

INFORMATION OF THE

PLANNING (MATERIALS) DEPARTMENT

B.E.S & T. UNDERTAKING

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

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	Planning (Materials)
Address	Backbay Veej Bhavan, 3 rd floor, Plot No. 149/150, Gen. Jagannath Bhosale Marg, Backbay Reclamation, Mumbai – 400 021.
Contact No.(Tel.)	22844375

The functions and duties of department :-

The department shall be responsible for maintaining sufficient stocks and procurement of materials pertaining to 11kV distribution substation and LV network. This includes procurement of Distribution Transformers, 11kV Switchgears, HV and LV Cables, Capacitors, LV Boards and Pillars, ACBs, Jointing Materials, 11kV Protective Current Transformers and Voltage Transformers, etc. and some of the minor items like HRC Fuses, Cutouts, Neutral Links, MCB & MCCB, Marine Plywood Service Boards, DWC Pipes, etc.

The department shall be responsible for assessment of annual requirement of all the major and minor items for 11kV distribution substations, LV network.

The dept. shall be responsible for preparing specifications for all the major and minor items pertaining to distribution substation and LV network. The department shall also be responsible for preparing tender document for major items like transformers, switchgears, HV and LV cables, capacitors, LV boards and pillars etc.

The department shall be responsible for scrutiny of all the major and minor items referred to it and preparing recommendations.

The department shall be responsible for follow up of the orders placed with the suppliers and keep a track of their performance.

The department shall keep in touch with new developments in technology and design of equipments and revise the specification whenever required.

The department shall be responsible for arranging demonstrations of new equipments procured to familiarize the executing department and maintenance divisions for their installation and upkeep.

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

Sr. No.	Designation	On roll staff	Remarks
1.	Divisional Engineer	1	
2.	Superintendent	1	
3.	Asst. Engineer	3	01 AE entrusted with Computer Application dept work
4.	Deputy Engineer	5	01 Dy.E. working on loan basis in O&M(N/W) dept. 02 Dy.E. promoted to the post of Supdt. & A.E. respectively.
5.	Supervisor	1	Superannuated on 01.10.2021
6.	Clerk	2	1 Clerk working on loan basis in Planning(N) dept.
7.	Clerk / Typist	1	1 cl./typist working on loan basis in Legal dept.
8.	Steno	1	
9.	Sepoy	1	
10.	Nawghany 1	

1. The power and duties of Divisional Engineer :-

The Divisional Engineer Planning (Materials) is presently responsible to the Chief Engineer Planning for the smooth and efficient working of the Planning (Materials) department and will co-ordinate the work of the sections comprising it. He shall be responsible to the Chief Engineer Planning for the following :-

- a) Overall administrative control of the Planning (Materials) Department.
- b) Estimating the requirement of equipments/materials required for distribution substation and L.V. network and ensuring with the help of the Material Management (MM) Department that adequate stocks are maintained.
- c) Preparing specifications, tender documents etc. scrutinizing and recommending tenders, following up with M.M. Department the cases of recommended tenders until the satisfactory execution of orders by giving them all technical help.
- d) Preparing the annual report, budget estimates and establishment schedule of the department.
- e) Adopting new developments in the field of technology and equipments.
- f) To reply to the queries raised by Audit dept./ Tender Committee / Management / BEST Committee as regards tender recommendations as well as MCA queries.
- g) To have better co-ordination with M.M. Dept. and user departments as regards exchange of information and ideas/views.
- h) To advise / to offer views to M.M. Department in case of files referred for assessing the liquidated damages for late delivery of items on orders.
- i) To attend to the representatives of manufacturers visiting the dept. for various items/issues.
- j) To attend stores co-ordination meeting and to reply the queries raised by the members.

2. The powers and duties of Superintendent :-

Superintendent shall be responsible to the Divisional Engineer Planning (Materials) for the specific duties allotted to him out of the following. These duties are divided amongst the Assistant Engineers and Deputy Engineers according to the convenience of the department by the DEPL(M).

- a) Procurement of major equipments such as distribution transformers of ONAN (CRGO and amorphous core type) and ANAN type, switchgears of type Vacuum Circuit Breakers and Ring Main Units. Spares of transformers and switchgears. Getting data from Erection(N) and Distribution (W/S) as regards faulty transformers and initiating action for floating tenders for repairing of these transformers.
- b) Estimating the requirement of above equipments/materials for the distribution substations and ensuring with the help of M.M. department that adequate stocks are maintained. Also forwarding the requirement of transformer oil to M.M. dept.
- c) Preparing/Revising technical specifications due to developments in the technology also as per the field experience.
- d) Scrutiny of tender offers for technical suitability.
- e) Seeking clarifications in time from the tenderers as regards technical parameters if required.
- f) Seeking data from user depts., as regards performance of various items supplied by various firms.
- g) Finalisation of tender recommendations and to forward the same within stipulated time.
- h) To reply the queries raised by Audit dept./ Tender Committee/Management regarding the tender recommendations before putting up to BEST Committee.
- i) Following up with the M.M. department cases of recommended tenderers.
- j) Following up with the firms whom orders are placed as regards offering prototype for inspection at supplier's works.
- k) To arrange to expedite the factory /proto / lot inspection at the supplier's works.
- l) To follow-up with the firm in co-ordination with M.M. department for the timely delivery of the material to keep satisfactory inventory level.
- m) To co-ordinate with the user department about utilization of material in stock.
- n) To obtain the data/information regarding the performance of equipments supplied by new firms to whom trial orders are placed.
- o) To advise / to offer views to M.M. department in case of files referred for assessing the liquidated damages for late delivery of items on orders.
- p) To attend to the representatives of manufacturers visiting the dept. for various items/issues.
- q) To arrange demonstrations-cum-training program for the new items procured by the Dept. so as to get the technical staff acquainted with the working/maintaining the equipment.
- r) To attend stores co-ordination meeting with DEPL(M) and to reply the queries raised by the members.
- s) Special jobs as may be allotted from time to time by DEPL(M).
- t) Collecting and maintaining all statistical data necessary for ensuring adequate stock of equipments.
- u) Preparation of monthly MIS and annual Administrative Report.

3. The power and duties of Asst. Engineers :-

Asst. Engr. shall be responsible to the Divisional Engineer for the specific duties allotted to him out of the following. These duties are divided amongst the A.Es according to the convenience of the department by the DEPL(M).

- a) Procurement of materials like HV and LV cables, LV Pillars and Boards, Capacitors, LV Circuit Breakers, Jointing materials and kits, 11kV Protective current transformers and Voltage Transformers, minor items like fuse bases, cutouts, lead pipes and sheets, cutout boards, HRC Fuse, neutral links, MCB & MCCB, marine Plywood Service Boards, DWC Pipes, etc.
- b) Estimating the requirements of above equipments / materials for the distribution substations and ensuring with the help of M.M. department that adequate stocks are maintained.
- c) Preparing / Revising technical specifications due to developments in the technology also as per the field experience.
- d) Scrutiny of tender offers for technical suitability.
- e) Seeking clarifications in time from the tenderers as regards technical parameters if required.
- f) Seeking data from user depts., as regards performance of various items supplied by various firms.
- g) Finalisation of tender recommendations and to forward the same within stipulated time.
- h) To reply the queries raised by Audit dept./ Tender Committee/Management regarding the tender recommendations before putting up to BEST Committee.
- i) Following up with the M.M. department cases of recommended tenderers.
- j) Follow-up with the firms on whom the orders are placed as regards offering prototype for inspection at supplier's works.
- k) To arrange to expedite the factory / proto/ lot inspection at the supplier's works.
- l) To follow-up with the firm in co-ordination with M.M. department for the timely delivery of the material to keep satisfactory inventory level.
- m) To co-ordinate with the user department about utilisation of material in stock.
- n) To obtain the data/information regarding the performance of equipments supplied by new firms to whom trial orders are placed.
- o) To advise / to offer views to M.M. department in case of files referred for assessing the liquidated damages for late delivery of items on orders.
- p) To attend to the representatives of manufacturers visiting the dept. for various items/issues.
- q) To arrange demonstrations-cum-training program for the new items procured by the Dept. so as to get the technical staff acquainted with the working/maintaining the equipment.
- r) To attend stores co-ordination meeting with DEPL(M) and to reply the queries raised by the members.
- s) Special jobs as may be allotted from time to time by DEPL(M).
- t) Collecting and maintaining all statistical data necessary for ensuring adequate stock of equipments.

4. The powers and Duties of Dy. Engineers :-

The Deputy Engineer will work under the Superintendent /Asst.Engrs. The number of deputy Engineers allotted to Superintendent/Asst.Engr. will depend on the exigencies of the department and shall be decided from time to time by DEPL(M). His duties will comprise some of the following :-

- a) Maintaining statistics pertaining to the Supply Branch.
- b) Preparing budget Estimates.
- c) Initiating proposals for purchase of equipments.
- d) Calculating annual/bi-annual requirement of items pertaining to Planning (M) Department.
- e) Preparing Draft specification and drawings and put up for approval of the concerned authority.
- f) Thorough scrutiny of technical part of the tender.
- g) Seeking clarification from the tenderers as regards technical particulars.
- h) Putting up draft recommendation of the tender.
- i) Put up proposal of factory inspection if any to higher authorities and among/co-ordinate with the manufacturer and the inspecting officers for carrying out the factory inspection.
- j) Thorough scrutiny of drawings submitted by the manufacturer for approval.
- k) Prepare note for deputation proposals for carrying out prototype and lot inspection of the equipments at the supplier's works.
- l) Co-ordinate and arrange the inspection of the prototype and lot inspection of the equipment.
- m) Keep track of the delivery of the equipment and co-ordinate with the firm in case of any technical discrepancies.
- n) Maintain the stock position of the equipment and co-ordinate with the M.M. department and the manufacturer in case of higher inventory or critical stock position.
- o) Monitor and maintain the performance of the equipment of the supplier.
- p) Study and discuss various catalogue and keeping in touch with the latest development in the equipment in the market. Study the suitability of introducing equipments with new technology into our system in terms of economy efficiency.
- q) Modify the existing specification for betterment of the equipment.
- r) To carry out site visits as and when required for critical cases.

5) The powers and Duties of Charge Engineer :

The Charge Engineer will have to work under the Deputy Engineers and shall be responsible for –

- a) Collection and Compilation of data.
- b) Helping in the preparation of charges, calculation and tabulation.
- c) To carry out site visits.

6) The powers and Duties of Assistant Adm. Officer :

The Asst. Administrative Officer is responsible to the Divisional Engineer Planning (Materials). He deals with various activities as under –

- a) To deal with all establishment matters and any other job entrusted by the superiors of the division.
- b) Supervise the work of the subordinate staff i.e. clerks, steno/typist etc. working in the department.
- c) Keeping control on organizational matters pertaining to the department.
- d) Preparing departmental dead-stock, revenue and capital budget estimates and annual administrative reports in English and Marathi.
- e) Preparing establishment schedule in respect of temporary and permanent posts of the department.
- f) Initiating and following up of procurement of various requirements such as furniture, office equipments and undertake repairs, maintenance of furniture, dead stock items etc. of the department.
- g) Dealing with staff matters and maintaining staff records such as staff record files and other confidential files, Annual Confidential reports of officers in the division.
- h) Obtaining administrative sanction for procurement of office furniture, equipments, computer accessories and various other matters.
- i) Maintaining budgetary control of different budget heads.
- j) Reviewing of the departmental manual as and when required.
- k) Replying to audit queries.
- l) Maintaining general upkeep and cleanliness of the department by engaging contracted scavengers.

7) The Duties of Supervisor :

- a) To supervise the subordinates working under him.
- b) Carrying out all establishment matters and any job entrusted by superiors.
- c) Verification of bills, follow up of final dues of separated employees, maintaining seniority list of all categories on the establishment of Planning (Materials) Division.
- d) To prepare various types of draft notes for management sanction.
- e) Maintaining of confidential files, records, papers etc.
- f) Attending to the general up-keep of files, records etc.
- g) Supervising the work entrusted to the clerks and to get the work done within a specific period of time.

- h) Forwarding monthly, quarterly annual statements and reports to management and other statutory bodies.
- i) To assist AAOPL(M) in routine administrative matter.
- j) To maintain imprest cash of the department.
- k) Maintaining general up-keep and cleanliness of the department.
- l) To ensure discipline amongst the staff working under him.

8) The duties of Stenographer :-

- a) Taking dictation and transcribing it.
- b) Typing monthly/quarterly statements and other related work.
- c) Checking and comparing the typed matter.
- d) Checking incoming e-mail as well as sending e-mail and taking its print outs.
- e) Scanning a document.

9) The duties of Clerk-cum-Typist :-

- a) Dispatch work in respect of inward/outward registers, green file registers, fax registers, correspondence register, tender file register, maintaining of petrol requisition register and issue of petrol requisition books.
- b) Preparing stationary requisitions, purchase form, gate passes.
- c) Preparing monthly tender position.
- d) Typing and other related work regarding specification, recommendations etc. and other miscellaneous typing work entrusted by the superiors.
- e) Checking and comparing the typed matter.
- f) Filing of Misc. papers.
- g) To put up Purchase Forms and maintain P.F. register thereof.

10) The duties of Clerk :

- a) Maintaining and updating of S.R. files of the staff and officers on the establishment of electric supply branch.
- b) Preparing of monthly statement such as staff position of permanent and temporary staff, sanction of briefcase, proposals in respect of briefcase, keeping records of bills towards briefcase, maintaining of clothing card and issuing of monsoon apparels, periodical statements in respect of various diaries, information regarding officers such as address, telephone number to be incorporated in the diaries, to assist the work carried out by AAO and Supervisor, maintaining registers such as clothing, briefcase, maintaining identity card-cum-bus token register, issue of identity card-cum-bus token and entry thereof etc.
- c) Filing of order, stores and equipment papers and annual contract schedule.
- d) Opening and maintenance of tender file and order files.
- e) Preparing duplicate quotation files.
- f) Maintenance of various registers i.e. tender register, cost data register.
- g) To furnish various types of information regarding stores matter required by technical officers.

- h) Collect data from concerned departments for working out and declaring distribution losses.
- i) To prepare monthly statements regarding distribution loss factor, field duty, EDEI, etc. payable to staff / officer's working in the department.
- j) To dispatch file and file references as required by technical officers as well as by administrative officers.
- k) Maintaining various registers listed in the index file and office files.
- l) To assist AAO in preparing budget capital/revenue budget estimates and administrative reports.
- m) Following up cases with various departments of the Undertaking with regard to tenders.
- n) Preparation of deputation bills, J.E. bills and follow-up thereof, preparing monthly and quarterly deputation statements.
- o) Procurement of Furniture and Office Equipment and maintaining inventory of Furniture and office equipment.
- p) Maintaining inventory of computers of Department and preparing computer maintenance report.
- q) Preparing Absentee memo of A & B grade Officers.
- r) Preparing Tea bills of concerned officers.
- s) Filing of circulars and other administrative plan/publication/subject study/reviewing filing index and opening of new subject files and to maintain statistical record.
- t) To assist AAO in MCA queries regarding administrative matters.
- u) Follow-up of various departmental files with concerned offices.
- v) Preparing medical bill of reimbursement.

11) The duties of Sepoy :

- a) Cleaning and dusting office furniture.
- b) Carrying dispatch to the departments located in the head office and various other offices.
- c) Shifting furniture.
- d) Bringing materials / stationary from Stores.
- e) Taking out reference files from the cabinets/cupboards and keeping them back.
- f) Collecting and distributing internal papers from the tray.
- g) Attending to call bells of officers.

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

The proposals for preparation of seniority list, filling in of vacancies in different grade etc. are put up by the dept. to the management for sanction / approval. After the approval, the proposals are executed under the overall supervision of Dy.Chief Engineer. Every officer is accountable for the work executed under his control.

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

The norms will be as per the procedure orders, Adm. Order, Office Orders and circulars issued by management from time to time.

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

The nature of work done by the engineers of material section may be overlapping responsibilities. The work in these sections is also interdependent. In order to have fixed responsibilities in regard to administration and clerical staff, office upkeep, etc. the work load is divided and allocated to each of the clerical staff by Office Assistant.

The staff records of all employees (including officers) both temporary and permanent on the roll of the department and those of separated employees shall be maintained by the DEPL(M). All the entries in the staff record shall be made in ink and duly authenticated by the DEPL(M) or the concerned officer authorized by him.

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

Functional Files / Records

Part VI	--	Correspondence	PL/Corr./	'B' Category
Part VII	--	Administration	PL/Adm/	'B' Category
Part VIII	--	Planning	PL/Plan/	'C' Category
Part XI	--	Stores	PL/Stores/	'A' Category

Study Files / Records

Part XII	--	Equipment	PL/Eq./	'A' Category
Part XIII	--	Subject Study	PL/SS/	'A' Category
Part XIV	--	Data	PL/Data/	'A' Category
Part XV	--	Statistics	PL/Stat./	'D' Category

'A' Category documents	--	Perpetual
'B' Category documents	--	5 years
'C' Category documents	--	3 years
'D' Category documents	--	1 year

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

Not Applicable

4.(b)(viii) : A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as sits 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) : Directory of its officers and employees :- as on 01.12.2022

Sr. No	Name of officer/staff	Design.	Grade	Ch. No.	P.S. No. of Dec.2022
1	Shri. N.N. Samuel	DEPLM	A-3	211966	143/01
2	Shri. R.M. Prabhu	Supdt.	A-4	215611	143/01
3	Shri. N.A. Bhosale	Supdt.	A-4	215192	143/01
4	Shri. V.K. Sontakke	A.E.	A-5	215430	143/01
5	Shri. S.R. Shinde	A.E.	A-5	215717	143/01
6	Smt. C.J. Vora	A.E.	A-5	216332	143/01
7	Shri. S.V. Shedge	DY.E.	G/GVI	216913	143/01
8	Smt. M.R. Sankhe	DY.E.	G/GVI	217574	143/01
9	Smt. B.N. Jogadia	Sr.Steno(P)	A/GVII(P)	215040	143/01
10	Shri. S.G. Surve	CL./TYPIST	A/GVII(P)	216187	143/01
11	Shri. G.H. Maru	JAMADAR(P)	A/GII(P)	209455	143/01
12	Shri. J.P. Tawade	Nawghany	T-1	412435	428/01

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

As on December 2022

Sr. No.	Name of officer/staff	Designation	Basic PAY (in Rs.)
1	Shri N.N. Samuel	DEPLM	85,950.00
2	Shri R.M. Prabhu	Supdt.	63,500.00
3	Shri N.A. Bhosale	Supdt.	50,650.00
4	Shri V.K. Sontakke	A.E.	49,550.00
5	Shri S.R. Shinde	A.E.	48,450.00
6	Smt. C.J. Vora	A.E.	50,700.00
7	Shri S.V. Shedje	DY.E.	46,050.00
8	Smt. M.R. Sankhe	DY.E.	42,050.00
9	Smt. B.N. Jogadia	Sr.Steno(P)	38,565.00
10	Shri S.G. Surve	CL./TYPIST	31,015.00
11	Shri G.H. Maru	JAMADAR(P)	35,195.00
12	Shri J.P. Tawade	Nawghany	25,345.00

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

The budget allocation: - Planning Establishment dept. code 143.

Year 2021-22

A/C Code 1030 amount Rs.5.70 lacs

A/C Code 1046 amount Rs. 0.40 lacs

A/C Code 1028 amount Rs.20.34 lacs

The plan proposed :- NIL

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

Not Applicable

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

Not Applicable

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

The information in respect of the department and officers and staff is available in the form of electronic on the website 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 updates these publications every year :-

Not Applicable

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

Not Applicable