

CHAPTER - II

(Right to information and obligations of public authorities)

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

The particular of department:-

Name of the department	Demand Side Management (DSM) Cell. Presently DETIE is looking after DSM Cell
Address	3rd Floor, Club Road Building, Near Jagjeevan Ram Hospital, Maratha Mandir Marg, BEST's Mumbai Central Depot, Mumbai-400008.
Contact nos. (Tel)	022-23077670, 23097698.

1. The functions and duties of department :-

Consumer survey & Load research.

Conduct of DSM and Demand Response potential Studies, Setting short and long-term DSM targets.

DSM Programmes, Portfolio and Plans preparation, documentation, routine monitoring and Regulatory reporting.

Preparation of annual DSM Budgets.

DSM programme level dispute resolution.

Development of DSM related centralized information system and database to aid DSM planning, programme design, cost assumptions and Evaluation, Measurement and verification, implementation of DSM plans and programmes that are approved by the Commission, Inventory of DSM Programmes, costs, achievements, and lessons learned.

DSM measure wise estimation of deemed savings, costs and timing, avoided power costs.

Research and analysis in support of DSM plans.

Providing inputs to :-

Centralised Information system / database development work;

Research and analysis work;

DSM and demand response Potential studies;

Any other activities suggested by the DSM-Consultation Committee or as directed by the Commission.

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

Designation	On roll staff
1. Superintendent	0
2. Asst. Engineer	0
3. Deputy Engineer	0
4. Sub Engineer	0
5. Asst. Adm. Officer	0
6. Supervisor	0
7. Clerk	0
8. Nawghany	0

1. The powers and duties of Deputy Chief Engineer :-

Demand Side Management works under overall control and supervision of Deputy Chief Engineer (DSM). DCEDSM is the official BEST representative in the DSM consultation committee of Maharashtra Electricity Regulatory Commission (MERC). DCEDSM communicates with MERC and other utilities in DSM matter on behalf of BEST Undertaking. DCEDSM shall be responsible for the overall administration of the various activities of the DSM Cell.

2. The powers and duties of Superintendent:-

Works as a research officer, studying and developing DSM plans and proposals. Planning overall DSM cell activities in consultation with DCEDSM and arrange necessary resources and facilities for their successful execution. Administer the day to day working of the DSM cell and ensure smooth office functioning.

3. The powers and duties of Asst. Engineer:-

Works as research officer along with DCEDSM and Superintendent DSM cell on various DSM projects. Prepares project and program reports for DSM cell. Arranges for field execution of various DSM activities and monitors their progress.

4. The powers and Duties of Asst. Adm. Officer:-

The Asst. Administrative Officer shall supervise the work of the clerical staff. Deal with all establishment matters and any other job entrusted by superiors. Prepare establishment schedule, budget estimates and administrative reports. maintaining records of staff, equipment, research studies & initiating / following up of procurement of various requirements such as furniture, office equipment etc. Maintaining general up keep and cleanliness of the office.

5. The duties of Supervisor : -

Carrying out all establishment matters and any other job entrusted by superiors. Maintaining confidential files, records, papers etc. Forwarding monthly, quarterly annual statements and reports to management and other statutory bodies. To assist AAODSM in routine administrative matter. Dispatch work in respect of inward/outward registers, maintaining petrol requisitions, register and issue of petrol requisition books.

6. Nawghany : -

Cleaning and dusting of office furniture. Carrying dispatch to the departments located in the head office and various other offices. Bringing material /stationery from M. M. Dept. Taking out reference files from the cabinets / cupboards and keeping them back. Collecting and distributing internal papers from the tray. Attending to call bells of officers. Miscellaneous official tasks assigned by officers.

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

Demand Side Management (DSM) cell works under overall control and supervision of Deputy Chief Engineer (DSM). Superintendent and Assistant Engineer assist to DCEDSM for executing the DSM activities. They work as research officers, studying and developing DSM plans and proposals for management and MERC approval. Planning DSM activities in consultation with DCEDSM. Arrange necessary resources / facilities for field execution of various DSM activities and monitor their progress. Prepare project and program reports for submission to management and MERC.

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

DSM Cell functions within the norms set by MERC. DCEDSM attend DSM CC meetings, participate in interaction forum meetings and communicates with MERC and other utilities in DSM matter on behalf of BEST Undertaking. MIS forwarded every month to Management. DSM activities quarterly report and annual report submitted to MERC.

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

DSM Cell operates within the framework of DSM regulation of the MERC. It has own departmental manual, departmental files and staff service records, which are used by employees for discharging its functions.

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

DSM Cell holds the documents / files like –

- DSM Regulations.
- Consumer Survey and Load research report.
- DSM Pilot Project Design Documents (PDD) & its approvals.
- Project execution details.
- Administrative files, etc.

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

Not Applicable.

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

Not Applicable.

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

NIL

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

NIL

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

Load Management Charge (LMC) fund levied to the consumers as per the commission's order in the year 2005. This fund is to be utilizing for DSM activities till it exhaust with approval from MERC. At present, LMC fund is available with BEST Undertaking. Details of LMC fund and its budget allocation / utilization over the years for DSM activities are as follows.

Financial Year	LMC Fund in Crs.		Actual Expenditure in Lacs.	DSM activities carried out
	Opening Balance	Closing Balance		
2005-06	9.675	-	-	Establishment of DSM Cell, Engaging agencies for consumer survey & load media campaign for consumer awareness, Consumer education regarding energy conservation, Arranging capacity building for employees and consumers, Participation in Empower 2009 & IITF 2010, Execution of pilot DSM programs i.e. T5 FTL, 5 star rated Ceiling fan 5 star split AC & Thermal Energy Storage Preliminary study for Demand Response, Arrange Interaction forum meet, participation in DSMCC meeting, etc.
2006-07	9.675	9.138	53.69	
2007-08	9.138	7.658	147.99	
2008-09	7.658	7.313	34.46	
2009-10	7.313	6.914	39.85	
2010-11	6.914	6.530	38.44	
2011-12	6.530	6108	42.31	
2012-13	6.108	5.694	41.39	
2013-14	5.694	5.090	60.40	
2014-15	5.090	4.261	82.90	
2015-16	4.261	3.581	68.00	
2016-17	3.581	2.685	89.60	

The budget allocation:-

Capital budget estimates for FY 2014-15, 2015-16 & 2016-17
(Rs.in lakhs upto 2 decimal)

Particulars	FY 2014-15	FY 2015-16	FY 2016-17
Establishment	48.89	44.52	89.28
Administration & General expenses	4.76	--	--
Repairs & maintenance	--	--	--
Expenses for consumer education / DSM activity	29.31	23.43	0.27
Total	82.96	67.95	89.55

The plan proposed:-

The following DSM projects are scheduled by BEST:

1. Implementation of Domestic Efficient Fan Programme (DEFP) for Energy Efficient Fan.
2. Implementation of Unnat Jyoti by Affordable LEDs for All (UJALA) 9W LEDS Bulb.
3. Implementation of Domestic Efficient Tubelight Programme (DETP) for Energy Efficient Fan.

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

To support consumers in replacing inefficient electrical equipment, BES&T Undertaking has launched its pilot Demand Side Management programs in Energy efficient LED Tube lights, Domestic Efficient fans and 9 Watt LED Bulb (UJALA) etc. for the consumers of BEST area. Details of the program are as follows:-

Sr. No.	Equipment replacement	Target Group (Consumers category according to consumption)	Quantity offered in nos.	Budget allocation in lakhs	Special Rebate offered by BEST for this program per equipment / per TR in Rs.
1.	Domestic Efficient Fan Programme (DEFP)	2,00,000	2,00,000	Nil	Programme run by M/s. EESL.
2.	9 Watts LED Bulbs under UJALA scheme (Unnat Jyoti by Affordable LEDs for All)	10,50,000	10,50,000	Nil	Programme run by M/s. EESL.
3.	Domestic Efficient Tubelight Programme (DETP)	5,00,000	5,00,000	Nil	Programme run by M/s. EESL.

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

Not Applicable.

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

The information in respect of DSM Activities is available in the form of electronic on the website viz. www.bestundertaking.com.

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

Not Applicable.

4. (b) (xvi) :- The names, designations and other particulars of the public information as may be prescribed: and thereafter updated these publications every year :-

Not Applicable.

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

Not Applicable.

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