

**INFORMATION OF THE
CEPL DEPARTMENT
BES&T UNDERTAKING**

(Information mandatory under Section 4 of Chapter II of
Right to Information Act, 2005)

CHAPTER II – (Right to information and obligation of public authorities)

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

The particulars of department

Name of department	CEPL
Address	7 th Floor Multistoreyed Building, Accommodation Road, BEST Marg, Colaba, Mumbai - 400001
Contact No. (Tel)	22799583

The Function and duties of department :-

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

Designation	On roll staff
1. CEPL	1
2. Assistant Engineer	1
3. A.A.O.	1
4. Stenographer (English)	1
5. Casual Labour	1

1. The power and duties of CEPL :-

- CEPL is over all in-charge of the Planning Estb., Street lighting Estb.& Review Committee-I.

Planning Establishment	Street Lighting Establishment	Review Committee-I
Planning Network Dept.	Dy.Chief Engineer Street Lighting Dept.	Review Committee-I Dept.
Project Dept.	Street Lighting Construction Dept.	--
Material Testing & Standards Dept.	Street Lighting Maintenance Dept.	--
Planning Material Dept.	Telecommunication & Electronic Dept.	--

- To ensure the adoption of correct procedures for technical designs of the supply system, particularly the receiving stations, and the norms for routine planning of sub-stations and extension of the supply system.
- To monitor the capital expenditure incurred vis-à-vis the budget grant under separate scheme of budget heads (capital) to curtail the expenditure.
- Compilation of Revenue Budget of Planning Establishment and Regulatory establishment.
- Nodal officer to various agencies such as M/s.PFC for IPDS project, CEA. STU for EHV connections and MERC for DPR.
- Approval authority for review of claims for vigilance cases put up by Assessing Officers, being Chairman of Review Committee.

2. **Assistant Engineer** : - To assist CEPL for ensuring the smooth functioning of Dept.

3. **A.A.O.** :- Supervise all the administrative works as well as day to day routine establishment works and Maintain the Imprest Cash. Preparing capital estimate & Revenue Estimates for current & Revised Budget provisions, Dispatch work, personal assistant work of CEPL. Additional Charge of Establishment & Administration of Review Committee-I office.

4. **Stenographer** :- Addition to steno's work assisting A.A.O in dispatch and other day to day administrative and establishment work.

5. **Casual Labourer** :-Work as a Sepoy

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

Chief Engineer is incharge of Planning, Street Lighting Dept& Review Committee-I.

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

Administrative orders, Procedure Orders and office orders issued by the management from time to time act as norms.

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

Employees use Standing Orders/Service Regulations for discharging their duties.

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

Inward Register, Outward Register, Leave Register, Imprest Cash Register & Attendance Register.

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 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 :

Sr.No.	Name of Officer/Staff	Designation	Grade	Ch.No.	P.S.No.
1	S.P.Makwana	Chief Engineer (Planning)	A-1	214318	104/01
2	M.A.S.A.Shaikh	Asst. Eng.	A-5	216061	104/01
3	S.E.Gawade	Adm. Officer	AG-IX	212114	125/03
4	B.B.Hajare	Sr. Stenographer (P)	AG-VII	217021	104/01
5	N.M.Yelve	Casual Labour	CL	600672	104/01

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 21.10.2022

Sr.No.	Name of officers / staff	Designation	Basic Pay (Rs.)	Monthly remuneration (Basic + Allowances) (Rs.)
1	S.P.Makwana	CEPL	94250/-	94250/- Basic + DA + other Allow
2	M.A.S.A.Shaikh	A.E.	49550/-	49550/- Basic + DA+ other Allow
3	S.E.Gawade	A.A.O.	55000/-	55000/- Basic + DA + other Allow
4	B.B.Hajare	Sr. Stenographer (P)	29810/-	29810/- Basic + DA + other Allow
5	N.M.Yelve	CL	759/- per day	759/- (per/day)

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 budget allocation : - } The records with regard to budget allocation and plan are
The plan } maintained by Accounts department and are also available in
proposed :- } Book on Budget Estimate prepared every year.

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

Not Applicable

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 to or held by it, reduced in an electronic form :

The information in respect of the department and officers and staff is available in electronic form on the website viz. 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 :

Working Hours of the department - 9.00 to 17.00 Hrs from Mon to Fri.
(Except Saturday, Sunday and Holiday)

Lunch Time : 13.00 to 13.45

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

The Information of Public Information Officer : Not Applicable

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

Not Applicable