

## **INFORMATION UNDER THE RIGHT TO INFORMATION ACT, 2005**

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

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

The particulars of department:-

Name of the department : Personnel  
Address : 1<sup>st</sup> floor, BEST Bhavan, BEST Marg,  
Colaba, Mumbai – 400 001  
Contact No.(Tel.) : 022-22856262, Ext. 331, 337, 771

#### **The functions and duties of Department:**

The duties and functions of the Personnel Department are to –

- i) assist the various Departments of the Undertaking in matters of implementation and interpretation of the Standing Orders, Service Regulations, statutory provisions of various labour enactments applicable to the Undertaking, Awards/Orders of the Labour Court, Industrial Court, High Court and also advises the Management;
- ii) assist various departments in respect of industrial disputes and matters relating to employer-employee relations and administrative matters like determination of seniority, prescribing qualifications for various posts of Officers, promotions, appointments, etc.,
- iii) appear as representative of the Management before the Conciliator in conciliation proceedings under the Maharashtra Industrial Relations Act, 1946;
- iv) assist the Legal Department in the matter of industrial disputes taken up with the Industrial Court / Labour Court and High Court for arbitration, either by the Undertaking or by the representative of the employees, examining proposal relating to matters like collective bargaining, wage structure, grievance procedure, etc.
- v) recruitment of candidates to various posts in the Undertaking.

#### **4.(b)(ii) The powers and duties of its Officers and Employees:**

<b>Sr.No.</b>	<b>Designation</b>	<b>Grade</b>	<b>No.of posts</b>
1	Chief Manager (Human Resource & Industrial Relations)	A-1	1
2	Dy. Chief Manager (Human Resource & Industrial Relations)	A-2	1
3	Senior Manager (Human Resource)	A-3	1
4	Senior Manager (Industrial Relations)	A-3	1
5	Personnel Manager	A-4	2
6	Asst.Personnel Manager	A-5	4
7	Sr.Administrative Officer	A/GX	2
8	Administrative Officer	A/GIX	2
9	Asst.Administrative Officer	A/GVIII	4
10	Asst.Foreman	T6	1
11	Supervisor	A/GVII	3

12	Stenographer	A/GV	4
13	Clerk	A/GV	18
14	Sepoy	A/GI	2
15	Commercial Apprentice(Clerical)		140
	<b>TOTAL</b>		186

**1. Powers and duties of Chief Manager (Human Resource & Industrial Relations)**

- All matters relating to Administration, Personnel Management and Industrial Relations and Welfare Cell.
- The Personnel Management includes organization analysis and development, recruitment, selection, placement and training, administration of salary/wages/allowances, regulation of service conditions, performance appraisal reports and controls ventilation of grievances of the employees, administering disciplinary measures, etc.
- Industrial Relations includes all industrial relations/disputes between employer and employees, employer and Unions and employees and employees, collective bargaining, implementation of provisions relating to various labour enactments, Standing Orders, Service Regulations, implementation/interpretation of the various awards, orders/judgment of the various Competent Courts such as Labour Courts, Industrial Courts, etc.
- Offering views/comments on the various industrial matters/disputes raised by the Unions and/or employees in various legal forum, attending conciliation proceedings before the Statutory Authorities under the labour legislation, framing draft rules/regulations on administrative matters, establishment matters, service conditions of the employees, amendment to Service Regulations, Standing Orders, advising the Management on therepercussions, considering grant of demands, facilities, benefits, etc. demanded by the Unions and employees, offering views on various administrative matters for the guidance of the General Manager.
- Offering views/guidance to various departments of the Undertaking on the various Administrative matters, matters pertaining to Industrialrelations, personnel management, etc.
- To deal with the representatives of employees whenever called upon to do so, advise the Management on the repercussions of conceding the facilities, privileges, benefits etc. demanded by the employees or their representatives.
- To examine the proposals relating to matters like collective bargaining, wage/salary structure, grievance procedure etc.
- Overall supervision of all the Welfare activities relating to the entire staff of the Undertaking which includes canteen facilities, cleanliness at depots, monetary assistance, scholarship, blood donation, workers education class, etc.
- Scrutiny of the orders/ awards/ judgments of the various Courts relating to labour/industrial matters
- Maintaining Annual Confidential Records of "B" Grade Officers.
- Examining the representations of "A" Grade Officers regarding the adverse remarks in the Annual Confidential Reports and put up the same to the Management and then communicate the decision of the Management to the concerned officer.
- Examining the representation of 'B' Grade Officers regarding the adverse remarks and then communicate the decision to the concerned Officer.
- Examining the representations from officers/employees in the matter of promotions, reversion, Seniority, increments etc.
- Deputation of General Manager / officers within India or abroad.
- Implementing Government's Policies in respect of Backward Class

Communities.

- Dealing with the proposals of appointments by way of promotion of "A" and "B" Grade Officers.
- Dealing with the proposals of confirmation of "A" and "B" Grade Officers.
- Correspondence with the Maharashtra Public Service Commission/State Government regarding prescribing qualifications and experience of various posts of "A" Grade Officers.
- Dealing with the proposals regarding Rewards to the Members of Staff under the provisions of Service Regulations.
- Dealing with the proposals of Establishment Schedule of the Undertaking in respect of creation of posts, abolition of posts, transfer of posts from one establishment to the other establishment, change in the nomenclature, etc.
- Dealing with the queries received by the Municipal Chief Auditor and giving replies of the same.
- Any other responsibilities/duties that may be assigned by the General Manager from time to time and as per the need of the Personnel Department.

**2. Powers and duties of Deputy Chief Manager (HR & IR)(Human Resource & Industrial Relations)**

- All matters pertaining to Personnel Management and Industrial Relations (viz. collective bargaining, grievance handling, employees welfare, etc.).
- To work as a member of the Panel and Committees constituted for selection of Personnel for Clerical, Supervisory and Officers' posts.
- To deal with the implementation of the various enactments applicable to the Undertaking, interpretation of Standing Orders, Service Regulations and Statutory Provisions of the various labour enactment.
- To advise the Management in regard to all industrial disputes and matters relating to the employer-employee relations and administrative matters like determination of seniority, fixation of qualifications for various posts etc.
- To appear as a Representative of the Management before the Conciliator in conciliation proceedings under the Maharashtra Industrial Relations Act, whenever required.
- To offer views/comments for the information of the Legal Department of the Undertaking in a number of Industrial Disputes taken up to the Industrial Tribunals for Arbitration either by the Undertaking or the Trade Unions or the employees.
- To deal with the Trade Unions representing the employees whenever called upon to do so, advise the Management on the repercussions of conceding the facilities, privileges, benefits., etc. demanded by the employees or their representatives.
- To draft amendments to Standing Orders, Service Regulations, etc
- To interpret and implement Awards/Orders of Labour/Industrial Courts, various Statutes applicable to the Undertaking.
- Guiding all the departments of the Undertaking in various aspects pertaining to Personnel Management.
- To hold discussions with the Representatives of the Trade Unions functioning in the Undertaking and attending to correspondence thereto.
- To deal with anomalies in the working conditions of the various categories of employees and assist the Management in co-ordination of personnel policies.
- To advise the Management on representations, appeals, etc. preferred by the employees.
- To examine the proposals relating to matters like collective bargaining, wage/salary structure, grievance procedure etc.
- To prepare factual data on the issues raised by the Trade Unions functioning in the Undertaking and to advise the Management. with regard to the implications after examining the legal and the factual positions on

the subject.

- Any other responsibilities/duties that may be assigned by the Chief Manager (HR & IR) and/or senior Officers of the Undertaking from time to time.

### **3. Powers and duties of Senior Manager (Human Resource)**

- To deal with all complicated questions relating to interpretation of Standing Orders Service Regulations, Statutory Provisions which are referred to the Personnel Department for clarification.
- To advise the Management in regard to all industrial disputes and matters relating to employer –employee relations.
- To appear as a representative of Management before the Conciliator in conciliation proceedings under the Maharashtra Industrial Relations Act whenever required.
- To offer views for the information of the Legal Adviser of the Undertaking in a number of industrial disputes taken upto the Industrial Tribunals for arbitration either by the Undertaking or the representatives of employees.
- To deal with the representatives of employees whenever called upon to do so, advise the Management on the repercussions of conceding the facilities, privileges, benefits demanded by the employees or their representatives.
- To draft amendments to Standing Orders, Service Regulations etc.
- To hold discussions with the representatives of the Trade Unions functioning in the Undertaking and attending to correspondence thereto.
- To deal with anomalies in the working conditions of the various categories of employees and assist the Management in co-ordination of personnel policies.
- To advise the Management on representations, appeals, etc. preferred by the employees.
- To examine the proposals relating to matters like collective bargaining, wage/salary structure, grievance procedure etc.
- To prepare factual data on the issues raised by the Trade Unions functioning in the Undertaking and to advise the Management with regard to the implications after examining the legal and factual position on the subject.
- Any other responsibilities/duties that may be assigned by the Chief Manager (HR & IR) and/or senior Officers of the Undertaking from time to time.

### **4. Powers and duties of Senior Manager (Industrial Relations)**

Senior Manager (Industrial Relations) assists the Dy.Chief Manager(HR&IR) and is responsible for carrying out the following functions of the Labour, Administration and Recruitment Sections under the overall supervision and control of the Chief Manager(HR & IR)/Dy.Chief Manager(HR & IR):-

- To work as a member Secretary of the Panels and Committees constituted for selecting personnel for Clerical, Supervisory and Officers' posts.
- To reply/redressal of complaints/grievances expeditiously under the Centralized Public Grievance Redressal & Monitoring System of the Department of Administrative Reforms & Public Grievance as Nodal Officer
- To hold discussions with the representatives of the Trade Unions functioning in the Undertaking and attending to correspondence thereto.
- To deal with anomalies in the working conditions of the various categories of employees and assist the Management in co-ordination of personnel policies.
- To prepare factual data on the issues raised by the Trade Unions functioning

- in the Undertaking and to advise the Management with regard to the implications after examining the legal and factual position on the subject.
- To reply the various queries raised by the MLAs in the Maharashtra Legislative Assembly in matters concerning the BEST Undertaking, as a Nodal Officer.
  - To monitor the Computerized Time Attendance System / RFID System as super Administrator.
  - Any other duties/responsibilities that may be assigned by the Chief Manager(HR & IR)/Dy.Chief Manager(HR & IR).

## **LABOUR SECTION**

### **5. Powers and duties of Personnel Manager(Labour)**

The Personnel Manager in Grade A-4 who assist the Senior Manager(IR) in carrying out the following functions of the Labour Section of the Personnel Department is responsible.

- To deal with all complicated questions relating to interpretation of Standing Orders Service Regulations, Statutory Provisions which are referred to the Personnel Department for clarification.
- To advise the Management in regard to all industrial disputes and matters relating to employer –employee relations.
- To appear as a representative of Management before the Conciliator in conciliation proceedings under the Maharashtra Industrial Relations Act, 1946 whenever required.
- To offer views for the information of the Legal Adviser of the Undertaking in a number of industrial disputes taken upto the Industrial Tribunals for arbitration either by the Undertaking or the representatives of employees.
- To deal with the representatives of employees whenever called upon to do so, advise the Management on the repercussions of conceding the facilities, privileges, benefits demanded by the employees or their representatives.
- To deal with anomalies in the working conditions of the various categories of employees and assist the Management in co- ordination of personnel policies.
- To advise the Management on representations, appeals, etc. preferred by the employees.
- Attending Court duties in the legal matters and briefing the Officers of Legal Department/Counsels from time to time.
- To examine the proposals of alternate employment.
- To examine the complaints under S.O. 28.
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### **6. Powers and duties of Assistant Personnel Manager (RTI)**

- The Asst. Personnel Manager, who has also been designated as the Public Information Officer under the Right to Information Act, 2005 in respect of the Personnel Department. He is responsible for providing information to the Applicants received in the Department under the Right to Information Act within the prescribed time limit and to attend the 1st and 2nd appeals before the Appellate Authority as and when called for.
- To assist the Personnel Manager, who is also been designated as the 1st Appellate Authority under the Right to Information Act in hearing the appeals preferred by the Applicants;
- To deal with the Letters of Approaches made by the Representative & Approved Unions on behalf of the employees and put up the proposals for approval of the Management.

- Put up the proposals for GM's approval as to whether to accept the order of Labour/Industrial Court in the matter of reinstatement of employees in the services of the Undertaking or to challenge the same before the Industrial Court/High Court.
- To appear in conciliation proceedings / Labour Courts / Industrial Court /High Court as a representative of the Personnel Department.
- To attend conferences in legal matters and briefing Officers of Legal Department / Counsels from time to time.
- Settlement of Court cases
- Any other duties/responsibilities that may be assigned by the Chief Manager (HR & IR)/Dy.Chief Manager(HR & IR)/Senior Manager(HR)/Senior Manager (IR).

#### **7. Powers and duties of Asst.Personnel Manager (Labour Section)**

- Correspondence with Unions and other authorities.
- Delegation of Power.
- Advise the Management and various departments of the Undertaking in respect of industrial disputes and matters relating to employer-employees relation. To enable proper implementation of agreements signed by the Management with the Representative & Approved unions of Transport as well as Supply Industry.
- Attending Court duties in the legal matters and briefing the officers of Legal Department/counsels from time to time.
- Settlement of Court Cases.
- To issue Circulars in case of strike/stoppage of work.
- Administration Report in respect of Labour Section.
- Work pertaining to monthly subscription to the Representative & Approved unions and Non-representative Unions.
- Examining the proposals relating to matters like collective bargaining, wage/salary structure, ex-gratia payment in lieu of bonus grievances.
- Dealing with anomalies in the working conditions of the various categories of the employees.
- Examining the cases arising out of Gokhale Award.
- Work pertaining of Joint Committee.
- Matters regarding correspondence of BEST Staff Family Welfare Fund/Bombay Labour Welfare Fund.
- To examine proposals of restoration of grades of employees as provided under Standing Orders.
- Submission of Annual Return in Form 'X' under Rule 37 of the Maharashtra Motor Transport Workers' Rules, 1962 to the Commissioner of Labour (once in a year).
- Strike Applications.
- Renewal of the membership of Bombay Chamber of Commerce and other Institutions.
- To examine the proposals of sanctioning overtime payment for working on non working Saturdays / Holidays / weekly off days.
- Any other duties/responsibilities that may be assigned by the Senior Personnel Manager and/or any senior officer of the Department from time to time in the exigency of work.

#### **8. Powers and duties of Sr.Administrative Officer(Labour Section)**

The Sr.Administrative Officer(Labour) in Grade A/GX assists the Personnel Manager/Asst. Personnel Manager in carrying out the following functions of the Labour Section of the Personnel Department :-

- Correspondence with Unions and other authorities.

- Advise the Management and various departments of the Undertaking in respect of industrial disputes and matters relating to employer-employees relation. To enable proper implementation of agreements signed by the Management with the Representative & Approved unions of Transport as well as Supply Industry.
- Attending Court duties in the legal matters and briefing the officers of Legal Department/counsels from time to time.
- Administration Report in respect of Labour Section.
- Dealing with anomalies in the working conditions of the various categories of the employees.
- Promotion of Conductors and Drivers after completing 22 years continuous service as senior Bus Conductor and Senior Bus Driver.
- Correspondence and work related to 'Check-off' System
  - (Monthly Subscription to the Union).
    - a. Additions of new names/members.
    - b. Forwarding the forms to respective departments.
    - c. Deletion of names.
    - d. Correspondence with the various Unions.
    - e. Disputes and grievances regarding deduction.
- To examine the representation received from the Members of Staff for Interest Subsidy on Housing Loan.
- Any other duties/responsibilities that may be assigned by the Asst. Personnel Manager(Labour) in Grade A-5 and/or any senior officers of the department from time to time.
- To maintain library of various legal books for the use of the Department;
- To put up proposals for the approval of the GM in the matters relating to grant of Accident Compensation/Accident Leave to members of staff, to accept or to challenge the orders passed by the Labour / Industrial Court in the cases of absenteeism/reinstatement, etc.
- MESMA - initiate proposal to the GM and then to the State Government.
- In addition to the above, being a Member of the Committee constituted for 'Prevention of Sexual Harassment of women at workplace' in the Undertaking, required to deal with the cases, if any, arrange meetings, make correspondence with the authorities and put up report to the Management.

**9. Powers and duties of Asst. Administrative Officer (Labour Section)**

- Dealing with proposal of providing alternate employment and light duty to the members of staff of the Undertaking in terms of A. O. 317 dated 02.02.2005.
- Dealing with agreement work and working of financial burden thereof
- Dealing with issue in respect of complaints/ grievances made by the unions/ individual employees before Conciliator / Commissioner of Labour.
- Drafting reply letter to the individual employee and Unions in respect of their complaints/grievances.
- Various Miscellaneous work i.e. taking action on letters received from various Unions, re-imburement of expenses incurred by the Personnel Department towards tea/coffee/snacks, law books and xerox etc.
- Dealing with proposal of Medical re-imburement.
- Dealing with various policy matters.
- Dealing with proposal of uniforms and other apparels issued to the eligible members of staff of the Undertaking.

**10. Powers and duties of Supervisor(Labour Section)**

The Supervisor assists the Sr.Administrative Officer (Labour) in carrying out the following functions of the Labour Section of the Personnel Department:

- Correspondence with the Trade Unions.
- To enable proper implementation of agreements signed by the Management with the Representative & Approved Unions of Transport as well as Supply

Industry.

- All work in connection with the Strike/stoppage of work.
- Drafting of Departmental Circulars, etc.
- Dealing with the anomalies in the working conditions of the various categories of the employees (Time-bound Promotion Policy)
- To examine the proposal of restoration of Grades.
- Work pertaining to Joint Committee(Transport) and Joint Committee(Electric Supply), minutes of meeting of the Committee.
- Matters regarding Family Welfare Fund/Maharashtra Labour Welfare Fund.
- Any other duties/responsibilities that may be assigned by the Sr.Admn.Officer in Grade A/GX and/or any other senior officer of the Department from time to time.

**11. Powers and duties of Clerk [Labour Section]**

- To prepare proposals of Delegation of Powers.
- To prepare Circulars of Strike/Stoppage of work.
- To deal with the work pertaining to complaints received Under Section 28 of the Standing Order.
- To deal with the cases in respect of allowing the Members of Staff to represent in charge-sheet enquiry.
- To prepare statement of pending cases, which is required to be submitted to the General Manager from time to time.
- To prepare draft reply to miscellaneous complaints received from outsiders/employees and to take action accordingly
- To put up the proposals for Leave Without Pay, Accident Leave, etc.
- To prepare draft of ACB cases and follow-up.
- To prepare draft in cases of Accident Compensation.

**12. Powers and duties of Clerk [Labour Section]**

- Cases of Re-employment / Reinstatement / Forfeiture of Gratuity
- Initiating proposals in in respect of change in Duty Schedule / Timing under S.O.13 / Exemption for overlapping shift.
- Administrative Report of Labour Section
- Annual Returns in Form `X' information submitted to Commissioner of Labour under Motor Transport Workers' Act.
- Memento
- Court Orders received from Legal Department
- List of protected employees of BEST Workers' Union and Bombay Electric Workers' Union
- Handling the files and filing the following papers :-
  - i) Gate Meeting Report
  - ii) Administrative Orders/Procedure Orders
  - iii) Previous Agreements, BCRs and Agreement copy of BEST Workers' Union and Bombay Electric Workers' Union.
  - iv) Bombay Labour Welfare Fund / BEST Staff Family Welfare Fund
  - v) PWD Cases (Considered as well as regretted)
  - vi) Maintain the Register of comments on LC/IC Application to the Legal Dept.
  - vii) MESMA i.e. Essential services.
  - viii) O/C of Fixed duties of various Unions.
  - ix) Preservation of circulars received from various departments.
  - x) Maintain correspondence numbering book/register



- xi) Handling Ruling file
- xii) Previous BCR Copies of Ex-gratia payment in lieu of bonus.
- Check-off System - (i) Authorisation Forms (ii) Cancellation Forms
- Dispatch table work as and when required or sometime in the absence of Dispatch Clerk
- Exemption for overlapping shift under section 58(1) of the Factories Act, 1948.

## **RECRUITMENT SECTION**

### **13. Powers and duties of Asst. Personnel Manager (Recruitment)**

Asst. Personnel Manager(Recruitment) assist the Dy.Chief Manager(HR & IR), who is the Head of the Recruitment Section and is responsible for carrying out the following functions of the Recruitment Section under the overall supervision and control of the CM(HR & IR)/Dy.CM(HR & IR) :-

- All matters pertaining to recruitment, promotion, transfer, reversion etc.
- To interview and recommend candidates for various posts in the Undertaking
- To work as a member Secretary of the Panels and Committees constituted for selecting personnel for Clerical, Supervisory and Officers' posts.
- Any other duties/responsibilities that may be assigned by the Dy.Chief Manager (HR & IR).
- Matters relating to determination of seniority, fixing qualifications for various posts (employer-employee relationship and residuary and administrative matters)
- To deal with anomalies in working conditions of various categories of employees when referred to the Personnel Department for clarifications or examination.
- To issue appointment letters to Dy. Engineers, Dy.Medical Officers, Specialists and Retainer Advocates.
- To work as a presiding officer for recruitment of Conductors and Drivers.
- To deal with the correspondence of re-employment of Bus Conductors/Bus Drivers
- To deal with the cases of Medical Board of Appeal internal/external candidates.
- Correspondence with the VIP's, Govt. Officers, Ex-employees, outside parties in respect of employment
- To examine the various proposals for promotions viz. Dy. Charge Engineer, Probationary Engineer, Dy. Engineers, Sub Engineers of the three Branches viz. Electric Supply, Civil and Transportation Engineering.
- Any other duties/responsibilities that may be assigned by the Chief Manager (HR & IR)/Dy.Chief Manager (HR & IR) and/or any senior officer of the Department from time to time.

### **14. Powers and duties of Sr. Administrative Officer (Recruitment Section)**

Senior Administrative Officer(Rec.) assist the Senior Manager(HR), who is the Incharge of the Recruitment Section and is responsible for carrying out the following functions of the Recruitment Section of the Personnel Department under the overall supervision and control of the Chief Manager (HR & IR)/Dy.Chief Manager (HR & IR) :-

- All matters pertaining to recruitment, promotion, transfer, reversion etc.
- To interview and recommend candidates for various posts in the Undertaking
- To work as a member Secretary of the Panels and Committees (in the absence of SM(HR) constituted for selecting personnel for Clerical, Supervisory and Officers' posts.
- Any other duties/responsibilities that may be assigned by the Senior Manager (HR) and/or any senior officer of the Department from time to time.

- Matters relating to determination of seniority, fixing qualifications for various posts (employer-employee relationship and residuary and administrative matters)
- To deal with anomalies in working conditions of various categories of employees when referred to the Personnel Department for clarifications or examination
- To issue appointment letters to Dy. Engineers, Dy. Medical Officers, Specialists and Retainer Advocates.
- To work as a presiding officer for recruitment of Conductors and Drivers in the absence of the Senior Manager (HR).
- To deal with the re-employment of Bus Conductors/Bus Drivers
- To deal with the cases of Medical Board of Appeal internal/external candidates for which the Personnel Department has made recruitment.
- Correspondence with the VIP's, Govt. Officers, Ex-employees, outside parties in respect of employment
- To examine the various proposals for promotions viz. Dy. Charge Engineer, Probationary Engineer, Dy. Engineers, Sub Engineers of the three Branches viz. Electric Supply, Civil and Transportation Engineering.
- Any other duties/responsibilities that may be assigned by the Chief Manager (HR & IR)/Dy.Chief Manager (HR & IR) and/or any senior officer of the Department from time to time

**15. Powers and duties of Administrative Officer (Recruitment Sec.)**

The Assistant Administrative Officer (Recruitment) assists the Senior Manager(HR) and the Senior Administrative Officer(Recruitment) and is responsible for carrying out the following functions of the Recruitment Section of the Personnel Department under the overall supervision and control of the Chief Manager (HR & IR)/Dy.Chief Manager (HR & IR)/ Senior Manager(HR):-

- Overall supervision of Recruitment Section.
- All matters pertaining to Recruitment/Appointment/Promotions/ Transfer/ Reversion in respect of Clerical posts/Supervisors/Security Guards/ Sepoys/Office Hamals/ Liftmans/ Malis/ Muccadams/Bus Inspectors/ Special Inspectors/ Controllers/ Writers/ Starters/Prob.Engineers/Technical Supervisory Staff of Transportation Engineering Department, Supply and Civil Engineering Branches.
- Scrutiny of Service Records for various promotional posts as per the norms prescribed.
- Preparing Recruitment Programme/Test Programme for conducting written tests/interview of various posts.
- Notifying vacancies to Regional Employment Exchange, Social Welfare Officer, Adiwas Development Officer, City & Sainik Board and issuing various advertisements in newspapers.
- To look after the recruitment of Bus Conductors, Bus Drivers, Nawghany, Casual Labour and all A/GV posts.
- To deal with re-employment Bus Drivers/Bus Conductors.
- Cases pertaining to Medical Board of Appeal of candidates/employees.
- Preparing results of Bus Conductors and all posts in Grades A/GV, A/GVII and A/GVIII.
- To deal with the cases of Drivers/Conductors/Nawghanies.
- Correspondence with VIP's, Govt. Official, Ex-employees outside parties in respect of employment.
- Maintaining Rosters for the various posts.
- Any other duties/responsibilities that may be assigned by the Chief Manager (HR & IR)/Dy.Chief Manager (HR & IR)/ Senior Manager(HR) and/or any other senior officer of the department from time to time.

**16. Powers and duties of Supervisor(Recruitment Section)**

The Supervisor is responsible in carrying out the following duties of the Recruitment Section :-

- Drafting replies to various letters received from VIPs and furnishing information in respect of applications received under the R.T.I. Act, 2005 on matters of recruitment;
- Initiating draft proposals for approval of the General Manager and other authorities
- Issuing sanction D.L. 's & maintaining Register
- Supervisor - - Written Test work
  - Conducting interviews
  - Transfer & Promotion D.L.s
- Personal Promotions D.L.'s of Pharmacist, Stenographer, Sepoy, Nawghany, Bus Misc., Supervisor (Personal) etc.
- Issuing D.L.'s & Maintaining Register relating to (promotion/Re- appointments, Regular appointments, Reversions etc.)
- issuing appointment D.L./Appointment Letter regarding :-
  - a)Accident & Claims – Accident Inspector, Retainer Advocates
  - b) E.D.P. - Appointment to the post of Programmer
  - c)Dist.& Comm.(S) - Deputy Engineer, Charge Hand General, Senior Meter Inspector, Sub Engineer, Dy.Charge Engineer
  - d) Dist.&Comm(N) - Dy.Engineer,Charge Engineer, Grade T-8 Meter Inspector, Dy.Charge Engineer
  - e) Medical - Dy.Medical Officers, Specialists, Bio-Chemist, Supervisor-cum-Pharmacists, Senior Lab. Tech. conducting interviews & appointment
  - f) Meters & Relays - Jr.Stip.Apprentices, Tel.Mechanic, Meter Mechanic, Testing Asst., Dy.Engineers
  - g) Civil Engineering- Dy.Engineer, Prob.Engineer, Asst.Electrical Foreman, Foreman, Junior Engineer, Draughtsman, Sr.Surveyor, Tracer etc.
  - h) Transp.Engg. - Dy.Engineer, Sub Engineer, Probationary Engineers, Foreman General, Asst.Foreman
  - i) Training & Ind.Engg- Dy.Engineers, Charge Engineerss, Graduate Apprentices, Technician Apprentices.
- Confirmation proposals of all the department
- All works pertaining to Advertisement
- Internal Circulars, External Advertisement (Newspaper/ colleges), modifying vacancies to the Regional Employment Exchange, Social Welfare Officer, Adivasi Development Officer, City & Sainik Board, etc.
- Conducting written tests / Trade Test - Bus Inspectors, Asst.Traffic Officer, Asst. Administrative Officer, Asst. Security Officer, Clerk, Shop Recorder, Stenographer.

- Issuing circulars inviting applications.
- Sorting & Registrations of applications
- Preparing & circulating list of candidates
- Reservation of classroom, seating arrangement, stationery required.
- Making arrangement and giving instructions to the invigilators/ supervisors whenever the written tests are conducted
- Preparation of Answer Books for the written test.
- Preparation of results of written test and put up the draft proposal for approval of the GM
- Any other duties/responsibilities that may be assigned by the Assistant Administrative Officer and/or any other senior officer of the Department from time to time.

**17. Powers and duties of Clerk [Recruitment Section]**

- Sending call cards to the candidates sponsored by Employment Exchanges and applicants who have applied in response to the advertisements
- Preparation of programme of written test.
- Conducting written test/typing test/stenography test, results and interviews alongwith relevant paper work (i.e. tabulation etc.)
- Posting candidates for medical examination and preparation of waiting list.
- Maintaining Appointment Registers of all posts in Grade A/GV.
- Maintaining Registers of applications received for various posts in Grade A/GV in terms of Administrative Order No. 26, 94, 259 and 338.
- Maintaining seniority of A/GV & A/GVII Grade.
- All matters pertaining to Recruitment/Appointment/ Promotion/ Transfer/ Reversion in respect of A/GV & A/GVII posts.
- To check various forms such as application form, Photo form of candidates.
- To submitting periodical information regarding Backward Class Candidate to APM(BC).
- All correspondence work with Employment Exchange and other Departments of the Undertaking.
- Preparing various report such as monthly report vacancy report, Income and Expenditure report.
- Filling in data of new recruits in Grade A/GV for issue of RFID Card.
- Issuing letters to new recruits for obtaining Caste Validity Certificates from the respective Caste Verification Committee.
- Any other duties/responsibilities that may be assigned by the superiors and/or any senior officer of the department from time to time.
- Withdrawal of cash for written test & passed the Journal Entries for the said transactions.
- Preparing Rosters of reservation of employees in Grade A/GV and A/GVII
- Drafting replies to various letters received from VIPs and/or applications received under the Right to Information Act, 2005

**18. Powers and duties of Clerk [Recruitment Section]**

- Maintaining following registers and making recruitment of the following posts :-

Sepoy/Liftman

- a) Priority/Register : Making entries of application received from the widows and son/daughter of expired/invalidated employees for the post of Sepoy/Liftman.
- b) Reserved Category candidates register : Registering the names from list sponsored by various employment exchange.

- c) Appointment Register : Maintaining appointment register of sepoy as priority, expired, invalidated, retired and candidates sponsored by various employment exchanges.
- d) In case of Sepoys recruitment doing all entries, arranging interview, sending various letters to panel, employment exchange etc. preparing appointment papers of the candidates.

Security Guard

Sending requisition letter to various Employment Exchanges, maintaining register of candidates, making entries on register, arranging interview of the candidates, sending them for medical examination and preparing appointment papers.

Maintaining vacancy Register :

- 1) Sepoy/Lifftman, 2) Jamadar, 3) Messenger, 4) Medical Attendant,
- 5) Daftary/Sorter/Recorder Keeper, 6) Asst. Pharmacist Clerk,
- 7) Sr. Asst. Pharmacist Clerk and Maintaining files of requisition of various posts.

Medical Attendant/Messenger :

Maintaining seniority files and arranging the interview for promotional post, issuing promotion letters etc.

Jamadar :

Maintaining seniority files of A/GI employees and arranging the interviews for promotional post, issuing promotion letters etc.

Daftary/Record Keeper/Sorter :

Maintaining seniority files of A/GII employees and arranging the interview for promotional post, issuing promotion letters etc.

Asst. to Pharm-Clerk/Sr. Asst. to Pharm. Clerks -

Maintaining seniority files of Medical Attendant and Asst. to Pharm. Clerk and arranging the interview for promotional post, issuing promotion letters etc.

- Maintaining seniority of A/GI, A/GII, A/GIV and A/GIVA employees and issuing seniority list to all department every year.
- Transfer Register : Maintaining transfer register and making entries of transfer application
- Sorting applications filling the various papers.
- Sending reply to various category.
- Maintaining files of Sepoys/Security Guards of Correspondence to various Employment Exchange.
- Sending monthly report to the B.C. Cell.
- Sending enquiry letters in case of incomplete applications, re-medical etc.
- Quarterly report sending to Time Keeping Department
- RFID Card work for new recruitment.
- Posting of Scavengers / Bus Misc. to Sepoy
- To maintain rosters for all posts
- Attending enquiry regarding direct recruitment / promotions
- Issuing letters to selected reserved category candidates for verification of Caste Certificate to concern Caste Validity Committee.

**19. Powers and duties of Clerk [Recruitment Section]**

The following are the duties carried out by Clerk pertaining to the Nawghany/Casual Labourer's table :-

- Sorting and Registration of applications as per priority i.e. Expired/Invalidation, Class IV to Class IV and superannuation (Adm. Order

- No.259)
- Maintaining separate Register of each post i.e. Nawghany, Scavenger/Bus Miscellaneous
- Sending Call Cards as per seniority and Requirement for selection of each post.
- Attending Recruitment of Casual Labourers on 2nd and 16th of the every months.
- Sending Duplicate/Replacement Authority Cards of Casual Labourers to the concerned Department.
- Maintaining Temporary sanction file of Casual Labourers as per the requirement of each department.
- Maintaining attendance Records of Casual Labourers.
- Issuing permanent appointment D.L. for Nawghany and Maintaining entries in the Register etc.
- Sending Nawghanies appointment papers to the concern department.
- Maintaining Register and issuing D.L. of departmental transfer of Nawghany
- Maintaining appointment Register and issuing appointment D.L. of Scavenger/Bus Misc. and their appointment papers to the concern department.
- Maintaining vacancy register of Nawghanies received from various department
- Issuing Personal Promotion D.L. of Nawghany
  - Recruitment of Permanent Nawghany in Grade T-1
  - Scavenger in Grade T-1
  - Bus Misc. in Grade P2/G1
- Filling in post of Nawghany :
  - Preparing the proposal of Casual Labourers belonging to Reserved Category, who have produced their Caste Validity Certificates for appointment to the post pf Nawghany.
  - Filling the appointment papers for Casual Labourers for the post of Nawghany
- Filling in post of Scavenger/ Bus Misc :
  - To send Requisition to Employment Exchange in prescribed form when required
  - To collect list and to call the candidates as per the requirement
  - To call the candidates for selection from priority cases (expired/invalidation) and Class IV to Class IV applied for the post of Scavenger/Bus Misc.
  - Filing the appointment papers for interviews
  - Sent for Medical Examination
  - If candidates are medically fit then appointed to the post of Scavenger/Bus Misc.
- Monthly BC (Cell) / Quarterly Expenditure Report .
- RFID Card work for New Recruitment
- Issuing the letter to the Reserved Category candidates for obtaining the Caste Validity Certificates.
- Attending the enquiries for members of staffs and other candidates.
- To maintaining the roster.
- Issuing D.L. of Transfer for the post of Scavenger / Bus Misc. to Nawghany
- Reply to the applications made under the Right to Information Act, 2005.
- Furnishing parawise comments on complaints of Unfair Labour Practices filed by the employees/Unions

**20. Powers and duties of Clerk[Recruitment Section]**

The following are the duties that may be carried out by the Clerk pertaining to the Bus Conductor's table :-

- Making entries in Register of applications received from the sons of superannuated/deceased/invalidated employees after thoroughly checking of eligibility criteria.
- Writing of requisition letters to various Employment Exchanges in the Mumbai area.
- Sending Call Cards to the candidates sponsored by the various Employment Exchanges as well as to the candidates whose applications received as stated at Sr.No.1 above.
- After due approval by the General Manager, preparing a programme for conducting the written test.
- Before written test, the relevant paper work such as tabulation, checking of education documents/certificates, Caste Certificate, Conductor's Licence Number etc. is carried out. After completion of checking the documents, the requisite Proformas are required to be get filled in by the candidates.
- To make an arrangement of written test alongwith necessary paper work.
- To make an arrangement alongwith necessary paper work regarding reimbursement of `to and fro' fare to the outstation candidate belonging to the Scheduled Tribe categories.
- After written test, to the necessary paper work such as declaring result, sending the successful candidates for medical examination etc.
- Preparing the waiting list of candidates, who passes medical examination for training admission.
- Sending call cards to the candidates for training admission and posting the candidates for training alongwith necessary paper work.
- Preparing list of candidates for `Refresher Course'.
- After completion of training and refresher course for the post of Bus Conductor, sending the candidates on `Line' with necessary paper work.
- Preparation of appointment papers alongwith the Appointment D.L.'s.
- Maintaining appointment register of all recruited candidates.
- Preparation of Monthly and Quarterly Reports as required by the B.C.Cell and the Quarterly Report as required by the Time Keeping Department.
- Maintaining `Roster' in respect of the Conductors post.
- In case of re-employment of Ex-Bus Conductors, sending them for Medical Examination, if found suitable, then subsequently posting them to the `Refresher Course' and to maintain a Register in this regard
- To maintain a register of the candidates who were declared medically unfit for a temporary period such as 2 months, 6 months etc. and posting them for re-medical examination alongwith the necessary paper work.
- To write call cards to the medical unfit candidates, if they desire to make an appeal against the decision of their unfitness and carry out the necessary paper work alongwith maintaining Register in this regard.
- Submitting the Recruitment Reports to the various Employment Exchanges against the Requisition Letters.
- Any other duties/responsibilities that may be assigned by the superiors and/or any other senior officers of the Department from time to time.
- Issuing letters to selected reserved category candidates for verification of Caste Certificate to concern Caste Validity Committee.
- To keep ready stationery for training admission, refresher course and appointment.
- Attending enquiry regarding recruitment for the post of Bus Conductor
- Passing Journal Entries of withdrawn cash for written test
- Make arrangement of snacks / lunch to the supervisory staff called for written test.

## **21. Powers and duties of Clerk [Recruitment Section]**

The following are the duties that may be carried out by a Clerk pertaining to the Bus Driver/M.V.Driver's table :-

- Registering the applications received from the sons of

- superannuated/deceased invalidated employees after thoroughly checking of eligibility criteria.
- Writing of requisition letters to various Employment Exchanges in the Mumbai area.
- Sending Call Cards to the candidates sponsored by the various Employment Exchanges as well as to the candidates whose applications received as stated at Sr.No.1 above.
- Preparation of Recruitment programme for conducting the Table Test.
- At the time of Table Test, the relevant paper work such as tabulation, checking of Educational documents/certificates, Caste Certificate, Motor Driving Licence etc. is carried out. After completion of checking the documents, the requisite Proforma are required to be get filled in by the candidates.
- To make an arrangement alongwith necessary paper work regarding reimbursement of `to and fro' fare to the outstation candidates belonging to Scheduled Tribe categories.
- Preparing the list of eligible candidates for Driving Test.
- Preparing the waiting list of candidates, who passes medical examination for training admission
- Sending Call Cards to the candidates for training admission and posting the candidates for training alongwith necessary paper work.
- Preparing list of candidates for `Refresher Course'.
- After completion of Training and Refresher Course for the post of Bus Driver, sending the candidates on `Line' with necessary paper work.
- Preparation of Appointment papers alongwith the Appointment D.Ls.
- Maintaining Appointment Register of all recruited candidates.
- Preparation of Monthly and Quarterly Reports as required by the B.C.Cell and the Quarterly Report required by the Time Keeping Department.
- Maintaining `Roster' in respect of the Driver's post.
- In case of re-employment of Ex-Bus Drivers, sending them for Medical Examination, if found suitable, then subsequently posting them to the `Refresher Course' and to maintain a Register in this regard.
- To maintain a register of the candidates, who were declared medically unfit for a temporary period such as 2 months, 6 months etc. and posting them for re-medical examination alongwith the necessary paper work.
- To write call cards of the medical unfit candidates, if they desire to make an appeal against the decision of their unfitness and carry out the necessary paper work alongwith maintaining Register in this respect.
- To carry out the paper work pertaining to the medical posting of candidates for the post of Motor Vehicle Driver.
- Submitting the Recruitment Reports to the various Employment Exchanges against the Requisition Letters.
- Any other duties/responsibilities that may be assigned by the superiors and/or any other senior officers of the Department from time to time.
- Issuing letters to selected reserved category candidates for verification of Caste Certificate to concern Caste Validity Committee.
- To keep ready stationery for training admission, refresher course and appointment.
- Attending enquiry regarding recruitment for the post of Bus Driver

## **ADMINISTRATION SECTION**

### **22. Powers and duties of Personnel Manager(Admn.)**

The Personnel Manager (Administration) in Grade A-4 who assist the Dy.Chief Manager (HR & IR)/Senior Manager in day-to-day working of the Personnel Department is responsible.



- All matters pertaining to administration viz. promotion of 'A' and 'B' Grade Officers, transfer of 'B' Grade Officer, etc.
- To deal with matters relating to fixing/revision of qualifications and experience of various posts, determination of seniority, etc.
- To furnish information to outside organization on various topics such as Service Conditions, Pay-scales, Incentive Bonus Scheme, Confidential Reports of the Members of Staff.
- To deal with cases of appointment by way of promotion or transfer falling within the purview of the Maharashtra Public Service Commission.
- To deal with representations of 'A' and 'B' Grade Officers and employees on a variety of grievances.
- To deal with M.C.A. queries.
- To deal with representation of adverse remarks received from 'A' and 'B' Grade Officers.
- Maintaining seniority list of 'A' and 'B' Grade Officers.
- Maintaining Confidential Record File of 'B' Grade Officers.
- To deal with the proposals of deputation of officers and employees within the India.
- To deal with the proposals of deputations of General Manager and Senior Officers to abroad.
- To deal with the proposals of combination of appointment and acting arrangement.
- Prepare Administration Report pertaining to the Personnel Department.
- To deal with the proposals of variation in Establishment Schedule of the Undertaking i.e. creation of posts, abolition of various posts, transfer of various posts, etc.
- To deal with the proposal of resignation of 'A' and 'B' Grade Officers and employees.
- Dealing with requests for holding cultural, religious functions to be performed in the Undertaking.
- Advising officers/employees on various matters for which they approach for guidance.
- Dealing with the case of granting permission to prosecute studies and taking up part-time employment.
- Dealing with the proposal of Revenue Budget, Capital Budget pertaining to the Personnel Department.
- Correspondence with the State Govt. regarding prescribing the qualifications and experience of newly created post and revise the existing qualifications and experience.
- Dealing with the application of accelerated increment to 'A' and 'B' Grade Officers and employees in Grade T-7.
- Any other duties/responsibilities that may be assigned by the Chief Manager (HR&IR) and/or any senior officer of the department/undertaking from time to time.
- Dealing with the matter pertaining to the Right to Information Act, 2005. Issuing necessary circulars and furnishing the required information to the concerned officer.

**23. Powers and duties of Administrative Officer (Administration)**

The Administrative Officer (Administration) in Grade A/GIX assists the Personnel Manager (Administration) in carrying out the following functions of the Administration Section of the Personnel Department :-

- To prepare/check the notes to the B.E.S.&T. Committee as regards appointment to the posts of 'A' Grade Officers in Grade A-2 and above.
- To prepare/check the Note to the General Manager as regards appointments to the posts of officers in Grade A-3, A-4 and A-5.

- To scrutinize/prepare the proposal of the B.E.S.&T. Committee in respect of variation in Establishment Schedule. To check the proof reading and do various other jobs related with the Variation in Establishment Schedule.
- To prepare Note to the Committee as regards General Manager's foreign deputation as also to arrange for visa, foreign exchange and to make correspondence independently in consultation with the General Manger regarding deputation.
- To check proposal of confirmation of 'A' and 'B' Grade officers of the Undertaking.
- To check the correspondence with the Maharashtra Public Service Commission as regards obtaining concurrence of the Commission for appointments to the posts of Officers in Grade A-2 and above and prescribing qualifications and experience for newly created posts of modification, qualification and experience in the existing posts in Grade A- 2 and above.
- To check the correspondence to the Urban Development Department of the State Govt. in respect of obtaining sanction for the qualification and experience modification in the qualification and experience for the posts of Officers in Grade A-2 and above.
- To put up to the Management the reply/clarification in respect of individual representation from the officers of the Undertaking in respect of their promotion, seniority, etc.
- To check all correspondence as regards relieving of members of staff for election duty, Census duty, etc.
- Any other duties/responsibilities entrusted by the Personnel Manager (Administration) who is heading the Administration Section and/or any other senior officers of the Personnel Department.
- Issuing necessary circulars and furnishing the required information to the concerned officer.
- To prepare/check the note to the General Manager as regards appointments to the posts of 'B' Grade Officers viz. in Grade A/GVIII, A/GIX in the Common Administration Department and in Grade A/GIX and A/GX in the Security & Vigilance Department and in Grade G-8, G-9 and G-10 in the Traffic, and in Grade G/GVI in the Medical, Electronic Data Processing Department.
- To check the seniority lists of 'A' and 'B' Grade Officers maintained by the Personnel Department.
- To check/scrutinize the cases pertaining to grant of Rewards/Letters of Appreciation to the members of staff of the Undertaking under Service Regulations on the occasion of BEST DIN on 7th August, every year.
- To check the Administration Report in respect of the Personnel Department.
- To scrutinize/prepare the proposal of the B.E.S.&T. Committee in respect of variation in Establishment Schedule. To check the proof reading and do various other jobs related with the Variation in Establishment Schedule.
- To check proposal of confirmation of 'A' and 'B' Grade officers of the Undertaking.
- To scrutinize and put up cases of adverse remarks of 'A' and 'B' Grade Officers to the General Manager in case of 'A' Grade Officers and AGM(P) in case of 'B' Grade Officers.
- Any other duties/responsibilities entrusted by the Personnel Manager(Administration) who is heading the Administration Section and/or any other senior officers of the Personnel Department.

- Dealing with the matters pertaining to the Right to Information Act, 2005 and to assist the Public Information Officer as well as the Appellate Authority under the said Act.
- Preparation / verification of Capital Revenue Annual Budget provisions.
- Issuing necessary circulars and furnishing the required information to the concerned officer.

**24. Powers and duties of Asst. Administrative Officer (Administration)**

The Asst. Administrative Officer(Admn.) assists the Personnel Manager and the Administrative Officer (Admn.) in carrying out the following functions of the Administration Section of the Personnel Department.

- Maintaining Docket Files of "A" and "B" Grade Officers.
- Correspondence regarding promotions of all "A" Grade Officers
- Supervision/updating of various; Vacancies Registers/Roster's Registers.
- Dealing with cases of employees/officers regarding grant of Accelerated Increments.
- Correspondence with B.M. C. and Mantralaya in respect of provision of staff/officers for Election duty, Census duty, etc.
- Follow-up the matters regarding concurrence of MPSC for A-2 and above posts filled in and approval of new qualifications and experience/revised the existing qualifications and experience with state Government.
- Replying the Audit queries if any raised by the Municipal Chief Auditor and Internal Auditor of the Undertaking.
- Scrutinizing and put up the matters of employees/officers regarding change in date of birth and change in date of joining and communicate the same to the employees/officers.
- Submission of notes/cases to the General Manager and letters to outside organizations regarding loaning of services of Members of Staff as well as deputations of officers outside the Undertaking to various organizations.
- Foreign deputation of officers/General Manager.
- Arranging visits/deputations of the other organization's officers in the BEST Undertaking.
- Any other duties/responsibilities that may be assigned by the Administrative Officer (Admn.)and/or any Senior Officers of the Department.
- Maintaining of Confidential Record Files of "B" Grade Officers. Correspondence regarding promotions of all "B" Grade Officers of Security & Vigilance, EDP and Medical Departments.
- Supervision/updating of various; Vacancies Registers/Roster's Registers. Correspondence with B.M. C. and Mantralaya.
- Ensuring that Seniority List of "A" Grade Officers is properly maintained and brought upto date.
- Maintaining Inventory Register and take up periodical check thereof) Any other duties/responsibilities that may be assigned by the Administrative Officer (Admn.) and/or any Senior Officers of the Department.

**25. Powers and duties of Supervisor(Administration Section)**

- 
- To prepare notes to the B.E.S.&T. Committee as regards appointment to the posts of 'A' Grade Officers in Grade A-2 and above.

- To prepare the Note to the General Manger as regards appointments to the posts of officers in Grade A-3, A-4 and A-5.
- To prepare Note to the Committee as regards General Manager's foreign deputation as also to arrange for visa, foreign exchange and to make correspondence independently in consultation with the General Manger regarding deputation.
- To check the correspondence with the Maharashtra Public Service Commission as regards obtaining concurrence of the Commission for appointments to the posts of Officers in Grade A-2 and above and prescribing qualifications and experience for newly created posts of modification, qualification and experience in the existing posts in Grade A- 2 and above.
- To Prepare the correspondence to the Urban Development Department of the State Govt. in respect of obtaining sanction for the qualification and experience modification in the qualification and experience for the posts of Officers in Grade A-2 and above.
- To Prepare note put the Management the reply/clarification in respect of individual representation from the officers of the Undertaking in respect of their promotion, seniority, etc.
- Any other duties/responsibilities entrusted by the Administrative Officer (Admn.)-I and/or any other senior officers of the Personnel Department.
- Furnishing the required information to the concerned officer.

**26. Powers and duties of Stenographers (English / Marathi )**

Taking down dictation from Senior Officers, translating the same in English or Marathi, as the case may be, and taking out print-outs, sending and receiving emails, etc., and attending to any other work allotted by the superiors from time to time.

**27. Powers and duties of Clerk [Administration Section]**

- To assist for preparing the proposals of promotions of 'A' Grade Officers & 'B' Grade Officers of EDP, Medical & Security & Vigilance Departments.
- To maintain the vacancy register of all 'A' Grade Officers & 'B' Grade Officers of EDP, Medical & Security & Vigilance Departments.
- To maintain rosters of 'A' Grade Officers (A-5 Officers only) and 'B' Grade Officers of EDP, Medical & Security & Vigilance Department.
- To prepare the monthly/quarterly statements of Backlog position of 'A' Grade Officers (A-5 officers only) and 'B' Grade Officers of EDP, Medical & Security & Vigilance Department, which is required to sent to Backward Class Cell.
- To prepare on roll position statement, which is required to send to the Recruitment Section every month.
- To issue a Circular to the internal officers, who wish to work on deputation to CIRT/ASRTU etc., if CIRT/ASRTU or any other State Trading Undertaking requested the Undertaking to nominate the officer to work on deputation.
- To examine the application received from 'A' & 'B' Grade officers & the employee in Grade T -7 for accelerated increments.
- To examine the representation of 'A' & 'B' Grade Officers and the employees in Grade T -7, whose requests for accelerated increment were not recommended.
- To prepare the proposals for procurement of materials viz. purchase of furniture's for Workers' Education Class and for the use of the department.

- To prepare the proposal of fresh issue/replacement of brief case to 'A' Grade Officers.
- To prepare the proposal of Revenue Budget & Capital Budget of the department.
- To assist the job of proof reading of Establishment Scheduled Book.
- To maintain the Inventory Register of the department.
- To visit the various depots for checking the inventory of the Workers Education Classes.
- To prepare bills for Medical Reimbursement of family members of staff of the Personnel Department.
- To prepare payment bill of Meal Allowance of the members of staff of the Personnel Department.
- To prepare payment bill & JE Bill of Foreign deputation of the General Manager & other Senior Officers of the Undertaking.
- To prepare the bills and J.E. Bills of the members of the staff who are deputed to CIRT, Pune, Bombay Chamber of Commerce & Industry etc.
- To prepare bill & JE Bill of registration fee to CIRT, Pune, Bombay Chamber of Commerce & Industry etc.
- Any other duties that may be assigned by the Superiors and/or Senior Officers of the Department from time to time.

**28. Powers and duties of Clerk[Administration Section]**

- i) To prepare the proposal of Deputation of Officers of the Undertaking for various Training Programme/ Workshops to be conducted by CIRT, Pune, every year.
- To prepare a proposal of quarterly deputation reports of Officers/ Employees of the Undertaking for attending seminars/conference meeting, training/delivering lectures and courts etc. to the B.E.& T. Committee.
- To assist for preparing the proposal of promotions of 'A' Grade Officers & 'B' Grade Officers in case of IT, Medical & Security & Vigilance Departments.
- To prepare promotion ID's of 'A' Grade Officers & 'B' Grade Officers in case of IT, Medical & Security & Vigilance Dept.
- To prepare re-appointments ID's of 'A' Grade Officers & 'B' Grade Officers in case of IT, Medical & Security & Vigilance Department in case of Officers appointed on temporary & 'ad-hoc' basis or temporary basis.
- To prepare the proposal of protection of 'inter-se' seniority of the Members of Staff: who unable to take over their duties on the dates of their regular promotion.
- Making entries of promotion/re-appointment of 'A' Grade Officers & 'B' Grade Officers in case of IT, Medical & Security & Vigilance Department in the respective seniority lists & Dockets of the concerned officers.
- Scrapping of the dockets of 'A' & 'B' Grade Officers who are superannuated/separated from the services of the Undertaking.
- To Assist for filing up the Annual Confidential Report Forms of 'B' Grade Officers in their respective Confidential Report dossiers.
- Scrapping the Confidential Reports of 'A' and 'B' Grade Officers, who are superannuated/separated from the services of the Undertaking.
- To maintain important files and register them in the Index file.
- To maintain the records of external candidates who apply for the posts advertised by the Undertaking and the connected work in this respect as under:-
  - a) To register the names of the candidate in the register.
  - b) To scrutinize the eligibility of the external candidate i.e. qualification & experience prescribed for the posts.

- c) Preparing the statement of eligible candidates
- d) Preparing the call letters, panel member's intimation, rating sheets, etc.
- To maintain the records of internal candidates, who apply for the posts advertised by the Undertaking and the connected work in this respect as under :-
  - e) To register the names of the candidate in the register.
  - f) To scrutinize the eligibility of the candidate i.e. qualification & experience prescribed for the posts.
  - g) Preparing the statement of eligible candidates.
  - h) Preparing the call letters, panel member's intimation, rating sheets, etc.
- To examine the applications received from members of staff regarding discrepancies in the date of birth & date of joining.
- To assist for proofreading of Establishment Schedule Book.
- To visit to MPSC for bringing Confidential Report files of the Officers due for promotion and other matters.
- Any other duties that may be assigned by the superiors and/or any other Senior Officer of the Department from time to time.

**29. Powers and duties of Clerk [Administration Section]**

- To assist the Asst. Personnel Manager and the Personnel Manager, who are the State Public Information Officer and the Appellate Authority respectively of the Personnel Department under the Right to Information Act, 2005;
- To receive the applications received in the Personnel Department under the Right to Information Act, 2005 and to maintain the register in respect of such applications received in the department under the Right to Information Act, 2005;
- To collect the required information from other departments and/or to follow-up the same, if necessary, so as to provide the necessary information to the applicants within the stipulated time prescribed under the Right to Information Act, 2005;
- To prepare the statement on month-to-month basis of the number of applications received/no. of replies sent/no. of pending applications, etc., under the Right to Information Act, 2005, in respect of the Personnel Department;
- To prepare the statement on yearly basis of the number of applications received/no. of replies sent/no. of pending applications, etc., under the Right to Information Act, 2005 in respect of the whole Undertaking for furnishing the same to the Chief Information Commission and the Chief Secretary of the Govt. of Maharashtra;
- To prepare the statement of deputation of Officers / employees to attend seminars/symposia/training course for verification of Internal Audit Dept.

**30. Powers and duties of Clerk [Administration Section]**

- Preparing the Seniority List of 'A' & 'B' Grade Officers of all the branches of the Undertaking and publish to the various departments every yearly.
- To maintain Roster Register of 'B' Grade Officers.
- To maintain backlog records of 'B' Grade Officers
- Taking entries of promotion/transfer/reversion/re-appointments of Officers in the seniority list as well as Docket File and corresponding filing work.
- To preparing a new Docket files of fresh appointees as an Officer.
- To scrutinize the proposals for Reward under Service Regulations of the Members of Staff for doing outstanding work and the same to be forwarded to the Reward Committee for their recommendations.

- Preparation of the Administrative Report in respect of the Department and sending the same to Public Relations Department every year.
- Looking after the work for printing of Standing Orders/Service Regulations and documents, if any.
- Making entries of sanctioned Leave in the Leave Register of Officers and Members of Staff of the Department and forwards the same to the Audit/Time Keeping Department.
- Preparing Absentee Memo Statement every month of 'A' & 'B' Grade Officers of the Department and forward the same to the Audit Department
- Preparing statement for Festival Advance of the members of Staff of the Department and forward the same to the EDP Department.
- Dealing with the work of Financial Assistance of Rs. 100/- to the Members of Staff of the Department, whose children are studying in schools/college upto 12th standard.
- Preparation of Scholarship statement of the Officers/employees of Personnel Department and forward the same to the Welfare Department.
- Assisting in the work of preparation of variation in Establishment Schedule viz. proof reading, etc.
- Scrutinizing Graduation/Post Graduation Increment for additional increment cases of the Members of Staff of the Undertaking.
- Preparation of Report of Achievement and Target of the General Manager and forward the same to the Personal Secretary to the General Manager.
- Making arrangement towards payment of Stitching Charges of Uniforms and Umbrellas to the Sepoys.
- To prepare Annual Confidential Report of 'A' and 'B' Grade Officers of the department i.e. fill up the information of the officers on covering page of Annual Confidential Report and his Leave particulars.
- Prepare grain requisition of employees and officers of the department.
- To prepare Bus Pass to the superannuated Members of Staff of the Department.
- Work pertaining to staff matters such as :-
  - a) Taking over duties of new appointment, promotions, relieving note to transferred persons.
  - b) Issue Bus Token to staff, fill up Engagement Form and Provident Fund Form
  - c) Service Certificate, Salary Certificate
  - d) Service Termination Slips, Final Dues Bill, Vacancy requisition
  - e) Memo to staff regarding late attendance, absentee
  - f) Budget Estimate (yearly) of variation in Establishment Schedule
  - g) Fill up the Provident Fund Form
- Any other duties that may be assigned by the superiors and/or any other Senior Officer of the Department from time to time.

**31. Powers and duties of Clerk [Administration Section]**

- Procurement of Stationery items for the use of the Department once in a month.
- Distribution of stationery items to all Members of Staff working in all Sections of the Personnel Department.
- To fill up the Purchase Form for non-stock items, which are required to be to be purchased from outside and for this purpose obtain the specific sanction of the respective authorities.
- Selling of Standing Orders and Service Regulations to the Members of Staff.
- To prepare Monthly Statement of sale of Standing Orders and Service Regulations and get it audited from the Internal Auditor of the Undertaking.
- To issue Blank Service Certificate to superannuated members of Staff of the various Departments of the Undertaking and maintain the record of the same.

- Incorporation of Caste of employees/Officers of the Undertaking and maintaining proper entries in the seniority list and docket file in case of Officers.
- Incorporation of Qualification of employees/Officers and maintaining proper entries in the seniority list and docket files in case of Officers.
- To make correspondence in respect of Change in Name/Surname of Members of Staff who wish to Change the same in the Record,; of the Undertaking and intimate the other departments to make necessary changes in the Service Record of the concerned Members of Staff, under intimation to him/her.
- Preparing Permission Letters to the Members of Staff of the Undertaking for doing part-time job after working hours.
- Preparing Permission letters to the Members of Staff for further studies.
- Preparing Permission letters to LIC agents to visit various Depots of the Undertaking.
- Issuing Permission-cum-No Objection Certificate to college/institutions to the Members of Staff of the Undertaking.
- Issuing forwarding letter to the Members of Staff, who wish to apply to employment in the other Organizations.
- Issuing of General Certificates / Salary Certificates to the members of staff of the Undertaking.
- Issuing letters to Collector/Tahasildar for obtaining 'Non-Creamy Layer Certificate'.
- Issuing permission for exemption from Clocking Time Cards to the Members of Staff who have completed 30 years of service.
- Issuing 'No Objection' letter for applying for passport/Visa.
- Issuing letter to other organizations for availing of L T A as per the request of the Members of Staff of the Undertaking.
- To issue letters to other organizations for availing medical reimbursement/medical help as per the request of the Members of Staff of the Undertaking.
- To issue the Annual Confidential Forms to the various departments as per their requirement.
- Assisting in preparation of Establishment Schedule work.
- Making entries in the Service Record File of the Members of Staff of the Department regarding increments, etc.
- Any other duties that may be assigned by the superiors and/or any other Senior Officer of the Department from time to time.

### **BACKWARD CLASS CELL**

#### **32. Powers and duties of Assistant Personnel Manager(B.C. Cell)**

The Asst. Personnel Manager(Backward Class Cell), being the In-charge of the Backward Class Cell is responsible for carrying out the following functions of the Backward Class Cell of the Personnel Department under the overall supervision and control of the Chief Manager (HR & IR)/Dy.Chief Manager (HR&IR).

- To ensure that the Government's policy in the matter of reservation is being implemented in the Undertaking.
- Required to check physically the registers maintained by all the departments of the Undertaking in respect of 100 Point Roster for Direct Recruitment and 100 Point Roster for promotion
- To send monthly and quarterly reports to the General Administration Department and Urban Development Department of the State Government at Mantralaya, Mumbai.



- To attend the various meetings viz. Scheduled Caste Welfare Committee, Scheduled Tribes Welfare Committee and also those arranged by the officials of State Government.
- To reply various queries raised by various Committees of State Government
- To attend interviews of Backward Class Candidates as a Panel Member of various selection/promotion Committees.
- To arrange meetings with Office bearers of BEST SC/ST/DT/NT/SBC Association to redress the grievances/issues raised with the said Association by the employees belonging to Backward Class communities working in various departments of the Undertaking.
- To scrutinize the proposals of promotion to confirm whether the ratio of Reservation of Policy is maintained scrupulously and is in accordance with the 'inter-se' seniority.
- To visit the Offices/departments at Mantralaya, MCGM, etc. as and when required to seek assistance/clarifications in respect of policy matters/Govt. Resolutions issued from time to time.
- To conduct and supervise the written tests/examinations of candidates for direct recruitment/promotion as a Member-Representative of Backward Class communities.
- To examine individual grievance/representations made by the employees of the Undertaking and to put up a report thereof to the Management.
- To attend the meetings arranged of National Commission for Scheduled Castes, New Delhi and State Commission (Maharashtra & Goa) in matters relating to the Undertaking.
- Any other duties assigned to him by Chief Personnel Officer.

**33. Powers and duties of Asst. Administrative Officer (Backward Class Cell)**

- To assist Assistant Personnel Manager (Backward Class Cell).
- To check monthly statement of backlog position of direct recruitment and promotional post of Undertaking every month.
- To prepare and check quarterly report about the expenditure incurred by the BEST Undertaking in the past three months for the Welfare of Scheduled Castes / Scheduled Tribes candidates on the basis of report requisitioned from various departments of the Undertaking and to inform the same to Dy. Chief Manager (HR & IR) and Dy.CM Tr.(P&C).
- To check quarterly statement of backlog position of the Undertaking and sent to Urban Development Department and General Administration Department of Mantralaya.
- To check Half yearly report, Yearly report and Administrative report.
- In absences / pre-occupied of APM(BC) to attend interviews and Trade Test of Backward Class candidates for Class III and IV, as a panel member of various selection / promotion committees.
- To Assist to forward to the Administration the complaints received from BESTs SC/ST Employees Welfare Association about grievances of backward class employees and complaints /representation of such Associations received through Government Authorities and to call reports in connection with such complaints / representations from various departments of the Undertaking and to prepare draft replies to letters after receiving such replies from various departments and inform such associations accordingly.
- To provide information about direct recruitment / promotions of backward class candidates to scheduled caste / scheduled tribe department of the state Government from time to time.
- To explain provision of the various Government resolution to various officers / employees of the Undertaking who visit Backward Class Cell.
- To prepare / check report about direct recruitment / promotion of the Undertaking done during the year and submit such annual report to

- Commissioner, Social Welfare Department, Pune and General Administration Department, Mantralaya every year.
- To maintain register regarding backlog position of direct recruitment posts and promotional posts.
- To inspect roster maintained of various departments of the Undertaking as regards direct recruitment/promotion of backward class candidates at the end of every year.

**34. Powers and duties of Clerk/Typist [Backward Class Cell]**

- Officers/Employees in various grades are promoted in the Undertaking. After receiving the relevant papers by the Backward Class Cell, monthly statement sent by the department alongwith roster of promotion is scrutinized and if any discrepancy/suggestion is observed, the same is brought to the notice of said Officers/Employees and the concern papers are filled in the grade files after noting down the information in the Register maintained with the Backward Class Cell. The discrepancy noted in the papers is informed to concern department in typed form.
- After having recorded in detail the backlog of posts from statement pertaining to direct recruitment and by requisitioning candidates from various Employment Exchange Officers, Social Welfare Office, Project Officer, Other Authorities and through Public Advertisements, a report is prepared about candidates received and appointed in backward class category containing the number of candidates requisitioned, candidates received through Employment Exchange Office Advertisements, Candidates present for the examination candidates passed in the examination candidates found suitable for medical test, etc. is recorded in the Backward Class Cell's register alongwith letters sent to Employment Exchanges Offices having a greater backlog.
- Preparation of typed draft notes suggesting the Head of Department to fill category of posts having higher backlog on top priority.
- The letters/Telephone Calls received by the Asst. Personnel Officer (Backward Class Cell) in connection with direct recruitment/promotion of backward class candidates and recording such information in the register maintained with the Backward Class Cell.
- To record the references of circular pertaining to promotion to grades from Class-I to Class-IV in seniority list maintained in the Backward Class Cell and file the same.
- To forward Government's Resolution concerning direct recruitment/ promotion and other Governments Resolution related to Backward Classes in the typed form to various department of the Undertaking and check whether right action is initiated by the concerned departments in that regard or not.
- To provide typed information about direct recruitment/promotion of backward class candidates to Scheduled Caste/Scheduled Tribe Department of the Central Government from time to time.
- To provide information required by Welfare Committee of Scheduled Caste/Scheduled Tribe of the Government of Maharashtra as per the questioner submitted by it.

- To take note of the complaints/suggestions received by the Backward Class Cell from the Government/Semi Government Authorities, M.L.A, M.P. and other V.I.P.'s and to submit typed replies to the concerned persons through General Manager.
- To prepare and provide urgent information pertaining to Legislative Assembly Questions to State Government in typed form explaining the current status of the matter (in specific time limit).
- To instruct various departments of the Undertaking about conducting special recruitment/promotion scheme to fulfill the backlog of Backward Classes in the Undertaking as directed by the Government and to report the Government accordingly through typed letter.
- To explain provisions of the various Government Resolution to various Officers/Employees of the Undertaking who visit Backward Class Cell and to provide Xerox copy of the same if demanded by them.
- To type information/notices pertaining to backlog of direct recruitment/promotions of Backward Class Candidates.
- To prepare draft notes, typed letters, going to concerning various departments in the Register maintained in the Backward Class Cell.
- To provide correct. information in respect. of the enquiries made by various departments through telephones.
- To prepare draft notes of replies in respect of complaints and suggestions received internally and in respect of letters received & from Government and submit the same to APO(Backward Class Cell).
- To forward to the Administration the complaints received from BEST's SC/ST Employees Welfare Association about grievances of backward class employees and complaints/representations of such Associations received through Government Authorities and to call reports in connection with such complaints/representations from various departments of the Undertaking and to prepare draft replies to letters after receiving such replies from various departments and inform such associations accordingly.
- To seek detail clarification and guidance in connection with various queries about Government Resolution from Assistant Commissioner of Kokan Bhavan/Mantralaya in presence of A.P.O.(B.C. Cell) and also get inspected B.C. Cell's Registers of direct recruitment/promotion.
- To provide necessary information to AGM(P) from time to time in respect of backlog of posts reserved for Backward Class Communities.
- To prepare monthly statement of backlog position of direct recruitment and promotional posts of Undertaking every month;
- To prepare quarterly statements of backlog position of Undertaking and send to Urban Development Department and General Administration Department of Mantralaya;
- To prepare quarterly statement of Scheduled Castes and Scheduled Tribes backlog position of direct and promotional posts of Undertaking and send to SC/ST Commission;
- To prepare quarterly report about the expenditure incurred by the BEST

- Undertaking in the past three months for the Welfare of Scheduled Castes/Scheduled Tribes Candidates on the basis of report requisitioned from various departments of the Undertaking and to inform the same to Dy.Chief Manager (HR & IR) and Dy.CM(Tr.)(P&C);
- To prepare half yearly report and yearly report and backlog position of direct and promotional post of Undertaking;
- To prepare administrative report of direct recruitment and promotional posts of the Undertaking;
- To prepare report about direct recruitment/promotions of the Undertaking done during the year and submit such annual report to Commissioner, Social Welfare Department, Pune and General Administration Department, Mantralaya every year.
- To fill up register regarding backlog position of direct recruitment posts and promotional posts.

**35. Powers and duties of Clerk [Backward Class Cell]**

- To incorporate the information received from all the departments, by 10th day of every month through monthly statement pertaining to direct recruitment and promotion in the register maintained with B.C.Cell.
- To prepare monthly report on computer pertaining to backlog of posts in various departments on the basis of monthly statement pertaining to direct recruitment and promotion received by the Section by 10th day of every month and forward the same to APO(B.C. Cell), AGM(P) for information.
- To prepare report of "the employees working in the Establishment" on quarterly basis after obtaining information about Back-ward Class Employees on the Establishment on the basis of their category.
- To prepare computerized report about the expenditure incurred by the BEST Undertaking in the past three months for the Welfare of Scheduled Castes/Scheduled Tribes Candidates on the basis of report requisitioned from various departments of the Undertaking and to inform the same to Senior Personnel Officer, CPO, AGM(P), AGM(TO.) and Traffic Manager (Planning and Development) respectively.
- To prepare report about backlog of reserve posts in case of direct recruitment and promotion at the beginning of past six month", posts filled in during six months and information about backlog of reserved posts at the end of six months and to submit such report to BEST Committee, Maharashtra Government, Urban Development Department,. Mantralaya respectively after every six months.
- To prepare typed report about direct recruitment done during the year and submit such annual report to Social Welfare Officer, Pune and General Administration Department, Mantralaya every year.
- To prepare computerized report containing complete information about efforts put in by the Backward Class Cell to fulfill the backlog of Backward Class candidates through direct recruitment/promotion and submit such reports in the Administration Report of the Undertaking every year through Personnel Officer (Administration).
- To prepare Computerized Report about special recruitment.

- campaign for direct recruitment/promotion of Backward Class Candidates and submit such report after every six months ( February/ August) to Urban Development Department, Mantralaya.
- To inspect Roster maintained of various departments of the Undertaking as regards direct recruitment/promotion of Back-ward Class candidates at the end of year and submit such for signature of APO(B.C. Cell).
- To file departmental letters/correspondence received by the B.C. Cell in the file maintained for such letters the basis of remarks given by APO(B. C. Cell).
- To send reminders to the departments that do not forward their monthly statements in time to B.C. Cell.
- To visit concerned departments of the Mantralaya in personally to collect information pertaining Undertaking's matters besides getting acknowledgement from Registry of concerned department for the letters received by them.
- To initiate necessary action if necessary, in connection with Departmental Circulars received from various departments after careful study of such circulars.
- To bring to the notice of APO(B.C. Cell) the discrepancies Observed as regards backlog shown in the proposals received from various departments of the Undertaking for promotion.
- To collect information about expenditure incurred for Welfare of Scheduled Caste/Scheduled Tribe employees of the Undertaking from concerned departments by sending reminders to them.
- To forward departmental letters requesting quarterly report of Backward Class employees working in the Undertaking.

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

Not applicable.

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

Circulars, Procedure Order, Administrative Order, Standing Orders, Service Regulations and orders issued by time to time.

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

Circulars, Procedure Order, Administrative Order, Standing Orders, Service Regulations and orders issued by time to time.

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

Staff Record files of Officers and staff of Personnel Department.

**4.(b)(vii): Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof:-**

Not applicable.

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

Not applicable.

**4.(b)(ix): Directory of its Officers and employees:-**

Sr. No.	Name of Officers/staff	Designation	Grade	Ch.No.	P.S.No.
1.	Shri R.V.Shetty	Dy.Chief Manager(HR&IR)	A-2	211515	08/01
2.	Shri S.L.Sangle	Asst.Personnel Manager	A-5	215404	08/01
3.	Shri S.S.Malche	Asst.Personnel Manager	A-5	214671	08/01
4.	Shri P.S. Kekane	Asst.Personnel Manager	A-5	214394	08/01
5.	Mrs.P.P. Tawde	Sr.Admn. Officer	A/GX	212180	08/01
6.	Shri S.R.Palande	Administrative Officer	A/GIX	213297	08/01
7.	Shri V.A. Karkera	Administrative Officer	A/GIX	211194	08/01
8.	Shri R.G. Gawali	Asst.Admn.Officer	A/GVIII	217355	08/01
9.	Shri P.V. Redkar	Asst.Admn.Officer	A/GVIII	213558	08/01
10.	Shri P.D.Gaikwad	Asst.Admn.Officer	A/GVIII	213035	08/01
11.	Shri S.T. Gaonkar	Asst.Admn.Officer(P)	A/GVIII(P)	213495	08/01
12.	Shri Y.S.Pimpale	Asst.Foreman	T6	321753	08/01
13.	Shri Y.S.Mahadeshwar	Supervisor	A/GVII	213137	08/01
14.	Shri S.P. Rane	Supervisor	A/GVII	214100	08/01

Sr. No.	Name of Officers/staff	Designation	Grade	Ch.No.	P.S.No.
15.	Shri S. S. Sawant	Supervisor(P)	A/GVII(P)	213658	08/01
16.	Shri S.G. Chaukar	Supervisor(P)	A/GVII(P)	213740	08/01
17.	Mrs.V.V. Devrukhkar	Sr.Stenographer(P)	A/GVII(P)	214389	08/01
18.	Shri N.B.Mhaddalkar	Supervisor(P)	A/GVII(P)	214456	08/01
19.	Shri R.V. Nambiar	Sr.Stenographer (P)	A/GVII(P)	214750	08/01
20.	Shri S.V. Vaz	Supervisor(P)	A/GVII(P)	214788	08/01
21.	Mrs.S.S. Gujar	Supervisor(P)	A/GVII(P)	214799	08/01
22.	Shri M.K. Kadu	Supervisor(P)	A/GVII(P)	214817	08/01
23.	Shri S.T.Rane	Supervisor(P)	A/GVII(P)	214627	08/01
24.	Shri M.S. Parulekar	Supervisor(P)	A/GVII(P)	214823	08/01
25.	Shri N.G. Koli	Supervisor(P)	A/GVII(P)	215147	08/01
26.	Mrs.P.P.Mohare	Supervisor(P)	A/GVII(P)	215433	08/01
27.	Smt. V.V.Jaokar	Sr.Stenographer(P)	A/GVII(P)	215537	08/01
28.	Shri H.M. Koli	Supervisor(P)	A/GVII(P)	215749	08/01
29.	Mrs.S.M. Narvekar	Sr.Stenographer(P)	A/GVII(P)	216102	08/01
30.	Shri J.B. Parab	Clerk	A/GV	194700	08/01
31.	Mrs.P.R.Kadam	Clerk	A/GV	217120	08/01
32.	Kum.N.A.Borkar	Clerk	A/GV	218041	08/01
33.	Shri R.R.Khamkar	Clerk	A/GV	218045	08/01
34.	Shri S.S.Jadhav	Clerk	A/GV	218052	08/01
35.	Shri P.S.Ilag	Clerk	A/GV	218070	08/01
36.	Shri A.S. Salve	Jamadar(P)	A/GII(P)	410143	08/01
37.	Shri A.B.Ambekar	Jamadar(P)	A/GII(P)	209474	08/01

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

Sr. No.	Name of Officers/staff	Designation	Grade	Monthly Remuneration inclusive of Basic Pay + Allowances	
				Gross Pay	Net Pay
1.	Shri R.V.Shetty	Dy.Chief Manager(HR&IR)	A-2	118456.28	73454.00
2.	Shri S.L.Sangle	Asst.Personnel Manager	A-5	85507.76	43638.00
3.	Shri S.S.Malche	Asst.Personnel Manager	A-5	81160.90	59474.00

Sr. No.	Name of Officers/staff	Designation	Grade	Monthly Remuneration inclusive of Basic Pay + Allowances	
				Gross Pay	Net Pay
4.	Shri P.S. Kekane	Asst.Personnel Manager	A-5	93039.90	66048.00
5.	Mrs.P.P. Tawde	Sr.Admn. Officer	A/GX	108995.32	67900.00
6.	Shri S.R.Palande	Administrative Officer	A/GIX	84811.80	61359.00
7.	Shri V.A. Karkera	Administrative Officer	A/GIX	80643.50	57230.00
8.	Shri R.G. Gawali	Asst.Admn.Officer	A/GVIII	51683.90	26006.00
9.	Shri P.V. Redkar	Asst.Admn.Officer	A/GVIII	74441.00	42073.00
10.	Shri P.D.Gaikwad	Asst.Admn.Officer	A/GVIII	76730.40	58834.00
11.	Shri S.T. Gaonkar	Asst.Admn.Officer(P)	A/GVIII(P)	68514.00	49277.00
12.	Shri Y.S.Pimpale	Asst.Foreman	T6	62723.50	55006.00
13.	Shri Y.S.Mahadeshwar	Supervisor	A/GVII	66872.60	48095.00
14.	Shri S.P. Rane	Supervisor	A/GVII	64931.60	44146.00
15.	Shri S. S. Sawant	Supervisor(P)	A/GVII(P)	64931.60	44146.00
16.	Shri S.G. Chaulkar	Supervisor(P)	A/GVII(P)	61547.00	49589.00
17.	Mrs.V.V. Devrukhkar	Sr.Stenographer(P)	A/GVII(P)	49328.90	34052.00
18.	Shri N.B.Mhaddalkar	Supervisor(P)	A/GVII(P)	59920.85	40030.00
19.	Shri R.V. Nambiar	Sr.Stenographer (P)	A/GVII(P)	57362.20	35423.00
20.	Shri S.V. Vaz	Supervisor(P)	A/GVII(P)	58090.70	44538.00
21.	Mrs.S.S. Gujar	Supervisor(P)	A/GVII(P)	58090.70	44006.00
22.	Shri M.K. Kadu	Supervisor(P)	A/GVII(P)	56964.20	39979.00
23.	Shri S.T.Rane	Supervisor(P)	A/GVII(P)	56943.20	43085.00
24.	Shri M.S. Parulekar	Supervisor(P)	A/GVII(P)	58090.70	41334.00
25.	Shri N.G. Koli	Supervisor(P)	A/GVII(P)	50932.70	40443.00
26.	Mrs.P.P.Mohare	Supervisor(P)	A/GVII(P)	56120.00	49245.00
27.	Smt. V.V.Jaokar	Sr.Stenographer(P)	A/GVII(P)	56320.30	42458.00
28.	Shri H.M. Koli	Supervisor(P)	A/GVII(P)	53733.20	29013.00
29.	Mrs.S.M. Narvekar	Sr.Stenographer(P)	A/GVII(P)	51103.90	39562.00
30.	Shri J.B. Parab	Clerk	A/GV	56872.70	42030.00
31.	Mrs.P.R.Kadam	Clerk	A/GV	40435.40	24204.00
32.	Kum.N.A.Borkar	Clerk	A/GV	33909.80	26828.00
33.	Shri R.R.Khamkar	Clerk	A/GV	33909.80	26501.00
34.	Shri S.S.Jadhav	Clerk	A/GV	33415.20	22102.00



Sr. No.	Name of Officers/staff	Designation	Grade	Monthly Remuneration inclusive of Basic Pay + Allowances	
				Gross Pay	Net Pay
35.	Shri P.S.Ilag	Clerk	A/GV	28602.20	21055.00
36.	Shri A.S. Salve	Jamadar(P)	A/GII(P)	50075.20	23387.00
37.	Shri A.B.Ambekar	Jamadar(P)	A/GII(P)	48188.50	30580.00

**4.(b)(xi): Budget allocated to each of its agency indicating the particulars of all plans, proposed expenditure and reports on disbursements made :-  
(Rs.in lakhs)**

Particulars	A/C Code	Actual For			Budget Estimates	Revised Estimates	Budget Estimates
		2016-2017	2017-2018	2018-2019	2019-2020	2019-2020	2020-2021
<b>a) Establishment</b>							
<b>i) Salaries, Wages and Allowance</b>	<b>1001</b>	<b>136.48</b>	<b>121.65</b>	<b>120.30</b>	<b>108.90</b>	<b>146.59</b>	<b>174.23</b>
<b>ii) Dearness Allowance</b>	<b>1002</b>	<b>129.78</b>	<b>122.19</b>	<b>127.37</b>	<b>118.65</b>	<b>83.34</b>	<b>46.83</b>
<b>b) Provident Fund Contribution</b>	<b>1003</b>	<b>26.73</b>	<b>24.14</b>	<b>23.70</b>	<b>22.70</b>	<b>23.06</b>	<b>22.42</b>
<b>c) Dead Stock (Furniture, Tools &amp; Equip.)</b>	<b>1028</b>	<b>0.33</b>	<b>0.00</b>	<b>0.00</b>	<b>0.40</b>	<b>0.40</b>	<b>0.40</b>
<b>d) Stationery &amp; Printing</b>	<b>1033</b>	<b>1.55</b>	<b>0.89</b>	<b>1.80</b>	<b>2.00</b>	<b>2.00</b>	<b>2.25</b>
<b>Total</b>		<b>294.87</b>	<b>268.87</b>	<b>273.17</b>	<b>252.65</b>	<b>255.39</b>	<b>246.13</b>

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

Not applicable.

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

Not applicable.

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

The information in respect of the department and officers and staff is available in electronic form on the website [www.bestundertaking.com](http://www.bestundertaking.com)

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

Not applicable.

**4.(b)(xvi): Names, designations and other particulars of the Public Information Officers as may be prescribed and thereafter updated these publications every year :-**

The name of the Public Information Officer for Personnel Department is as below:-

Smt.Pooja P.Tawde,  
Public Information Officer,  
Ag.Asst. Personnel Manager,  
B.E.S.& T. Undertaking,  
Personnel Department, 1<sup>st</sup> floor, BEST Bhavan  
BEST Marg, Mumbai – 400 001  
Tel: 22799338

Shri S.S.Malche,  
Appellate Officer(PIO),  
Ag.Personnel Manager,  
B.E.S.& T. Undertaking,  
Personnel Department, 1<sup>st</sup> floor, BEST Bhavan  
BEST Marg, Mumbai – 400 001  
Tel: 22799332

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

As already explained at 4(b)(i) above.

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