

**INFORMATION OF THE  
TELECOMMUNICATION  
AND ELECTRONICS  
DEPARTMENT  
B.E.S.& T. UNDERTAKING**

(Information mandatory under Sr. No.(i) to (xvii) of clause No- 4 (1) (b)  
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 & Duties.**

**The Particular of department:-**

Name of the department	Telecommunication & Electronics Division
Address	5 <sup>th</sup> Floor, Tardeo Bus Sankul, R.S. Nimkar Marg, Tardeo, Mumbai-400 008.
Contact No. (Tel)	23090036, 23026801, 23026815

**The Functions & duties of departments:-**

T&E Dept. is responsible for provision, maintenance of communication system i.e. wired & wireless as per the need of all branches of the Undertaking. Besides, T&E Dept. is also responsible for maintenance of SCADA System. T&E Dept. attends minor complaints of communication & SCADA through staff. Major complaints are got it attended through service provider by liasioning with them and supervising their jobs. T&E Dept. has been entrusted supervision of execution of Distribution Automation Project also. For this purpose, the following categories of staff are posted.

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

Sr. No	Designation	Grade	On Roll Staff
1	DE (T&E)	A-3	1
2	Supdt. (T&E)	A-4	2
3	Asst. Engineer	A-5	1
4	Dy.Engr.(Electronics)	G/GVI	3
4A	Dy..Engr.(Electrical)	G/G VI	1
5	Sub. Engineer	G/GV	-
6	Ch. Engineer (Electronics)	P1/T8	5

Sr. No.	Designation	Grade	On Roll Staff
7	Foreman	P1/T7	3
8	Adm. Officer.	A/GIX	1
9	Supervisor(Est)	A/GVII	2
10	Super. (Tel)	A/GVII	1
11	Clerk	A/GV	2
12	Shop-recorder	A/GV	1
13	Tel. Operator	A/GV	9
14	Sr. Mechanic	P1/T6	3
15	Mechanic	P1/T5	8
16	Jr. Mechanic	P1/T4	-
16	Nawghany	P1/T1	25
17	Jamadar	A/GII	-
18	Sepoy	A/GI	1
19	M.V. Driver	P2/GII	-
GRAND TOTAL ...			<b>69</b>

### 1.0 The powers & duties of Divisional Engineer :-

The Divisional Engineer is the Head of Dept. of T&E Division. He is in-charge of the Technical as well as Administrative matters of the department. He is Panel Chairman for selection / appointment of candidates by way of recruitment/promotion for the various trades of Mechanic (Electronics).

There are 9 sections of T&E Division (Technical) scattered between Colaba & Dadar viz. SCADA (South), ), SCADA (Central South), SCADA (North) and SCADA (Central North), Distribution Automation (South ) and (Central South), Telephone Section (North) & Telephone Section (South). Radio Workshop and two Sections of Administration viz. Establishment and Telephone at Tardeo (H.O.)

### 2.0 The powers & duties of Superintendent-I(Set-I,SCADA South and SCADACentral South) :-

- a) Installation, commissioning of SCADA project.
- b) Initiating various proposals, preparing specifications, tender recommendations & executions e.g. replacement of RTU PC (South zone), spares for ICCP link etc.

- c) Maintenance of SCADA South and SCADA Central South Zone through Service Provider (arrangement for AMC) and through departmental staff as and when required.
- d) To look after inventory of material and approval and arrangements for scrapping of material.
- e) Assisting Administrative works and answering queries raised by the management.

### **3.0 The powers & duties of Superintendent-II (SET-II Communication):-**

- a) Initiating various proposals, preparing specifications, tender recommendation & executions for telephone/wireless connectivity.
- b) Preparation of agenda and minutes of meetings of Telephone Committee,
- c) To look after Inventory and Budgetary provisions.
- d) Assisting Administrative works.

The work related to provision of installation of new telephone, shifting of telephone, removal of telephone, replacement of exchanges, installation of internet connection are looked after by the Superintendent-II. The proposal received from various dept. are scrutinized and placed before a Committee known as the Telephone Committee Meeting. The committee comprises of -

- i) Chief Engineer Planning - (Chairman)
- ii) Chief Manager (Works) - (Member)
- iii) Dy. Chief Engineer Street Lighting - (Secretary)
- iv) Chief Manager (Traffic) - (Member)
- v) Internal Auditor - (Member)
- vi) Divisional Engineer Telecom & Elects. (Convenor)

### **4.0 The powers & duties of Asst. Engineer:-**

The items approved by the committee are put up for approval of the competent authority.

- a) Provision , maintenance and necessary payment toward telephones.
- b) Provision, maintenance and necessary payment toward Wireless communication.
- c) Provision and Maintenance of P.A. system, misc. equipments etc.
- d) Maintenance of ICCP Link and Microwave system.
- e) Execution of Distribution Automation project.

## **5.0 The powers & duties of Dy. Engineer :-**

**a) SCADA** – The Dy. Engineer is the overall site in-charge and supervises the work of New SCADA installation. He arranges for the purchase of materials required for SCADA installation such as control wires, terminal blocks etc. He schedules the installation jobs and arranges for the outages of Receiving Sub Stations(RSS), equipments for installation & testing work. He inspects the material supplied by the suppliers and clears the inspection forms. He does other administrative work such as opening of location codes, keeping inventory of equipments etc. Maintenance of SCADA System through Service Provider fulfilling the requirement of O&M Dept. regarding SCADA System either through Service Provider or through departmental staff as per requirement.

**b)Radio Workshop** – To provide technical assistance to Supdt. T&E for preparing Telephone Committee Meeting's agenda. To assist Supdt. T&E for preparing specifications of new systems and for processing major tender. To arrange to install/ shifting / removal of telephones. Allocation of man power and vehicle for preventive and breakdown maintenance of telephone and wireless sets daily. To maintain minimum stock of spare parts required for preventive and breakdown maintenance of telephones and wireless communication sets.

**c)Telephones** - To liaison with MTNL & Service Provider Officers for attending complaints of MTNL lines and Telephone Exchanges /Key Telephone System. To follow up hotline complaints. To initiate and follow up the cases for procurement of materials/ equipments for Telephone Section. To keep attendance and Leave Records regarding staff working under him. Maintaining the minimum stock level of telephone equipment. To forward the service certificates regularly towards rendering of services by service provider. To keep a direct supervision on job allocations and jobs carried out by mechanic and supervisor.

## **6.0 The powers & duties of Sub Engineer & Charge Engineer of Telephones :-**

The Sub Engineers & Charge Engineers are allotted to each section according to the work carried out by the section. They perform supervision duties over the following work carried out by Foreman & Mechanics.

- a) **Wireless complaints** – To liaison with Service Provider for attending complaints of Wireless Sets and to follow up the complaints. To initiate and follow up the cases for procurement of materials/ equipments for Wireless Communication (Radio Workshop Section). To keep attendance and Leave Records of staff working under him. To forward the service certificates regularly towards rendering of services by service provider of Wireless Communication Sets. To supervise the jobs carried out by Mechanic and Supervisor.
- b) **Telephone follow-up-** To arrange to carry out preventive maintenance of various Telephone Exchange/Key Telephone System and Telephone Lines. To Liaison with MTNL or Service provider for following activities.
  - i) Shifting of telephone line and extension.
  - ii) New installations of telephone lines and extensions.
  - iii) Removal / Surrendering of telephone lines and extensions.
  - iv) To follow up of VIP complaints and underground MTNL's cable faults. To maintain the register of telephone instruments procured and issued and to maintain necessary requisition particulars.
  - v) To maintain inventory / dead stock register.
- c) **Breakdown maintenance of SCADA** - He supervises the work of simulation, card testing and fault diagnosis of SCADA System. He maintains attendance and Leave Records of staff working under him. He forwards the service certificates regularly towards rendering of services by service provider of SCADA System. He supervises the jobs carried out by Mechanic and Supervisor.

## 7.0 The powers & duties of Admn. Officer :-

### A) AO (Tel-I) -

- a) After valid appointments of employees are made by competent authorities AO(Tel-I) prepares notes regarding taking over duties and regular appointment letter etc.
- b) He obtains Administrative sanction to fill up the vacant post.
- c) He assists respective Panel Chairman to conduct examination and prepare waiting list for various posts.
- d) He initiates draft notes for making acting arrangement and shall advise AMTK for payment for acting allowances.

- e) He prepares Committee Notes , obtain sanction for procurement of furniture, scrapping of various proposals regarding inventory items.
- f) He is responsible for the following;
  - i) Preparing yearly Budgetary Report.
  - ii) Preparing yearly Administrative Report.
  - iii) Preparing yearly variation in Establishment Schedule.
  - iv) Replying to union's letters with the approval of DE(T&E).
  - v) Supervisor (Est), Establishment Clerk and Telephone Operators are working under AO(Tel-I).
- g)
  - i) Maintain details of officers/staff found COVID-19 positives.
  - ii) Report of COVID-19 positive cases.
- h) He is overall in-charge of the Administrative & Establishment Work.

**B) AO (Tel-II).**

- a) AO (Tel-II) is working as a Liaison Officer between BEST & MTNL/other Service Providers.
- b) He visits MTNL / VSNL / BSNL offices at various location all over Mumbai to sort out the long pending cases of new telephone/shifting of telephone/refund of amount wrongly included in telephone bills etc.
- c) He visits MTNL Account Offices for removal of outstanding shown against BEST Telephones which is paid but not recorded in the record of MTNL.
- d) He visits and discuss terms and condition with Public Relation Officer / Commercial Officer of MTNL/ other Service Providers regarding extra facilities like internet/modem/Dongal etc. provided by MTNL/ other Service Providers in case requested by any department.
- e) He execute the proposal sanctioned by Telephone Committee Meeting and approved by DGM(ES).
- f) He visit the depots/outdoor chowkies for periodical check up of Registers maintained for record of outgoing calls.
- g) He write a letter to MTNL/ other Service Providers regarding provision of various facility requested by and approved to the various department as well as surrender of telephone lines, cancellation of application if necessary.
- h) He visit and discuss regarding Lease Circuit/ Hot Lines with Public Relation Officer / Commercial Officer of Private Wire MTNL Office to get more commercial details i.e. terms and conditions.
- i) Supervisor (Billing),Billing Clerk and Shop Recorder are working under AO(Tel)-II.
- j) He is Overall in-charges of the work of Supervisor(Billing).

## **8.0 The powers & duties of Foreman :-**

- A) To book the staff for daily job. Upkeep complaints register. Maintenance of SCADA System & DA System.
- B) Daily checking of system (SCADA) & Preventive Maintenance of SCADA System with Service Provider.
- C) Revamping of SCADA System, Fault rectification and wiring faults of SCADA System in RSS.
- D) Daily checking of DA System and looking after faults & wiring of DSS for DA System with service provider.
- E) To allocate job to the staff working under him daily, to lodge & follow up the complaints of telephone exchange/ key telephone system and MTNL line to service provider or MTNL, Periodic checking of telephone of VIP lines, shifting of telephone line and extensions, to maintain spare part register and issue the parts to mechanics as and when necessary & to supervise the jobs of mechanics.
- F) To carry out breakdown maintenance of wireless equipments, PA Systems on site, shifting of wireless sets on site & repairing of microwaves telephone system on site.
- G) To carry out the preventive maintenance of Tel. Exchange / Key Tel. System etc. installed at various depots and premises (including batteries), to liaison with field staff of MTNL or Service Provider for following activities –
  - i) Shifting & installation of telephone line and extensions.
  - ii) Removal /Surrendering of telephone lines and extensions.

## **9.0 The powers & duties of Admn. Supervisors:-**

- A) Supervising the work of billing & Establishment Sections.
- B) Imprest Cash, Vehicle Utilization Report, Stationary, Distribution of Hand Sanitizer, Face Mask, Hand gloves, Distribution of Soap / Napkin, fill-up the Sanction Forms etc.
- C) Follow up work with MTNL & Other Service Providers .
- D) All Establishment work including Monthly/ Quarterly/ Yearly Statements, Payment of allowances, Scholarships, O.T.
- E) Maintenance of S.R. Files, CTAS attendance, LTA payment, A & B grade officers attendance, PF loan applications, issue of Safety Shoes, issue of Gumboots, Seniority List, 100 points Backlog statement. Negative attendance of staff, Deputation of Officers/Staff, Roster Registers, Payment of Uniform/Stitching Charges/Woolen Jersey & Monsoon Apparels, Final Bills of retirees, VIP reports, RTI Statement, Meal Allowance Payment, Festival Allowance Payment, Staff vacancy, etc.



### **10.0 The duties of Clerks & Shop-Recorders:-**

- A) Typing work of T&E Dept.
- B) Preparing of Reimb., Telephone, Lease Line and VIP's Bill Voucher,
- C) Journal Entry of telephone bills
- D) All Establishment work under the supervision of Supervisor Establishment.
- E) Dispatch work of T&E Dept.

### **11.0 The duties of Telephone Operators:-**

Telephone operating. & CTAS attendance of Telephone Operators.

### **12.0 The duties of Sr. Mechanic :-**

- A) To carry out the preventive maintenance of Telephone Exchange/Key Telephone System etc. installed at various depots and premises (including batteries).
- B) To liaison with field staff of MTNL or Service Provider for following activities:
  - a) Shifting of telephone lines and extensions.
  - b) Installation of new lines and extension.
  - c) Removal/surrendering of telephone lines and extensions.
  - d) To check 'O' and '95' dialing facility during preventive maintenance activity and submit the report to RTCO.

### **13.0 The duties of Mechanic :-**

- A) To carry out the breakdown maintenance of Wireless Equipments, PA System on site.
- B) To carry out shifting of wireless sets on site.
- C) To carry out repairing of Microwaves Telephone System on site.
- D) To attend breakdown complaints of mini telephone exchanges, key telephone system and its extensions at various Depots and Premises.
- E) To attend breakdown complaints of various direct lines provided for the departments (excluding mini exchange lines), bus chowkies, bus stations, Hotlines.
- F) To liaison with field staff of MTNL and other service providers for attending the complaints.

#### **14.0 The duties of Jr. Mechanic :-**

- A) To carry out preventive maintenance of PA System, Wireless Equipments (including Batteries) on sites.
- B) To carry out indoor repairs & maintenance of PA System, wireless equipments.
- C) To carry out repairs of calculators, Megaphone and other Electronics equipments.
- D) To attend breakdown complaints of big size exchanges and its instruments installed at Colaba and Dadar.
- E) To attend breakdown complaints of various direct lines, various plans, Telephone Lines, Key Telephone System installed at Colaba and Dadar.
- F) liaison with field staff of MTNL and other service providers at Dadar and Colaba premises for following activities.
  - a) Shifting of telephone lines and extensions.
  - b) New installation of telephone lines and extensions.
  - c) Removal or surrendering of telephone line and extension.
  - d) Attending complaints.

#### **15.0 The duties of Jamadar :-**

- A) To inspect Sepoy whether they are in uniform or not.
- B) To note the outdoor dispatch received from Sections/Dept. and to arrange to forward the same.
- C) Filing of papers in S.R. Files.
- D) Carrying the Inward and Outward dispatch of Officers.
- E) Filing of Administrative & Establishment papers.
- F) Preparing of new files as per new connection of Telephone Bills.
- G) Attending bell of A-Grade Officers.
- H) To inspect the work given to Sepoy has been done correctly.
- I) Switch off the light and fans after closing cabin & office.
- J) To lock the office and hand over the keys to the Security Guard.

## **16.0 The Duties of Sepoy:-**

- A) Looking after the dispatch of papers within the divisions and departments.
- B) Carrying the Inward and Outward dispatch of Officers.
- C) Cleaning the tables and chairs.
- D) Filing of Telephone Bills series-wise.
- E) Carrying out other minor work, such as bringing of stationary etc.
- F) Switch off the light and fans after closing cabin & office.
- G) To lock the office and hand over the keys to the Security Guard.

## **17.0 The duties of Nawghanies :-**

- A) To assist field staff for the maintenance activities.
- B) To attend cleaning of the section.
- C) To transport tools, equipments, etc. to site for repairs and maintenance of telephone equipment, wireless equipments, PA equipments, SCADA/DA equipments, etc.

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

The work related to provision and installation of new telephone, shifting of telephone, Removal of telephone, installation of internet connection are looked after by the Asst. Engineer. The proposal received from various dept. are scrutinized and placed before a Committee known as the TCM. The committee comprises of -

- i) Chief Engineer Planning - (Chairman)
- ii) Chief Manager (Works) - ( Member)
- iii) Dy. Chief Engineer Street Lighting - (Secretary)
- iv) Chief Manager (Traffic) - (Member)
- v) Internal Auditor - (Member)
- vi) Divisional Engineer Telecom & Elects. (Convenor)

The items approved by the committee are put up for approval of the competent authority.

Liasoning with the service provider for installation, commission, maintenance & revamping of SCADA System are carried out by SCADA Section in co-ordination with different department like O&M, Construction & System Protection.

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

There are no specific norms set by the Dept. for discharge of its function. The functioning of the Dept. is as per the general guidelines for all the Dept./Divns. of Electric Supply Branch.

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

i) Departmental Manual, ii) Promotion Policy, iii) Procedure Orders, iv) Administrative orders, v) Standing Orders & vi) Service Regulations.

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

Various files such as Administrative, Establishment, Equipments, SCADA & General files are maintained by the Dept. The details are as given below.

File No.	Subject
Est-01	Establishment Schedule - Staff strength
Est-02	Creation of posts (Proposals)
Est-03	Revalidation of posts
Est-04	Appointment / Interview
Est-05	Probation / Confirmation
Est-06	Promotion - Promotion policy
Est-07	Reversion
Est-08	Transfer / Promotion
Est-09	Separation
Est-10	Trade Tests
Est-10(A)	Representation to B.C./ Backlog Statement
Est-11	Grading of Staff
Est-12	Seniority List
Est-13	Acting arrangement
Est-14	Deputation/Deputation Allowance
Est-15	Loan arrangement
Est-16	Attendance
Est-16(A)	CTAS
Est-16(B)	Biometric Attendance System
Est-17	Leave / Time Keeping
Est-18	Working Hours
Est-19	Discipline & Disciplinary action

Est-20	Standing Orders
Est-21	Service Regulation
Est-23	Overtime / Holiday working
Est-24	Meal Allowance
Est-25	Other Allowance
Est-26	Payment & Recoveries
Est-27	Bus Pass- IDENTITY CARD / BUS TOKEN
Est-28	Clothing /Rain Coat & Gumboot/ W. Jersey /Safety Shoes
Est-29	Monthly/Quarterly/Annual -Statements
Est-30	Festival Advance
Est-31	Grains
Est-32	Quarters
Est-33	Scholarship / Monetary Assistance Rs. 100/-
Est-34	P.F./ S.F./ E.W.F./ P.F. Scheme & Gratuity
Est-34(A)	Housing Subsidy Scheme
Est-35	Welfare
Est-36	Certificates
Est-37	Civil Defense
Est-38	Accident & Assaults (Except Elec. Acc.)
Est-39	Medical
Est-40	Residential Address
Est-41	Voluntary Subscriptions
Est-42	Qualification & Experience for Post
Est-43	Employees State Insurance
Est-44	Distribution Loss /Incentive Bonus Scheme
Est-46	BEST Diary
Est-47	Scavenger's
Est-48	Casual Labour
Est-49	Credit Balance ( C.B.)
Est- 50	Notification of Employment Exchange
Est- 51	Trainee Electronics P-1/T-4
Est- 52	Senior Stipendiary ApprenticeP-1/T-7
Est- 53	Missing File/Papers
Est- 54	Legal Matter/ Court Matter
Est -54 A	Lok Adalat
Est- 55	Assembly Starred Question
Est- 56	DL Acknowledgement
Est- 57	Aadhar Card
Est- 58	Family(Son & Daughter) information
Est-59	E-office
Adm.-01	Vehicles
Adm.-02	Telephones & Telecommunications
Adm.-03	Office Building

Adm.-04	Office Accommodation/ Premises
Adm.-05	Lockers & Keys
Adm.-06	Office Furniture & Equipment - Capital
Adm.-07	Office Furniture & Equipment , Revenue ,Dead Stock
Adm.-08	Furniture & Office Equipments – Capital Works
Adm.-09	Tools & Equipments - Capital Works
Adm.-10	Stationery & Printing
Adm.-12	Manual- Departmental
Adm.-12A	VIP Complaint
Adm.-13	Administrative Report
Adm.-14	Committee Meeting, Commi.& Corporation matters
Adm.-15	Circulars
Adm.-15(B)	Election
Adm.-16	Administrative Orders
Adm.-16(A)	Procedure Orders/Office order
Adm.-16(B)	Guide lines
Adm.-17	Delegation Of Powers(ESB)
Adm.-18	Delegation Of Powers(Undertaking)
Adm.-19	Confidential Papers
Adm.-19A	Economy Measures/ Standby arrangement.
Adm.-20	Security arrangement
Adm.-21	Theft of property
Adm.-22	Strikes
Adm.-23	Records Classification
Adm.-24	Audit Queries
Adm.-24 (A)	MCA Queries
Adm.-25	Accounts Matters
Adm.-26	Budget – Estimates
Adm.-27	Budget – Estimates
Adm.-28	Budget – Control
Adm.-31	Supply Branch Conference
Adm.-34	Stores & Engineering Conference
Adm.-40	Union Matters
Adm-40(A)	Bombay Electric Workers Union
Adm.-41 (A)	Right to Information Act, 2005
Adm.-41(B)	Monthly RTI Statement
Adm.-44	Complaints of Committee Members
Adm.-45	Canteen
Adm.-46	Imprest Cash
Adm.-48	Meeting of Other Departments
Adm.-49	Reports on Visits & Inspections
Adm.-52	BEST DIN-Awards / Rewards to employees
Adm.-55	Safety

Adm.-58	Instructions given by AGMS / CEES/Silver Medal
Adm.-59	Disaster Management Plan/Video conferencing
Adm.-60	Income Tax
Adm.-61	Zerox
Adm.-62	Format File
Adm.-63	Requisition File
Adm.-64	Wireless Sets
Adm.-64(A)	Wireless Sets-M/s Arya Omintalk Wireless solution pvt. Ltd. - Arvind Mills Pvt. Ltd.
Adm.-64(B)	Wireless Sets-M/s Quickcalls Pvt. Ltd- Agrani Convergience Ltd.- M/s Smartalk Pvt. Ltd.
Adm.-65	Caller ID
Adm.-66	Computer
Adm.-67	APDRP Project / MERC
Adm.-68	Sports -BEST Arts. & Sports
Adm.-69	TSP
Adm.-70	Building /Civil Engineering matters.
Adm.-71	Dearness Allowance
Adm.-72	Internet / E-mail ID
Adm.-73	Microwave Communication Operating Licence
Adm.-74	High Band file
Adm.-76	Budget Sanction Form o/c
Adm.-78	C U G /FWT / FWP
Adm.-79	Mobile phone
Adm.-80	Call Center / 4 Digit
Adm.-82	Account Code & Stationary L.F. /Code etc.
Adm.-83	Key Telephone System KTS
Adm.-84	Proposal Sanctioned Zerox Copies
Adm.-85	Fiber Optical Cable
Adm-85A	S A P
Adm.-86	EPABX Exchange
Adm.-87	VSAT
Adm.-88	Inventory
Adm.-89	Key Result Areas (KRA)

Stores-01	Stores matters & procedures
Stores-02	Specifications ISI
Stores-03	Literature, Technical data
Stores-05	Stock position of vital items
Stores-06	Annual requirement
Stores-07	AMC - Annual Contract
Stores-08	Material test reports/inspection reports
Stores-19	Scrapping & disposal

Stores-26	Purchase forms/Tenders/Quotations
Stores-26(A)	Progress of IFs & Major Tenders(Above 10 Lacs)Statement.

Opex-01	Condition of Supply & Misc. Charges
Opex-05	Power restrictions
Opex 3-A	Schedule of Estimates/Charges for Services
Opex-12	Tariffs, Sch. of Estimates DEPL(N).
Opex-13	ABT
Opex-17	ISI cell
Opex-18	Factories Matters
Opex-43	Security Deposits
Opex-48	Work done for outside parties Except MCGB

Trg.-01	Training - Policy & suggestions
Trg.-02	Training in outside institutions
Trg.-03	Training to Employees/Officers
Trg.-04	Internship Training
Trg.-05	MV Driving Training
Trg.-10	Visits by outside parties

Eq.-40(6)	Installation of Scada system in Central South Zone-M/S Situ
Eq.-40(7)	Installation of Scada system in South Zone-M/S Nelco
Eq.-40(8)	Installation of Microwave Communication system for Scada – M/S Situ & M/S Supreme
Eq.-40(9)	Distribution Automation South Zone
Eq.-40(10)	Distribution Automation Central South Zone
Eq.-40(11)	Installation of SCADA system in North & Central North Zone – M/s. Arreva.
Eq.-40(12)	ICCP Link/Unified Load monitoring Centre & Zonal Centre.
Eq -40(13)	
Eq -40(14)	S S T (Special Study Team)

Stat-20	Management Information System
Stat-29	System Coincident kVA max. demand
Stat-30	Units registered at Tata's & BEST's end
Stat-36	Statistical Returns of Electric Supply (Monthly)
Stat-53	Schemes - Monthly report of Pending Cases

Scada -1	SCADA
----------	-------

Maint-1	Maintenance of SCADA System (N)-M/S SITU
Maint-2	Intercom Exchange
Maint-59	Monsoon Protection



**Various Registers maintained by the Department.**

<b>Sr.No.</b>	<b>Name of Register</b>
1	Permanent Staff Record Register
2	Roster Registers
3	Meal Allowance Register
4	RFID Card Register
5	Monthly Allowance Register
6	GST Entry Register
7	Advance Register (Imprest Cash)
8	Briefcase Register
9	Verification of Registration Books
10	Monthly Stationery Register
11	Medical Reimbursement Register
12	Imprest Cash Bill Register
13	Printer Cartridge Register
14	Purchase forms Audit Register
15	Dispatch Registers (Inward/ Outward)
16	Officers Leave Form Register
17	Staff Leave Form Register
18	Attendance Register
19	Union Membership 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:-**

No such arrangement exists.

**4.(b) (viii) : A statement of the boards, councils, committees & other bodies consisting of two or more persons constituted as it is 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 & employees:-**

Sr. No.	Name of officer/staff S/Shri	Design.	Grade	Check No.	P.S. No. Of March'2021
1.	S.V. Pardeshi	Div.Engr.	A-3	214517	155/03
2.	S.S. Samudra	Supdt.	A-4	212976	155/03
3.	N.J. Hotkar	Supdt.	A-4	213953	155/03
4.	A.M. Rodrigues	Asst.Engr.	A-5	213247	155/03
5.	S.J. Mali	Dy.Engr.(Electronics)	G/GVI	321196	155/03
6.	J.U. Gangurde	Dy. Engr.(Electronics)	G/GVI	219002	155/03
7.	G.Y. Kelaskar	Dy. Engr.(Electronics)	G/GVI	213961	155/03
8.	S.Q.M.A.Jabbar	Dy.Engr.(Electrical)	G/G/VI	213220	155/03
9.	R.R. Gangurde	Charge Engr. (Electronics)	P-1/T-8	404085	155/03
10.	M.G. Khanolkar	Charge Engr. (Electronics)	P-1/T-8	213957	155/03
11.	Y.N. Ghag	Charge Engr. (Electronics)	P-1/T-8	219001	155/03
12.	A.K. Thorat	Charge Engr. (Electronics)	P-1/T-8	404187	155/03

13.	A.S. Keer	Charge Engr. (Electronics)	P-1/T-8	219005	155/03
14.	S.R.Sawant	AO	A/GIX	214111	155/03
15.	Smt.M.C.D'Souza	Supr.	A/GVII	214014	155/03
16.	V.P.Salunke	Supr.	A/GVII	213918	155/03
17.	Smt.S.D.Bagave	Supr	A/GVII	217403	155/03
18.	S.K.Rode	Supr.(P)/Clerk	A/GVII	216292	155/03
19.	R.A.Patil	Clerk	A/GV	218061	155/03
20.	A.L. Jagtap	Supr.(P)/Shop.Rec.	A/GVII	215506	155/03
21.	Smt.S.S. Chaphekar	Supr.(P)/ Tel.Operator	A/GVII	213462	155/03
22.	Smt.N.N. Amberkar	Supr.(P)/ Tel.Operator	A/GVII	213470	155/03
23.	Smt.M.S.Sawant	Supr.(P)/ Tel.Operator	A/GVII	215068	155/03
24.	S.S. Shinde	Supr.(P)/ Tel.Operator	A/GVII	215133	155/03
25.	Kum.M.R. Doshi	Supr.(P)/Tel.Operator	A/GVII	216346	155/03
26.	R.M. Wadekar	Tel.Operator	A/GV	198293	155/03
27.	N.Y. Patkar	Tel.Operator	A/GV	198584	155/03
28.	G.T. Dhumal	Tel.Operator	A/GV	198641	155/03
29.	R.A. Ghadge	Tel.Operator	A/GV	209654	155/03
30.	H.D. Phadke	Foreman(Electronics)	P-1/T-7	213958	155/03
31.	M.K. Gajmal	Foreman(Electronics)	P-1/T-7	213959	155/03
32.	A.V. Jekte	Foreman(Electronics)	P-1/T-7	412250	155/03
33.	S.H. Naik	Sr. Mech.	P-1/T-6	219006	155/03
34.	K.R. Patil	Sr.Mech.	P-1/T-6	005297	155/03
35.	S.Y. Babujaya	Sr.Mech.	P-1/T-6	404082	155/03

36.	P.D. Divekar	Mech.	P-1/T-5	404088	155/03
37.	R.K. Keny	Mech.	P-1/T-5	404076	155/03
38.	A.C. Kadam	Mech.	P-1/T-5	404110	155/03
39.	D.A. Bhagwat	Mech.	P-1/T-5	193319	155/03
40.	R.S. Patankar	Mech.	P-1/T-5	404120	155/03
41.	N.B. Jadhav	Mech.	P-1/T-5	404113	155/03
42.	S.G. Mainkar	Mech.	P-1/T-5	410163	155/03
43.	A.P. Khatu	Mech.	P-1/T-5	004015	155/03
44.	S.M. Gajula	Sr.Nawghany(P)	P-1/T-2	408623	455/03
45.	D.D. Gawde	Sr.Nawghany(P)	P-1/T-2	409205	455/03
46.	S.H. Sable	Sr.Nawghany(P)	P-1/T-2	409990	455/03
47.	A.K. Thorat	Sr.Nawghany(P)	P-1/T-2	409993	455/03
48.	C.B. Suverna	Sr.Nawghany(P)	P-1/T-2	410103	455/03
49.	C.S. Sheponde	Sr.Nawghany(P)	P-1/T-2	410161	455/03
50.	S.G. Mohite	Sr.Nawghany(P)	P-1/T-2	410179	455/03
51.	P.K. Moolya	Sr.Nawghany(P)	P-1/T-2	410166	455/03
52.	M.A. Rashivate	Sr.Nawghany(P)	P-1/T-2	410272	455/03
53.	A.R. Pawar	Sr.Nawghany(P)	P-1/T-2	410266	455/03
54.	S.D. Salvi	Sr.Nawghany(P)	P-1/T-2	410535	455/03
55.	L.K. Tulse	Sr.Nawghany(P)	P-1/T-2	410963	455/03
56.	S.L. Mehra	Sr.Nawghany(P)	P-1/T-2	411044	455/03
57.	A.S. Pol	Sr.Nawghany(P)	P-1/T-2	411172	455/03
58.	R.C. Rathod	Sr.Nawghany(P)	P-1/T-2	411142	455/03
59.	A.P. Jadhav	Sr.Nawghany(P)	P-1/T-2	411146	455/03
60.	L.S. More	Nawghany	P-1/T-1	410197	455/03

61.	S.T. Sapte	Nawghany	P-1/T-1	411770	455/03
62.	H.G. Kaldhone	Nawghany	P-1/T-1	412000	455/03
63.	K.M. Punaskar	Nawghany	P-1/T-1	412029	455/03
64.	P.G. Bhojane	Nawghany	P-1/T-1	412576	455/03
65.	B.N. Madane	Nawghany	P-1/T-1	413121	455/03
66.	S.R. Sarvade	Nawghany	P-1/T-1	411846	455/03
67.	A.A. Mungekar	Nawghany	P-1/T-1	413656	455/03
68.	O.L.Singh	Nawghany	P-1/T-1	412711	455/03
69.	Smt.S.M. Purant	Jamadar (P)	A/GII	280791	155/03

**4.(b) (x) : The monthly remuneration received by each of its officers & employees including the system of compensation as provided in its regulations:- (As on March,2021.**

Sr. No.	Name of officer/staff	Design.	Basic Pay (Rs.)	Monthly remuneration (Basic + Allowances) (Rs.)
1.	S.V. Pardeshi	Div.Engr.	75,100	1,00,690
2.	S.S. Samudra	Supdt.	79,600	1,18,185
3.	N.J. Hotkar	Supdt.	59,350	93,611
4.	A.M. Rodrigues	Asst.Engr.	69,550	94,363
5.	S.J. Mali	Dy.Engr.(Electronics)	60,500	92,914
6.	J.U. Gangurde	Dy. Engr.(Electronics)	46,050	71,297
7.	G.Y. Kelaskar	Dy. Engr.(Electronics)	52,800	82,500
8.	S.Q.M.A.Jabbar	Dy.Engr.(Electrical)	67,750	1,03,032
9.	R.R. Gangurde	Charge Engr. (Electronics)	39,300	54,126

10.	M.G. Khanolkar	Charge Engr. (Electronics)	45,050	69,516
11.	Y.N. Ghag	Charge Engr. (Electronics)	41,150	62,445
12.	A.K. Thorat	Charge Engr. (Electronics)	37,550	57,069
13.	A.S. Keer	Charge Engr. (Electronics)	41,150	62,443
14.	S.R.Sawant	AO	52,550	70,535
15.	Smt.M.C.D'Souza	Supr.	41,740	59,646
16.	V.P.Salunke	Supr.	40,120	57,411
17.	Smt.S.D.Bagave	Supr	32,270	45,749
18.	S.K.Rode	Supr.(P)/Clerk	30,405	44,844
19.	R.A.Patil	Clerk	22,810	32,936
20.	A.L. Jagtap	Supr.(P)/Shop.Rec.	35,630	51,131
21.	Smt.S.S. Chaphekar	Supr.(P)/ Tel.Operator	15,275	48,491
22.	Smt.N.N. Amberkar	Supr.(P)/ Tel.Operator	16,315	51,660
23.	Smt.M.S.Sawant	Supr.(P)/ Tel.Operator	14,285	45,537
24.	S.S. Shinde	Supr.(P)/ Tel.Operator	15,020	43,211
25.	Kum.M.R. Doshi	Supr.(P)/Tel.Operator	13,580	42,708
26.	R.M. Wadekar	Tel.Operator	--	--
27.	N.Y. Patkar	Tel.Operator	12,902	40,668
28.	G.T. Dhumal	Tel.Operator	33,895	48,033
29.	R.A. Ghadge	Tel.Operator	11,645	36,902
30.	H.D. Phadke	Foreman(Electronics)	42,700	68,347
31.	M.K. Gajmal	Foreman(Electronics)	42,700	63,372
32.	A.V. Jekte	Foreman(Electronics)	32,360	41,882

33.	S.H. Naik	Sr. Mech.	37,480	48,339
34.	K.R. Patil	Sr.Mech.	31,985	47,813
35.	S.Y. Babujaya	Sr.Mech.	36,025	53,763
36.	P.D. Divekar	Mech.	35,025	51,882
37.	R.K. Keny	Mech.	35,025	51,884
38.	A.C. Kadam	Mech.	34,340	74,143
39.	D.A. Bhagwat	Mech.	37,915	56,750
40.	R.S. Patankar	Mech.	33,005	49,230
41.	N.B. Jadhav	Mech.	31,105	46,579
42.	S.G. Mainkar	Mech.	35,025	52,912
43.	A.P. Khatu	Mech.	31,725	47,381
44.	S.M. Gajula	Sr.Nawghany(P)	13,580	--
45.	D.D. Gawde	Sr.Nawghany(P)	34,505	45,169
46.	S.H. Sable	Sr.Nawghany(P)	33,830	51,198
47.	A.K. Thorat	Sr.Nawghany(P)	33,830	51,203
48.	C.B. Suverna	Sr.Nawghany(P)	33,165	50,313
49.	C.S. Sheponde	Sr.Nawghany(P)	32,515	49,812
50.	S.G. Mohite	Sr.Nawghany(P)	32,515	42,840
51.	P.K. Moolya	Sr.Nawghany(P)	32,515	49,412
52.	M.A. Rashivate	Sr.Nawghany(P)	32,515	43,244
53.	A.R. Pawar	Sr.Nawghany(P)	32,515	49,424
54.	S.D. Salvi	Sr.Nawghany(P)	31,875	41,264
55.	L.K. Tulve	Sr.Nawghany(P)	31,250	46,714
56.	S.L. Mehra	Sr.Nawghany(P)	30,635	46,205
57.	A.S. Pol	Sr.Nawghany(P)	30,635	44,896

58.	R.C. Rathod	Sr.Nawghany(P)	30,635	45,855
59.	A.P. Jadhav	Sr.Nawghany(P)	30,635	39,784
60.	L.S. More	Nawghany	31,510	40,845
61.	S.T. Sapte	Nawghany	25,850	39,010
62.	H.G. Kaldhone	Nawghany	25,850	39,003
63.	K.M. Punaskar	Nawghany	25,345	38,287
64.	P.G. Bhojane	Nawghany	25,345	38,287
65.	B.N. Madane	Nawghany	24,365	36,947
66.	S.R. Sarvade	Nawghany	24,365	36,133
67.	A.A. Mungekar	Nawghany	23,885	36,131
68.	O.L.Singh	Nawghany	24,365	36,928
69.	Smt.S.M. Purant	Jamadar (P)	30,635	44,079

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

All activities of Telecommunication & Electronics Division are carried out by staff and officers and no outside agency is entrusted. However, to meet miscellaneous expenditure Rs.16,000/- imprest cash is maintained in the Division.

**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](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:-**

Being an internal dept., the matter 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:-**

The name of the public information officer for Telecommunication & Electronics Division is given below:-

Shri Sunil V.Pardeshi,  
Divisional Engineer, Telecommunication & Electronics,  
Tardeo Bus Sankul, 5<sup>th</sup> floor, R.S. Nimkar Marg,  
Tardeo, Mumbai-400 008.

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

No additional information.

\*\*\*\*\*