

INFORMATION UNDER THE RIGHT TO INFORMATION ACT, 2005
CHAPTER II – (Right to Information and Obligations of Public Authorities)

4.(b)(1): The particulars of its organizations, functions and duties.

The particulars of departments:-

Name of the department	:	Welfare Department of the Personnel & Welfare Establishment.
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The functions and duties of Department:

The functions and duties of the Welfare Department of the Personnel & Welfare Establishment are enumerated below:-

- i) All administrative work pertaining to ‘Awarding of Canteen Contracts’; ‘Allotment of tenements’ in the Staff Quarters of the Undertaking and award of contracts to run the Barber Shops as per laid down procedure;
- ii) Extending financial assistance to the members of staff admitted on duty in Municipal, Government and Tata Hospital;
- iii) Extending monetary assistance of Rs.8,000/- under the Family Welfare Fund Scheme to the family member of the staff (under the General Administrative category) who expire while in the service of the Undertaking;
- iv) All administrative work in respect of ‘Award of Scholarship’ to the members of staff (In abeyance as matter is subjudice) ;
- v) Organizing Blood Donation Drives at various Depots / Workshop of the Undertaking with help of `Blood Bank’s of K.E.M., Cooper and Rajawadi Hospital. Also, Medical Check-up Camps and Health Awareness Programmes are organized with the help of various NGOs and with the approval of the Management.
- vi) Making arrangements of various official functions of the Undertaking and cleanliness of the BEST Bhavan, Electric House, Transport Building, Administrative and Annexe Buildings at Colaba Bus Depot.

4.(b)(ii) Officers and employees:-

Sr. No.	Designation	Grade	Nos. of posts	Remarks
01	Senior Personnel Manager (W)	A-3	01	1 Vacant
02	Asst. Welfare Manager (Statutory)	A-5	02	2 Vacant
	Asst. Personnel Manager (Welfare)	A-5	01	On loan
03	Senior Welfare Officer	A/G-X	03	2 Vacant
04	Welfare Officer	A/G-IX	03	1 Vacant
	Welfare Officer (P)	A/G-IX(P)	01	On loan
05	Asst. Welfare Officer	A/G-VIII	03	
06	Recreation Supervisor	A/G-VII	01	
07	Senior Welfare Inspector	A/G-VII	02	1 Vacant
08	Stenographer	A/G-V	01	
09	Clerks/Clerk cum Typist	A/G-V	06 + 02 (loan)	1 Vacant
10	Welfare Inspector	A/G-V	07	2 Vacant
11	Muccadam	T-2	03	2 Vacant
12	Sepoy	A/G-I	01	
13	Mali	P1/T2	02	
14	Scavenger	P1/T1	16	1 Vacant
15	Nawghany	P1/T-1	11	4 Vacant
16	Waterman	P1/T1	02	

4 (A) Powers and duties of Senior Personnel Manager (Welfare) :-

- i) Overall control and supervision of the Administration and Establishment Section, Canteen Section, Allotment Section and Hospitalization Section.
- ii) Conduct and manage the administrative work of Awarding of Canteen Contracts at all the main installations of the Undertaking and other administrative matters relating to the running and maintenance of the canteen services.
- iii) Attending meetings with Apex officers relating to issues dealt by Welfare Department.
- iv) Attending meetings of the Sub-Canteen Committee of BEST Committee, implementations of the resolutions passed in the Canteen Committee Meetings.
- v) Conduct, manage and supervise the work of 'Allotment of Staff Quarters' and all other allied matters
- vi) Conduct, manage and supervise the Welfare Activity under the Hospitalization Scheme of the Undertaking as per the provisions laid down by the Management from time to time.
- vii) Conduct, manage and organize Blood Donation Camps/Drives in the premises of the Undertaking, i.e. Depots and Workshops.
- viii) Control and supervision of the Welfare Activity under the Scholarship Scheme, formulating and submitting policies to the Management in this respect and other allied works.

- ix) Control and supervision of the monetary assistance provided under the Family Welfare Fund Scheme.
- x) Controlling and supervising the work of Awarding of contracts to run the Barber Shops' at Depots, provision of facilities in the Ladies Cloak Room, Nurseries at Anik and ColabaBus Depots, Cleanliness of the BEST Bhavan, Electric House, Transport House, Administrative and Annexe Buildings at Colaba Bus Depot.
- xi) Supervising the arrangements of various Official functions of the Undertaking as and when directed by the Management.
- xii) Liaisoning work with various concerned Authorities of the Governments, M.C.G.M., etc.
- xiii) Eviction proceedings under Section 105 (B) of the MMC (Amended) Act, 1888 for breach of occupancy rules of the staff quarters, violations of the terms and agreements of the canteen contracts, etc.
- xiv) Offering views/comments on the various statutory matters/disputes raised by the Unions and/or members of staff in various activities of the Welfare Department.
- xv) Dealing with the queries received by the Municipal Chief Auditor and arranging to give replies to same.
- xvi) Any other responsibilities/duties that may be assigned by the General Manager and Dy.CM(HR&IR) from time to time.

NB : The post of SPM(Welfare) is vacant and is being looked after by APM(Welfare)

5(A). Powers and duties of Asst.Welfare Manager (Statutory):

- i) To establish contacts and hold consultations with a view to maintaining harmonious relations between the Factory Management and workers.
- ii) To bring to the notice of the Factory Management the grievances of workers, individual as well as collective, with a view to securing their expeditious redressal and to act as liaison officer between the Management and labour.
- iii) To study and understand the point of view of labour in order to help the factory management to shape and formulate labour policies and to interpret these policies to the workers in a language they can understand.
- iv) To maintain industrial relations so as to prevent dispute arising between the Factory Management and workers and in the event of dispute having arisen to help to bring about a settlement by persuasive efforts.
- v) To advise workers against going on illegal strikes and to advise the Management against declaring illegal lock-outs and to help in preventing anti-labour activities.
- vi) To maintain an impartial attitude during lawful strikes or lock-outs and to help bring about a peaceful settlement.
- vii) To advice and assist the Factory Management in the fulfillment of obligations, statutory or otherwise, concerning the applications of the provision of the Factories Act, 1948, and the rules made there under and to establish liaison with the factory inspector and the medical service, concerning medical examinations of workers, health records, supervision of Safety
- viii) Committee, Systematic plant inspector, safety education, investigation of accidents, maternity benefits and workmen's compensation.

- ix) To promote good relations between the Factory Management and workers, so as to ensure productive efficiency as well as amelioration in the working conditions and to help workers to adjust and adapt themselves to their working environments.
- x) To encourage the formation of works and joint production Committees, Co-operative Societies and Safety First and Welfare Committees and to supervise their work.
- xi) To advise and assist factory Management in making provision for amenities, such as canteens, shelters for rest, crèches, adequate latrine facilities, drinking water, sickness and benevolent scheme payments, pension and superannuation funds, gratuity payments.
- xii) To help the Factory Management in regulating the grant of leave with wages and explain workers the provisions relating to leave with wages and other privileges and to guide the workers in the matter of submission of application for grant of leave for regulating authorized absence.
- xiii) To advise and assist Factory Management in providing welfare facilities, such as housing facilities, foodstuff, social and recreational facilities, sanitation, education of children, and to advise on individual personal problems.
- xiv) To advise the Factory Management on questions, relating to training of new starters, apprentices, workers on transfer and promotion, instructors and supervisors, supervision and control of information bulletins to educate workers and to improve their attendance at technical institutes.
- xv) To suggest measures, such as, education training in higher skills, propagation of family programme which will serve to raise the standard of living of workers and in general promote their well being.
- xvi) To bring to the notice of workers their rights and liabilities under the Standing Orders of the factory and other rules which grant rights to, and define the duties of workers or which are directed to the discipline safety and protection of workers and the factory.

6(A). Powers and duties of Senior Welfare Officer (Establishment & Admn.)

The Senior Welfare Officer (Establishment & Administration) in Grade A/GX assists the Senior Personnel Manager (Welfare)/ Asstt. Personnel Manager (Welfare) in carrying out the following functions of the Establishment and Administration Section of Welfare Department of the Personnel & Welfare Establishment:-

- i) Supervision and control, as well as reviewing the work of the Administration and Establishment of the Welfare Department in consultation with Sr.P.M.(W)/ A.P.M.(W).
- ii) Preparation of Administrative Reports, Establishment Schedule, Budget Proposals.
- iii) Supervision and control of the award of contracts to run the barber shops and other related issues.
- iv) Attending Court Matters/Cases and discussion with the Legal Department, Audit Department, Personnel Department, etc., to expedite any action required.
- vi) Dealing with 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.
- vii) Conducting enquiries as a 'Competent Authority' under Section 105(B) of the M.M.C. Act, 1888 and conduct Departmental Enquiries under the Standing Orders and Service Regulations.

- viii) Supervision, control and co-ordination of the activities under the Hospitalization Scheme, arranging to attend emergency hospitalization messages of 'on duty' accident cases and reporting of these matters to the Management, guidance to the Welfare Personnel.
- ix) Arrangements and ground work of various functions / Official Programmes of the Undertaking such as 'BEST Day' celebrations, Independence Day/Republic Day functions, Mahaparinirvan Din of Bharatratna Dr. Babasaheb Ambedkar, inauguration of Bus Depots/Bus Stations, Chatrapati Shivaji Maharaj Jayanti and Dr. Babasaheb Ambedkar Jayanti.
- x) Organizing, supervision and control of Blood Donation Drives, various Medical and Awareness Camps and to initiate all necessary action in this respect in consultation with Sr.P.M.(W) / A.P.M.(W).
- xi) Dealing with the Account matters and Audit matters and putting up draft replies in respect of any queries of M.C.A., Audit or of any other Departments in this respect.
- xii) Regular checking of the various office records and ensuring that it is maintained and organized in a systematic manner.
- xiii) Any other duties/responsibilities that may be assigned by Sr.P.M.(W) / A.P.M.(W) in the exigencies of the work of the Undertaking.

(NB : Post vacant w.e.f. 01.06.2021).

6(B). Powers and duties of Senior Welfare Officer (Canteen)

The Senior Welfare Officer (Canteen) in Grade A/G-X assists the Senior Personnel Manager (Welfare) / Asstt. Personnel Manager (Welfare) in carrying out the following functions pertaining to staff canteens –

- i) Inviting tenders through public advertisement for award of canteen contracts, ensuring compliance of the terms and conditions of the tender, opening and scrutiny of the tenders, selection of the appropriate tenderer for award of canteen contract, submitting the proposal for the approval of the Management and finally awarding the contracts to run the canteens.
- ii) Arranging to compute the 'monthly subsidy' payable to the canteen contractors and accordingly ensure its payment to the canteen contractors and control of the monthly bills and other allied works.
- iii) To ensure that the canteen contractors comply with the various statutory provisions for operation of the canteens.
- iv) To scrutinize the 'Performance Report' and 'Inspection Report' submitted by the Inspecting Officers of the User Department and arrange to initiate needful action, if any.

- v) Supervision and control of the Canteen Section, framing/ streamlining the procedures as and when required, revision of subsidy/tariff rates of the food-items prepared in the canteens with the approval of the Management and all other related issues of this Section.
- vi) Attending the meeting of the Canteen Sub-Committee and initiating appropriate action as decided in the said meeting.
- vii) Dealing with all the Court matters/cases in respect of the canteens, etc.
- viii) Dealing with the Account matters and Audit matters and putting up draft replies in respect of any queries of M.C.A., Audit or of any other Departments in this respect.
- ix) Regular checking of the various office records and ensuring that it is maintained and organized in a systematic manner.
- x) Any other duties/responsibilities that may be assigned by Sr.P.M.(W) / A.P.M.(W) in the exigencies of the work of the Undertaking.

6(C). Powers and duties of Senior Welfare Officer (Allotment)

The Senior Welfare Officer (Allotment) in Grade A/G-X assists the Senior Personnel Manager (Welfare) /Asstt. Personnel Manager (Welfare) in carrying out the following matters related with Allotment of staff Quarters and awarding / renewal of Cleaning Contracts in the various Staff / Officers' Quarters:-

- i) Supervision and control, as well as reviewing the work of the Allotment Section, and initiating proposals in this respect, framing/streamlining the policies and procedures of the allotment of staff quarters, putting up proposals for allotment of staff quarters on 'medical grounds', and all other related issues.
- ii) Supervising and controlling all the actions, follow-up and redressal of grievances/complaints, etc. received from the allottee members of staff/ family member.
- iii) Initiating the proposals for award and renewal of Cleaning Contracts in the premises of the Staff and Officers' Quarters, scrutinizing the bill/receipts for payment of cleaning contracts certified by Civil Engineering Department and all other related matters in respect of Cleaning Contracts.
- iv) Initiating proposals in accordance with rules & regulations with the approval of Management for allotment of staff quarters / extension of stay in staff quarters.
- v) Preparing replies to the letters received from the Hon'ble BEST Committee Members, and VIPs related with the matters concerned with staff quarters.
- vi) Preparing replies to the letters received under the Right to Information Act,2005 in respect of matters related with staff quarters.
- vii) Allotment of staff quarters to the employees who have applied for staff quarters against the circulars issued by the Management from time to time, maintaining waiting list for allotment of staff quarters in accordance with rules and regulations.

- viii) To conduct 'Enquiries' as a Competent Authority under Section 105 (B) of the MMC Act (Amended), 1888 in respect of the matters/issues related with the Allotment Section and also the departmental enquiries under the Standing Orders and Service Regulations.
- ix) Matters pertaining to parking of vehicles in the Officers and Staff Quarters and issue of note accordingly for collecting parking charges.
- x) Regular checking of the various office records of the different section under him and ensuring that it is maintained and organized in a systematic manner.
- xi) Any other duties assigned from time to time by the SPM(Welfare)/APM(Welfare).
Post vacant w.e.f.01.06.2020.

7(A) Powers and duties of Welfare Officer (Administration):-

The Welfare Officer (Administration) directly works under SPM(Welfare)/APM(Welfare) and Senior Welfare Officer (Establishment & Administration) and handles the following work pertaining to the Establishment & Administration of the Welfare Department:-

- i) Staff Matters, viz. appointments, transfers and superannuation of staff, attendance records, leave records, absenteeism, L.T.A. Records, issue of identity cards, maintaining of service records files, casual labourers records, issue of identification notes, general 'Service Certificates', final bills/supplementary bills, miscellaneous bills of staff members and other allied works in this respect.
- ii) Administrative matters, viz. preparing control duties of Welfare Inspectors, control over dispatch section, gate pass book, material requisition book, stationary items, record files, festival advances to the members of staff of the Welfare Department, etc.
- iii) Preparing proposals of Variation in the Establishment Schedule, Yearly Administrative Reports, Budget Proposals, and arrange to initiate necessary action for filling of vacant posts due to transfers/promotions, etc. of the Officers and employees.
- iv) Administrative Work in respect of the Barbers Shops viz. award of contracts to run the barber shops of the Undertaking and other allied work in respect of the barber shops.
- v) Assisting in organizing various medical check-up camps and official functions of the Undertaking, organizing blood donation drives, putting up proposals for the sanction of the Management, etc.
- vi) Procurement of materials required by the Welfare Department, viz scrutinizing the proposal for purchase of materials, stationeries, etc, arranging to obtain the Management's approval for the same, ensuring compliance of all the formalities as per the laid down procedure, etc.
- vii) To carry out duties assigned to him by Sr.PM(W)/ APM(W) and SWO (Admn).

(NB : Post vacant w.e.f.01.09.2017).

7(B) Powers and duties of Welfare Officer (Allotment – I):-

The Welfare Officer (Allotment-I) works directly under the Senior Welfare Officer (Allotment) and handles the following work pertaining to the Allotment Section:-

- i) Supervision and control over the work of the Allotment of staff quarters and Renewal of Agreements of the tenements allotted to the Allottees Associations for use as office.
- ii) Initiating proposals in respect of matters related with extension to stay in the staff quarters and streamlining the policies of allotment of Staff Quarters, etc..
- iii) Conducting enquiries as ‘Competent Authority’ under Section 105-B of MMC Act, 1888 (amended) in respect of staff quarters tenements and also conducting Departmental Enquiries under the Standing Orders.
- iv) Redressal of the grievances of the staff members residing at various staff quarters in respect of domestic quarrels between allottees and their family members.
- v) Surprise checking of the staff quarters on instructions from the superiors.
- vi) Maintaining record of ‘allotment of tenements’ allotted on ‘medical grounds’ and follow-up for vacation of the tenements after expiry of the permitted period.
- vii) Handling/Attending the court matters, MCA/Audit queries, follow-up with the Building Dept., etc.
- viii) Preparing replies to the letters received from the BEST Committee Chairman & BEST Committee members, MLA and other higher Authorities related with the matters connected with the Staff Quarters and Cleaning Contracts, etc.
- ix) Preparing replies to the letters received under the ‘Right to Information Act’,2005 in respect of the matters related with Staff Quarters and Cleaning Contracts, etc.
- x) To carry out the duties assigned to him by Sr.P.M.(Welfare) / A.P.M.(Welfare) / SWO(Allotment) in the exigencies of the work of the Welfare Department of the Personnel and Welfare Establishment.

7(C) Powers and duties of Welfare Officer (Allotment – II):-

The Welfare Officer (Allotment-II) works directly under the Senior Welfare Officer (Allotment) and handles the following work pertaining to the Allotment Section:-

- i) Conducting enquiries as ‘Competent Authority’ under Section 105-B of MMC Act, 1888 (amended) in respect of staff quarters tenements and also conducting Departmental Enquiries under the Standing Orders.
- ii) To put up proposals for the General Manager’s approval in connection with forcible possession of tenements, scrapping of unclaimed materials lying in the staff quarters tenements, etc..
- iii) To conduct enquiry in connection with various complaints received from various Allottees Associations from time to time and follow up for closing of each case.

- iv) Handling and supervising the work of issuing 'permission letters' for parking of vehicles in the premises of Staff Quarters and to arrange to send 'recovery advices' in this respect to the EDP Department.
- v) To put up note to Dy.CM(HR&IR) for obtaining approval for organizing various social, cultural, public functions in the staff quarters and subsequently arrange to issue permission letters to the concerned Allottees Association.
- vi) Carry out the work related to 'Award of Cleaning Contracts' in respect of the premises of Staff/Officers Quarters, to check the cleaning contract work's monthly bills of various Allottees Associations.
- vii) To carry out the duties assigned to him by Sr.P.M.(Welfare)/A.P.M.(Welfare)/SWO(Allotment) in the exigencies of the work of the Welfare Department of the Personnel and Welfare Establishment.

8(A) Powers and duties of Assistant Welfare Officer (Administration.)

The Assistant Welfare Officer (Administration) directly works under S.P.M (Welfare)/A.P.M.(Welfare) and Senior Welfare Officer (Establishment & Administration) and handles the following work pertaining to the Establishment and Hospitalization Section of the Welfare Department:-

- i) Staff Matters, viz. appointments and superannuation of staff, attendance, leave records, absenteeism, L.T.A. Records, issue of identity cards, maintaining 'Service Record files, Casual labourers payment through ECS, issue of 'Identification Notes' and 'General Service Certificates, final bills/supplementary bills/miscellaneous bills of staff members and other allied work in this respect.
 - ii) Procurement of materials required by the Welfare Department, viz. drafting proposals for purchase of materials/items/stationeries, etc, arranging to obtain the Management's approval for the same, further action in this respect, scrutinizing the Purchase forms, dispatch notes, gate passes , etc., taking delivery of the items and compliance of all other formalities in this respect, etc.
- iii) Inventories of the Welfare Department, viz. preparing and updating the inventories of the Welfare Offices, Ladies Cloak Room, Barber Shops at various Depots, initiating proposals for Management's approval, arranging to obtain sanction for scrapping/purchasing/replacement of items/materials and other allied work.
- iv) Assisting W.O.(Admn) and S.WO(Admn) in preparing proposals of Variation in the Establishment Schedule, Yearly Administrative Reports, Budget Proposals, and arrange to initiate necessary action for filling of vacant posts, Transfer/promotion, etc. of the Officers and employees, etc.
- v) To carry out the duties assigned to him by Sr.P.M.(Welfare)/A.P.M.(Welfare)/SWO(Establishment & Administration) in the exigencies of the work of the Welfare Department of the Personnel and Welfare Establishment.

8(B) Powers and duties of Assistant Welfare Officer (Hospitalization)

The Assistant Welfare Officer (Hospitalization) directly works under S.P.M.(Welfare)/ A.P.M.(Welfare) and Senior Welfare Officer (Establishment & Administration) and handles the following work pertaining to the Hospitalization Section of the Welfare Department:-

- i) Arranging visits to members of staff patients admitted in Municipal/ Government Hospitals, Tata Hospital, on duty 'accident cases', obtaining 'utilization certificates from doctors/hospitals concerned and other allied work.
- ii) Maintenance of 'Imprest Cash' under the Hospitalization Scheme, supervise proper accounting, maintaining the Imprest Cash Register as prescribe by the Management from time to time.
- iii) Supervising and control over the medical proposals put up for the Management's sanction for extending financial advances for the treatment of members of staff, arranging for making payments to hospitals, passing of necessary journal entries, payments to certain members of staff and other allied work.
- iv) Maintenance of Traffic/System Control Register, Control Duty Register, sending of timely monthly statements, issue of notes to the Blood Banks for supply of blood as and when required by needy member of staff, etc.
- v) To carry out the duties assigned to him by Sr.P.M.(Welfare)/A.P.M.(Welfare)/SWO(Establishment & Administration) in the exigencies of the work of the Welfare Department of the Personnel and Welfare Establishment.

8(C) Powers and duties of Assistant Welfare Officer (Canteen):-

The Assistant Welfare Officer (Canteen) directly works under S.P.M.(Welfare)/ A.P.M.(Welfare) and Senior Welfare Officer (Canteen) and handles the following work pertaining to the Canteen of the Welfare Department:-

- i) Inviting tenders through public advertisement for award of canteen contracts, ensuring compliance of the terms and conditions of the tender, opening and scrutiny of the tenders, selection of the appropriate tenderer for award of canteen contract, submitting the proposal for the approval of the Management, awarding the contracts to run the canteens.
- ii) Arranging to compute the 'monthly subsidy' payable to the canteen contractors and accordingly ensure its payment to the canteen contractors and control of the monthly bills and other allied works.
- iii) To ensure that the canteen contractors comply with the various statutory provisions for operation of the canteens.
- iv) To scrutinize the 'Performance Report' and 'Inspection Report' submitted by the Inspecting Officers of the User Department and arrange to initiate needful action, if any.

- v) Supervision and control of the Canteen Section, assisting in framing/ streamlining the procedures as and when required, revision of subsidy/tariff rates of the food-items prepared in the canteens with the approval of the Management and all other related issues of this Section.
- vi) Dealing with the Account matters and Audit matters and putting up draft replies in respect of any queries of M.C.A., Audit or of any other Departments in this respect.
- vii) Regular checking of the various office records and ensuring that it is maintained and organized in a systematic manner.
- viii) Any other duties/responsibilities that may be assigned by Sr.P.M.(W) /A.P.M.(W) in the exigencies of the work of the Undertaking.

9. Powers and Duties of Recreation Supervisor:-

The Recreation Supervisor deals with the matters/issues pertaining to the Arts & Sports Club Activities and Recreational matters of the Undertaking and works directly under Chairman Arts & Chairman Sports . He is responsible for carrying out the following duties:-

- i) Ensure proper supervision of the expenditures for the Arts and Sports Activities and ensure its co-ordination amongst the various members of the Arts and Sports Club.
- ii) To maintain the records of Sports Leave enjoyed by the members and to ensure that the quantum is not exceeded.
- iii) To make suggestions for improvement in facilities and to suggest ways and means to economize expenditure, to co-ordinate with various Officials of the Arts and Sports Club for organizing the programmes of the Arts & Sports Club.
- iv) To attend the meetings of the Managing Committees of the Arts and Sports Club and record the minutes of the meetings.
- v) Initiating proposals, obtain necessary approval/sanction of the Management, take necessary action for implementation, follow-up and report to the Management, etc.
- vi) Drafting replies to various letters received from VIPs, Senior Officers, etc in respect of the activities of the Arts and Sports Club and other related work.
- vii) Preparing the bills for payments and handling the Accounts of the Arts and Sport Club.
- viii) To ensure that all the records are maintained properly.

10(A). Powers and Duties of Senior Welfare Inspector (Administration):-

- i) Assisting Sr.P.M.(W), A.P.M.(W), S.W.O.(Est.&Admn) and A.W.O.(Admn) in the day to day Administrative and Establishment work of the Department.
- ii) Assisting in arranging various official functions of the Undertaking, viz. Independence Day Function, Republic Day Function, BEST Din Function, Dr. Babasaheb Ambedkar's Mahaparinirvan Din Function, other official functions, etc., preparing proposals for approval of the Management in respect of these programmes, preparing bills, making payments, preparing J.E. Bills, etc..
- iii) Assist in preparing draft proposals in respect of issues/matters related with the Administrative work and other issues related with the Department.
- iv) Preparing proposals for 'medical advances' to be deposited with various Municipal/Government, Tata Hospital for the approval of the Management, preparing bills, obtaining advance cheques and ensuring that it is deposited with hospital.
- v) Assisting in the work of the Hospitalization Scheme.

- vi) Attending 'on duty' accident cases and 'burn injury' cases and arranging to extend financial assistance as per the laid down procedure.
- vii) Attending 'Control duty' at Wadala Welfare Office as per the schedule given to them.
- viii) Assisting in the work of the 'Dispatch Table' viz. receiving/sending of letters, giving inward and outward numbers, entries in the dispatch register, etc.
- x) Any other duties that may be assigned to him from time to time by Sr.P.M.(W)/A.P.M.(W), SWO(Est.& Admn) and AWO(Admn.).

NB: Post vacant w.e.f. 01.04.2021.

10(B). Powers and duties of Sr.Welfare Inspector (Allotment):-

- i) Serving Notices of the Allotment Section to the allottee members of staff – viz. Eviction Notices, Show Cause Notices, Termination of Leave and License Agreements Notices, etc.
- ii) Ensuring implementation of the Eviction Notices, taking Forcible possession as per the laid down procedure as and when directed by the Sr.P.M.(W) and S.W.O.(Allotment), preparing reports in this respect and other related issues.
- iii) Checking of tenements in response to complaints received in the Welfare Section as and when directed by the Sr.P.M.(W)/A.p.m.(W) and S.W.O.(Allotment), preparing checking reports, etc.
- iv) Ensuring upto date entries in the various Registers of the Allotment Section kept in the Welfare Office at Wadala Depot.
- v) Carrying out the work of 'allotment of tenements' – viz. preparing of agreements, preparing of family particulars forms and all other related works.
- vi) Attending Traffic Control Duties on Weekly Off Days and Holidays as per the programme assigned to him.
- vii) Any other duties that may be assigned to him from time to time by Sr.P.M.(Welfare) / A.P.M.(Welfare).

11) Powers and duties of Stenographer:-

- i) Taking down dictation from the Senior Officers, taking print-outs, sending e-mails and attending to any other work allotted by the superiors from time to time.
- ii) Assisting S.W.O.(Allotment) and W.O.(Allotment) in the day to day administration and typing work of the Allotment Section viz- preparing Show Cause Notice, Eviction Notice, Call Letters, preparation of Agreements, preparation of family particulars and other related work.
- iii) Assisting in the work of allotment of tenements on the dates fixed for allotment.
- iv) Any other duties that may be assigned to him/her from time to time by Sr.P.M.(W) / A.P.M.(W), SWO(Allot), SWO(Est.&Admn.) and SWO(Canteen).

12. Powers and duties of Clerk cum Typist (Recreation):-

- i) He/She will be working under the Recreation Supervisor and carry out the typing work as may be assigned to her by the Recreation Supervisor.

- ii) To perform the clerical work pertaining to the Arts and Sports Club Activities, maintain various records, file the papers in respective files in respect of the work pertaining to the recreational activities.
- iii) To assist the Recreation Supervisor in the administrative work.

13(A). Powers and duties of Clerk cum Typist (Administration Section):-

- i) Preparation of Credit Notes, Purchase Forms, Material Dispatch Notes, Salary Certificates and maintaining the Registers in this respect.
- ii) Preparing Material Requisition Forms for procurement of Stationery items for the use of the Department and maintaining inventory of the same.
- iii) Distribution of Stationery items to all members of staff working in all the Sections of the Welfare Department.
- iv) To fill up the Purchase Form for non-stock items, which are required to be purchased from outside and for this purpose arrange to obtain the specific sanction of the respective authorities
- v) To issue Service Certificates to superannuated members of staff of the Department, service slips, permanent/temporary engagement forms, maintaining leave record, L.T.A. Records, absenteeism records, etc. in respect of the members of staff of the Department.
- vi) To prepare monthly statements in respect of attendance of the members of staff and arranging to forward the same to the Time Keeping Department, preparing promotion/transfer/annual reports and submission of the same to his/her superiors.
- vii) Maintaining the Service Record files of the members of staff, O.T. Registers, Meal Allowance Register, if any.
- viii) All work pertaining to the recoument of the Imprest Cash, tallying of Accounts, Maintenance of Imprest Cash Register, etc.
- ix) Account work pertaining to the Family Welfare Fund including arranging to make payments, recoument of the paid amount and maintaining update records in the Family Welfare Fund Register and matters pertaining to Festival Advances.
- x) To carry out departmental typing work (English/Marathi) and assist in filing work and maintenance of records of the Administration and Establishment Section.
- xi) Preparing proposals/requisitions for purchase of monsoon apparels, payment of cloth stitching charges and maintenance of records for eligible members of staff thereof.
- xii) Assisting in the work of the 'Despatch Table' viz. receiving/sending of letters, giving inward and outward numbers, entries in the dispatch register, etc.
- xiii) Any other duties that may be assigned to him/her from time to time by Sr.P.M.(W) / A.P.M.(W) and SWO(Est.& Admn.).

13(B) Powers and Duties of Clerk (Canteen Section):-

- i) Scrutinize the monthly 'Subsidy Claim' form of all the canteen contractors, check the figures/amount quoted in the Claim Forms, assist in verifying the P.F./E.S.I./Professional Tax to the payments in respect of each of the canteen contractors, enter the same in the Subsidy Bill Claim Register, preparing the bills for payment of 'Subsidy Claim', subsequent follow-up for payment vouchers and ensuring that the payment to the concerned canteen contractors are made in accordance with terms and conditions of the Agreement.
- ii) Assisting in the work of Award of Canteen Contracts, opening of tenders, preparation of Agreements and other related work.
- iii) Assisting in the work of Computation of members of staff in each installation for the payment of subsidy by collecting information received from various Departments/Sections and submitting the same to S.W.O. (Canteens) for further needful action.
- iv) To handle important filing work, maintenance of Registers and records of the Canteen Section.
- v) Any other duties that may be assigned to him/her from time to time by Sr.P.M.(W) / A.P.M.(W), SWO(Canteen) and A.W.O.(Canteen).

13(C) Powers and Duties of Clerk Cum Typist (Canteen Section):-

- i) Reconciliation of the bills received from the Accounts and Audit Departments in respect of the 'subsidy claim forms' of the canteen contractors, entering the same in the 'Subsidy Claim Register'.
- ii) Subsequent follow-up for payment vouchers and ensuring that the payments to the canteen contractors are made in accordance with the terms and conditions of the Agreement and as per laid down procedure.
- iii) Computation of members of staff in each installation for the payment of subsidy by collecting information received from various Departments/Sections and submitting the same to S.W.O. (Canteens) for further needful action.
- iv) Assisting in work pertaining to awarding of canteen contracts, termination of contracts, refund of security deposits and all other related matter pertaining to canteens.
- v) Scrutinizing the Performance Report received from the User Departments in respect of the canteens under their jurisdiction and initiating suitable action.
- vi) Preparing the Recovery Advices in respect of fines or charges levied, in accordance with the instructions given by Sr.P.M.(W) / A. P.M.(W) or S.W.O.(Canteens).
- vii) To carry out departmental typing work (English/Marathi) and assist in filing work and maintenance of records of the Canteen Section..
- viii) Assisting in preparing proposals for award of canteen contracts, termination of canteen contracts, temporary appointment of canteen contractors, etc..
- ix) Verifying the challans in respect of various payments required to be made to Statutory Authorities in respect of running the canteens.
- x) Any other duties that may be assigned to him/her from time to time by Sr.P.M.(W) / A.P.M.(W), SWO(Canteen) and A.W.O.(Canteen).

13(D) Powers and Duties of Clerk cum Typist (Allotment Section):-

- i) To receive the vacation advices from the Zones, make necessary entries in the Register and to ensure that it is filled in the individual tenements files.
- ii) To regularly follow-up and ensure that the 'O.K. Certificates' in respect of the vacant tenements are received within the stipulated time and if it is not received to bring it to the notice of his/her superiors.
- iii) To assist in preparing the allotment programme in consultation with Welfare Officer (Allotment) and with the approval of S.P.M.(Welfare) / A.P.M.(Welfare).
- iv) To assist in preparing the list of available tenements for the purpose of allotment and submit the same to Welfare Officer (Allotment).
- v) To carry out departmental typing work (English/Marathi) and assist in filing work and maintenance of records of the Administration and Establishment Section.
- vi) Assisting in preparing proposals for allotment of tenements – viz – extension of stay in the tenements, special cases of allotment, allotment on medical grounds, etc.
- vii) Any other duties that may be assigned to him/her from time to time by Sr.P.M.(W) / A.P.M.(W), SWO(Allot) and W.O.(Allot)(1) & (2).

14(A) Powers and Duties of Welfare Inspector (Hospitalization):-

- i) Assisting in the work of the Hospitalization Scheme, viz. taking the hospitalization messages of staff members from Traffic Control/System Control, entering the same in Traffic Control Register and Hospital wise Register, paying visits to the members of staff admitted in Municipal/Government Hospital, Tata Hospital, etc..
- ii) Arranging to extend financial assistance to employee patients as per the provisions laid down in the Hospitalization Scheme and with the approval of the Management.
- iii) Attending 'on duty' accident cases and 'burn injury' cases and arranging to extend financial assistance as per the laid down procedure.
- iv) Assisting in preparing proposals for 'medical advances' to be deposited with various Municipal/Government, Tata Hospital for the approval of the Management.
- v) Preparing the statement bills for recoupment, bills for drawing of cheques, J.E. Bills of the Advances drawn, monthly statements, annual statements and maintain proper records of the Imprest Cash under the Hospitalization Scheme.
- vi) Attending 'Traffic Control duty' at Wadala Depot as per the schedule given to them.
- vii) All administrative work related with the Hospitalization Scheme
- viii) Assisting in arranging various official functions of the Undertaking, viz. Independence Day / Republic Day Function, BEST Din Function, Dr. Babasaheb Ambedkar's Mahaparinirvan Din Function, etc.
- ix) Any other duties that may be assigned to him from time to time by Sr.P.M.(Welfare) / A.P.M.(Welfare).

14(B) Powers and duties of Welfare Inspector (Allotment -I):-

- i) Allotment – assisting SWO(Allotment) and W.O.(Allotment) to chalk out the allotment programmes, implementation of the allotment programmes, monitoring the allotment procedures, preparing 'call letters' for allotment, ensure its dispatch, etc.

- ii) To prepare the list of available vacant tenements for the purpose of allotment well in advance, submission of the same to S.W.O.(Allot) and W.O.(Allot), fixing the date for allotment of Staff Quarters in consultation with S.W.O.(Allotment), arranging to display the list of vacant tenements and members of staff called for allotment.
- iii) Ensuring timely preparation of agreements/advices, display of allotment list (i.e. vacant tenement list and employees called for allotment list), etc.
- iv) Electricity Bill cases, i.e. ensuring each vacation advice received from the Zones are accompanied by update paid final electricity bills, follow-up of the disputed or problematic or defaulters cases/claims and submitting timely report.
- v) Ensuring upto date entries in the various Registers of the Allotment Section, preparation of various monthly statements and allotment positions and maintain the Miscellaneous Bills of Staff Quarters.
- vi) Cleaning Contracts – i.e. follow-up of the work pertaining to the Cleaning Contracts, execution of agreements, preparation of bills, payment to the canteen contractors, making entries in the Register and other related work.
- vii) To prepare the call letters for allotment as per the seniority list in the ‘waiting list’ for allotment of staff quarters, ensure its dispatch and maintain the records of the acknowledged copies.
- viii) To process the papers of transfers on medical grounds and follow-up in such cases.
- ix) Assist in the work of ‘allotment of tenements’ – viz. preparing of agreements, family particulars form and all other related works.
- x) Attending Traffic Control Duties on Weekly Off Days and Holidays as per the programme assigned.
- xi) Any other duties that may be assigned to him from time to time by Sr.P.M.(Welfare) / A.P.M.(Welfare)

14(C) Powers and duties of Welfare Inspector (Allotment - II):-

- i) Allotment- assisting SWO(Allotment) to chalk out the allotment programmes, implementation of the allotment programmes, monitoring the allotment procedures, etc..
- ii) Ensuring timely preparation of agreements/advices, assist in display of allotment list (i.e. vacant tenement list and employees called for allotment list), etc.
- iii) Electricity Bill cases, i.e. ensuring each vacation advice received from the Zones are accompanied by update paid final electricity bills, follow-up of the disputed or problematic or defaulters cases/claims and submitting timely report.
- iv) Assisting in ensuring upto date entries of the various Registers of the Allotment Section, preparation of various monthly statements and allotment positions and maintain the Miscellaneous Bills of Staff Quarters.
- v) All work related with granting permission for parking of vehicles in the premises of Officers and Staff Quarters.
- vi) To assist in preparing the list of available tenements for the purpose of allotment well in advance and submit the same to Senior Welfare Officer (Allotment).

- vii) To assist in preparing the call letters for allotment as per the seniority list in the 'waiting list' for allotment of staff quarters, ensure its dispatch and maintain the records of the acknowledged copies.
- viii) Assist in the work of 'allotment of tenements' – viz. preparing of agreements, family particulars form and all other related works.
- ix) Attending Traffic Control Duties on Weekly Off Days and Holidays as per the programme assigned to him.
- x) Any other duties that may be assigned to him from time to time by Sr.P.M.(Welfare)

14(D) Powers and Duties of Welfare Inspector (Allotment Section III) :-

- i) To issue notes for payment of 'Security Deposit' for allotment of tenements in the Staff Quarters of the Undertaking.
- ii) Preparation of 'Leave & License Agreements' for allotment of tenements for regular allotments, allotments on out of turn basis, medical grounds, reserved quotas and other special cases as approved by the Management and assisting in preparing the family particular form.
- iii) Preparation of Agreements in respect of allotments by way of transfer on medical grounds and half yearly transfer of tenements.
- iv) Assisting in preparation of allotment advices, entry in Allotment Register and other related work.
- v) Entering the allotment particulars in the Individual Staff Quarters Registers and preparation of files in cases of new allotments and arrange to file the compilations in the respective tenement file.
- vi) Preparation of transfer advices, entry in Advice Register, and arrange to transfer the records in individual staff quarter's file, preparing Recovery/Nil Recovery Advices of the superannuated employees, etc..
- vii) To receive the 'Vacation Advices' from various Zones of the Building Department, assist in preparation of Vacation Advices, Refund of Initial Deposit Advices and making necessary entries in the respective Registers.
- viii) Preparation of refund as well as forfeiture of Initial Deposit Advices.
- ix) To regularly follow-up and ensure that the 'O.K.' Certificates in respect of the vacant tenements are received within the stipulated time.
- ix) Any other duties that may be assigned to him/her from time to time by Sr.PM(W) / A P M (W), SWO(Allot) and WO(Allot).

15. Powers and duties of Muccadams and Sepoys

Muccadam: To control and supervise the day to day cleaning work of the Administrative Building at Colaba Bus Depot, viz., Electric House, Transport House, New Multi-storeyed Building, Annex Building, arranging to get the water pots filled.

Sepoy: Attending to dispatch of files/papers to different Departments, Xeroxing of important documents/papers, to bring the required stationery, dusting of tables and chairs in the Welfare Section and any other duties assigned to him/her from time to time in the exigencies of the work of the Undertaking.

- 4.(b)(iii) Procedure to be followed in the decision making process, including channelsof supervision and accountability:-**
Not applicable.
- 4.(b)(iv) Norms set by it for the discharge of its functions:-**
Circulars, Procedure Orders, Administrative Orders, Standing Orders, Service Regulations and Office Orders issued from time to time.
- 4.(b)(v) Rules, regulations, manuals and records held by it or order its control or used by its employees for discharging functions:-**
Circulars, Procedure Orders, Administrative Orders, Standing Orders, Service Regulations and Office Orders issued from 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 the Welfare Section.
- 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 (on roll) :-

Sr.No.	Name	Design.	Grade	Ch.No.	P.S.No.
1	A.D.Kantharia	WO	A/GIX	213598	34/01
2	S.N.Gaikwad	WO	A/GIX	213726	34/01
3	D.B.Lobo	AWO	A/GVIII	212399	34/01
4	S.D. Awale	AWO	A/GVIII	212195	34/01
5	V.A. Chavan	AWO	A/GVIII	212341	34/01
6	A.M. Sangle	Supervisor	A/GVII	216297	34/01
7	S.S.Salve	SWI	A/GVII	215140	34/01
8	Mrs.S.M.Bagal	Supr.(P)	A/GVII(P)	213119	34/01
9	Mrs.S.R.Sawant	Supr.(P)	A/GVII(P)	213505	34/01
10	Mrs.P.S. Chavan	Supr.(P)	A/GVII(P)	215129	34/01
11	Mrs.Suman Pradeep	Sr.Steno(P)	A/GVII(P)	215924	34/01
12	Mrs.V.V. Pednekar	Clerk	A/GV	217048	34/01
13	K.S. Misal	Clerk	A/GV	218040	34/01
14	P.S.Shetty	SWI(P)	A/GVII(P)	212160	34/01
15	M.S.Raut	SWI(P)	A/GVII(P)	322700	34/01
16	Y.P.Shinde	SWI(P)	A/GVII(P)	214724	34/01
17	S.V.Gossain	SWI(P)	A/GVII(P)	323601	34/01
18	N.N. Vishwasrao	SWI(P)	A/GVII(P)	322086	34/01
19	Smt.N.M.Waghmare	Sepoy	A/GII(P)	280661	34/01
20	J.K.Waghela	Muccadam	P1/T2	209363	52/01
21	Suhas Naik	Nawghany	P1/T2	412104	52/01
22	Kamal Shivankar	Sr.Mali(P)	P1/T2	214706	52/01
23	P.V.Govalkar	Sr.Mali(P)	P1/T2	215094	52/01
24	J.I.Lohot	Scavenger	P1/T1	409940	52/01
25	D.J.Waghela	Scavenger	P1/T1	411684	52/01
26	P.Y.Patel	Scavenger	P1/T1	412264	52/01
27	B.M.Ujjainwala	Waterman	P1/T1	412940	52/01
28	M.D.Bhavar	Waterman	P1/T1	413320	52/01
29	M.E.Kamble	Scavenger	P1/T1	413608	52/01
30	M.D.Rasal	Scavenger	P1/T1	413609	52/01

Sr.No.	Name	Design.	Grade	Ch.No.	P.S.No.
31	J.K.Waghela	Scavenger	P1/T1	413610	52/01
32	R.A.Gaikwad	Scavenger	P1/T1	413659	52/01
33	M.P.Solanki	Scavenger	P1/T1	413660	52/01
34	V.G.Kadam	Scavenger	P1/T1	413662	52/01
35	Sunita Lokhande	Scavenger	P1/T1	413664	52/01
36	V.V.Dhumadia	Scavenger	P1/T1	413665	52/01
37	R.D.Solanki	Scavenger	P1/T1	413702	52/01
38	Vilas I.Takekar	Scavenger	P1/T1	413717	52/01
39	A.S.Khaire	Nawghany	P1/T1	408851	52/01
40	D.B.Chiman	Nawghany	P1/T1	410141	52/01
41	S.V.Kamble	Nawghany	P1/T1	411307	52/01
42	S.J.Naik	Nawghany	P1/T1	412104	52/01
43	A.V.Pawar	Nawghany	P1/T1	413667	52/01
44	S.S.Gotad	Nawghany	P1/T1	413671	52/01

Officers and employees on loan

Sr.No.	Name	Design	Grade	Ch.No.
1	Smt.P.S. Kekane	APM(W)	A-5	214394
2	Mrs.Geeta Ashok	AO(P)	A/GIX(P)	213202
3	M.V. Malkar	Supr.(P)	A/GVII(P)	216188
4	P.J. Patil	Shop Rec.	A/GV	218057
5	A.G. Powar	Sr.Cond (P) (Alt.job)	P2/GV(P)	191284
6	D. V. Sonawane	Bus Driver	P2/GIV	013497

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

Sr No	Name	Grade	Designation	Ch.No.	Basic Pay	Monthly Remuneration
1	Milind Prakash Gaikwad	A/G X	Sr. Wel. Officer	324721	47100.00	71253.53
2	Arun Dhansing Kantharia	A/G IX	Wel. Officer	213598	52550.00	73338.50
3	Suresh Narayan Gaikwad	A/G IX	Wel. Officer	213726	55000.00	82895.70
4	Subhash Dnyaneshwar Awale	A/G VIII	A. Wel. Officer	212195	48250.00	71406.80
5	Virendra Atmaram Chavan	A/G VIII	A. Wel. Officer	212341	51650.00	76163.90
6	Denis Bernard Lobo	A/G VIII	A. Wel. Officer	212399	57850.00	85361.80
7	Ashok Manohar Sangle	A/G VII	Supervisor	216297	32915.00	46317.20
8	Sanjay Sahebrao Salve	A/G VII	Sr. Wl- Insp	215140	37810.00	53997.91
9	Prakash Sadashiv Shetty	A/G VII (P)	Sr Wel Insp.(P)	212610	42575.00	52702.26
10	Yashwant Pandit Shinde	A/G VII (P)	Sr Wel Insp.(P)	214724	37810.00	54985.52
11	Nandkumar Nagoji Vishwasrao	A/G VII (P)	Sr Wel Insp.(P)	322086	43425.00	62460.72
12	Mangesh Shamsunder Raut	A/G VII (P)	Sr Wel Insp.(P)	322700	41740.00	53841.00
13	Shivkumar Vishwanath Gossain	A/G VII (P)	Sr Wel Insp.(P)	323601	40920.00	51210.05
14	Sujata Manohar Bagal	A/G VII (P)	Supervisor (P)	213119	44295.00	53434.70
15	Shubhangi Raghoba Sawant	A/G VII (P)	Supervisor (P)	213505	41740.00	58797.80
16	Prajakta Shailendra Chavan	A/G VII (P)	Supervisor (P)	215129	39335.00	56219.00
17	Suman Pradeep	A/G VII (P)	Sr Steno.(P)	215924	36345.00	51198.70
18	Smt Vaibhavi Vidhyadhar Pednekar	A/G V	Clerk/Ty	217048	28365.00	40500.25
19	Shri Kunal Suresh Misal	A/G V	Clerk	218040	23730.00	33314.30
20	Neelam Mohan Waghmare	A/G II	Jamadar (P)	280661	33165.00	48606.83
21	Jeshingbhai Keshav Waghela	P1/T3(P)	Sr Muccadam(P)	209363	39345.00	55284.40
22	Pinki Yatish Patel	P1/T2(P)	Muccadam (P)	412264	27205.00	32789.70
23	Kamal Prakash Shivankar	P1/T3(P)	Sr Mali(P)	214706	34940.00	49822.30
24	Pramod Vitthal Gowalkar	P1/T3(P)	Sr Mali(P)	215094	34940.00	49843.00
25	Anant Sudkoji Khaire	P1/T2(P)	Sr Nawghany(P)	408851	32515.00	39816.20
26	Dhondu Bhiku Chimman	P1/T2(P)	Sr Nawghany(P)	410141	27750.00	38953.30
27	Sanjay Vishnu Kamble	P1/T2(P)	Sr Nawghany(P)	411307	28305.00	39752.70
28	Suhas Jagannath Naik	P1/T1	Nawghany	412104	24850.00	34943.20
29	Aniket Vilas Pawar	P1/T1	Nawghany	413667	23885.00	33608.80
30	Sudhir Sudam Gotad	P1/T1	Nawghany	413671	23885.00	33608.80
31	Ravichandran Nedunchellian	P1/T1	Nawghany	413719	21205.00	29050.17
32	Baljit Manfulsing Ujjainwal	P1/T1	Waterman	412940	24850.00	34943.20
33	Mangesh Dinkar Bhawar	P1/T1	Waterman	413320	23885.00	28889.80
34	Jeetsingh Indal Lohot	P1/T2(P)	Sr Scav (P)	409940	35900.00	50520.70
35	Deepak Jivabhai Waghela	P1/T2(P)	Sr Scav (P)	411684	30635.00	36815.70
36	Ramesh Baban Avhad	P1/T1	Scavenger	7776	29690.00	35697.90

Sr No	Name	Grade	Designation	Ch.No.	Basic Pay	Monthly Remuneration
37	Mahesh Eknath Kamble	P1/T1	Scavenger	413608	24365.00	34355.40
38	Mangesh Dagadu Rasal	P1/T1	Scavenger	413609	24365.00	34275.40
39	Jeetesh Kishor Waghela	P1/T1	Scavenger	413610	9175.00	29027.78
40	Rohit Ashok Gaikwad	P1/T1	Scavenger	413659	23885.00	33608.80
41	Mehulkumar Poonam Solanki	P1/T1	Scavenger	413660	23885.00	33608.80
42	Vikas Ganpat Kadam	P1/T1	Scavenger	413662	23415.00	34690.52
43	Sunita Sahebrao Lokhande	P1/T1	Scavenger	413664	9020.00	28133.70
44	Vasu Vasant Dhumadia	P1/T1	Scavenger	413665	23885.00	33638.80
45	Ram Dalpat Solanki	P1/T1	Scavenger	413702	22955.00	32322.70
46	Vilas Ishwarsingh Takekar	P1/T1	Scavenger	413717	22065.00	31092.10
47	Lata Rupesh Pawar	P1/T1	Scavenger	413718	21205.00	25670.90

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
		2016-17	2017-18	2018-19	2019-20	2019-20	2020-21
a) Establishment							
i) Salaries, Wages and Allowance	1001	148.16	144.29	138.40	160.65	207.68	267.13
ii) Dearness Allowance	1002	153.06	152.11	147.25	145.95	103.41	55.94
) Provident Fund Contributions	1003	34.53	27.91	28.57	31.10	31.38	27.28
c) Dead Stock (Furniture, tools & Equipments)	1028	0.24	0.01	0.24	2.00	2.00	2.00
d) Stationery and Printing	1030	0.51	0.40	0.70	2.00	2.00	2.00
e) Cleaning and Disinfecting, etc.							
i) By Contracts	1211	47.99	40.18	50.35	75.00	36.67	40.33
ii) By Departmentally	1212	3.40	2.33	1.88	2.50	2.50	2.50
Total		387.89	367.23	367.39	419.20	385.64	397.18

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

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 Welfare Section and Officers and Staff is available in electronic form on the website 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 & Welfare Department is as below:-

Shri S.S. Malche, Public Information Officer,
Asst. Personnel Manager,
B.E.S. & T. Undertaking,
Personnel Department, 1st floor, BEST
Bhavan, BEST Marg, Mumbai – 400 001.
Tel: 22799337.
e-mail: personneldept@bestundertaking.com.

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

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