.
- vii. To reply to planning department regarding technical clearances whenever required and to carry-out permanent network changes as suggested by planning to release load for Customer care department.
- viii. To arrange the monthly stationery for the section.
- ix. To make arrangement of substitute vehicle in case of breakdown, servicing of vehicles & in case of additional Mains Engineer crew.
- x. To update L.V. load sheets & recommend concurrence for distribution transformer outages for pre-arranged shutdowns.
- xi. To analyze daily reports, messages and necessary network changes.
- xii. To inspect the service positions & other related details as per consumers' complaints & put up report.
- xiii. To check the availability of materials & tools in Mains Engineer's Vehicle and arrangement of gate pass.
- xiv. To arrange load relief & as suggested by Planning Department for temporary loads of functions & festivals.
- xv. To re-arrange the L.V. network in case of looping 'In' & 'Out' of distributors, installations/ replacement of pillars.
- xvi. To arrange outages for substation equipment by L.V. load transfers.
- xvii. To prepare section's MIS, & e-job sheet, every month.

- xviii. To take appropriate actions in case of emergency situations such as fire, building collapse & blackouts etc.
- xix. To arrange Mains crew for stand by duty in case of VVIP visit / festivals..
- xx. To update the data for Asset Management and Consumer indexing.
- xxi. To arrange LV load transfer in case of Substation Transformer or switchgear failure or any other major breakdown.
- xxii. To arrange for regular servicing of the DG set and to keep it ready for use.
- xxiii. To arrange the monthly stationery for the section
- xxiv. To reply to Planning Department regarding TC whenever required by them.

6.1.2 **Mains Engineer (G/GVI, G/GV):-**

- i. To attend burnt 400 Amps, 200 Amps & 100 Amps cutouts and 200 Amps & 100 Amps neutral link.
- ii. To attend blown fuse messages.
- iii. To attend blown fuse messages in case of suspected distributor fault and sectionalization of L.V. network in case of distributor fault.
- iv. To attend the burnt fuse bases, L-bend, Z-bend, straight patties & links.
- v. To attend burnt T/T & B/T core of service cables, burnt cores of distributors & Tr. Tails.
- vi. To loop over the burnt cables at service position, ADP & LV boards and other locations as & when required.
- vii. To declare the distributor fault, service fault & sub service fault & arrange the temporary supply whenever necessary.
- viii. To isolate the distributor fault & service fault whenever necessary.
- ix. To temporary pothead idle services or dangerous services.
- x. To attend shock messages by isolating faulty cable.
- xi. To attend underground smoke/cable damage message and isolate, if cable fault.
- xii. To take appropriate action in case of emergency situation such as fire, building collapse, floods, blackouts etc.
- xiii. To attend the failure of HV incoming supply to distribution transformer and hanging H.V. network.
- xiv. To arrange load transfer for distribution transformer failure.
- xv. To attend ADP damage messages.
- xvi. To restore L.V. supply in case of theft of transformer links and fuses.

- xvii. To attend the load sharing complaint of distribution transformer in case of critical condition.
- xviii. To arrange the outages for switchgear overhauling, busbar cleaning, switchgear complaint, outages for other divisions and normalize the LV Network after completion of work.
- xix. To arrange LV network or outage for phasing and normalize the LV Network after completion of work.
- xx. To arrange LV network in case of looping IN & OUT of distributors, installation/Replacement/Repairing of pillars and normalize the LV Network after completion of work.
- xxi. To arrange load relief as suggested by Planning Department for functions and festivals.
- xxii. To measure the current and voltages at L.V. board /ADP/Service position whenever necessary.
- xxiii. To arrange back to back of distributors for replacement of ADP/L.V. board.
- xxiv. To check availability of materials & tools in Mains Engineer's vehicle.
- xxv. To inspect the service position and other related details as per consumer complaint letter.
- xxvi. To identify services teed on distributor in case of overload distributor to enable other section for preparation of necessary scheme.
- xxvii. To remain standby for religious function /VVIP persons.
- xxviii. To maintain attendance of L.V. supply restoration staff.
- xxix. To maintain & analysis of daily report of messages.
- xxx. To arrange to give concurrence for distribution transformer outages in case of emergency and L.V. network information to other section and division for pre-shutdown work.
- xxxi. To update the L.V. load sheet.
- xxxii. To re-arrange the L.V. network after completion of new schemes and commissioning of new DSS.
- xxxiii. To suggest to prepare L.V. schemes for overloaded distribution transformer, distributors and services.
- xxxiv. To submit the C.A., all allowances and OT register of staff to Assistant Engineer monthly.
- xxxv. To maintain temporary and permanent L.V. network changes register.

- xxxvi. To make the arrangement for the vehicle in case of breakdown, servicing and additional Mains Engineer crew.
- xxxvii. To recommend the leave and make arrangement for substitute staff.
- xxxviii. To remain standby for the similar jobs for other section or till the reliever reported on duty.
- xxxix. To preparing MIS statement every month.
- xl. To maintain registers, files & other documents properly which are related to the section.
- xli. To take undertaking letter from party/Lodge FIR in case of cable damage by party as and when required.
- xlii. To issue 38B notices to consumers whose service position/ installations are unsafe for working.
- xliii. To arrange and connect DG set to LV network where supply restoration by LV network changes is not possible or as per requirement of the situation.
- xliv. To maintain daily charge handover register.
- xlv. To prepare roaster of Officer / Staff.

6.1.3 Jointer T-5 (of Mains duty):-

The jointer shall work under supervision of Dy. Engineer/ Sub Engineer for attending any messages and while on routine job. The jobs are carried out under supervision of Dy. Engineer / Sub Engineer for L.V. network operation. Most of the physical work is to be carried out by the jointer only.

- i. To put in or remove fuses and links in the live pillars / panel / L.V. boards and service position.
- ii. To temporarily pothead live cables.
- iii. To handle live low voltage cable in case of faults and restore supply by isolating or looping over with cable cores temporarily.
- iv. To replace phase and neutral cut-outs on live service.
- v. To assist in making connection while carrying out testing work.
- vi. To replace blown fuses, burnt fuse base, Z-bend, L-bend, cleaning of contacts and terminals.
- vii. To open out sealing chamber / sealing end of services in case of faults.
- viii. To remake the brass gland or new gland in case of cable cores burnt whenever possible.
- ix. To remain standby for the similar job for the other sections or till the reliever reported on duty.

- x. To remove the bridges for testing the faulty distributors and service cables.
- xi. To connect the DG set to LV Board/ADP whenever required and to remove the same after use.
- xii. To ensure the safety of staff working under him.

6.1.4 **Nawghany-T1/T2:-**

- i. To perform any manual departmental work i.e. moving and lifting equipment or materials required for L.V. supply restoration.
- ii. To carry tools and materials, departmental correspondence stationery etc. from stores / sub-stores to department or any place of work.
- iii. To sweep, clean or wash the office floor/work place/vehicles including clean/dust work place, walls, windows panes, ventilators, dead equipment, furniture etc.
- iv. To assist officers & supervisor staff.
- v. To assist tradesman and perform unskilled work under their guidance.
- vi. To standby at place of work for reliever not reported on duty or for any other jobs.
- vii. To carry out any unskilled works at the DSS, ADP or service position under the supervision.
- viii. To ensure that adequate supply of drinking water is maintained in coolers and pots/bottles maintained for the purpose.
- ix. To procure refreshments, snacks, meals etc. for officer and supervisory staff that may be on continuous shift duty and cleaning table etc.
- x. To excavate the earth for laying, removing or exposing the cables and backfilling.
- xi. To assist jointer and jointer mate.
- xii. To lay cable in trenches by pulling them.
- xiii. To assist the officers, supervisory staff and jointer in changeover the vehicles / van during its breakdown/monthly servicing/additional work.

6.1.5 **Jointer Mate T4 (CUTOUT GANG):-**

- i. To fix the cutout board.
- ii. To replace burnt 100 Amp. cutout & neutral links.
- iii. To tape the burnt cores of the cables & wires at service positions.
- iv. To connect the temporary wires as & when required.

- v. To remove the bridges at cutout on services positions in case of fire, shock or any emergency situation arises.
- vi. To give feedback after attending messages to Fault Control.
- vii. To ensure the safety of staff working under him.
- viii. To take the services on load after disconnecting temporary wires as when required.

6.1.6 **Nawghany T1 (CUTOUT GANG) :-**

- i. Carry tool bag, cutouts & neutral links from Stores, Sub stores to work site.
- ii. Assist the tradesman & perform unskilled work under his guidance.
- iii. Remain standby at place of work for reliever not reported on duty or for any other jobs.

6.1.7 **M.V. Driver:-**

- i. To assure the fitness and soundness of vehicle to drive as per rules and regulations.
- ii. To drive the vehicle efficiently as per rules and regulations laid down by the Traffic Dept. & Undertaking M.V. Section.
- iii. To maintain proper level of fuel.
- iv. To make entries for the mileage of the vehicle in mileage Book.
- v. To arrange to submit the vehicle accident report to M.V. Section in case of accident.
- vi. To Deliver / receive the vehicle for monthly servicing and inspection.

6.2 **ARIEL MAINS SECTION (i.e. Arranging temporary supply):-**

The Ariel mains section restores supply to consumers in case of any underground L.V. cable fault by using temporary over head wires. Supply is taken from nearest available source such as ADP, LV Board and service etc.

6.2.1 **Duties and responsibilities of Charge Engineer T8:-**

- i. To prepare monthly roster of the Ariel mains crew & replacement crew.
- ii. To prepare & forward Incentive Scheme, Holiday working & Over Time statement of the staff etc.
- iii. To prepare statement for Temporary wires laid & removed, stock of wire in vehicle. Scrapping of removed, old wires.

- iv. To assign and monitor to remove over head wires after repair of cable fault. If service is still having no supply, same has to inform Dye PR. Long pending cases has to be referred to security vigilance supply.
- v. To prepare MIS & enter e-job sheet.
- vi. To recommend LTA forms, leave encashment forms & leave forms for more duration & arrange to send to Dye ML/Assistant Engineer.
- vii. To supervise laying & removal of temporary overhead wire with Sr. Electric Fitter.
- viii. To suggest schemes of any other measures for improvement of the functioning of the section.
- ix. To maintain discipline & efficiency in both the sections & staff under him, investigate reports of irregularities by staff & made suitable recommendations to the Assistant Engineer.
- x. To ensure that the operating instructions in the Electrical Safety Code & other departmental instructions are properly understood & followed by the staff under him while carrying out work on live or dead equipment.

6.2.2 **Sr. Electrical Fitter T6:-**

- i. To arrange to lay temporary wires and restore supply where services affected due to underground cable faults.
- ii. To keep record of wire laid, removed and balance on vehicle.
- iii. To arrange to remove temporary overhead cables after repair of faulty cable.
- iv. To remove the bridges at service positions for testing cable faults.
- v. To attend temporary failed, fire or complaints where temporary supply already given and to restore supply.
- vi. To arrange temporary supply for scheme jobs of other divisions.
- vii. To maintain vehicle / van provided.
- viii. To ensure the safety of the staff while working on Ariel lifts.
- ix. To connect temporary wires to service position and ADP/LV Board with phase sequence.
- x. To follow the priority given by fault controller for attending temporary supply messages.
- xi. To give feedback to the Controller after giving temporary supply.
- xii. To prepare and handover job sheet to Charge Engineer after completion of work.

6.2.3 **Assistant Fitter-T3:-**

- i. To ensure temporary wire is laid safely at site and to tie the wire at suitable place as required.
- ii. To make joints in the temporary wire if required for extension of temporary wire.
- iii. To connect temporary wires to top terminals at service position.
- iv. To assist Senior Electric Fitter (T6) as an when required.

6.2.4 **Nawghany -T1:-**

- i. To perform any manual departmental work i.e. moving and lifting equipment or materials required for L.V. supply restoration.
- ii. To carry tools, departmental correspondence, stationery etc. from stores / sub-stores to department or any place of work.
- iii. To assist officers and supervisory staff on fault and maintenance duties and cleaning of vans/ vehicles used in connection with the departmental work.
- iv. To assist tradesman and perform unskilled work under their guidance.
- v. To perform standby duty at place of work for reliever not reported on duty or for any other jobs.
- vi. To procure refreshments, snacks, meals etc. for officer and supervisory staff who are on continuous shift duty and cleaning table etc.
- vii. To give manual help to the Fitter in their work, such as cleaning of tools, laying & removal of temporary wires.
- viii. To assist the officers, supervisory staff and jointer in changeover the vehicles / van due to breakdown/monthly servicing/additional work.
- ix. To carry the ladder to the site when required.
- x. To store drinking water in pots.
- xi. To cut unused temporary wires and to remove scrap if any.

6.2.5 **Motor Vehicle Driver:-**

- i. To drive Arial Lift and all other vehicle when ever and where ever required for undertaking job.
- ii. To keep vehicle clean and ready for use.
- iii. To check fuel, Hydraulic system, and damages of vehicle before driving, if any complaint report to Dye. & record in trip book.

- iv. To keep trip book update, if any accident occurs same to be recorded in it, and report to Deputy Engineer. & Bus Control.
- v. To drive vehicle as per the Motor vehicle ACT.

7.0 CABLE TESTING:-

The functions of Testing section is to test and pinpoint underground cable faults, cable identification, cable route identification and pressure testing of EHV, HV cables and Switchgears. The duties and responsibilities of Dy. Engineer and other staff downwards are given below:-

7.1 DEPUTY ENGINEER (TESTING) G/GVI:-

- i. To prepare roster of staff & officers in testing section.
- ii. To maintain different registers of the section.
- iii. To test E.H.V. / H.V. / L.V. cable faults.
- iv. To identify E.H.V. / H.V. / L.V. cables & cable routes.
- v. Pressure testing of E.H.V. / H.V. cables & switchgears in the DSS & RSS.
- vi. To carry out preventive maintenance & servicing of testing vehicle other accessories through maintenance contractor time to time and to send service certificate to Materials Management Department.
- vii. In case of failure or damage of testing equipment, accessories, get it repaired or procured the same from the contractor as early as possible.
- viii. To do the arrangements to get necessary bills for work done by the maintenance contractor of testing vehicle.
- ix. To give proper training to Engineers & other Apprentices.
- x. To keep attendance record of the staff & officers.
- xi. To prepare field duty allowance, O.T. statement and MIS of the section.
- xii. To review specification of testing equipment.
- xiii. Disconnecting 33 / 22 kV cable end probes of Tata's end.
- xiv. To assist Fault Engineer in attending tripping in case of critical situation like multiple tripping.

7.2 NAWGHANY T1:-

- i. To clean the testing vehicle and equipment daily.

- ii. To help officer for connecting testing cables/equipment.
- iii. Any abnormalities observed in equipment and vehicle brought to the notice of Dy. Engineer Testing.
- iv. To safe guard the testing equipment and keep in proper manner.
- v. To assist M.V. Driver in maintaining the vehicle.

7.3 **M.V. DRIVER:-**

- i. To assure the fitness and soundness of vehicle to drive as per rules and regulations.
- ii. To drive the vehicle efficiently as per rules and regulations laid down by the Traffic Dept. & Undertaking M.V. Section.
- iii. To maintain proper level of fuel.
- iv. To make entries for the mileage of the vehicle in Log Book.
- v. To arrange to submit the vehicle accident report to M.V. Section in case of accident.
- vi. To Deliver / receive the vehicle for monthly servicing and inspection.

8.0 **AUXILIARY DISTRIBUTION PILLAR MAINTENANCE SECTION:-**

8.1 **ACTIVITIES OF PILLAR MAINTENANCE SECTION:-**

- i. Inspection and cleaning of Pillars.
- ii. Painting and stenciling of Pillars.
- iii. Raising & Replacement or reconditioning of corroded, damaged Pillars or L.V. Board.
- iv. Attending to various mechanical & electrical complaint of Pillars and L.V. Board viz. bus bars burnt , cable core burnt, fuse base burnt, Z- bend burnt, ADP door lock complaints, ADP hinges broken, ADP front/back/side apron rusty and missing complaints, ADP canopy rusted complaints and etc.
- v. Unit change over in pillar / L.V. board for network monitoring of load on distributor.
- vi. Shifting of ADP is carried out where there are operational problems, damage to the pillar by out-side vehicles with prior approval and in following cases
 - 1) On requirement of MCGM
 - a) When there is Road widening.
 - b) When there is road improvement and there is setback.Under these conditions, shifting of ADP is to be carried out as undertaking job as per PL/Plan-27 dated -11Dec.2006, approved by DGMES.
 - 2) On requirement of outside party

Under these conditions, shifting of ADP is carried out as chargeable job as per Planning network instruction.

- vii. Replacement of Transformer tails (Aluminium to Copper), under preventive / breakdown condition.
- viii. Attending unequal load sharing complaints of transformer tails.
- ix. Attending to ADP fire messages.
- x. Inspection of service position & fire fighting services.
- xi. Maintenance of service position viz. replacement of cut-outs, neutral links, Cut-outs board, sealing chamber remaking. Raising of services, SIMHA circuit boxes, provision of earthing to service position & SIMHA circuits.
- xii. Pot heading and relaying of idle services.
- xiii. Permanent repairing of service faults and distributor faults.
- xiv. Replacement of service cable under R&M, which has multiple joints or insulation of cables, is deteriorated.
- xv. Service cable up-gradation from 2core to 4core.
- xvi. Augmenting service capacity of service cables (by taking proper sanction).
- xvii. Inspection of excavated route by other utilities and protecting our cables for to avoid the damage (Cable Inspector).
- xviii. Maintaining vehicles and availability of M.V. drivers allocated to respective zone.
- xix. Maintaining data of pillar maintenance section in Asset management.
- xx. Preparing of job sheets and updating the same in e- job sheet.

8.2 **DUTIES & RESPONSIBILITIES:-**

8.2.1 **Deputy Engineer GG VI / Sub Engineer (GG/V):-**

- i. To check pillar cleaners report, prepare a list of various complaints and schedule to attend it according to gravity of complaints & safety measures.
- ii. To explain the job to supervisor, jointers for smooth execution.
- iii. To plan and allocate daily work to the staff.
- iv. To prepare daily work sheet of staffs working in the section.
- v. To inspect the site before starting the work, sending excavation intimation to concerned MCGM ward after getting excavation permission from Ward Officer.
- vi. To ensure reinstatement form is sent to concern MCGM ward office after completion of work.

- vii. To schedule raising, replacement of ADP/ZP/MP/MPS/LVB for smooth execution of the job.
- viii. To execute unequal load sharing complaint of Distribution Transformer & maintain the record.
- ix. To schedule transformer tails replacement job.
- x. To carry out permanent repair job of service faults and distributor faults.
- xi. To carry out service cable up gradation, service cable enhancing, pot heading of idle service and relaying of idle service.
- xii. To arrange to inspect all the services in the area, once in five years and corrective action thereafter.
- xiii. To book Draftsman during cable jointing work and ADP replacement / shifting work.
- xiv. To ensure that office register, attendance register, files related to work such as history of pillar, painting of pillars, cleaning of pillars, service position inspection, replacement of cut-out boards, service upgradation record, maintenance of pillar record, damaged pillar report and accident report, painting contractor file, location code book and important documents related to the section are properly maintained and same are updated from time to time.
- xv. To prepare daily work sheet, work completion report, MIS, Vehicle report, to write departmental letters, to sanction leave form and LTA form of staffs working in section.
- xvi. To indent material required for job execution and credit unserviceable, excess material back to stores.
- xvii. To ensure that jointing material, cables and ADP are transported to the site at the earliest.
- xviii. To ensure that the tools and equipment are all in good working condition.
- xix. To ensure the safety of staffs working at site.
- xx. To guide the staffs working in the section if they face any problem or any difficulties during the work.
- xxi. To fill and forward the accident form in case of accident.
- xxii. To prepare estimate cost for chargeable job and certify the bill received from Municipal Corporation in respect of road reinstatement work.
- xxiii. To write departmental letters regarding execution of work, shortage of material, staff report, damage of Undertaking property, theft report etc.
- xxiv. To inform progress in the scheduled work and serious complaints if any to the superiors.
- xxv. To update data in Asset, to ensure proper data in e-job sheet.

- xxvi. To follow-up and maintain data of painting of ADPs.
- xxvii. To maintain vehicles allocated to all sections of the department.

8.2.2 **Charge Engineer T8:-**

- i. To take daily attendance of staffs allocated in the department.
- ii. To prepare day to day job sheet of casual labour working in section.
- iii. To prepare gate pass for drawing of materials from sub-store.
- iv. To ensure the safety of staff working at site.
- v. To supervise ADP /transformer tails replacement job, Transformer tails burnt complaint job, repairing of service cable fault & distributor cable fault, Pot heading of idle service cable & relaying of service cable. Carrying out service position maintenance job.
- vi. To execute cable laying and jointing of cables in case of small schemes.
- vii. To maintain daily activity carried out in the activity book, maintained in the section.
- viii. To write the message of the work done in daily message book kept in Supervisory/ System control.

8.2.3 **Jointer T5:-**

- i. To replace cut- outs and neutral link on live service cable whenever required.
- ii. To carry out back to back connection of cables for ADP & LVB replacement job.
- iii. To carry out Transformer Tails termination job in ADP, LVB & LVDB of transformer.
- iv. To pothead live, idle service cable.
- v. To relay pothead service cable.
- vi. To seal dead LV cables.
- vii. To attend unequal load sharing complaint of distribution Transformer.
- viii. To isolate the cable fault, test the cable from both end and there after carry out permanent repairs.
- ix. To take the services on load after repairing the fault.
- x. To carry out service position inspection and maintenance job.
- xi. To replace burnt busbar, fuse base, 'Z' bend & links in ADPs and LVB.
- xii. To attend core burnt complaints in ADP and LVB.
- xiii. To check and maintain the various tools and materials in his possession.
- xiv. Raising of service cables, SIMHA circuit boxes, provision of earthing to service positions and SIMHA circuits boxes etc.

8.2.4 **Jointer mate T4:-**

- i. To carry necessary tools with help of nawghanies, from the Depot to site and vice versa.
- ii. To help jointer in carrying out back to back of cables while replacing damaged or corroded ADP.
- iii. To help jointer in termination of cable in ADP.
- iv. To help jointer in disconnection and termination of transformer tails.
- v. To help the jointer in jointing work, such as cutting armour, taping, giving proper tools, prepare tape bobbins, fixing cut-out boards.
- vi. To isolate LV cable faults.
- vii. To pour epoxy compound in mould.
- viii. To cut and seal dead cables.
- ix. To remake sealing chamber and gland at service position.
- x. To cut the cable removed from the cable drum and seal the ends.

8.2.5 **Fitter T-4:-**

- i. To attend complaints in live ADP such as replacement of corroded, missing apron (front, back, side) hanging ADP door, door jam complaint, lock complaint, rusted canopy and etc.
- ii. To recondition pillars and LV Board, removal of accumulated waste, debris in the pillars.
- iii. To carry out buffing and tinning of old links removed from pillar and LV Boards, after carrying out unequal load sharing complaint and routing maintenance.
- iv. To fabricate busbar while carrying out service position maintenance.
- v. To fabricate / recondition 'C' channels removed from old scrap ADPs.
- vi. To fabricate short bottom, long bottom, jumper busbar, Aluminium spacer whenever required.
- vii. To fabricate sheet metal boxes whenever required.
- viii. To provide earthing to ADP / SIMHA circuits.

8.2.6 **Mason T2:-**

- i. To lay precast ADP foundation, erect distribution pillar on it.
- ii. To make brick work foundation on site.
- iii. To fix rag-bolts in walls for cut-out board, LV board.
- iv. To seal underground corrugated HDPE pipe laid across the road for cables.

- v. To carry out cement coba at site where excavation is taken in private premises for cable fault.
- vi. To lay paver block, from where it was removed for attending cable fault.

8.2.7 **Cable Inspector T-2:-**

- i. To inspect and support the cable, exposed during excavations taken by other utilities and report visible damage to the cables if any to the superiors.
- ii. To go around the allocated area where excavation is being taken, inform the responsible person of other utilities to take care of underground unexposed/exposed cables.
- iii. At the time of back filling by other utility, instruct them to keep the cables at appropriate depth with warning tiles.

8.2.8 **Muccadam T- 3:-**

- i. To take attendance of nawghanies / casual labours working under him at site.
- ii. To follow all safety rules while working on site.
- iii. To ensure correct excavation while exposing cables, replacement of pillar and transformer tails.
- iv. To take utmost care while transporting ADPs by handcart/vehicle.
- v. To draw transformer tails cable from cable drum, make appropriate size of cable ring, load the same in vehicle, unload it at site, uncoil it, and lay it in the trench properly.
- vi. To read the route plan in cases of cable faults & mark area for proper excavation.
- vii. To take care of other utilities cables i.e. MTNL, Tata's, Reliance and etc. while excavation is being taken.
- viii. To ensure that no sewer line, water line of MCGM is damaged while taking excavation.
- ix. To ensure proper piling & stacking of debris for to avoid obstruction to pedestrians & vehicular traffic.
- x. To arrange caution boards and barricading at site while excavation is in progress.
- xi. To arrange wooden flanks for crossing of pedestrian over excavated portion.
- xii. To supervise the gang of nawghanies / casual labours while taking excavation.
- xiii. To ensure that the back filling of excavated portion is properly done & to stack the surplus earth at proper places to avoid any obstruction to the public.
- xiv. Proper positioning of cable drum on site for easy cable pulling.
- xv. To check the cable ends (A or Z end) before laying cable as instructed by officers.

- xvi. To synchronize the gang of nawghanies / casual labours, so as to ensure that all the men pulls the cable simultaneously.
- xvii. To maintain the excavation tools.
- xviii. To inform any obstruction or abnormalities observed at site.

8.2.9 Nawghany P1/ T1, Sr. Nawghany P1/T2 , Casual Labour:-

- i. To carry out cleaning of pillar in allocated section, oiling of pillar lock and hinges prior to rainy season and when instructed by superiors.
- ii. Take a pit for laying ADP foundation and erecting pillar.
- iii. Taking excavation for replacement of transformer tails.
- iv. To work along with Jointers, Fitters, Mason, Painter and Stencil writer in their day to day activity.
- v. To take excavation for isolation, permanent repair of cable fault and for laying of new cable.
- vi. To take excavation for pot heading of idle service cable, relaying of service, upgrading of service cable, enhancing of service cable, diversion of cable etc.
- vii. To load / unload cables, jointing materials, tools and scrap at the site of work.
- viii. To prepare jointer pit.
- ix. To lay cables in trenches by pulling it from cable drum.
- x. To back fill the excavation after replacement of pillar/transformer tails, potheading of cable, relaying of cable, up gradation of cable, permanent repairs of cable faults and laying of new cable. Watering while back filling.
- xi. To remove debris from site and transport it to the place of storage.
- xii. To maintain the cleanliness of ADP yard, cable /scrap yard.
- xiii. To assist M.V. Driver in cleaning and maintaining the vehicle.
- xiv. To draw day to day jointing material from sub stores.
- xv. To bring monthly material from main stores.
- xvi. To load / unload ADPs.
- xvii. To inspect the pillars in zone periodically, to carry out cleaning, oiling, greasing, to give daily work report, complaints to the supervisor. Give serious complaints to control, Deputy Engineer for immediate action and to maintain inspection record
- xviii. To carry out the movement of cable drum.

8.2.10 M.V. Driver P2/G-III:-

- i. To drive the vehicle efficiently as per rules & regulation laid down by R.T.O & BEST undertaking's M.V. Section.
- ii. To maintain proper level of fuel in the vehicle.
- iii. To make proper entries of mileage and fuel consumed in the vehicle trip book.
- iv. Not to park vehicle at unauthorized places.
- v. To submit the vehicle report to M.V. Section in case of accident.
- vi. To deliver / receive the vehicle for monthly servicing, RTO passing & various defects.
- vii. To give line message in case of failure of vehicle on road or deflated tyre and etc.
- viii. He should know the location of different substation & RSS's and should be in a position to reach the substation through shortest route & minimum time according to the traffic pattern of time of the day.
- ix. He should be familiar with all roads, one ways, no entry & traffic condition in respective zone.

9.0 SCHEME PREPARATION AND EXECUTION

9.1 SCHEME PREPARATION:-

9.1.1 Deputy Engineer G/GVI:-

- i. To Prepare L.V. schemes to reduce overload on distributors and reduce number of services on distributor and to strengthen L.V. network.
- ii. To Visit the site for checking the feasibility of laying cables and installation of pillars before preparation of the scheme.
- iii. To Study the proposals in the intimated /proposed schemes by Planning Department before preparation of schemes.
- iv. To Arrange the peak load of network before preparation of scheme.
- v. Study and analysis of repeated fuse blown messages and cable faults in the network.
- vi. To Ensure that updated Peak Load sheet is prepared every year & forwarded to all concerned section incharge including DGMES.
- vii. To ensure to update soft copy of Peak Load sheets.
- viii. To prepare schedules of load taking programme for summer/ October heat and festive occasions i.e. Ganpati, Diwali, Ramzan etc.
- ix. To ensure updating changes of L.V. network in day to day basis.
- x. To inform concerned section incharge for immediate remedial action required to be taken in case of core burnt cases, unequal load sharing, overloaded distributors / transformers etc. which are observed while taking the loads by the staff working under him.

- xi. To study and analyze fuse blown cases, distributor faults, service faults, cutout failures etc. Suggest suitable schemes to remove overload on distributors, to reduce no. of services on distributors & to strengthen the L.V. network.
- xii. To inspect various sites to prepare schemes, analyze the various fault situations, verify loads etc.
- xiii. To ensure peak load register, fuse blown register, scheme register, attendance register are properly maintained.
- xiv. To assist section in-charge for preparation of various reports.
- xv. To ensure tools such as tong tester, torches are properly maintained.
- xvi. Imparting on job training to Engineers, SSAs & Technical Apprentices etc.
- xvii. To Informing Customer Care & Planning Department regarding overloaded service, distributor & transformers.
- xviii. To rearrange the L.V. network, interchange of units on LVB/ADP for flexibility of L.V. network with the help of other sections.
- xix. To study and comment on various scheme sent by planning and DECC(SIMHA)

9.1.2 **Draughtsman G/G-III:-**

- i. To update HV/LV network diagram according to changes in the network.
- ii. To draw tracings of various faults.
- iii. To visit site and collect details for preparation of schemes.
- iv. To draw schematic and sketches for the scheme.
- v. To update tracings of ADP/DSS location sheets.

9.1.3 **Charge Engineer T8:-**

- i. To prepare updated hard and soft copy of Peak Load Sheet.
- ii. To update day to day changes of network in load sheets.
- iii. To take LV loads during summer and October heat considering peak load cycles of the day such as morning/day/evening/night peak.
- iv. To inform concerned sections, abnormalities such as cable core insulation burnt fuse-base burnt, unequal load sharing of dist. Transformers & overloaded LV network etc. observed during taking loads.
- v. To take service loads and carry out site inspection before preparing any scheme.
- vi. To monitor loads of critical network during breakdown occasions.

- vii. To take LV loads in particular areas during festive occasions such as Ganpati, Diwali & Ramzan.
- viii. To maintain various records such as fuse blown cases, scheme cases, booking, overtime.
- ix. To help in preparing incentive and field duty allowance, holiday working statements of LV supply restoration section.
- x. To take the fresh LV load after execution of scheme.
- xi. Identification of teed services on distributor for preparation of scheme proposals.

9.2 **ACTIVITIES OF L.V.LOAD:-**

9.2.1 To update of following Registers:

- i) Fuseblown Register
- ii) Scheme Register
- iii) Annual Register
- iv) Booking Register
- v) Attendance Register

9.2.2 To update L.V.Load Sheet (Yearly) according to Daily Message.

9.2.3 To update L.V.Load Sheet in Computer (AutoCAD)

9.2.4 To prepare Incentive Statement of L.V.Load Section , System.Control / Fault Control etc.

9.2.5 To prepare Holiday Working Statement of the month (Field duty)

9.2.6 To take Load during,

- i) Summer Peak
- ii) October Peak
- iii) Festival Peak (Ganpati / Diwali / Ramzan)
- iv) Breakdown Cases
- v) Critical Outages.
- vi) Monitoring of Loads.
- vii) After Completion of schemes (Load taking)
- viii) Service loads for preparation of Schemes.

9.2.7 To prepare Annual Reports in Computer (summer / October / Festivals)

9.2.8 To prepare of Monthly Reports for,

- i) Overload Distributor

- ii) Direct Services
- iii) Unequal Load Sharing
- iv) Core Burnt Cases.

9.2.9 **Preparation of Monthly output Statement.**

9.2.10 Following activities to be carried out for preparation of Load Sheet Register of every year,

- i. To collect the data regarding Street Light Poles, addresses of Sub-station, ADP's.
- ii. To update the Index Sheet as per changes in the Pole Nos. & Address.
- iii. To collect Data regarding new Sub-station, ADP's, transformers added in the system.
- iv. To make changes in the Load sheet according to the Sub-stations, 'Distribution transformers, ADP's in the network and to update soft copy.
- v. To prepare Pencil Peaks.
- vi. To mark permanent L.V. Network in the pencil peak load sheet.
- vii. To find out self-load of each distributor by comparing summer (D/E/N) and October (D/E/N) sheets.
- viii. To calculate total load on each distributor.
- ix. To calculate total load on each transformers.
- x. To check the calculation and prepare Pencil Peak.
- xi. To carry out the network changes in case of overloaded distributors and transformers
- xii. To carry out the changes made in permanent network to be made changes in Pencil peaks in concerned sheets as well as connected sheets.
- xiii. To check finally prepared pencil peaks.
- xiv. To update the location sheet.
- xv. To make computer entry of pencil peaks sheets entered and check for any discrepancy while entering in computer.
- xvi. To take final prints.
- xvii. To send final load sheet for Xerox prints and in case of improper printing and get it rexeroxed.
- xviii. To check rexeroxed prints.
- xix. To make arrangement for binding new load sheet.

9.2.11 From Peak Load Sheet.

- i. To make list of overloaded distributor, Overloaded transformers, direct Services and send to "Planning Department" for preparation of necessary schemes & to send information to Commercial Dept. for load release purpose.
- ii. To make list of % loading of individual transformers from peak load sheet and send it to "Project & Planning Dept."
- iii. To prepare schemes as per the requirement of Dy.EML / Repairs section and depending upon abnormal cases, such as, exceeding nos. of services on distributor, overload cases of temp supply, critical outages.

9.2.12 To maintain "Tong Tester" of L.V.Loads in working condition.

9.2.13 To assist in making arrangements for "Ganpati Immersion".

9.2.15 To solve query of other Depts.

9.2.16 To arrange for stenciling of new ADP's.

9.2.17 To send quarterly report of schemes prepared to Planning Dept.

9.3 SCHEME EXECUTION SECTION:-

9.3.1 Deputy Engineer G/GVI:-

- i. To plan the daily work and work allocation of staff under working such as Sub Engineer, Deputy Charge Engineers, Jointers, Muccadam, Mason, Nawghanies and Casual Labour.
- ii. To inspect the site before starting the work and give intimation to the concerned ward offices and take necessary permission from Municipal Corporation and also co-ordinate with MCGM while taking excavation.
- iii. To ensure that office register, files related to work such as excavation report, service position inspection report, replacement of cutout and cutout boards, service upgradation record and accident report, and all important documents related to section are properly maintained and updated from time to time.
- iv. He shall ensure to prepare daily work completion report, monthly report, MIS and also annual report, field duty and, hazardous, excavation allowance.
- v. To indent material required for job execution and credit unserviceable, excess material to store. Also scrap unserviceable cables removed from the site.
- vi. To fill and forward the accident form in case of the accident.
- vii. To prepare estimate cost for chargeable job and certify the bill received from MCGM in respect of reinstatement work.

- viii. To write departmental letters regarding execution of work, shortage of materials, staff report, regarding damages of undertaking's property, theft report etc.
- ix. To execute the sanctioned schemes.
- x. To Open and close of E-location codes for schemes to be executed.
- xi. To maintain the Attendance Book and O.T. Book, Field Duty Allowance for staff working under scheme section.
- xii. To upgrade the service from 2C to 4C.
- xiii. To install capacitor in DSS & replace defective capacitors in DSS.
- xiv. To assist Repair Section for permanent repair of F/F, D/F, C/S/F and S/F in monsoon season.
- xv. To prepare Annual Performance report of staff under working in Scheme Section.
- xvi. Sign the gate pass of material which is required for scheme execution job.
- xvii. To procure of required material for R&M activities.
- xviii. To introduce system improvements methods and provide various information regarding the section to superiors.
- xix. To arrange the scheme execution job with minimum adequate man power and materials.
- xx. To arrange reinstatement of excavated footpath, Road, Private property.
- xxi. To guide the staff working under him.
- xxii. To sanction Leave /LTA forms and certify the OT of staff.
- xxiii. To drive undertaking light motor vehicle whenever necessary.
- xxiv. To maintain all vehicles of sections and take necessary precaution regarding servicing/repairs/RTO passing whenever necessary.
- xxv. Overall site supervision.
- xxvi. To maintain sufficient stock of required material and tools.

9.3.2 **Charge Engineer T8:-**

- i. To book the staff for scheme jobs, isolation & permanent repairs of cable faults.
- ii. To prepare daily worksheet.
- iii. To supervise scheme jobs, cable fault isolation & permanent repairs job.
- iv. To maintain location code book.
- v. To book the draughtsman on the different sites of cable jointing in order to update the records of the Planning department.
- vi. To drive the Undertaking's vehicle whenever necessary.
- vii. To recommend the leave forms of staff.

- viii. To arrange to transport excavation tools, jointing material and cable on site.

9.3.3 **Jointer T5:-**

- i. To isolate the cable fault by cutting the cables in case of faults & restore the supply by temporary looping over / temporary pot heading.
- ii. To carry out the jointing work of LV, HV cables in case of cable faults as well as newly laid cables.
- iii. To assist Sr. Jointer in case of EHV cable jointing.
- iv. To temporary pothead live L.V. cables.
- v. To seal dead LV and HV cables.
- vi. To make LV gland/sealing end as well as HV terminations.
- vii. To carry out de-compounding work of HV & LV dividing boxes of transformers & switchgears etc.
- viii. To test the cables after isolation/permanent repairs of faults.
- ix. To put in & remove fuses & links in the live ADP, LVB etc.
- x. To remove the temporary supply after permanent repairs of the cable faults.
- xi. To fix /replace LV cut-out boards.
- xii. To Supervise the work of nawghanies working under him.

9.3.4 **Jointer Mate T4:-**

- i. To assist the Jointer in joining work such as cutting armour, taping, giving proper tools, preparing tape bobbins, fixing cutout boards.
- ii. To tow the Jointer Handcart with the nawghanies to the working site from the depot & vice versa.
- iii. To position & fix the cast iron box after the sleeve is plumbed on the joint as per direction of Jointer.
- iv. To pour cable compound / bitumen in the joint boxes.
- v. To cut & seal dead LV /HV cables.
- vi. To isolate the L.V. cables faults.
- vii. To give / remove the temporary supply in case of fault.
- viii. To replace service cutout, neutral.

9.3.5 **Mason T2: -**

- i. To prepare the foundation for new pillar /sw.gr./ capacitor.

- ii. To do the reinstatement in the private property where excavation is taken.
- iii. To do the minor masonry work in case of damages of RCC pipe if any.
- iv. To fix the LV board in the DSS.
- v. To seal the underground pipe of the cable.
- vi. To make and seal cable entries at DSS
- vii. To install / replace pillar.

9.3.6 **Nawghany T1:-**

- i. To take excavation for isolation and permanent repairs of cable faults and for laying of new cables.
- ii. To backfill the excavation after permanent repairs of cable faults or laying of new cables.
- iii. To transport materials/tools/equipment by hand or hand cart from nearest depots to place of work.
- iv. To load & unload of jointing materials / scraps/ tools etc. as & when necessary.
- v. To lay cables in the trenches by pulling from cable drum.
- vi. To give manual help to the jointer and jointer mates in their work of jointing, pot heading etc.
- vii. To bring relevant sketches from Planning Department.
- viii. To forward excavation intimation notices and reinstatement notices to respective MCGM wards.
- ix. To clean the chowky and arrange potable water.
- x. To help in installation of capacitor and pillar.

10.0 **SUPERVISORY / SYSTEM / FAULT CONTROL:-**

10.1 **Superintendent A4/ Assistant Engineer A5:-**

- i. Overall responsibility of system/supervisory control.
- ii. To follow the necessary instructions given by Divisional Engineer.
- iii. To ensure proper communication with all sections of O & M division, and keep reliable electric supply to the consumers.
- iv. To convey details of major off supply and progress of restoration, involving EHV feeders, power transformers, bus sections, VVIP consumers & hospitals etc. to higher authorities including DGM(ES).
- v. To guide controller/ Assistant controller/ PC man in day to day work.

- vi. To ensure proper records of Message Register, Fault Register, fire message book, TATA's General Message, outage book, general message book are properly maintained
- vii. To check & certify C.A/O.T. & meal allowance of officers & staff.
- viii. To ensure the healthiness of all communication equipment.
- ix. To ensure the functioning of SCADA system and AMR system.
- x. To guide fault engineer in case of emergency if required.

10.2 **SYSTEM / SUPERVISORY CONTROL:-**

10.2.1 **Deputy Engineer G/GVI:-**

- i. To report on duty as per shift duty roster.
- ii. To attend telephone, receive general as well as fault messages, fire messages, shock messages fatal and non-fatal accident messages related to B.E.S.T. Electric supply network and after preliminary analysis, direct the Fault Engineers or Mains Engineer or tower wagon to proceed to the place.
- iii. To keep in constant touch with those attending the off supply.
- iv. To decide priority of off supply messages, shock messages, fire messages & accident messages respectively.
- v. To keep the officer's of the concern section informed regarding off supplies. In case of urgent fault messages, he shall inform Fault Engineer / Sub Engineer on wireless to restore electric supply quickly. Keep watch on functioning of related RSS/DSS equipment with the help of SCADA and AMR. Carry out necessary SW/IN, SW/OUT operations on SCADA. Give the loads of EHV/HV feeder or transformer to Fault Engineer, if required.
- vi. To convey the daily report in evening and morning shift prepared by Assistant Controller to the higher authorities from A-5 up to DGMES.
- vii. To receive non-fatal and fatal accident message and convey them to concern officers i.e. Welfare Officers, Medical Officers, Electrical Inspector of P.W.D. & also inform Bus Control / Traffic control to make arrangement of cash for the treatment of injured person.
- viii. To maintain proper records of off supply register, fire message register, Tata's general message and Tata reading book, outage register, general message register.
- ix. To receive the messages of VVIP's visit from P.W.D. Electrical Department and convey them to concern officers and ensure necessary arrangement & monitoring standby arrangement round the clock to maintain uninterrupted electric supply.

- x. To lodge important messages received from the Fault Engineer, Mains Engineer and various officers those who are working to give uninterrupted electric supply to the consumers and report them to the concern section incharge and staff personally through telephone for necessary action.
- xi. To Guide the Charge Engineers at various RSS in case of breakdown or in other difficulties.
- xii. To maintain upto dates records of EHV/HV/LV faults and also take and arrange to attend St. Light off /SLP off messages.
- xiii. To arrange for standby staff in case of emergency reported at various RSS with the help of disaster management protocol and also take appropriate action in case of unusual incidents.
- xiv. To ensure VHF sets working satisfactorily.
- xv. To note down and convey telephone fax machine complaints to the staff concerned and get the complaints attended.
- xvi. To note down and convey vehicle breakdown messages to Bus Control and get the complaint attended.
- xvii. The residence telephone complaint of Officers is to be given to concern section, the telephone complaint to be attended on top priority.
- xviii. To convey the complaints of DSS/RSS to Building Department and get them attended.
- xix. To prepare roster of staff working under him & make substitute arrangement in case of shortfall/leave of staff.
- xx. To check and certify overtime and meal allowance of the staff.
- xxi. To impart on job training to trainee engineers etc.
- xxii. In case of any disaster, to assist Fault Engineers, Mains Engineers, monitor the progress & convey the messages to higher authorities and local corporators & VIPs.
- xxiii. To receive dispatch.
- xxiv. To procure stationary material required at control room.

10.2.2 **Charge Engineer P-1/T-8:-**

- i. To report on duty as per shift duty roster.
- ii. To attend telephone calls and to receive the messages of preventive maintenance as well as breakdown messages.
- iii. To make data entry of faults, maintaining supply failures records & taking out computerized daily report in evening & morning shifts.

- iv. To write the outage messages & work over messages, general messages in message book.
- v. To assist System Controller in case of emergency i.e. H.V/EHV feeder tripping, power transformer, Failure & major breakdown.
- vi. To prepare Daily Report, copies to be dispatched and E-mailed to various officers of Supply Branch from A-5 upto DGMES/AGMES.
- vii. To lodge the messages received from the Fault Engineer, Mains Engineer & officers those who are working round the clock for smooth functioning of system.
- viii. To arrange M.V. driver & staff in case of shortage & emergency.
- ix. To prepare overtime statements and E job sheet of staff working under him.
- x. To maintain the register viz D/F, S/F, F/F register, fire message register, Tata's register, disaster register & attendance register, message book and 'A' grade officer's register etc.
- xi. To keep the System/ Supervisory Control room clean with the help of nawghany on duty.
- xii. To maintain the SCADA computer, AMR computer, daily report computer and take help of service engineer if required.
- xiii. To maintain the fax machine.
- xiv. To inform officers who are booked on emergency duty during strike period /disaster management.
- xv. To ensure that VHF sets/ Commutation system is working.

10.2.3 **Nawghany T1:-**

- i. To work round the clock as per roster.
- ii. To clean the telephones, office tables, sweep the floor & dining tables etc.
- iii. To ensure & maintain that adequate supply of drinking water in coolers & pots/bottles.
- iv. To procure refreshment, snacks, milk etc. for officers and System Control staff who may be in shift duty.
- v. To take the dispatch of morning daily report copies.
- vi. To ensure working of petromax, emergency light & keep clean the same.
- vii. To deliver the written message given by the System Controller to other sections of respective divisions.

Note: The overall administration work of the department is divided among the Supervisor, Clerk, Clerk-cum-Typist & Shop Recorders.

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