

# VIGILANCE (E.S.) DEPARTMENT B.E.S. & T. Undertaking

Mandatory Information under section 4 of Chapter II of  
Right To Information Act, 2005

## Chapter - II (Right to information and obligation of public authorities)

Introduction :- The Vigilance activity in respect of detection of theft of electricity has undergone many changes over the years. Earlier, this activity was handled by respective Commercial Departments. As the activity was carried out by Commercial Departments, not much importance was given to the same. In order to make concentrated effort and to implement systematic approach, a need was felt to form a separate section. The Vigilance Cell in Electric Supply Branch was thus initially established in the year 1990 to detect the cases of theft of electricity.

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

The Vigilance (Electric Supply) Department is under overall control of General Manager-BEST and headed by Chief Vigilance Officer Electric Supply (CVOES). For smooth functioning, the departmental activities are being carried out by Vigilance (ES) South & Vigilance (ES) North departments separately headed by respective Divisional Engineers.

#### **Particulars of the Departments :-**

Sr. No.	Name of the department	Address	Contact No. (Tel.)
1	Vigilance (ES) South Department	3 <sup>rd</sup> Flr., Multistoried Building, Colaba Depot, Colaba, Mumbai – 400001.	02222856262 (Extn. 731) & 022- 22799731
2	Vigilance (ES) North Department	4th Floor, New Anciliary Building, Wadala Bus Depot, Opp. Dr. Ambedkar College, Tilak Road Extn., Wadala Mumbai – 400031	022-24190755

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

- 1) Arranging inspection for detection of theft of electricity cases.
- 2) Arranging raids for tampered meter and direct/ unauthorized supply cases
- 3) To register police complaints at respective police station as per Electricity Act 2003
- 4) Prefer provisional assessment claim with the help of Assessing officer and Recover 50% of provisional assessment claim amount.

- 5) Forward the case files to Claims Review Committee for final assessment.
- 6) Attend the Claim Review Committee meeting as and when called.
- 7) Attending the court cases

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

Sr. No.	Designation	Grade	No. of scheduled Posts			On Roll	Vacancy
			Total post	Vigilance (South)	Vigilance (North)		
1	Chief Vigilance Officer	A-2	1	1	--	--	1
2	Divisional Engineer	A-3	2	1	1	2	--
3	Superintendent	A-4	3	2	1	3	--
4	Asst. Engineer	A-5	5	4	1	4	1
5	Deputy Engineer	G/GVI	10	5	5	9	1
6	Sub Engineer	G/GV	8	4	4	1	7
7	Sr. Adm. Officer	A/GX	1	1	--	1	--
8	Adm. Officer	A/GIX	1	--	1	1	--
9	Supervisor	A/GVII	3	2	1	1	2
10	Asst. Foreman	P1/T6	2	1	1	2	--
11	MRBC (Tech.)	P1/T6	3	1	2	3	--
12	Investigation Insp.	P1/T6	3	1	2	3	--
13	Meter Inspector	P1/T5	11	5	6	8	3
14	Meter Inspector Jr.	P1/T4	4	2	2	4	--
15	Clerk/Clerk-cum-Typist	A/GV	8	5	3	8	--
16	Stenographer	A/GV	2	1	1	2	--
17	Shop Recorder	A/GV	6	3	3	6	--
18	M. V. Driver	P2/G3	5	1	4	4	1
19	Nawghany	P1/T1	9	4	5	9	--
20	Sepoy Jr.	A/GI	1	1	--	1	--
<b>TOTAL</b>			88	45	43	72	16

### **A) Powers and duties of Chief Vigilance Officer in grade A-2 :-**

- 1) The Chief Vigilance Officer is responsible for all vigilance related activities pertaining to Electric Supply Branch including detection / surveillance of theft of electricity / unauthorized use of electricity, coordinating with the respective review committees to ensure speedy review and finalization of cases to ensure proper representation and follow up of cases with the respective courts / authorities and Electrical Inspector.
- 2) Chief Vigilance Officer is also responsible to ensure proper distribution of work between the two zonal vigilance departments viz. Vigilance (South) & Vigilance (North).
- 3) Chief Vigilance Officer is also responsible for carrying out all technical investigations through his officers as and when needed, in case of any discrepancies noticed or brought to his notice or as directed by the GM.
- 4) Chief Vigilance Officer is also responsible for carrying out investigation through his officers in the cases of discrepancies related to improper reading, billing etc. In case of any discrepancies/ irregularities, CVOES shall also investigate the matters /cases pertaining to departments other than Electric Supply Branch as per specific instruction from GM.
- 5) Chief Vigilance Officer is also responsible for sending the monthly MIS report on complaints received & attended, various statutory reports and other matters, directly to GM.

### **B) Powers and duties of Divisional Engineer :-**

- 1) Divisional Engineer is the overall in-charge of the respective department.
- 2) He/She shall report to Chief Vigilance Officer (Electric Supply).
- 3) He/She is responsible for routine work pertaining to his zone and detection of theft of Electricity through his officers / staff within the supply area of BEST Undertaking under his jurisdiction. He shall coordinate with Superintendent, Assistant Engineer and other officers/staff working under him for successful investigation and detection of cases of theft of electricity. He shall ensure that the actions initiated by the departmental officers are as per respective sections of Electricity Act 2003.
- 4) He/She shall monitor all complaints received from various sources & arrange for its inspection, investigation & necessary action. He shall ensure that all the records of complaints, investigation & action taken report in case of each complaint are maintained properly.
- 5) He/She has to coordinate with local police stations to arrange for police protection during raids & requisite assistance to authorized officer for lodging FIR. He shall ensure that all requisite data, evidence, photographs

have been submitted to police authorities to enable them to initiate charge sheets in time.

- 6) He/She shall ensure that the case file in respect of each case of tampered meter or theft of electricity is comprising of inspection report, site conditions, consumption pattern, site punchanama, photographs, meter test report etc. & forward on next day to the assessing officer through Chief Vigilance Officer (ES).
- 7) He/She shall arrange to keep the track of preparation, issue of provisional assessment & final assessment. He shall arrange to recover the entire amount of final assessment within stipulated period. In genuine cases he shall arrange to give installments as per the guidelines issued from time to time. He/She shall monitor the cases for passing necessary journal entries.
- 8) He/She shall also arrange to review old cases in consultation with the Claims Review Committee in respect of cases detected prior to 16-08-2010 & issue final assessments after giving due hearings & deliberation in review committee. He shall also explore the possibility of settlement of case by mutual consent of the consumer, if review committee is of the opinion that the recovery made in that respective case is sufficient to meet our legitimate losses.
- 9) He/She shall ensure proper representation of our cases if the dispute is raised by the consumer in respect of final assessment before appellate authority i.e. Electrical Inspector or The Superintending Engineer, as the case may be. He shall also assist the competent authority for claim settlement proceedings like mediation, Lok-adalat.
- 10) He/She shall ensure to keep track of ongoing court cases & shall coordinate with our retainer advocate to give guidance, assistance to our complainants & other witnesses. He shall also arrange to take feedback from the complainants & retainers about court proceedings & take necessary action for successful prosecution.
- 11) He/She shall also arrange to send periodical reports viz. Monthly MIS, Administrative Report, Establishment Schedule and Budget Estimates pertaining to the Department. He/She shall deal with the sensitive cases/ major issues and staff matters of the Department.
- 12) He/She shall also arrange to forward various investigation reports & reply in respect of complaints from VIP & sensitive matters.
- 13) He/She shall review the activities of the department and shall introduce changes for improving the efficiency of the Department. Reporting politically sensitive cases to CVOES/AGMS and GM in advance. He/She

shall also responsible for overall general supervision / co-ordination of the department.

- 14) Divisional Engineer will carry out detailed investigation in cases of discrepancies, fraud and irregularities of various departments of Electric Supply Branch. He/She shall also investigate matters/ cases pertaining to departments other than Electric Supply Branch as per specific instructions from GM & Sr. Officers.

### **C) Powers and duties of Superintendent (ES):-**

- 1) Supdt. (ES) shall arrange for inspection and organize / conduct raids depending upon the importance of the case. He shall arrange necessary officer / staff for conducting the raid.
- 2) Supdt. (ES) shall coordinate with local police station to arrange for police protection & arrange necessary assistance to our authorized officers for lodging FIR. He shall ensure that all requisite data, evidence, photographs have been submitted to police authorities to enable them to initiate charge sheets in time.
- 3) Supdt. (ES) shall arrange to prepare case file in respect of each case of theft of electricity comprising of inspection report, site conditions, consumption pattern, site punchnama, photographs, meter test report etc. & forward on next day to the assessing officer through Divisional Engineer / Chief Vigilance Officer (ES).
- 4) Supdt. (ES) shall arrange to keep the track of preparation, issue of provisional assessment & final assessment.
- 5) Supdt. (ES) shall arrange to initiate SM advises for replacement of meters & MRA for removal of meters related to vigilance cases.
- 6) Supdt. (ES) shall arrange to issue provisional & final assessments in cases initiated by Vigilance (ES) Department & to accept compounding charges.
- 7) Supdt. (ES) shall arrange to initiate various advises as regards to change of tariff, amendment in case of defective meters, combination of meters etc.
- 8) Supdt. (ES) shall arrange to give vigilance clearance in the matter of removal / replacement of meter/s and new connection on service to Customer Care Departments.

- 9) Supdt. (ES) shall also assist the divisional engineer for preparation of various periodical reports viz. Monthly MIS, Administrative report, Establishment Schedule and Budget Estimates pertaining to the Department.
- 10) Supdt. (ES) shall carry out detailed investigation in cases of discrepancies, fraud and irregularities of various departments of Electric Supply Branch. He/She shall also investigate matters/ cases pertaining to departments other than Electric Supply Branch as per specific instructions from GM & Sr. Officers.
- 11) The Supdt. (ES) is the 1<sup>st</sup> Appellate Authority for all information furnished by his PIO i.e. Sr. Administrative Officer / Adm. Officer / Asst. Adm. Officer and shall attend the proceedings in case of 2<sup>nd</sup> appeal with Chief Information Commissioner.

**D) Powers and duties of Superintendent(ES) (Legal Matters):-**

- 1) Supdt. (Legal Matters) shall keep & update records of all police cases & its further progress.
- 2) Supdt. (Legal Matters) shall keep the track of ongoing court cases & shall coordinate with our retainer advocate to give guidance, assistance to our complainants, & other witnesses. He shall also arrange to take feedback from the complainants & retainer advocate about court proceedings & take necessary action for successful prosecution.
- 3) Supdt. (Legal Matters) shall prepare para wise comments in respect of various legal cases in consultation with our retainer advocate, pursis, draft reply & ensure timely submission.
- 4) Supdt. (Legal Matters) shall liaison with legal authorities for settlement proceedings through Lokadalat & mediation.
- 5) Supdt. (Legal Matters) shall coordinate with assessing officers to issue final assessments in case of ongoing court cases.
- 6) Supdt. (Legal Matters) shall arrange to collect court orders, judgment copies, roznama, etc. with the help of retainer advocate & initiate follow up action.
- 7) Supdt. (Legal Matters) shall arrange to collect muddemals deposited in police stations, various payments deposited in court.
- 8) Supdt. (Legal Matters) shall arrange to prepare proposals for recovery of civil liability, appeals if aggrieved by any court order.

- 9) Supdt. (Legal Matters) shall arrange to forward letters intimating the recovery status of vigilance claim pertaining to registered police cases to respective police stations.
- 10) Supdt. (Legal Matters) shall arrange to give vigilance clearance in the matter of removal / replacement of meter/s and new connection on service to Customer Care Departments.
- 11) Supdt. (Legal Matters) shall carry out detailed investigation in cases of discrepancies, fraud and irregularities of various departments of Electric Supply Branch. He shall also investigate matters/ cases pertaining to departments other than Electric Supply Branch as per specific instructions from GM & Sr. Officers.

**E) Powers and duties of Assistant Engineer:-**

- 1) Assistant Engineer shall arrange to monitor various complaints received through various sources and ensure that all the records of complaints, investigation & action taken report in case of each complaint are maintained properly as regards to unauthorized supply & tampered meters & theft of electricity.
- 2) Assistant Engineer shall arrange for inspections and organize / conduct raids depending upon the importance of the case. He shall arrange necessary staff for conducting the raid.
- 3) Assistant Engineer shall coordinate with local police station to arrange for police protection & arrange necessary assistance to our authorized officers for lodging FIR. He shall ensure that all requisite data, evidence, photographs have been submitted to police authorities to enable them to initiate charge sheets in time.
- 4) In case of mass raids he shall lead vigilance teams for successful operation by accurate planning & proper coordination between our staff & Police Department.
- 5) Assistant Engineer shall arrange to prepare case file in respect of each case of theft of electricity comprising of inspection report, site conditions, consumption pattern, site punchnama, photographs, meter test report, etc. & forward on next day to the Assessing Officer through Superintendent (ES) / Divisional Engineer / Chief Vigilance Officer (ES).
- 6) Assistant Engineer shall arrange to keep the track on preparation / issue of provisional assessment & final assessment in respect of cases detected by Vigilance (ES) department officers/ staff.
- 7) Assistant Engineer shall arrange to initiate SM advises for replacement of meters & MRA for removal of meters related to vigilance cases.

- 8) Assistant Engineer shall arrange to initiate various advises as regards to change of tariff, amendment in cases of defective meters, combination of meters, etc.
- 9) Assistant Engineer shall arrange to give vigilance clearance in the matter of removal / replacement of meter/s and new connection on service.
- 10) Assistant Engineer shall arrange to keep the daily attendance records of all team members & their inspection & investigation activity.
- 11) Asst. Engr. shall carry out detailed investigation in cases of discrepancies, fraud and irregularities of various departments of Electric Supply Branch. He shall also investigate the matters/ cases pertaining to departments other than Electric Supply Branch as per specific instructions from GM & Sr. Officers.

**F) Powers and duties of Deputy Engineer :-**

- 1) Deputy Engineer shall normally lead the teams comprising of staff & officers from vigilance Department for onsite investigation & raid.
- 2) Deputy Engineer shall keep the daily attendance records of all team members & their inspection & investigation activity.
- 3) Deputy Engineer shall arrange for inspection/ surveillance of various service cabins for detection of theft of electricity & tampered meters. He/ She shall collect all relevant data as regards to consumption pattern, meter detail, earlier evidence viz readings, photographs, arrears, etc. while establishing the case.
- 4) Deputy Engineer shall upload and scrutinize CMRI reading/Data for electronic meters and keep surveillance of those suspected meters.
- 5) Deputy Engineer shall arrange to secure the premises as well as source of theft/ unauthorized supply during entire investigation process. He/ She shall carry all relevant authorizations & identifications during the entire process of investigation. In case of investigations in slum area, he/she shall give prior intimation to local police station so as to avoid any untoward incident.
- 6) Deputy Engineer being the authorized officer as per provisions of Electricity Act 2003 & Govt. notifications, shall carry out inspection / testing of meter, premises so as to collect the data relevant to assess the losses incurred by the undertaking & communicate it to Assessing Officer.
- 7) Deputy Engineer shall prepare the site/ seizure punchnama giving details of site conditions, meter conditions, load details & details of meter or any other record seized by him for further investigation & testing in presence of two independent witnesses.



- 8) Deputy Engineer shall arrange to issue appointment letter for testing the meter in the laboratory or the provisional assessment letter as the case may be.
- 9) Deputy Engineer shall arrange to prepare case file in respect of each case of theft of electricity comprising of inspection report, site conditions, consumption pattern, site punchnama, photographs, meter test report. etc. & forward on next day to the Assessing Officer through Superintendent(ES) / Divisional Engineer / Chief Vigilance Officer (ES).
- 10) Deputy Engineer shall lodge complaint in writing to local police station in case he observes/ detects that supply is being abstracted dishonestly. He/ She shall ensure that all requisite data, evidence, photographs have been submitted to police authorities to enable them to initiate charge sheets in time in cases of FIR registered by his group.
- 11) Deputy Engineer shall remain present & give witness during the trial of accused in cases of theft of electricity initiated by him. He/ She will coordinate with Superintendent legal matters to update the status of his cases by giving him necessary feedbacks.
- 12) Deputy Engineer shall assist to Assistant engineer recovery for recovery of arrears in registered vigilance cases.
- 13) Deputy Engr. shall carry out detailed investigation in cases of discrepancies, fraud and irregularities of various departments of Electric Supply Branch. He shall also investigate matters/ cases pertaining to departments other than Electric Supply Branch as per specific instructions from GM & Sr. Officers.
- 14) Deputy Engr. shall carry out duties assigned to him by his superiors.

**G) Powers and duties of Sub Engineer :-**

- 1) Sub Engineer shall arrange for inspection/surveillance of various service cabins for detection of theft of electricity & tampered meters. He/ She shall collect all relevant data as regards to consumption pattern, meter detail, earlier evidence viz. readings, photographs, arrears, etc. while establishing the case.
- 2) Sub Engineer shall upload and scrutinize CMRI reading/Data for electronic meters and keep surveillance of those suspected meters.
- 3) Sub Engineer shall arrange to secure the premises as well as source of theft/ unauthorized supply during entire investigation process. He/ She shall carry all relevant authorizations & identifications during the entire process of investigation. In case of investigations in slum area, he/she shall give prior intimation to local police station so as to avoid any untoward incident.

- 4) Sub Engineer being the authorized officer as per provisions of Electricity Act 2003 & Govt. notifications, shall carry out inspection/ testing of meter, premises so as to collect the data relevant to assess the losses incurred by the undertaking & communicate it to assessing officer.
- 5) Sub Engineer shall prepare the site/ seizure punchanama giving details of site conditions, meter conditions, load details & details of meter or any other record seized by him for further investigation & testing in presence of two independent witnesses.
- 6) Sub Engineer shall arrange to issue appointment letter for testing of Meter in the laboratory.
- 7) Sub Engineer shall arrange to prepare case file in respect of each case of theft of electricity comprising of inspection report, site conditions, consumption pattern, site punchnama, photographs, meter test report, etc. & forward on next day to the Assessing Officer through respective Divisional Engineer
- 8) Sub Engineer shall lodge complaint in writing to local police station in case he observes/ detects that supply is being abstracted dishonestly. He/ She shall ensure that all requisite data, evidence, photographs have been submitted to police authorities to enable them to initiate charge sheets in time in cases of FIR registered by his group.
- 9) Sub Engineer shall remain present & give witness during the trial of accused in cases of theft of electricity initiated by him. He will coordinate with Superintendent legal matters to update the status of his cases by giving him necessary feedbacks.
- 10) Sub Engineer shall assist Assistant Engineer (Recovery) for recovery of arrears in registered vigilance cases.
- 11) Sub Engr. shall carry out detailed investigation in cases of discrepancies, fraud and irregularities of various departments of Electric Supply Branch. He shall also investigate the matters/ cases pertaining to departments other than Electric Supply Branch as per specific instructions from GM & Sr. Officers.
- 12) Sub Engr. shall carry out duties assigned to him by his superiors.

#### **H) Powers and duties of Charge Engineer :-**

- 1) Charge Engineer shall upload and scrutinize CMRI reading/Data for electronic meters and keep surveillance of those meters.
- 2) Charge Engineer shall assist Dy. Engineers/ Sub Engineers for inspection and conducting raids.

- 3) Charge Engineer shall assist Dy. Engineers/ Sub Engineers to prepare case files in respect of each case of theft of electricity.
- 4) Charge Engineer shall assist Assistant Engineer (Recovery) for recovery of arrears in registered vigilance cases.
- 5) Charge Engineer shall carry out duties assigned to him by his superiors.

**I) Duties & Responsibilities of MRBC(Tech) (P1/T6):-**

- 1) To take Meter reading / down load the load survey data with Palmtop Electronic Meter Reading instrument( CMRI )
- 2) To carry out all activities as per sr. no.(J) below.

**J) Duties & Responsibilities of Investigation Inspector (P1/T6), Asst. Foreman (P1/T6) & Meter Inspector in grade P1/T5 :-**

- 1) To assist the Dy. Engineer/ Sub Engineer in detecting the theft of energy cases of tampered Poly Phase/Single Phase meters and un-metered / unauthorized use of electrical energy.
- 2) To take Meter reading / down load the load survey data with Palmtop Electronic Meter Reading instrument ( CMRI ).
- 3) To visit various meter cabins/ installations in order to detect the theft of energy cases. To note the meter reading of meters which are kept under observation.
- 4) To assist the Dy. Engineer/Sub Engineer in identifying the premises using electrical energy through tampered meter by way of disconnecting / reconnecting the electric supply connections.
- 5) To assist Dy. Engineers/ Sub Engineers in taking the phase-wise connected loads of the premises and Test the meter with Accu-check machine.
- 6) To assist the Dy. Engineer/ Sub Engineers in tracing the route of direct supply wires to detect unmetered use of electrical energy and to identify the premises.
- 7) To attend the telephonic/public/departmental complaints received in the department and submit the report to the Sub Engineer, Dy. Engr. / Assistant Engineer / Superintendent.
- 8) To disconnect the tampered meter and arrange to deposit the same at the concerned police station as "Muddemaal," once the raid is conducted & case is made.
- 9) Apart from the tampered meter if the consumer has other meters, to disconnect the O.K. meters of same installation and arrange to bring the

meter to Vigilance Department and subsequently send it to Meter department.

- 10) To carry out general inspections of the service position as assigned by the concerned officer from time to time.
- 11) To carry out duties assigned to him by his superiors.
- 12) To attend the court cases as & when required.

**K) Duties & Responsibilities of Meter Inspector in grade P1/T4 :-**

- 1) To assist the Dy. Engineer/ Sub-Engineer in detecting the theft of energy cases of tampered Three Phase / Single Phase meters and un-metered / unauthorised use of electrical energy.
- 2) To visit / inspect various meter cabins in order to detect the theft of energy cases.
- 3) To assist the Dy. Engineer / Sub Engineer in identifying the premises, using electrical energy through tampered meter by way of disconnecting / reconnecting the electric supply connections.
- 4) To assist the Dy. Engineer/ Sub Engineers in tracing the route of direct supply wires to detect unmetered use of electrical energy and to identify the premises.
- 5) To attend the telephonic/public/departmental complaints received in the department and submit the report to the Sub Engineer, Dy.Engr. / Assistant Engineer / Superintendent.
- 6) To carry out general inspection of the service position as per the instructions given to him.
- 7) As per the instructions of Assistant Engineer/ Superintendent Vigilance to disconnect electric supply of the premises where the balance final assessment payment is not paid on due dates and to seal the cutouts, note down the last readings and inform the consumer.
- 8) To reconnect the electric supply of the premises after the payment is received (if it is disconnected by Vigilance Department). Note down the reading and inform the consumer.
- 9) To remove the meter/s in case of non-payment of provisional assessment amount & deposit it at Police Station / Vigilance department as the case may be.
- 10) To carry out duties assigned to him by his superiors.
- 11) To attend the court cases as and when required.

**L) Powers and duties of Sr. Admn. Officer in grade A/GX / Admn. Officer in grade A/GIX / Asst. Admn. Officer in grade A/GVIII :-**

- 1) He/ She shall be overall in charge of administrative staff & shall assist CVOES / Divisional Engineer in respect of all administrative work related with Vigilance department.
- 2) He/ She shall ensure / arrange to maintain all records of attendance, staff details, various payments, allowances & advances in respect of officers & staff of Vigilance department.
- 3) He/ She shall ensure that all periodic reports as regards to attendance, payments, allowances, establishment's positions, deputation reports, approval for capital & revenue budget estimates, status of approved budget grants, proposals for purchase of various tools, equipments, furniture etc., proposals for acting/ combination arrangements, administrative report, report of posts filled in reservation category are maintained /forwarded
- 4) He/ She shall ensure that the circulars in respect to Administrative Orders and office orders issued by the Management from time to time are maintained by concerned administrative staff.
- 5) He/ She shall ensure that inventory of capital/revenue assets, account of impress cash, clothing records and inventory of suspected tampered meters are maintained by concerned administrative staff.
- 6) He/ She shall attend the general correspondence.
- 7) He/ She is a Public Information Officer and shall keep all records in respects of applications received under RTI & shall send replies before due dates.

**M) Duties & Responsibilities of Supervisor in grade A/GVII :-**

- 1) He/ She shall **assist Sr. Admn. Officer in grade A/GX / Admn. Officer in grade A/GIX / Asst. Admn. Officer in grade A/GVIII in administrative work related to Vigilance department and also** maintain all records of attendance, staff details, various payments, allowances & advances in respect of officers & staff of vigilance department.
- 2) He/ She shall generate reports such as utilization report of departmental vehicles, deputation report, accident report, vacancy statement, overtime statement etc.
- 3) He/ She shall maintain the Imprest Cash Register, Inventory Register, Clothing Register.

- 4) He/She shall initiate relieving note, transfer note, taking over of officers and staff. He/She shall initiate confirmation notes of employees.
- 5) He/She shall prepare yearly capital & revenue budget and shall make necessary budget provision for the proposed departmental expenditure.
- 6) He/ She shall put up proposal for briefcase sanction to the sanctioning authority. Also put up for renewal as & when it is due.
- 7) He/ She shall take action on the notes received from AM(ES) Office and Personnel Department regarding establishment matters.
- 8) He/ She shall maintain seniority list of staff of department. He shall fill up requisition for filling up vacancies in the department.
- 9) He/ She shall intimate the concerned Officer/Employee to attend the training programme organized by DE(TIE).
- 10) He/ She shall fill up details required in the final bill of separated employees.
- 11) He/ She shall ensure maintaining of capital and revenue inventory items in working condition and shall ensure timely repairs / replacement of defective inventory items. He/She shall take necessary action, follow up with vendors for repairs, replacement etc. He / She shall prepare credit notes for the items to be credited & to prepare scrap notes for the items to be scrapped.
- 12) He/ She shall put up proposals / purchase form for furniture items/ equipments to be repaired & follow up the same with Materials Management Department.
- 13) He/ She shall put up purchase forms for non-stock items / follow up with Materials Management Department. Put up material requisition for items required by the department.
- 14) He/ She shall initiate payment advices for uniform cloth, raincoat/ gumboot, woolen jersey, festival advance, washing & stitching allowances.
- 15) He/ She shall forward the intimation to Welfare department for scholarship & after receiving clearance from them initiate the payment advice.
- 16) He/ She shall estimate the annual requirement of table calendar, wall calendar, diary etc. and accordingly inform the Materials Management Department.
- 17) He/ She shall prepare bills of retainer advocate. He/She shall also prepare bills of the hired vehicle from outside parties.

- 18) He/ She shall maintain all records of Compounding Charges collected every month and arrange to deposit the same to Energy Department, Govt. of Maharashtra.
- 19) He/ She shall put up requirement of vehicle on hire by the department.
- 20) He/ She shall put up proposals for establishment variations, yearly budget provisions, requirement of materials, scrapping note, etc.
- 21) He/ She shall maintain up to date inventory records of the Capital and Dead Stock material.
- 22) He/ She shall arrange for yearly scrapping of old office record after proper segregation, scrapped / defective / not in use inventory items after obtaining management's approval and shall maintain the records of inventory items / office record scrapped as per Maharashtra Public Records Act

**N) Duties & Responsibilities of Clerical Staff :-**

**N-1) Dispatch Clerk in grade A/GV-**

- 1) He/ She shall receive the dispatch, write the inward number & date, make entries in register & computer.
- 2) He/ She shall route the papers as per the markings and distribute it.
- 3) He/ She shall give outward no. & date to outgoing notes, letters and files and make entries in register & computer.
- 4) He/ She shall make cross entries on the relevant papers.
- 5) He/ She shall circulate the circulars.
- 6) He/ She shall file the papers personally and ensure that papers are filed in the appropriate files.
- 7) He/ She shall maintain all files/copies of notes sent to various Department.
- 8) To carry out any other work assigned to him/her by the superiors.

**N-2) Master Record Clerk in grade A/GV -**

- 1) He/ She shall update the records of each vigilance case file in computer at every stage, till the case gets closed.
- 2) He/ She shall prepare MIS of Vigilance cases every month.
- 3) He/ She shall provide required information to concerned departments.
- 4) He/ She shall provide updated position of pending vigilance case to the consumers & parties visiting Vigilance Department for enquiry.

- 5) He/ She shall reply to e-mails / letters received from Customer Care Departments giving status of vigilance cases.
- 6) He/ She shall update the vigilance cases data to other clerical staff for discharging their jobs and also make available the data on PC of Supdt. / Asst. Engr. / Dy Engr./ Sub Engr.
- 7) To carry out any other work assigned to him/her by the superiors.

**N-3) Incentive Bonus Clerk in grade A/GV –**

- 1) He/ She shall update the data of closed vigilance cases on his PC and shall collect such case files and calculate the incentive bonus payable.
- 2) He/ She shall prepare incentive statements and put up for Management's approval.
- 3) He/ She shall make arrangement for payment of incentive bonus to eligible officers / staff after approval. Also shall arrange to initiate supplementary bills for payment of incentive bonus for the separated officers / staff.
- 4) He / she shall prepare monthly report of amount / units recovered for calculation of distribution loss.
- 5) To carry out any other work assigned to him/her by the superiors.

**N-4) Recovery Section Clerk in grade A/GV -**

- 1) He/ She shall obtain the consent from consumer for amicable settlement as per the instructions of Supdt. / Asst. Engr. / Dy. Engrs.
- 2) He/ She shall arrange to send the letters to consumers in the cases, to be settled amicably.
- 3) He/ She shall forward the case files for J.E. to Clerk, after amicable settlement.
- 4) He/ She shall prepare and hand over the vigilance claim bills to consumer for making payment at the counter, with the signature of Assistant Engineer
- 5) He/ She shall maintain the record of vigilance claim recovery month wise, issue bills for making payment by the party, keep record of cheques received/ presented for payment / and dishonored cheques.
- 6) He / She shall make available vigilance case data / assist concerned officer for recovery of vigilance claim amount.
- 7) He/ She shall arrange for periodic / yearly scrapping of old unwanted / closed cases, office record.
- 8) To carry out any other work assigned to him/her by the superiors.



**N-5) Journal Entry Clerk in grade A/GV -**

- 1) He/ She shall prepare J.E. of claim amount and compounding charges recovered in all closed vigilance cases & forward the same to Audit Dept / Accounts Department.
- 2) He / She shall initiate J. E. for adjustment of claim amount to compounding charges in case of excess recovery of claim amount.
- 3) He/ She shall prepare refund advice after approval of management where excess amount has been paid by the party.
- 4) He/ She shall ensure updating J. E. passed data in Master file and respective vigilance case file.
- 5) He/ She shall maintain the attendance record, payment of casual labours.
- 6) He/ She shall arrange for periodic / yearly scrapping of old unwanted / closed cases office record
- 7) To carry out any other work assigned to him/her by the superiors.

**N-6 ) Court Clerk in grade A/GV -**

- 1) He/ She shall attend the Courts for collecting meters which are deposited at various police stations as "Muddemaal" after final judgment is given by the court and appeal period is over.
- 2) To collect and follow-up for the claim amounts deposited in courts and fines recovered by the courts in favour of the B.E.S. & T. Undertaking.
- 3) To co-operate Retainer Advocate in Lokadalat / Court proceedings, to make available electricity theft cases details.
- 4) To file court order / lokadalat order copy in vigilance case file, to forward copy of the order to Assessment officer for calculation of revised Final Assessment and to Master Record clerk to update record.
- 5) To prepare draft reply in the matter of MCA queries in vigilance cases after collecting data/ papers in the matter.
- 6) To attend court cases as per requirement.
- 7) He/ She shall arrange for periodic / yearly scrapping of old unwanted / closed cases office record
- 8) To carry out any other work assigned to him/her by the superiors.

**N-7) Complaint Clerk in grade A/GV :-**

- 1) He/ She shall make entries of all complaints of theft of electricity ward wise and update record of complaints received in Vigilance Department through e-mail, telephone, written complaints and from other departments of Electric Supply Branch.

- 2) He/ She shall handover all such complaints to Asst. Engr. / Dy Engr. for further investigation & shall keep record of these complaints.
- 3) He / She shall keep records of all investigated closed cases.
- 4) He / She shall prepare monthly MIS report of complaints.
- 5) He shall initiate S.M./M.R.A. through OLCCS system.
- 6) He/ She shall arrange for periodic / yearly scrapping of old unwanted / closed cases office record.
- 7) To carry out any other work assigned to him/her by the superiors.

**N-8) Record Section Shop Recorder in grade A/GV :-**

- 1) He/ She shall keep / maintain vigilance case files in all respect by filing each and every paper related to vigilance case
- 2) He/ She shall prepare vigilance case file, original & one duplicate. He/She shall send the duplicate case file to Review Committee after ensuring that entry is carried out by the concerned clerk in computer master file. He shall keep records of all original case files & keep track of files sent to Review Committee.
- 3) He/ She shall update the new meter details, final assessment amount, recovery status in case register.
- 4) He/ She shall prepare and hand over the vigilance claim bills to consumer for making payment at the counter, with the signature of Assistant Engineer.
- 5) He/ She shall arrange all blank formats required on site to Vigilance squad.
- 6) He/ She shall keep the meters removed in vigilance cases properly.
- 7) He/ She shall credit the meters to Meters dept. removed by Vigilance Department for tampering, non-payment of claim amount or nonpayment of installments on due date and meters brought from the courts along with meter details such as meter no., make of the meter, size of the meter, reading at the time of removal of the meters and condition of the meters.
- 8) He/ She shall arrange to send the meters, brought for Lab test, to Meters Department and recollect the same.
- 9) He/ She shall arrange to send the photographs and other related documents, to Police Station, in consultation with concerned Deputy Engineer.
- 10) He/ She shall arrange for periodic / yearly scrapping of old unwanted / closed cases office record.
- 11) To carry out any other work assigned to him/her by the superiors.

**O) Stenographer in grade A/GV :-**

- 1) He/ She shall take dictation and transcribe it.
- 2) He/ She shall type letters from drafts and hand-written matter given by A & B grade officers and Supervisor.
- 3) He/ She shall prepare files, notes in E-office system and shall prepare receipts after scanning the attachments
- 4) He/ She shall forward copies of e-mail to respective officer/ administrative staff for further action and shall reply to email as per draft.
- 5) To carry out any other work given to him/her by the superiors.

**P) Duties & Responsibilities of Motor Vehicle Driver in grade P1/G-III :-**

- 1) He shall drive the departmental vehicle from the place of reporting to the sites, office, police station, courts etc.
- 2) He shall maintain the log book of the vehicle and obtain the signature of the user.
- 3) He shall check fuel of the vehicle every day.
- 4) He shall make the entry in the log book of the fuel consumed.
- 5) He shall submit the logbook of the vehicle on 1st of the month to the department for preparing vehicle utilization report.
- 6) He shall take the vehicle for monthly servicing to Motor Vehicle Section, Anik.
- 7) He shall fill in the complaint form and get the Vehicle defects attended by the M.V. Section, Anik.
- 8) He shall arrange to keep the vehicle clean.

**Q) Duties & Responsibilities of Nawghany in grade P1/T1 :-**

- 1) He shall assist the meter inspector in carrying the meters/ tools / equipments.
- 2) He shall assist in tracing out the direct supply connections.
- 3) He shall load/ unload the tools/ meters/cables or other materials from the vehicle.
- 4) He shall clean the office/ furniture, vehicles etc.
- 5) He shall excavate for detecting the un-authorized use of electrical energy.
- 6) He shall take the meters to M&R's sub-store for depositing.
- 7) He shall collect the cable / wires removed from the site and bring it to department.
- 8) He shall carry out any other work assigned to him by the superiors.
- 9) He shall collect the meters from police station after the court matter is over.
- 10) He shall dispatch intimation letters/papers related to vigilance cases to police stations

**R) Duties & Responsibilities of Sepoy (A/G-I) / Jamadar(P) A/G-II (P) :-**

Attend daily dispatch of files / papers to different departments, xeroxing of the documents, bring the required stationery from Stores Section, filing of papers, keep office record clean and tidy, dusting of tables and chairs, etc.

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

Vigilance (ES) Department is dealing with theft of electricity and unauthorized use of electricity cases strictly as per the laid down procedure & provisions of Electricity Act 2003, Govt. notifications, MERC regulations / notifications and BEST's Procedure/ Administrative Orders. Following procedure is generally adopted for detection, investigation, inspection, raiding of premises for suspected theft of electricity or unauthorized use of electricity.

- i) Detection / Investigation :- All technical staff from Meter Inspector to Chief Vigilance Officer of the department are keeping vigil on area of licensee by analyzing consumption pattern of Meter, data downloaded from electronic meter, information/ complaints received from general public, Customer Care department's staff etc. Suspected consumer's premises / installation is raided by authorized officers notified by State government as per provision of Electricity Act, 2003.
- ii) Inspection/ raid:- The authorized officer on behalf of State Govt. along with team inspect/ raid suspected premises/ meter. The authorized officers are authorized as per Govt. notifications under Electricity Act, 2003 section 135 (1 A) to enter, inspect, break open and search any place or premises in which he has reason to believe electricity is being used unauthorizedly or being stolen, search, seize and remove all devices, instrument, wire etc. used for unauthorized use of electricity.

The investigating officer is authorized to lodge Police complaint in writing relating to the theft of electricity offence in police station having jurisdiction within 24 hours from time of disconnection of supply.

- iii) Assessment for unauthorized use / theft of electricity :-

The Assessing Officer is nominated as per the provisions of Electricity Act 2003 and Govt. notifications. He prepare and issue Provisional and final assessment as per provisions of section 126 of the Electricity Act 2003 in cases of unauthorized use of electricity.

The Authorized Officers and the Assessing Officers are strictly following provisions of Electricity Act 2003, Govt. notifications,

MERC Regulations etc. All other officers are playing supportive role to them.

- iv) Submission of Report :- Various reports like list of theft of electricity cases, assessment amount, details of police cases, etc. are submitted by Authorised Officer and Assessing Officer to various higher authorities for information.

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

Specific norms are not set for discharging the functions. However, it is envisaged that the action should be taken promptly and secretly within reasonable time frame.

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

Departmental manual, Service Regulations, Standing Orders, Electricity Act, 2003, RTI Act 2005, P.O. 147, Adm. Order 353 & 354(A), 357, 400 & Govt. notifications issued from time to time by State Government, Union Government and MERC as per provisions of Electricity Act, 2003 viz.

MERC Supply Code Regulations dtd. 25-02-2021 vide MERC/Legal/ 2021/66 – Theft of Electricity Section 10.1.2 – The assessment shall be made at a rate equal to twice the tariff applicable to the category of services and for the actual period of theft. Where the period for the theft cannot be ascertained, it shall be presumed to be twelve (12) months prior to the detection of such dishonest abstraction, consumption or use of electricity.

Notification No. IEA 2008/ CR-96/ NRG-3 dtd. 01-10-2008 from Subrato Ratho, Principal Secy., GOM, regarding amendment to Govt. Notification No. 447/ NRG-3 dtd. 26-09-2006 in exercise of the powers conferred by Sub-Section 2 of Section 135 of the EA-2003 (36 of 2003) and other powers.

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

- (i) Documents related to vigilance case inspection form, Lab test report etc.
- (ii) Various registers maintained in the Department regarding Tampered Meter & Direct supply cases.
- (iii) Complaint Books

- (iv) Data kept in soft copy for each vigilance case. Also hard bound registers.
- (v) Data, files, records regarding court cases.
- (vi) Various registers & files maintained for Inward/ Outward, Leave Registers, Imprest Cash, correspondence, Service Record Files, Administrative files, visit book.

**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.**

At present, no such procedure is adopted.

**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, 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 Department wise**

**VIGILANCE (SOUTH) DEPARTMENT As on 1<sup>st</sup> October 2022**

Sr. No	Ch. No.	P.S. No.	Name	Design.	Remarks
1	215557	120/01	Mushtaque Mujawar Shaikh	Div. Engr.	--
2	215422	120/01	Sudhir Vishwanath Shaha	Supdt.	--
3	215414	120/01	Sushilkumar Pandharinath Kumbhar	Supdt.	--
4	212384	120/01	Suresh Kisanrao Jambhale	Asst. Engineer	
5	214493	120/01	Vilas Gopinath Nagvekar	Asst. Engineer	
6	215280	120/01	Anil Gundapa Khandare	Asst. Engineer	On loan to Street Lighting (M)
7	217056	120/01	Atul Govind Parab	Deputy Engineer	
8	217375	120/01	Mangesh Dagadu Avhad	Deputy Engineer	
9	213303	120/01	SopanEknath Shelar	Deputy Engineer	
10	213240	120/01	Anil Sukhdeo Sonawane	Deputy Engineer	
11	217419	134-03	Kunal Ravishashimani Tripathi	Deputy Engineer	On loan from CCD
12	212492	120/01	Sanjay Raghunath Surve	Sr.Admin.Officer	--
13	216231	120/01	Anjali Sudhakar Bangera	Supervisor	--
14	215870	120/01	Sunil Jagannath Sanas	Clerk / Sup. (P)	On loan to CCFN
15	212801	120/01	Tanaya Milind Velankar	Clerk / Sup. (P)	

Sr. No	Ch. No.	P.S. No.	Name	Design.	Remarks
16	216265	120/01	Aruna Suryakant Waghmare	Clerk / Sup. (P)	
17	410152	120/01	Raghu Mahalinga Poojary	Clerk / Sup. (P)	--
18	197193	120/01	Ravindra Dashrath Sawant	Clerk / Sup. (P)	--
19	215274	121/02	Shashidhar Manohar Agte	Sr Steno.(P)	On Loan from VIG(N)
20	215973	120/01	Arvind Arjun Singh	Supervisor (P)	--
21	217486	120/01	Milind Mohan Sawant	Shop Rec.	--
22	322814	120/01	Pravin Ladu Palav	Shop Rec. / Sup. (P)	--
23	280877	120/01	Savita Vilas Bhor	Sepoy	--
24	404079	120/01	Ram Bhalchandra Pandit	Asst. Foreman	--
25	404156	124-02	Maruti Vishnu Sherwade	Asst. Foreman	On Loan from Meters
26	404897	120/01	Sudhakar Maruti Kamble	Inv. Insp	--
27	402615	120/01	Pradip Pandurang Jadhav	MRBC (Tech)	On loan to HVC
28	404115	120/01	Santosh Ramchandra Gangawane	Meter Insp. Sr	--
29	404206	120/01	Janardan Vasant Thombare	Meter Insp. Sr	--
30	404915	120/01	Mangesh Pilaji Lingayat	Meter Insp. Sr	--
31	404143	420/01	Sambhaji Vitthal Kunjir	Meter Insp (P)	--
32	007819	420/01	Ganesh Parshuram Agawane	Driver M V	--
33	411290	420/01	Sachin Bhargav Surve	Sr Nawghany (P)	--
34	411471	420/01	Uday Anant Vichare	Nawghany	--
35	412688	420/01	Tukaram Chandar Bande	Sr Nawghany (P)	
36	412981	420/01	Sagar Madhukar Chavan	Nawghany	

**VIGILANCE (NORTH) DEPARTMENT As on 1<sup>st</sup> October 2022**

Sr. No.	Ch. No.	P.S. No.	Name	Design.	Remarks
1	213089	121/02	Girish Devidasrao Deshmukh	DCESL & VIG(S)	--
2	213235	121/02	Uddhav Narayan Desai	Div. Engr.	
3	215799	121/02	Vishnukant Shankarrao Gujar	Supdt.Es	--
4	212551	121/02	Suhas Yashavant Modak	Asst. Engr.	--
5	217420	121/02	Darshana Rasesh Shah	Deputy Engineer	--
6	213230	121/02	Atul Vasant Digrajkar	Deputy Engineer	--
7	213267	121/02	Ajay Prabhakar Chinchole	Deputy Engineer	--
8	213288	121/02	Rajendra Bhagwan Shevkar	Deputy Engineer	--
9	213358	121/02	Deepak Kamalakar Joshi	Deputy Engineer	--
10	215176	121/02	Santosh Vasudeo Gursale	Sub Engineer	--
11	292090	026-01	Dattatraya Uttam More	S. S. O	On loan from Sec. & Vig
12	215446	121/02	Rupchand Vishwanath Warthe	A.Officer-E.S.	--
13	213809	121/02	Supriya Ganesh Kamath	Clerk / Sup. (P)	--
14	213840	121/02	Somanath Anandrao Bhosale	Clerk / Sup. (P)	
15	214890	121/02	Jyotsna Pravin Sawant	Clerk / Sup. (P)	
16	217580	131/01	Sudha Rajkumar Tiwari	Clerk	on loan from CCA
17	215955	121/02	Janhavi Nilesh Naik	Sr Steno.(P)	--
18	214243	121/02	Krishnakumar Vishwanath Gosai	Shop Rec / Sup. (P)	--
19	191375	121/02	Sanjay Bandu Mane	Shop Rec.	--
20	215988	121/02	Bhushan Vasudeo Shirodkar	Supervisor (P)	--
21	212185	115/01	Rajiv Madhukar Pradhan	Shop Rec / Sup.(P)	On loan from Regulatory
22	404152	121/02	Mahesh Baban Kamble	Asst. Foreman	--
23	404150	124/02	Sadashiv Shrikrishna Kastur	Asst. Foreman	On loan from Meters
24	404886	121/02	Vipin Sshantaram Choudhari	Inv. Insp	--
25	404889	121/02	Hasmukh Pandurang Gore	Inv. Insp	--
26	404394	121/02	Shankar Sonu Ghanekar	MRBC(Tech)	--
27	409994	121/02	Pradeep Soma Bhangare	MRBC(Tech)	--
28	404103	121/02	Prakash Arjun Sontakke	Mtr Ins Sr	On loan to Vig(S)
29	404109	121/02	Krishna Babu Khandzode	Mtr Ins Sr	--
30	404243	121/02	Shrikant Shripat Gaikar	Mtr Ins Sr	--
31	404900	121/02	Sunil Sudhakar Mayekar	Mtr Ins Sr	--
32	404913	121/02	Harishchandra Krishna Pawari	Mtr Ins Sr	--



Sr. No.	Ch. No.	P.S. No.	Name	Design.	Remarks
33	404129	421/02	Rajendra Ganapat Dhanawade	Mtr Insp (P)	--
34	404130	421/02	Vinod Raghunath Patil	Mtr Insp (P)	--
35	404138	421/02	Shrimant Balkrishna Kumbhar	Mtr Insp (P)	--
36	324934	421/02	Dilip Vishnu Zimal	Sr Mv Driver(P)	--
37	325563	421/02	Sharad Sukhadeo Misal	Driver M V	--
38	325614	421/02	Babaso Shivaji Savekar	Driver M V	--
39	411624	421/02	Sandesh Prabhakar Gawade	Nawghany	--
40	412294	421/02	Sarjit Manful Singh	Nawghany	--
41	412738	421/02	Yashwant Bhau Bhangare	Nawghany	--
42	412972	421/02	Hemant Pandharinath Jagtap	Nawghany	--
43	412975	421/02	Sayaji Genubhau Thorat	Nawghany	--

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

### VIGILANCE (ES) SOUTH

#### DETAILS OF MONTHLY REMUNERATION AS PER September 2022 payroll

Sr. No.	Ch. No.	P.S. No.	Name	Design.	Basic Pay Rs.	Monthly Remun. Rs.
1	215557	120/01	Mushtaque Mujawar Shaikh	Div. Engr.	68600	117034.81
2	215422	120/01	Sudhir Vishwanath Shaha	Supdt.	64950	107433.7
3	215414	120/01	Sushilkumar Pandharinath Kumbhar	Supdt.	69500	128620.33
4	212384	120/01	Suresh Kisanrao Jambhale	Asst. Engineer	76150	107073.1
5	214493	120/01	Vilas Gopinath Nagvekar	Asst. Engineer	60750	103477.79
6	215280	120/01	Anil Gundapa Khandare	Asst. Engineer	56750	97419.25
7	217056	120/01	Atul Govind Parab	Deputy Engineer	45000	85746.3
8	217375	120/01	Mangesh Dagadu Avhad	Deputy Engineer	44000	74480.4
9	213303	120/01	SopanEknath Shelar	Deputy Engineer	70900	135780.82
10	213240	120/01	Anil Sukhdeo Sonawane	Deputy Engineer	63300	106446.9
11	217419	134-03	Kunal Ravishashimani Tripathi	Deputy Engineer	44000	65677.4
12	212492	120/01	Sanjay Raghunath Surve	Sr.Admin.Officer	61900	98310.5
13	216231	120/01	Anjali Sudhakar Bangera	Supervisor	39300	62784.82
14	215870	120/01	Sunil Jagannath Sanas	Clerk / Sup. (P)	34930	43433.57
15	212801	120/01	Tanaya Milind Velankar	Clerk / Sup. (P)	44295	69197.16
16	216265	120/01	Aruna Suryakant Waghmare	Clerk / Sup. (P)	32270	44781.45
17	410152	120/01	Raghu Mahalinga Poojary	Clerk / Sup. (P)	34930	
18	197193	120/01	Ravindra Dashrath Sawant	Clerk / Sup. (P)	39335	55794.64
19	215274	121/02	Shashidhar Manohar Agte	Sr Steno.(P)	40120	62505.5

Sr. No.	Ch. No.	P.S. No.	Name	Design.	Basic Pay Rs.	Monthly Remun. Rs.
20	215973	120/01	Arvind Arjun Singh	Shop Rec / Sup(P)	35630	74934.26
21	217486	120/01	Milind Mohan Sawant	Shop Rec.	27810	44254.42
22	322814	120/01	Pravin Ladu Palav	Shop Rec / Sup(P)	43425	69693.8
23	280877	120/01	Savita Vilas Bhor	Sepoy	27205	42011.8
24	404079	120/01	Ram Bhalchandra Pandit	Asst. Foreman	33280	57586.49
25	404156	124-02	Maruti Vishnu Sherwade	Asst. Foreman	33280	48000.31
26	404897	120/01	Sudhakar Maruti Kamble	Inv. Insp	39775	71470.21
27	402615	120/01	Pradip Pandurang Jadhav	MRBC (Tech)	42210	67001.1
28	404115	120/01	Santosh Ramchandra Gangawane	Meter Insp. Sr	35725	58416.98
29	404206	120/01	Janardan Vasant Thombare	Meter Insp. Sr	33945	58188.09
30	404915	120/01	Mangesh Pilaji Lingayat	Meter Insp. Sr	37915	65296.87
31	404143	420/01	Sambhaji Vitthal Kunjir	Meter Insp (P)	34340	57391.9
32	007819	420/01	Ganesh Parshuram Agawane	Driver M V	29510	50608.8
33	411290	420/01	Sachin Bhargav Surve	Sr Nawghany (P)	28870	43330.67
34	411471	420/01	Uday Anant Vichare	Nawghany	25345	41143.5
35	412688	420/01	Tukaram Chandar Bande	Sr Nawghany (P)	27205	48820.54
36	412981	420/01	Sagar Madhukar Chavan	Nawghany	25345	45220.22

(Details as per September 2022 payroll )

**VIGILANCE (ES) NORTH**

Sr. No.	Ch. No.	P.S. No.	Name	Design.	Basic Pay Rs.	Monthly Remun. Rs.
1	213089	121/02	Girish Devidasrao Deshmukh	DCESL & VIG(S)	97850	170445.4
2	213235	121/02	Uddhav Narayan Desai	Div. Engr.	76800	128559.46
3	215799	121/02	Vishnukant Shankarrao Gujar	Supdt.Es	62100	120193.47
4	212551	121/02	Suhas Yashavant Modak	Asst. Engr.	71150	128921
5	217420	121/02	Darshana Rasesh Shah	Deputy Engineer	44000	79733.4
6	213230	121/02	Atul Vasant Digrajkar	Deputy Engineer	67750	109576.5
7	213267	121/02	Ajay Prabhakar Chinchole	Deputy Engineer	67750	121460.5
8	213288	121/02	Rajendra Bhagwan Shevkar	Deputy Engineer	63300	105929.9
9	213358	121/02	Dipak Kamalakar Joshi	Deputy Engineer	66250	121573.8
10	215176	121/02	Santosh Vasudeo Gursale	Sub Engineer	53750	89843.4
11	292090	026-01	Dattatraya Uttam More	S. S. O	45000	72041.05
12	215446	121/02	Rupchand Vishwanath Warthe	A.Officer-E.S.	42750	73924.9
13	213809	121/02	Supriya Ganesh Kamath	Clerk / Sup. (P)	43425	71414.8
14	213840	121/02	Somanath Anandrao Bhosale	Clerk / Sup. (P)	43425	70457.8
15	214890	121/02	Jyotsna Pravin Sawant	Clerk / Sup. (P)	39335	65325.3
16	217580	131/01	Sudha Rajkumar Tiwari	Clerk	27265	45674.7
17	215955	121/02	Janhavi Nilesh Naik	Sr Steno.(P)	38565	63095.1
18	214243	121/02	Krishnakumar Vishwanath Gosai	Shop Rec / Sup. (P)	40120	54452.6

Sr. No.	Ch. No.	P.S. No.	Name	Design.	Basic Pay Rs.	Monthly Remun. Rs.
19	191375	121/02	Sanjay Bandu Mane	Shop Rec.	41325	68062.84
20	215988	121/02	Bhushan Vasudeo Shirodkar	Supervisor (P)	35630	58881.27
21	212185	115/01	Rajiv Madhukar Pradhan	Shop Rec / Sup.(P)	45180	67525.6
22	404152	121/02	Mahesh Baban Kamble	Asst. Foreman	32625	62529.1
23	404150	124/02	Sadashiv Shrikrishna Kastur	Asst. Foreman	33280	63838.55
24	404886	121/02	Vipin Shantaram Choudhari	Inv. Insp	42210	68800.9
25	404889	121/02	Hasmukh Pandurang Gore	Inv. Insp	42210	74098.9
26	404394	121/02	Shankar Sonu Ghanekar	MRBC(Tech)	43055	76121.4
27	409994	121/02	Pradeep Soma Bhangare	MRBC(Tech)	37480	64372.1
28	404103	121/02	Prakash Arjun Sontakke	Mtr Ins Sr	35025	56518.8
29	404109	121/02	Krishnat Babu Khandzode	Mtr Ins Sr	35725	68071.74
30	404243	121/02	Shrikant Shripat Gaikar	Mtr Ins Sr	31725	61507.15
31	404900	121/02	Sunil Sudhakar Mayekar	Mtr Ins Sr	38675	69116.9
32	404913	121/02	Harishchandra Krishna Pawari	Mtr Ins Sr	37915	68675.5
33	404129	421/02	Rajendra Ganpat Dhanawade	Mtr Insp (P)	33005	66352.44
34	404130	421/02	Vinod Raghunath Patil	Mtr Insp (P)	34340	59139.52
35	404138	421/02	Shrimant Balkrishna Kumbhar	Mtr Insp (P)	34340	65245.6
36	324934	421/02	Dilip Vishnu Zimal	Sr Mv Driver(P)	33230	53060.2
37	325563	421/02	Sharad Sukhadeo Misal	Driver M V	30100	45424.35
38	325614	421/02	Babaso Shivaji Savekar	Driver M V	27550	43243.26
39	411624	421/02	Sandesh Prabhakar Gawade	Nawghany	25345	46487.5
40	412294	421/02	Sarjit Manful Singh	Nawghany	25345	46061.5
41	412738	421/02	Yashwant Bhau Bhangare	Nawghany	24365	26844.08
42	412972	421/02	Hemant Pandharinath Jagtap	Nawghany	25345	41913.31
43	412975	421/02	Sayaji Genubhau Thorat	Nawghany	25345	45866.75

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

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

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

N.A.

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

Not Applicable

**4 (b) (xiv) : Details in respect of the information available 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 our website [www.bestundertaking.com](http://www.bestundertaking.com).

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

Except public holidays and Sunday weekly off day the working hours of department is 9 to 5 from Monday to Friday with lunch interval of 45 minutes at 01 p.m. On Saturday, working hours is 9 to 2 p.m. (no lunch interval). Weekly off is given to administrative staff on all Saturday and Sunday.

No library/ reading room is maintained for public use.

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

**A) Vigilance (ES) South**

Public Information Officer-	Shri. S. R. Surve Sr. Admin. Officer, Vigilance (ES) South Dept.
1 <sup>st</sup> Appellate Authority -	Shri. S. V. Shaha, Supdt. ES, Vigilance (ES) South Dept.
Address -	3 <sup>rd</sup> Floor, Multistoried Bldg., Colaba Bus Depot, Colaba, Mumbai – 400 001 022-22856262 (Extn. 731) & 022- 22799731

**B) Vigilance (ES) North**

Public Information Officer-	Shri. R. V. Warthe, Admin. Officer, Vigilance (ES) North Dept.
1 <sup>st</sup> Appellate Authority -	Shri. V. S. Gujar, Supdt. ES, Vigilance (ES) North Dept.
Address -	4 <sup>th</sup> Floor, Ancialiary Bldg., Wadala Bus Depot, Tilak Rd. Extn., Wadala, Mumbai – 400 031 022-24190755

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

The other information pertaining to department can be obtained from PIO of the department.