

INFORMATION OF THE

**PLANNING NETWORK DEPARTMENT**  
B.E.S. &T. Undertaking

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

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

The particulars of department :-

<b>Name of the department</b>	Planning Network (North) Department Planning Network (South) Department
<b>Address</b>	The Brihanmumbai Electric Supply & Transport Undertaking (of the Brihanmumbai Mahanagarपालिका), Planning (Network) Dept., Backbay Veej Bhavan, Gen. J. Bhonsale Marg, Nariman Point, Mumbai – 400 021.
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The functions and duties of departments:-

Planning Network Department is responsible for the Planning of High Voltage and Low Voltage network. The department is responsible for preparation of Administrative Report of the Supply Branch and Schedule of Estimate. The Planning Department is divided into two zones i.e. North & South Zones under the Divisional Engineer Planning Network (North) & the Divisional Engineer Planning Network (South) who are assisted by three Superintendents and six Assistant Engineers. The major activities of the dept. can be classified as under–

- 1.1.1 H. V. Network Planning
- 1.1.2 Routine Planning
- 1.1.3 Drawing Office
- 1.1.4 Substation cases under network category
- 1.1.5 Preparation of Administrative Report
- 1.1.6 Preparation of Schedule of Estimate

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

<b>S.No.</b>	<b>Designation</b>	<b>On Roll Staff</b>
1.	Divisional Engineer	2
2.	Superintendent	1
3.	Asst. Engineer	4
4.	Deputy Engineer	12
5.	Drawing Office In-charge	--
6.	Chief Draughtsman	6
7.	Jr.Engineer	4
8.	Charge Engineer	3
9.	Sr. Draughtsman	10
10.	Draughtsman	47
11.	Adm. Officer	1
12.	Supervisor/(AAO(P))	1
13.	Sr. Steno	1
14.	Supervisor (P) / Clerk-Typist	3
15.	Shop Recorder	1
16.	Sepoy	2
17.	Printer	1
18.	Nawghany	6

**1. The Powers and Duties of Divisional Engineer (Grade A-III) :-**

Divisional Engineer Planning Network shall be overall in-charge of Planning Department and shall be reporting to the Chief Engineer (Planning). He will recommend / sanction the leave as per the delegation of powers from Management. He will carry out the jobs other than above allotted by the superiors from time to time. He is responsible for the smooth and efficient working of the department and will co-ordinate the work of various sections of the department such as, Routine Planning, HV network, substation cases under network category. Considering increasing work load due to fast developments in the city and infrastructure work like road improvements, projects like monorail, metro-rails, eastern express freeways, fly over bridges, etc. involving schemes for cable shifting, diversions, etc., the management decided to divide the allocation of work in North & South Zones to be headed by two Divisional Engineers. The development work involved in North Zone is considerably higher than in South Zone.

Hence at the time of division, North Zone was allocated the infrastructure work as additional work and common work like preparation of Administrative Report, Budget, Schedule of estimate etc. and Drawing office activities were allocated to South Zone in addition to routine work.

**H.V. Section & Routine Planning Section is headed by 'A' Grade Officer whose duties and responsibilities are listed below :-**

**2. The Powers and Duties of Superintendent (Grade A-4):-**

The Superintendents are in-charge of HV network of North & South zones, Drawing Office, preparation of Schedule of Estimate etc.

2.1 Preparing various schemes and taking approval, sanction of all the schemes prepared by H. V. Section for strengthening of H. V. networks, additions and alternations to substation, for outlets for new receiving substations (RSS) and also additional outlets from existing receiving substations. Intimating all the sanctioned schemes to the executing department.

2.1.1 Preparing schemes for diversion / shifting of our substation cables / distribution pillars as per the requirement of MCGM and private parties for this development project.

2.1.2 Supervising the working of the Drawing Office and ensuring that data necessary for the proper maintenance of block plans, detailed extension sketches and various other drawings etc. required by the Supply Branch for the purpose of maintaining electric supply collected & marked.

2.1.3 Preparing the annual administrative report of the Electric Supply Branch.

2.1.4 To initiate network substation cases & follow up with different authorities for obtaining space for DSS.

**3. The Powers and Duties of Asst. Engineer (Grade A-5) :-**

3.1 Assistant Engineers in routine Planning Section of the Planning Network Dept. is divided into 5 zones, viz., North East, North West, Central North, Central South and South. The activities of each zone are handled by respective Assistant Engineer Planning (Network).

Also one Assistant Engineer looks after activities related to infrastructure Project and one Assistant Engineer for MERC related issues, DPRs, Budget, Adm. Report etc. He shall be reporting to the Divisional Engineer Planning (Network). The duties and responsibilities are identical in all the 5 zones which are listed below:

3.1.1 Clearing of TCs (Technical Clearance) of cases referred by respective Customer Care Dept. for releasing load.

3.1.1 Issuing NOCs for New construction & addition / alteration of existing buildings.

- 3.1.2 Preparation of schemes for strengthening, addition and alteration of L. V. scheme for the purpose of releasing load and also for relieving the overload cases; for establishing new substation. Obtaining approval / sanction for the schemes prepared.
- 3.1.3 Collecting and studying the load conditions in various localities and anticipated load changes on account of seasonal variations, Diwali illuminations, citywide celebrations of nation's days, etc.
- 3.1.4 Preparation of various Monthly Information System reports.

#### **4. The Powers and Duties of Dy. Engineer (G/G-VI):-**

The Deputy Engineer Planning Network shall be reporting to the concerned Superintendent / Assistant Engineer. There are two Deputy Engineers allotted to each zone as per work load.

##### **4.1 Deputy Engineers in Routine Planning Section are responsible for :-**

- 4.1.1 Putting up of LORs/NOCs/TCs for new construction and addition/ alterations to existing buildings.
- 4.1.2 Preparing proposals for revised NOCs after receipt of request letter.
- 4.1.3 Preparing schemes for strengthening, addition / alterations of L. V. network, for releasing load and to remove overload.
- 4.1.4 Preparing schemes for commissioning of new substation.
- 4.1.5 Putting up for approvals and sanctions for new LV networks the schemes.
- 4.1.6 Monitoring & recording achievements related to strengthening additions / alterations in existing LV network and commissioning of new DSS.
- 4.1.7 Attending to joint site visit with representatives of DCECC's office and party for selecting new substation site.
- 4.1.8 Preparation of tentative Lay-out plan as per the site offered by the party.
- 4.1.9 Preparation / revision of site plans for respective zones of DCECC (NW/NE/S).
- 4.1.10 Preparation / revision of layout plans, main plan, and sketch plan in co-ordination with Chief Draughtsman (routine planning).
- 4.1.11 Checking of building drawings through Chief Draughtsman (routine planning).
- 4.1.12 Putting up of sanction of civil cost for new DSS

- 4.1.13 Monitoring progress of proposed substation cases,
- 4.1.14 To co-ordinate with respective Erection Dept. for the execution of intimated schemes.
- 4.1.15 Revalidation of the schemes intimated 5 years ago.
- 4.1.16 Updating LV load sheets after completion of intimated schemes.
- 4.1.17 Putting up post facto sanction of the schemes for replacement of transformers completing 25 years of useful life.
- 4.1.18 To give spare capacity of network and feeding points to release load as requested by respective Customer Care depts.
- 4.1.19 Review the proposed DSS cases referred by respective DCECC(NE/NW/S).
- 4.1.20 To carry out the jobs other than above allotted by the superiors from time to time.
- 4.1.21 To prepare draft reply to RTI applications.

**4.2 Deputy Engineer (HV & Dilapidated DSS Section) Planning shall be responsible for :-**

**For H.V Section:-**

- 4.2.1 Putting up of NOCs & TCs for releasing HV supply to new constructions and additions/ alterations to existing buildings.
- 4.2.2 Preparing proposals for revised NOCs for HV supply after receipt of request letter.
- 4.2.3 Preparing schemes for strengthening additions / alterations of H.V. schemes.
- 4.2.4 Preparing schemes for establishing outlets for new receiving substation and additional power transformer at existing receiving substation.
- 4.2.5 Preparing schemes for replacement of old/ weak sizes of H. V. cables in the system.
- 4.2.6 Giving technical clearance to Customer Care dept. in case of H. V. supply requirement.
- 4.2.7 Carry out site visits for cable shifting, diversion, supply of ADP/ZP/DSS etc.
- 4.2.8 Preparing schemes for diversion of cable, shifting ADPs / ZPs & DSS under obligatory/ undertaking basis.

- 4.2.9 Preparing schemes for removing chain of RMU, tail end substation.
- 4.2.10 Giving H. V. proposal for new distribution substation & new receiving station.
- 4.2.11 Updating and keeping records of receiving substation loads from respective O & M depts.
- 4.2.12 Updating HV radial after execution of intimated schemes.
- 4.2.13 Revalidation of the schemes intimated 5 years ago.
- 4.2.14 Preparing schemes for specific problems referred by O & M dept. (repeated feeder fault, diversion / replacement of fault –prone cable.)
- 4.2.15 Preparing scheme for diversion of H. V. cables required by different authorities like BMC, BPT, Railways, etc.
- 4.2.16 Replying to BMC, BPT, Railway & other local authorities regarding requirement of pipes, schemes etc.
- 4.2.17 To carry out the jobs other than above, proposals allotted by the superiors from time to time.
- 4.2.18 Preparation of scheme for OCB to VCB conversion.

**For Dilapidated DSS Cases:**

- 4.2.19 Carrying joint site visit of the dilapidated DSS along with representatives of O&M.
- 4.2.20 Preparation of site plans showing additional temporary space for remodeling of dilapidated DSS.
- 4.2.21 Preparing and obtaining sanction of layout plans (Stage-I & II) for remodeling.
- 4.2.22 Preparation of mains plan after obtaining the layout plan's sanction.
- 4.2.23 Sending sanctioned layout plan to Building department for obtaining civil cost of DSS from building dept. approving the building plan.
- 4.2.24 Obtaining sanction for civil cost and scheme cost for remodeling and finally intimating the scheme to Erection Department for execution.

For Network Substation cases to be looked after by respective section of Planning Dept.

- 4.2.25 Initiating network substation cases, where LV load conditions are critical.
- 4.2.26 Negotiating and following up with the authorities for processing the network substation cases.
- 4.2.27 Preparation of LV schemes for the network substation cases.
- 4.2.28 Follow up the network substation case with Collector, City of Mumbai, Energy Dept. Mantralaya, Revenue Dept. etc. Follow up with Mantralaya for Grant/loan under DPDC.

4.2.29 Updating network substation files.

**4.3 Deputy Engineer(Administrative Report, DPR, Budget) shall be responsible for:-**

- 4.3.1 To get Soft / Hard copies of Administrative Report from all departments of the Electric Supply Branch in English & Marathi.
- 4.3.2 To compile the data & put up the administrative report for the financial year.
- 4.3.3 To get the data from all the depts. of electrical supply branch for the preparation of annexure.
- 4.3.4 Calculations of various technical/ electrical parameters in the administrative report of electrical supply branch.
- 4.3.5 Proof checking of final copy of Administrative Report after receiving the print from PRO.
- 4.3.6 To collect the required data from all the technical depts. of electrical supply branch for preparation of DPR.
- 4.3.7 Preparation of Budget for the requirement of different types of electrical equipments for the forthcoming financial year and proposing expenditure for the financial year thereafter.

**4.4 Deputy Engineer Planning (Infra Project) :-**

- 4.4.1 Providing block plan prints to consultants/ contractors of MMRDA/MSRDC as required by them for preparation of detailed project report after receipt of the payment.
- 4.4.2 Carrying out joint site visits with representatives of MMRDA/MSRDC or their consultants for preparing cable diversion schemes if cables obstruct the MMRDA/MSRDC's project.



- 4.4.3 Preparation of schemes after receiving advance deposit and undertaking from the party to bear the entire cost of scheme.
- 4.4.4 Obtaining management's sanction of the scheme prepared on obligatory basis and intimating to Erection department for execution after receiving the entire cost of scheme from party.
- 4.4.5 Coordinating with party and Erection department for smooth execution of scheme.

**5. The Duties Drawing Office In-charge (Grade G/GVI) :-**

The Drawing Office In-charge will be overall in-charge of the Planning Drawing Office and will be responsible for all the day-to-day activities of the Drawing Office. He will be reporting to Superintendent Supply (H.V. Section -South). He will recommend/sanction the leave as per the delegation of powers from Management. He will carry out the jobs other than above allotted by the superiors from time to time.

**6. The Duties Chief Draftsmen (Grade G/GV) :-**

The Drawing Office is divided into 7 sections viz., Record, Routine, Outdoor, General, updation, Roller Plan and Survey Section. Each section is under the supervision of a Chief Draftsmen and Sub Engineer who shall work directly under the Drawing Office In-charge. He shall be responsible for carrying out the following specific duties:-

- 6.1.1 Supervising the working of and maintaining discipline and general neatness in the drawing office, including supervision of printing work.
- 6.1.2 Checking equipment drawings such as wiring diagrams, schematic diagrams, mechanical drawings etc.
- 6.1.3 Allocating draftsmen to the senior draftsmen according to their work load and preparing duty schedules of draftsmen.
- 6.1.4 Arranging to update Digital Plan, roller plans, route plans, and receiving substation cable details, display charts etc.
- 6.1.5 Final checking of layout plans and scheme plans pertaining to substations after these plans are checked by the senior draftsmen.
- 6.1.6 Ensuring that all Digital Plans, roller plans and other records maintained in the Drawing Office are kept up-to-date.
- 6.1.7 Checking and signing the daily work sheets of outdoor section.
- 6.1.8 Pointing out the discrepancies in the daily work sheets and forwarding the consolidated monthly statement to the concerned Divisional Engineers.

- 6.1.9 Pointing out the variations in the executed schemes to the concerned Divisional Engineers Erection.
- 6.1.10 To recommend /sanction the leave as per the delegation of powers from Management.
- 6.1.11 To carry out the jobs other than above allotted by the superiors from time to time.
- 6.1.12 Checking the pending work of draftsmen and ensuring that the draftsmen complete their work within a reasonable time depending upon the nature of the work.
- 6.1.13 Maintaining adequate stock of stationery and drawing materials.
- 6.1.14 Procuring drawings from public utilities and B.M.C. or B.P.T. to incorporate new roads and regular building lines etc. in our Digital Plans.
- 6.1.15 Checking the equipment issued to draftsmen /senior draftsmen periodically.
- 6.1.16 Ensuring that all sketches of outdoor works are taken and posted in appropriate records.
- 6.1.17 Following up cases of missed sketches and obtaining the same from the departments concerned.
- 6.1.18 Preparing a consolidated statement of non-conventional straight joints.

## **7 The Duties of Sub Engineer, Survey (Grade G/GV) :-**

- 7.1 The Sub-Engineer Survey in Grade G/G-V, is responsible for the survey activities conducted for the Electric Supply Branch. Sub Engineer shall work directly under the drawing office incharge. The duties and responsibilities of the Sub-Engineer Survey are as given below :-
  - 7.2 Supervising & work allocation of jobs to Jr. Engineer (Survey).
    - 7.2.1 Study and allocation of jobs to Jr. Engineer (Survey)
    - 7.2.2 The area surveyed by Jr. engineer (Survey) is ultimately required to be transferred on Digital Plans. As this record is of a permanent nature, it is necessary to check for its correctness before marking it on Digital Plans by Jr. Engineer (Survey)
    - 7.2.3 He guides Jr. Engineer (Survey) for survey of newly developed area and in case of difficulties on sites for surveying.
    - 7.2.4 Checking ZP/PL drawings which are prepared by Jr. Engineer (Survey).

- 7.2.5 He Co-ordinate with all sections of Planning (N) Dept. and other Depts. Such as Comm. (S) & (N) and Civil Engineering Dept. for the updation of our records in respect of Digital Plans.
- 7.2.6 He has to attend the various authorities, such as MCGM, Collector of Mumbai, BPT, MMRDA, MHADA, etc. to collect the various information/drawings to update planning records.
- 7.2.7 To carry out the jobs other than above allotted by the superiors from time to time.

## **8 The Duties of Junior Engineer (Survey) :- T-8**

The duties and responsibilities of the Junior Engineer are as given below :

- 8.2.1 To carry out hutments survey for Comm. Dept. to prepare schemes with the help of survey instruments.
- 8.2.2 Preparation of ZP/PL drawings for hutments and transferring the same on Digital Plans.
- 8.2.3 Updation of Zopadpatti key plan.
- 8.2.4 To survey the sites for discrepancies noticed by D'men / Deputy Engineer and other depts.. of Supply Branch in respect of existing schemes, road widening and any other changes on sites and update our Digital Plans accordingly.
- 8.2.5 To visit City Survey Office, MCGM and other authorities in order to confirm the ownership of the land and C.S. Line details of the land for Comm. Dept. and other departments and updation of the same on Digital Plans accordingly.
- 8.2.6 He is solving the queries raised by D'man regarding C. S. Nos., lines, F. P. Nos. Land marks, etc.
- 8.2.7 To maintain ZP/PL drawing registers, etc.
- 8.2.8 To carry out the jobs other than above allotted by the superiors from time to time.

## **9. The Powers and Duties of Adm. Officer (Grade A/G-IX) :-**

The Administrative Officer shall be reporting to the Divisional Engineer. He/She shall supervise the work of the clerical staff, supervisor and stenographers/typists working in the department. He/She shall be responsible for :-

- 9.1 Keeping a check on organizational matters pertaining to the department.
- 9.2 Preparing departmental budget estimates and Administration Reports.
- 9.3 Preparing Establishment Schedule of the department.
- 9.4 Obtaining administrative sanctions for various requirements of the dept. from time to time.

- 9.5 To reply to RTI applications pertaining to administrative matters.
- 9.6 To collect information from the concerned Section and reply to the RTI Applicants.
- 9.7 Maintain RTI Register.
- 9.8 Dealing with staff matters and maintaining staff records, and staff files & other confidential files.
- 9.9 Initiating and following up procurement of various requirements of the department.
- 9.10 To prepare various types of draft notes for Management sanction.
- 9.11 Maintaining inventory of departmental equipments & computers.
- 9.12 Forwarding monthly, quarterly, annual statements and reports to Management and other Statutory bodies.
- 9.13 To keep control on Imprest Cash.
- 9.14 Maintain Roaster of Draughtsman and Sr. Draughtsman.
- 9.15 To look after work of Recruitment and Promotions of Draughtsman and Sr. Draughtsman regularly as a Panel Chairman.

**10. The Duties of Charge Engineer (Grade T-8) :-**

One Charge Engineer is allotted to each zone i.e NE, NW, CN, CS & S zones.

- 10.1 Collecting data from various depts. for working out the Schedule of Estimates.
- 10.2 Preparing Schedule of Estimate for every financial year.
- 10.3 Sending new Schedule of Estimate to various departments.
- 10.4 Preparing estimates for all the capital/obligatory schemes including diversion, HV/LV strengthening, shifting, etc.
- 10.5 Compiling sanction notes including schemes for civil cost of the substation.

**All the Officers recommend / sanction the leave as per the delegation of powers from Management, carry out the jobs other than above allotted by the superiors from time to time and overall supervision of job carried out by staff/ officers working under him.**

**11. The Duties of Senior Draftsmen (Grade G/GIV) :-**

The Senior Draftsmen shall work directly under one of the Chief Draftsmen. The duties specified below shall be suitable divided among the Senior Draftsmen:-

- 11.1 Guiding the draftsmen allotted to work under him in the preparation of site plans, layout plans, scheme plans, extensions to network, and supplying network drawings and checking their work.
- 11.2 Marking and arranging to mark on roller plans all the proposed schemes.
- 11.3 Maintaining regularly the work sheets of executing departments verifying whether any changes have been made.
- 11.4 Allocating, supervising and guiding the work of outdoor draftsmen.
- 11.5 Checking the sketches drawn by outdoor D'men.
- 11.6 Ensuring in every manner that the work executed outdoors is faithfully marked on the Digital Plans.
- 11.7 Maintaining all registers in connection with the work.
- 11.8 Looking after the maintenance of printing machine & Xerox machine.
- 11.9 Supervising printing work and arranging to take prints.
- 11.10 Sending scheme plans to other public utilities.
- 11.11 Supervising and arranging the work of colour prints.
- 11.12 Looking after the general requirements of the drawing office such as stationery, furniture, tube lights, fans, water cooler, water filter etc.
- 11.13 Guiding the draftsmen in marking Undertaking's cables on drawings received from other public utilities.
- 11.14 Preparing specification and equipment drawings.
- 11.15 Supervision and checking the work of renewing old block plans.
- 11.16 Checking whether drawing office records have been brought up-to-date on the basis of completion reports.
- 11.17 Checking the marking and number of service lines for multi-storied buildings.

## **12. The Duties of Draftsmen (Grade G/GIII) :-**

The draftsmen shall work under one of the Senior Draftsmen and will have to carry out all the work allocated to him. The duties of the draftsmen would generally be any of the following:-

- 12.1 Preparing site plans.

- 12.2 Preparing layout plans.
- 12.3 Preparing scheme plans.
- 12.4 To visit the site when required.
- 12.5 Preparing schematic drawings.
- 12.6 Preparing network drawings/schematic drawing and such other drawings.
- 12.7 Preparing specification and equipment drawing.
- 12.8 Taking prints.
- 12.9 Colouring and folding the drawings.
- 12.10 Making sketches and taking necessary measurements of works carried out on site by executing departments.
- 12.11 Marking on the Digital Plans the works carried out by executing departments.
- 12.12 Preparing fair sketches of scheme (Extn.) fault and service jobs taken on site.
- 12.13 Transferring details from old block plans to Digital Plans.
- 12.14 Marking Undertaking's cables on drawings received from other public utilities.
- 12.15 To attending fault messages and preparing fault tracings.
- 12.16 Giving information of EHV & HV cables for O & M Division.
- 12.17 Preparing R/pl, ZP/pl, SK/pl etc.
- 12.18 Preparing Comm.(S) & (N) sketches.
- 12.19 To mark sanctioned scheme on Roller plan/LV sheets in pencil.
- 12.20 To mark the cables in colour on Roller plan /LV sheets after receiving extension sketches.

**13. The Duties of Supervisor (Grade A/GVII) :-**

The Supervisor duties shall consist of –

- 13.1 Supervise and control the work of clerks/clerk-typist/Sepoys working in the dept.
- 13.2 Initiating and following up procurement of various requirement of the dept.
- 13.3 Maintaining LTA/Soaps and Napkin registers and issuing of the same.
- 13.4 Maintains Imprest Cash for DEPL (N).
- 13.5 To advice payment of field duty allowance, D.Loss, EDEI DEI, etc..

- 13.6 Periodical check of indents/additions/transfers/ sanctions and inventory of office equipments.
- 13.7 To assist preparing budget estimates and administration reports.
- 13.8 Replying M. C. A. queries.
- 13.9 Obtaining sanctions for expenditures.
- 13.10 Initiating P.F., bill vouchers, salary bills ,Preparing medical bill of reimbursement etc..
- 13.11 Checking various work done by Clerk/Typist-Clerk
- 13.12 Maintaining office files & S. R. file of the staff and officers on the establishment of Planning Network (North & South) Dept. supply branch.
- 13.13 To assist Administrative Officer as and when required.
- 13.14 Follow up with maintenance of zerox machine.
- 14. The Duties of Sr. Stenographer (Grade A/GVII) :-**  
The Stenographer's duties shall consist of –
  - 14.1 Taking dictation pertaining to various sections of the depts. and transcribing it.
  - 14.2 Typing & filing.
- 15. The Duties of Supervisor (P) / Clerk-Typist/Clerk (Grade A/GVII /A/GV) :-**  
The Typist's duties shall consist of –
  - 15.1 Maintaining substations files.
  - 15.2 Updating the same and maintaining with Alphabetical Index.
  - 15.3 Maintaining various registers of plans, filing and typing work.
  - 15.4 Maintaining the register of new substations.
  - 15.5 Maintaining the register in respect of lease rent payment.
  - 15.6 Dispatching, filing and finding references.
  - 15.7 Maintaining leave record of officers/staff & updating monthly attendance of staff on web base attendance programme.
  - 15.8 Recouping stores materials.

- 15.9 Issuing stationery and clothing.
- 15.10 Maintaining registers of Clothing, Briefcase, RFID Card, LTA, VIP Letter, RTI etc.
- 15.11 Reviewing filing index.
- 15.12 Preparing stationary requisitions, purchase form, gate passes.
- 15.13 Other miscellaneous typing work entrusted by the superiors.
- 15.14 Filing of Misc. papers.
- 15.15 Preparing monthly/quarterly reports such as Vacancy Report, RTI, VIP letter, Computer Maintenance Report, Recruitment/Promotion of D'man/ Sr.D'man, Accident Report, Deputation Report, Expenditure Report, Employment Exchange Quarterly Report etc.
- 15.16 Proposals in respect of briefcase, keeping records of bills towards briefcase.
- 15.17 Maintaining of clothing card and issuing of monsoon apparels.
- 15.18 Statements in respect of diaries, information regarding officers such as address, telephone number to be incorporated in the diaries.
- 15.19 To assist the work carried out by AAO and Supervisor.
- 15.20 To assist to prepare monthly statements regarding distribution loss, field duty, EDEI, etc. payable to staff / officer's working in the department.
- 15.21 To assist in preparing budget capital/revenue budget estimates.
- 15.22 Maintaining inventory of Furniture and office equipment & computers/ printers/ scanners.
- 15.23 Filing of circulars and updating filing index and opening of new subject files and to maintain statistical record.
- 15.24 To assist AAO in MCA queries regarding administrative matters.
- 15.25 Follow-up of various departmental files with concerned offices.
- 15.26 Preparing absentee memos of 'A' and 'B' Grade Officers.

**16. Shop Recorder (Grade A/GV) :-**

The Shop Recorder's duties shall consist of –

- 16.1 Despatching (inward/outward) & finding references.



- 16.2 Maintaining records of site plans, mains plans and layout plans.
- 16.3 Preparing Leave record of whole department.
- 16.4 Maintaining LTA/Soaps and Napkin registers and issuing of the same.
- 16.5 Preparing stationary requisitions and arrange to bring stationary.

**17. The Duties of Printer (Grade A/GIV) :-**

The printer's duties shall consist of –

- 17.1 Taking prints of all the plans prepared in Drawing Office and operating of Xerox machines.

**18 The Duties of Sepoy (Grade A/GI) :-**

The Sepoy's duties shall consist of –

- 18.1 Cleaning and dusting of tables & office furniture and performing unskilled work.
- 18.2 Carrying dispatch to the departments located in the Head Office & other depots.
- 18.3 Shifting furniture.
- 18.4 Bringing materials from Stores.
- 18.5 Taking out reference files from the cabinets/cupboards and keeping them back.
- 18.6 Collecting and distributing internal papers from the trays.
- 18.7 Attending calls.
- 18.8 Taking out zerox copies.

**19. The Duties of Nawghany (Grade T-1) :-**

- 19.1 To carry departmental stationery from stores and helping the supervisory staff and Shop Recorders in issuing stores material.
- 19.2 Sweeping/Mopping and cleaning office premises.
- 19.3 Cleaning and dusting of tables & office furniture and performing unskilled work.
- 19.4 To ensure adequate supply of drinking water in coolers and pots and cleaning of the same.

- 19.5 To procure refreshments, meals and snacks, etc. for officers and supervisory staff and cleaning of utensils and dining table.
- 19.6 Carrying of survey instruments to and from sites and helping in taking measurements, cleaning of instruments.
- 19.7 Taking & cuttings prints,
- 19.8 Taking zerox.
- 19.9 Fixing drawings and pasting sketches on extension books, service cards, etc.
- 19.10 Re-arranging drawings & folding drawings.
- 19.11 To carry and bring the dispatch to/from various departments, Ward Officers, outside authorities, etc.
- 19.12 Taking out reference files from the cabinets/cupboards and keeping them back.
- 19.13 Collecting and distributing internal papers from the trays.
- 19.14 Attending calls.

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

- 1) Administrative Officer & Supervisor supervise the work of subordinate administrative staff working in the Planning Network Office and keeps control on administrative matters pertaining to the department.
  - 2) Superintendent Engineers & Assistant Engineer helps DEPLN(N)/ DEPLN(S) to put up various technical proposals/notes for obtaining Management sanction.
  - 3) DEPLN (N)/ DEPLN(S) has overall control on Officers and Staff working under Planning Network Department.
  - 4) Proposals for Management's approval are put up by DEPLN (N)/ DEPLN(S) through Dy Chief Engineer (Planning) / Chief Engineer Planning / Asst. General Manager (ES)/Dy. General Manager (ES)/ General Manager.
- 4 (b) (iii) (1) **Procedure followed while dealing with the various activities of HV network section.**

Major activities of the HV section can be divided into five categories viz., (i) Clearing cases of HV NOCs and TC's for various purposes, (ii) Initiating 11KV network proposals for New RSS/ DSS, alteration / addition in 11KV network (iii) preparation of schemes for strengthening of the HV network,

(iv) preparation of schemes for remodeling DSS & (v) Preparation of schemes for shifting / diversion of cables for obligatory cases.

(i) Clearing cases of HV NOCs and TC's for various purposes - The load requisition are received by the Customer Care Department from the various consumers. The cases are referred to Planning Department to get 'Technical Clearance' so as to accommodate the increased load without any operational constraint. Depending upon the load and the area to be catered to, the TC is processed by Planning Department as per Procedure Order 90C (for releasing the load on HV network).

If DSS is already existing, the load is to be released on the existing DSS as far as possible, if not, then additional space for DSS is asked as per Procedure Order 90C (Annexure A & B). If the load requirement is more than 3000KW or the net plot area is more than 10,000sq.mtrs. then case is referred to Project Department, also for assessing the requirement of a RSS in the plot. The guidelines for requirement of 33/11 kV RSS and 33 kV / 415 Volt DSS are given in Procedure Order 90 C (Annexure C).

For establishing an HV room, the HV supply is generally made available from the nearest HV feed to the site. This is decided after studying the HV network for ascertaining the spare capacity and if it is not possible to release load on the existing H.V. network, then load is released after strengthening of HV network by preparing schemes.

After complete study of the HV Network, TC is cleared with any of the following remarks (a) HV room required, (b) load to be released on existing network, (c) strengthening of HV network required & (d) subject to execution of intimated HV scheme.

(ii) Initiating 11KV network proposals for New RSS/ DSS, alteration / addition in 11KV network – Once it is decided that a new RSS or DSS is required, the negotiations with the party for getting the DSS site is carried by the concerned Deputy Chief Engineer (S/NE/NW), incharge of Customer Care dept. In the case of new RSS, the Project Dept. informs Planning Network Dept. for designing the outlets of the RSS or any alteration / addition in the existing RSS. The HV proposal for new DSS is asked by the routine section. The HV proposal for HV room is prepared by the HV section itself. The proposals for strengthening of HV network are also prepared by HV Section. The strengthening of HV network includes relieving of load on existing feeders, replacement of small size feeders, altering the network to facilitate easy load transfer.

(iii) H.V. network Strengthening

The HV network strengthening is done in the following cases :

- To remove the feeder overload
- To give load relief to the overloaded Power Transformer.
- Commissioning of new substation.

(iv) preparation of schemes for remodelling DSS

Remodelling schemes are prepared for dilapidated DSS cases which are received from O & M Department and Building Department. Joint site visit of the dilapidated DSS is carried out along with representatives of concerned O & M Dept. After joint site visit, preparation of site plans showing additional temporary space for remodelling of dilapidated DSS. The layout plans (in Stages) are prepared. The remaining procedure i.e. scheme sanction; M/PL approval building drawing approval, civil & scheme cost sanction is same as per New DSS.

While preparing any HV scheme the following points are to be considered.

#### A) Quick Supply Restoration

In case of failure of any feeder or Power Transformer in RSS, the time required for supply restoration by carrying out network changes should be minimum. To achieve this, the following points should be taken care of while designing the H.V. network:-

- To reduce the no. of DSS in a chain on a feeder.
- Economics & distributing automation like other utilities.
- Important consumers, Hospitals, Military Area, Major Govt. Offices etc. have to be given more no. of reliable feeds from different RSS.

#### B) Reliability & Flexibility of Network -

A system is said to be reliable if the load can be easily transferred in case of abnormal conditions i.e. during fault or outage. For increasing the reliability of network the following points have to be considered.

- There should be more no. of interconnections available of one RSS with the nearby RSS.
- Spare capacity of 20% should be available on the Power transformer and feeder in case of load transfer.
- The weak links i.e. feeder cable sizes below 0.2 sq. inch should be replaced by 300 sq.mm./ 3 core PILC cables.

- The tail end status of the DSS should be removed by injecting an alternate feed into the DSS wherever it is required.

#### C) Economic Consideration

The scheme should be economical i.e. the cost of the scheme should be minimum. The cost of the scheme can be minimized by considering the following factors.

- Initial Investment – The route of the cable selected should be the shortest one.
- Idle potheaded cables if available are used instead of laying new cables unnecessarily.
- Replacing the old weak cables in common excavation.
- Considering the future requirement, cables can be laid in common excavation for future use.
- Running Cost – To reduce losses in the HV cable logical feeding of substation should be selected i.e. the DSS should be fed from the nearest RSS.

#### D) Ease of Operation

The DSS should be easily accessible to the Fault Engineer and also the HV network should be designed by considering the road traffic, One Way restriction. This way, the Fault Engineer's movement are to be restricted while attending to the network abnormalities.

(v) Preparation of schemes for shifting / diversion of cables for obligatory cases - Schemes for diversion and shifting of installations such as substations, LV pillars, cables etc. whenever required, by the concerned party, who wants the shifting / diversion are carried out on chargeable basis.

4 (b) (iii) (2)

#### **Planning Procedure**

P.O.195 dtd .15.02.2012 & P.O.90 (C), P.O. 90(D),  
P.O. 91, 91A, 368

4 (b) (iii) (3)

#### **Routine Planning.**

Routine planning of LV network involves mainly the following jobs.

4 (b) (iii) (3.1)

Technical Clearance (T.C.) of load requisitions referred by Customer Care Dept.

4 (b) (iii) (3.2)

Planning of substations – This involves initiating substation cases arising from technical clearance cases, preparation of site plan (S/PI), layout plan (L/PI), Mains plan (M/PI), obtaining sanction of HV and LV scheme for commissioning of substations etc.

Substation cases are also initiated under plan – 37 i.e. when the developer / Architects approaches Planning Dept. to obtain No Objection Certificate for obtaining approval of Executive Engineer, Building Proposals (EEBP), MCGM/ EESRA /MMRDA. When the developer / Architects approach with their plans the load requirement and the network condition in the area are studied and the decision as to whether to have a substation or not in the premises is conveyed to Ex. Engineer (Building Proposals) and the Architect / developer location plot. The requirement of substation in a plot is decided as per procedure order 90C formulated for the same.

4 (b) (iii) (3.3) Preparation of schemes for LV network strengthening based on the LV loads received from O & M for general improvement of LV network and for the release of loads under new requisitions.

4 (b) (iii) (3.4) Preparation of schemes for removal of overloads of distributors and transformers based on feedback from O & M departments.

The Routine Planning section is divided into 5 zones viz., South, Central South, Central North, North East and North West, identical with the zones of Operation and Maintenance Department. Each zone is having 1 Assistant Engineer and 2 Dy. Engineer for carrying out the jobs.

The preparation of scheme consists of making the proposals after study of network, obtaining approval of distribution section, obtaining sanction after the preparation of necessary drawings concerned Operation & Maintenance Dept. and estimates and intimating the schemes to Erection Department for execution.

4 (b) (iii) (4)

**Drawing Office :**

Drawing Office attached to the Planning Network dept. maintains accurately all the records of the electrical installations marked geographically on plans. The important task of maintaining these vital records is entrusted with the Drawing office of Network Planning Department.

These records mainly consist of Survey Sheets prepared to the scale of 1: 500. On survey sheet all our underground cables, receiving sub-stations, distribution substations, dist. Pillars, poles, service positions etc. with dates of installation and other details are marked. It is a difficult task to update these records as the configurations of our installations change daily because of the new schemes executed and works carried out. This job is managed by

sending draftsmen to the sites where the scheme works are going on, taking measurements and marking the details of the jobs like substation, ADP, cables etc. in a an extension sketch and transferring this to the block plans. The drawing office also prepares all the drawings such as Site Plan (S/PI), Layout (L/PI), Mains Plan (M/PI) etc. required for the purpose of execution of schemes. Maps of Mumbai in different scales with divisions based on different parameters such as wards, divisions, load density, zones etc. with different information such as existing distribution substations, receiving sub-stations, proposed distribution substation/ receiving stations etc. are maintained by the drawing office.

4 (b) (iii) (5)

**Infrastructure Projects :-**

MMRDA, MSRDC have started various Infrastructure Projects in Mumbai Metropolitan Region with the view to provide better transportation facilities to public. The projects like Monorail, Metrorail, Eastern Freeway, Flyovers, Sea link, Skywalks, Subways have been taken up.

All these projects have specific deadlines and require immediate action. For executing these projects excavation is required to be taken on footpath as well as road for piling work. We have prepared schemes for diversion of cables obstructing construction work.

4 (b) (iii) (6)

**Preparation of Administrative Report :**

The Administrative Report pertaining to the development of the Electric Supply Branch shall be prepared by the department every year. In this report all achievements and short falls of the previous year shall be briefly brought out together with necessary illustrations and statistical tables indicating the performance of the Electric Supply Branch. The report shall also present, briefly, the outlines of the future plans of development. The report shall be submitted to the management through the AGM(ES)/DGM(ES) according to the programme drawn by the Public Relations Officer.

4 (b) (iii) (7)

**Preparation of Schedule of Estimate :**

Schedule of Estimate for materials, labour and services is prepared every year for obligatory and undertaking job. The details regarding the procedures followed in preparing the Schedule of Estimate is given in Chapter III.

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

4(b) (iv) (1) PLANNING :

4(b) (iv) (1.1) Routine Planning :

4(b) (iv) (1.1.1) This involves the preparation of schemes and estimates and obtaining administrative sanctions for meeting new loads requisitioned by the consumers and relieving overloads in the distribution systems. While doing this, it shall be ensured that the development of the distribution system conforms to a set of pattern.

4(b) (iv) (1.1.2) Load Reference :

All load demands above 75 KW (ECL) shall be referred by the Customer Department to the Planning Department on "Technical Clearance" forms. The technical clearance (T.C.) forms received from the south zone shall bear serial numbers from 1 to 500 and those from north zone shall bear serial numbers from 501 to 1000 in each financial year. These forms shall be processed as per procedure laid down in department.

4(b) (iv) (1.1.3) The development of the network requires the preparation of one or more of the following schemes :-

- i) Extensions and/or additions to the networks ;
- ii) Establishment of new substations ;
- iii) Alterations and additions to the existing substations ;
- iv) Laying of pipes.

4(b) (iv) (1.1.3.1) Extensions and/or additions to the networks.

This shall involve:-

- i) Laying cables for extending the existing mains.
- ii) Sectionalizing the network and establishing termination points wherever necessary to strengthen the network.

4(b) (iv) (1.1.3.2) Establishing new substations

Schemes for new substations involve preparation of site plan, layout plan and mains scheme plan for installing switchgear, transformers, auxiliaries and laying cables.



4(b) (iv) (1.1.3.3) **Laying of pipes.**

Schemes for laying pipes fall under the following three categories.

- i) Pipes for laying cables across roads, carriage ways, private property, road junctions and across railways tracks.
- ii) Pipes across new roads and junctions of existing roads which are being widened and resurfaces as per the procedure laid in dept.
- iii) Pipes across railway tracks for laying cables under future development schemes as per the procedure laid in dept.

4(b) (iv) (1.1.3.4) **Processing the building plans received from Party / Developers / Builders in regard to their power requirements (A.O.368) :-**

As per DC Regulation, in case of every proposal for development / redevelopment of any land/building, the executive Engineer, Building Proposal, MCGM is required to issue commencement certificate only after obtaining NOC from BEST Undertaking regarding provision for electric substation. Such cases are referred to Planning Network Department by the Party/Developers/Builder along with/without EEBP/EESRA/MMRDA approved plans and copy of IOD/LOA if issued. In order to ensure that adequate provision for a substation is made in the proposal by the developer, Planning Dept. is issuing LOR to party mentioning requirement of Substation's with a copy to the EEBP / EESRA / MMRDA insisting substation on the plot, as per Administrative Order No.368.

- a. **Procedure for issuing NOC to the Party / Developer / Builder who approaches with the plans before EEBP approval-**In case of fresh NOC cases, requirement of receiving substation / distribution substation to be examined Project / Planning (Network) Depts. as per plan submitted by the party in standard format as per Annexure 'D' (Annexure 'D' to be attached). The requirement of RSS/DSS as per P.O.90C is intimated to party to incorporate/earmark the space for RSS/DSS in the plans with copy of letter to respective Dy. Chief Engr. Customer Care for follow up with the party. The 'Letter Of Requirement' (LOR) for RSS and/or DSS' is issued as per Annexure 'A' to the party/developer/builder which is not treated as NOC for development (Annexure 'A' to be attached). Party should offer space for RSS and/or DSS as per requirement mentioned in LOR. Accordingly, site plan i.e. S/PRO and/or S/PI will be prepared by Project/Planning Department.

NOC will be issued to party after lease agreement and approval of substation plan.

- b. **Procedure for issuing NOC to the Party / Developer / Builder who approaches with the plan approved by EEBP along with IOD/LOI :-** In case of fresh NOC cases, requirement of receiving substation / distribution substation to be examined Project / Planning (Network) Depts. as per plan submitted by the party in standard format as per Annexure 'D'. The requirement of RSS/DSS as per P.O.90C is intimated to party to incorporate/earmark the space for RSS/DSS in the plans with copy of letter to respective Dy. Chief Engr. Customer Care for follow up with the party. The 'Letter Of Requirement' (LOR) for RSS and/or DSS' is issued as per Annexure 'A' to the party/developer/builder that it will not be treated as NOC for development. Party should offer space for RSS and/or DSS. Accordingly, site plan i.e. S/PRO and/or S/PI is prepared by Project/Planning Department with specific reference of IOD/LOI.

Site plan should be forwarded to Party / Developer / Builder by respective Dy. Chief Engineer Customer Care (S/NE/NW) to obtain token approval of party as well as concerned authority i.e. EEBP /EESRA /MMRDA , etc. After getting approval of concern authority, party should approach respective Dy. Chief Engineer Customer Care (S/NE/NW), to enter in to lease agreement of substation in co-ordination with Civil Engineering Department. After identifying the substation in the site plan approved by EEBP / EESRA / MMRDA and completion of the lease agreement procedure for the site, NOC (by mentioning details of S/PRO and / or S/PI) is issued to EEBP /EESRA / MMRDA by Planning (Network) Department, to issue Commencement Certificate with copy of NOC to the Party / Developer / Builder, concerned Dy. Chief Engineer, Customer Care Department (S/NE/NW), concerned Divisional Engineer, Customer Care Department & Project Department. Standard format of NOC to be send to EEBP / EESRA / MMRDA should be as per Annexure-'C' (Annexure 'C' to be attached).

- c. In case of revised NOC cases, where NOC is already issued :-  
(i) without insisting substation & party approach to obtain revised NOC due to change in plan /type of usage,

OR

(ii) insisting RSS and / or DSS and before entering in to lease agreement party approach's to obtain revised NOC due to change in plan / type of usage,

then, the procedure for revised S/PRO and / or S/PI and entering in to lease agreement to be followed as above as per para - (b) before issuing revised NOC.

4(b) (iv) (1.1.4)

**Sanction procedure :-**

This involves the following steps :

- i) The scheme proposals alongwith schematic drawing conforming to sections 1.1.3.2, 1.1.3.3 and 1.1.3.4 shall be forwarded together with a site and layout plan to the concerned Divisional Engineer (Operations and Maintenance) for his comments ; who will route them through the respective Deputy Chief Engineer and the Chief Engineer Maintenance for approval and return to DEPL(N).
- ii) After obtaining the approval of CEM on the scheme proposal M/PL is prepared. The proposal alongwith L/PL & M/PL (Mains Plan) is forwarded to estimator for cost estimation. As per estimated cost the sanction form is attached with the proposal in accordance with the procedure mentioned below :-
- iii) A detailed list of works shall be prepared.
- iv) A set of site plan and layout plan mentioned in section 3.1.1.4(ii) shall be forwarded to the Assistant Engineer (Substation) for the preparation of civil drawing and estimation of civil cost if required.
- v) The estimates of works shall be prepared based on the scheduled rates in force.
- vi) The sanction form shall be prepared in duplicate.
- vii) For substation cases the history sheet pertaining to Planning Department shall be prepared and all relevant papers shall be complied.
- viii) The sanction form with the compilation shall be sent to DCEPL/AGM(ES)/DGM(ES) for sanction and the duplicate copy of the sanction form with the date of dispatch written on it shall be retained.
- ix) On receipt of sanction the description and details of the same shall be entered in the Schemes Register and the sanctioned expenditure pertaining to mains account and the date of sanction shall be entered on the mains scheme plan. Also the proposals shall be marked in pencil on the H.V. and L.V. roller plans and in ink on the master plan.

- x) If the proposals require way leave permission, an application for this shall be made.
- xi) The intimation of sanction shall be sent to the concerned department and the local bodies.
- xii) The sanction form shall be sent to Budget Officer for noting and return.
- xiii) The sanction form with papers shall be filed.

4(b) (iv) (1.1.5) Way-leave permission for laying H.V. and L.V. mains in properties belonging to government or private parties shall be obtained.

4(b) (iv) (2) **Revalidation of sanctioned schemes :**

All intimations for the execution of schemes shall bear the date upto which the scheme is valid for execution. In case a scheme remains unexecuted for a period of more than five years from the date of intimation, the executing departments shall be asked to return all the papers, concerned with such a scheme to the Planning Department for review and updating. These schemes shall be reviewed taking into consideration changed network and rates. The updated schemes shall be returned to the executing departments with a fresh validity stamp. Schemes not required to be executed shall be cancelled and intimation sent to the executing departments.

4(b) (iv) (3) **Establishment Schedule :**

The establishment schedule of the department shall be reviewed every year, and the proposals and justifications for any additions and upgrading of posts shall be submitted in approved forms to the management through the AGM(ES). In case no revisions are proposed a 'nil report' shall be submitted.

4(b) (iv) (4) **Administration Reports :**

The Administration Report pertaining to the development of the Electric Supply Branch shall be prepared by the department every year. In this report all achievements and short falls of the previous year shall be briefly brought out together with necessary illustrations and statistical tables indicating the performance of the Electric Supply Branch. The report shall also present briefly the outlines of the future plans of development. The report shall be submitted to the management through the AGM(ES) according to the programme drawn by the Public Relations Officer.

4(b) (iv) (5) **Schedule of Rates :- Procedure Order 256 A**

4(b) (iv) (5.1) The schedule of rates for equipment, material, labour and the various jobs undertaken by the Electric Supply Branch shall be worked out every year and shall be made operative from the beginning of the financial year. These rates shall be compiled in 3 parts for :

i) Materials, ii) Labour, iii) Services, for Undertaking and Obligatory job.

4(b) (iv) (5.1.1) Costs for activities like excavation, jointing of various cables, laying of cables, transport and erection of switchgear, transformers, pillars, L.V. boards shall be computed as per standard costs of materials and labour based on the materials and manpower requirement obtained from the concerned divisional engineers.

The schedule of standard rates for transport shall be obtained from the Accounts Department. The schedule of standard rates for permanent reinstatement shall be obtained from the XEN(BS) and converted to give the rate per running meter for different widths of trenches and also pay the reinstatement charges given by MCGM on the road and foot path.

4(b) (iv) (5.2) **Schedule of Obligatory jobs (Procedure Order 256A) :**

4(b) (iv) (6) **Preparation of drawings and up-keep of the Drawing Office :**

4(b) (iv) (6.1) **The drawing office shall be responsible for the preparation of the following:-**

**i) Site Plans : (S/PI)**

These are drawings showing the sites for substations, receiving substations or any other premises required by the supply branch.

**ii) Layout Plans : (L/PI)**

These are drawings showing the arrangement of the equipment in the substations, receiving substations or any other premises of the supply branch.

**iii) Scheme plans : (M/PI)**

These are drawings showing the proposals for laying cables, installing pillars.

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

**AND**

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

<b>Sr.No.</b>	<b>Names</b>
1	PI/Sub/Substation Files
2	PI/Prop-Sub/Proposed Substation
3	PI/Plan 37/NOC Compilation Files.
4	Proposed RSS Files
5	RSS Files
6	Digitisation Files ( Related to Planning Dept.)
7.	Adm Files,
8.	S.R. Files

**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 :-**

For formulation of policies and their implementation affecting the consumer, the directives of MERC are obtained. Public Notices and Public hearing sessions in this regards are held at MERC, World Trade Centre on various petitions filed by BEST Undertaking to the Hon'ble Commission (MERC) wherein the views, suggestions and /or objections of the general public are heard by the Hon'ble Commission.

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

Not Applicable.

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

A directory of officers & employees of Planning (Network) Department is marked below :-

• **Directory of Officers & Employees :-**

<b>SR. NO</b>	<b>NAME OF OFFICER/STAFF</b>	<b>DESIGNATION</b>	<b>GRADE</b>	<b>CHNO</b>	<b>P.S. NO. of Dec' 2020</b>
1	Shri V.K. Rokade	DIV. ENGR.	A-3	213085	142/01
2	Shri P.K. Bansode	DIV. ENGR.	A-3	213239	142/01
3	Shri R.B. Ghate	SUPDT.	A-4	212367	142/01
4	Shri R.B. Zope	A.E.	A-5	215410	142/01
5	Shri S.V. Patil	A.E.	A-5	215207	142/01
6	Shri N.N. Thale	A.E.	A-5	215535	142/01
7	Shri N.A. Bhosale	A.E.	A-5	217606	142/01
8	Shri V.S. Chavan	A.E.	A-5	216363	140/02
9	Shri V.R. Bhise	DY.ENGR.	G/GVI	215725	142/01
10	Shri A.T. Patil	DY.ENGR.	G/GVI	217080	142/01
11	Shri S.M. Shinde	DY.ENGR.	G/GVI	217092	142/01
12	Shri P.S. Mahapure	DY.ENGR.	G/GVI	217096	142/01
13	Shri M.B. Edake	DY.ENGR.	G/GVI	217102	132/01
14	Shri R.Y. Bagul	DY.ENGR.	G/GVI	217118	142/01
15	Shri S.M. Waghole	DY.ENGR.	G/GVI	217140	142/01
16	Shri A.R. Mane	DY.ENGR.	G/GVI	217623	142/01
17	Shri A.N. Chavan	DY.ENGR.	G/GVI	216936	150/26
18	Shri S.S. Rewale	DY.ENGR.	G/GVI	217073	151/02
19	Shri Y.S. Agnihotri	DY.ENGR.	G/GVI	214928	150/26
20	Shri M.S. Rane	DY.ENGR.	G/GVI	217153	147/01
21	Shri P.P. Yesade	DY.ENGR.	G/GVI	216908	126/01
22	Shri S.O. Tayade	CH.ENGR.	T8	217231	142/01

SR. NO	NAME OF OFFICER/STAFF	DESIGNATION	GRADE	CHNO	P.S. NO. of Dec', 2020
23	Shri S.M. Bawane	CH.ENGR.	T8	217265	142/01
24	Shri G.R. Dahifale	CH.ENGR.	T8	217398	142/01
25	Shri R.N. Rajput	DOI	G/GV	214327	142/01
26	Shri R.M. Chavan	Ch.Draughtsman	G/GV	213077	142/01
27	Shri S.G. Jawale	Ch.Draughtsman	G/GV	214435	142/01
28	Shri V.L. Gosavi	Ch.Draughtsman	G/GV	214978	142/01
29	Shri B. D. Mokal	Ch.Draughtsman	G/GV	213894	142/01
30	Shri U.V. Tadakhe	Ch.Draughtsman	G/GV	214437	142/01
31	Shri S.L. Gondke	Ch.Draughtsman	G/GIV	215228	157/02
32	Shri G.R.Bhangare	Ag.Ch.D'man	G/GIV	215234	142/01
33	Shri P.N. Arya	Ag.Ch.D'man	G/GIV	215245	142/01
34	Shri N.Y. Nivalkar	Sr.Draughtsman	G/GIV	212505	142/01
35	Shri N.A. Kelaskar	Sr.Draughtsman	G/GIV	213588	142/01
36	Shri S.R. Mahadik	Sr.Draughtsman	G/GIV	215039	142/01
37	Shri K. A. Narkar	Sr.Draughtsman	G/GIV	213803	142/01
38	Shri D.M.Kapadia	Sr.Draughtsman	G/GIV	213876	142/01
39	Shri P.Y. Sonawane	Sr.Draughtsman	G/GIV	215072	142/01
40	Shri A.N. Karad	Sr.Draughtsman	G/GIV	216245	142/01
41	Shri A.M. Patil	Sr.Draughtsman	G/GIV(P)	213999	142/01
42	Shri N.P. Tawde	Sr.Draughtsman	G/GIV(P)	214184	142/01
43	Shri B.G. Mhatre	Sr.Draughtsman	G/GIV(P)	214215	142/01
44	Shri P.V. Dharane	Sr.Draughtsman	G/GIV(P)	214311	142/01
45	Shri G.G.Chandiwade	Sr.Draughtsman	G/GIV(P)	214426	142/01
46	Shri B.S.Vaidya	Sr.Draughtsman	G/GIV(P)	214975	142/01
47	Shri S.B. Kadam	Sr.Draughtsman	G/GIV(P)	214986	142/01



SR. NO	NAME OF OFFICER/STAFF	DESIGNATION	GRADE	CHNO	P.S. NO. of Dec' 2020
48	Shri D. D. Dewlekar	Sr.Draughtsman	G/GIV(P)	214987	142/01
49	Shri S.V. Kelkar	Sr.Draughtsman	G/GIV(P)	215249	142/01
50	Shri S. H. Langhi	Sr.Draughtsman	G/GIV(P)	215240	142/01
51	Shri R.A. Pasi	Sr.Draughtsman	G/GIV(P)	215235	142/01
52	Shri D.J. Gajjar	Sr.Draughtsman	G/GIV(P)	215223	142/01
53	Shri J.H. Mistry	Sr.Draughtsman	G/GIV(P)	215224	142/01
54	Shri S.G.Mungekar	Sr.Draughtsman	G/GIV(P)	215243	142/01
55	Shri S.T. Jadhav	Sr.Draughtsman	G/GIV(P)	216328	142/01
56	Shri M.Y. Malap	Sr.Draughtsman	G/GIV(P)	215238	142/01
57	Shri A. L. Chavan	Sr.Draughtsman	G/GIV(P)	215267	142/01
58	Shri S.B. Joshi	Sr.Draughtsman	G/GIV(P)	215273	142/01
59	Shri L.K. Tamore	Sr.Draughtsman	G/GIV(P)	216555	142/01
60	Shri. K.S. Chavan	Sr.Draughtsman	G/GIV(P)	214976	149/07
61	Shri A.M. Pardeshi	Sr.Draughtsman	G/GIV(P)	215232	147/01
62	Shri S.S. Lad	Draughtsman	G/GIII	214681	142/01
63	Shri S.B.Kargutkar	Draughtsman	G/GIII	214702	142/01
64	Smt. S.V.Shelar	Draughtsman	G/GIII	216844	142/01
65	Smt. U.N. Kuvalekar	Draughtsman	G/GIII	216850	142/01
66	Smt. V.L. Ram	Draughtsman	G/GIII	216851	142/01
67	Smt. S.H.Salve	Draughtsman	G/GIII	217133	142/01
68	Shri S.V. Gangurde	Draughtsman	G/GIII	217134	142/01
69	Shri T.S. Awhad	Draughtsman	G/GIII	217137	142/01
70	Shri S.Y.Kashid	Draughtsman	G/GIII	99047	142/01
71	Shri A.S. Jadhao	Draughtsman	G/GIII	217385	142/01
72	Shri R.V.Kerkar	Draughtsman	G/GIII	217418	142/01

SR. NO	NAME OF OFFICER/STAFF	DESIGNATION	GRADE	CHNO	P.S. NO. of Dec', 2020
73	Shri N.Y. Bhoir	Draughtsman	G/GIII	217421	142/01
74	Shri H.G. Patil	Draughtsman	G/GIII	217487	142/01
75	Smt. G.A. Bhikale	Draughtsman	G/GIII	217488	142/01
76	Smt. D. N. Bhoir	Draughtsman	G/GIII	217507	142/01
77	Shri B.M. Bhalerao	Draughtsman	G/GIII	217578	142/01
78	Smt. P.N. Shinde	Draughtsman	G/GIII	217592	142/01
79	Smt. A. A. Mohite	Draughtsman	G/GIII	217594	142/01
80	Smt. S.S. Kobnak	Draughtsman	G/GIII	217593	142/01
81	Shri R.T. Kadam	Draughtsman	G/GIII	217596	142/01
82	Shri H.D. Panchal	Draughtsman	G/GIII	217598	142/01
83	Smt. G. G. Jadhav	Draughtsman	G/GIII	217599	142/01
84	Smt. A. S. Ghute	Draughtsman	G/GIII	217600	142/01
85	Shri A.M.T. Mohd.	Draughtsman	G/GIII	217601	142/01
86	Shri P.L. Thakur	Draughtsman	G/GIII	217602	142/01
87	Shri S.R.Suryagandh	Draughtsman	G/GIII	217608	142/01
88	Ms. G.M. Gaikwad	Draughtsman	G/GIII	217698	142/01
89	Shri S. M. Panchal	Draughtsman	G/GIII	217622	122/01
90	Smt. C.D. Chindarkar	Draughtsman	G/GIII	217595	127/09
91	Shri H.K. Keni	Draughtsman	G/GIII	217597	127/09
92	Shri S.V. Maske	Draughtsman	G/GIII	217603	128/09
93	Shri A.B. Badne	Draughtsman	G/GIII	217605	127/09
94	Shri A.C. Jadhav	Draughtsman	G/GIII	217809	127/09
95	Shri M.A. Bhosale	Sub-Engineer	P4/GV	213582	142/01
96	Shri S.R. Rane	Sub-Engineer	P4/GV	216269	142/01
97	Shri V.K. Kale	Sub-Engineer	P4/GV	216270	142/01

SR. NO	NAME OF OFFICER/STAFF	DESIGNATION	GRADE	CHNO	P.S. NO. of Dec' 2020
98	Shri N.R. Salaskar	Sub-Engineer	P4/GV	216271	142/01
99	Shri S.P. Dixit	AOPL	A/GIX	212004	142/01
100	Shri S.N. Gawade	Sup/OA(P)	A/GVIII(P)	213062	142/01
101	Smt. V.U. Patwardhan	Sr.Steno(P)	A/GVII(P)	213441	109/01
102	Smt. A.A. Fernandes	Sr.Steno(P)	A/GVII(P)	217008	142/01
103	Smt. S.S. Vanjare	Steno	A/GV	212529	122/01
104	Shri P.G. Yesade	Sup.(P)	A/GVII(P)	213942	142/01
105	Smt. S.N. Manjrekar	Sup.(P)	A/GVII(P)	215124	142/01
106	Smt. J.R. Parate	Clerk/Typist	A/GV	217274	142/01
107	Shri H.A. Sharma	Sup.(P)	A/GVII(P)	215332	143/01
108	Shri N.R. Jha	S/Rec./Sup.(P)	A/GVII(P)	215143	142/01
109	Shri J.V. Desai	Printer	A/GIV	280316	142/01
110	Smt. R.M. Jadhav	Jamadar (P)	A/GII(P)	280853	142/01
111	Smt. S.A. Monde	Sepoy	A/GI	280883	142/01
112	Shri K.S. Kshirsagar	Nawghany	P1/T1	413252	442/01
113	Shri P.R. Dhanawade	Sr.Nawghany(P)	T/2(P)	409232	442/01
114	Shri B.S. Prakshale	Nawghany	P1/T1	410909	442/01
115	Shri J.B. Jadhav	Nawghany	P1/T1	413419	442/01
116	Shri B.A. Burse	Nawghany	P1/T1	413455	442/01
117	Shri I.B. Ghule	Nawghany	P1/T1	413436	442/01
118	Shri H.U. Thakur	Jamadar (P)	A/GII(P)	280705	138/02
119	Smt. B.S. Desai	Jamadar (P)	A/GII(P)	280750	13/01
120	Smt. P.S. Gamare	Jamadar (P)	A/GII(P)	280792	15/19
121	Shri H.B. Gite	Jamadar (P)	A/GII(P)	280469	118/01
122	Smt. C.B. Surle	Sepoy	A/GI	280783	15/01
123	Shri S.S. Pawar	CL		600121	

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

The above details in respect of officers & employees of Planning (Network) Department are furnished below :-

<b><u>Monthly remuneration (Officers &amp; Employees)</u></b>				
<b>SR. NO.</b>	<b>NAME OF OFFICER/ STAFF</b>	<b>DESIGNATION</b>	<b>Basic PAY (Dec-2020) Rs.</b>	<b>Monthly remuneration (Basic+Allowances) Rs.</b>
1	Shri V.K. Rokade	Divl.Engineer	96,200.00	1,24,833.86
2	Shri P.K. Bansode	Divl.Engineer	76,800.00	1,17,220.88
3	Shri R.B. Ghate	Superintendent	79,600.00	1,05,559.22
4	Shri R.B. Zope	Asst.Engineer	59,400.00	96,542.47
5	Shri S.V. Patil	Asst.Engineer	59,400.00	91,352.52
6	Shri N.N. Thale	Asst.Engineer	59,400.00	89,392.47
7	Shri N.A. Bhosale	Asst.Engineer	46,300.00	70,465.76
8	Shri V.S. Chavan	Asst.Engineer	55,500.00	74,528.16
9	Shri V.R. Bhise	Dy. Engineer	48,200.00	82,587.25
10	Shri A.T. Patil	Dy. Engineer	44,000.00	60,651.90
11	Shri S.M. Shinde	Dy. Engineer	44,000.00	60,646.90
12	Shri P.S. Mahapure	Dy. Engineer	44,000.00	60,961.90
13	Shri M.B. Edake	Dy. Engineer	44,000.00	69,449.90
14	Shri R.Y. Bagul	Dy. Engineer	44,000.00	69,446.90
15	Shri S.M. Waghole	Dy. Engineer	43,000.00	68,071.82
16	Shri A.R. Mane	Dy. Engineer	40,150.00	63,651.93
17	Shri A.N. Chavan	Dy. Engineer	44,000.00	60,648.90
18	Shri S.S. Rewale	Dy. Engineer	44,000.00	60,648.90
19	Shri Y.S. Agnihotri	Dy. Engineer	55,250.00	81,949.59
20	Shri M.S. Rane	Dy. Engineer	43,000.00	61,870.82
21	Shri P.P. Yesade	Dy. Engineer	45,000.00	61,822.00
22	Shri S.O. Tayade	Ch.Engr..	38,400.00	51,850.79
23	Shri S.M. Bawane	Ch.Engr.	38,400.00	51,849.79
24	Shri G.R. Dahifale	Ch.Engr.	37,550.00	50,498.37
25	Shri R.N. Rajput	DOI	57,550.00	88,802.76
26	Shri R.M. Chavan	Ch.Draughtsman	55,000.00	71,497.90
27	Shri S.G. Jawale	Ch.Draughtsman	50,200.00	76,380.16
28	Shri V.L. Gosavi	Ch.Draughtsman	47,950.00	72,728.98
29	Shri B. D. Mokal	Ch.Draughtsman	50,200.00	76,356.48
30	Shri U.V. Tadakhe	Ch.Draughtsman	49,050.00	74,728.05
31	Shri S.L. Gondke	Ch.Draughtsman	45,800.00	68,318.00
32	Shri G.R.Bhangare	Ag.Ch.D'man	41,045.00	77,827.72
33	Shri P.N. Arya	Ag.Ch.D'man	37,915.00	71,244.54
34	Shri N.Y. Nivalkar	Sr.Draughtsman	49,050.00	71,093.79
35	Shri N.A. Kelaskar	Sr.Draughtsman	46,220.00	67,192.31
36	Shri S.R. Mahadik	Sr.Draughtsman	42,700.00	63,159.47
37	Shri K. A. Narkar	Sr.Draughtsman	46,220.00	68,087.16

SR. NO.	NAME OF OFFICER/ STAFF	DESIGNATION	Basic PAY (Dec-2020) Rs.	Monthly remuneration (Basic+Allowances) Rs.
38	Shri D.M.Kapadia	Sr.Draughtsman	17,405.00	53,741.86
39	Shri P.Y. Sonawane	Sr.Draughtsman	42,700.00	54,451.47
40	Shri A.N. Karad	Sr.Draughtsman	39,450.00	49,947.01
41	Shri A.M. Patil	Sr.Draughtsman	45,315.00	66,761.82
42	Shri N.P. Tawde	Sr.Draughtsman	45,315.00	66,758.82
43	Shri B.G. Mhatre	Sr.Draughtsman	47,145.00	60,137.09
44	Shri P.V. Dharane	Sr.Draughtsman	45,315.00	66,759.82
45	Shri G.G.Chandiwade	Sr.Draughtsman	45,315.00	66,759.82
46	Shri B.S.Vaidya	Sr.Draughtsman	43,555.00	64,339.13
47	Shri S.B. Kadam	Sr.Draughtsman	43,555.00	64,336.13
48	Shri D. D. Dewlekar	Sr.Draughtsman	43,555.00	64,337.13
49	Shri S.V. Kelkar	Sr.Draughtsman	41,045.00	59,710.72
50	Shri S. H. Langhi	Sr.Draughtsman	40,240.00	58,598.05
51	Shri R.A. Pasi	Sr.Draughtsman	41,045.00	59,707.72
52	Shri D.J. Gajjar	Sr.Draughtsman	39,450.00	56,003.09
53	Shri J.H. Mistry	Sr.Draughtsman	39,450.00	57,510.86
54	Shri S.G.Mungekar	Sr.Draughtsman	39,450.00	57,514.86
55	Shri S.T. Jadhav	Sr.Draughtsman	38,675.00	56,451.46
56	Shri M.Y. Malap	Sr.Draughtsman	37,915.00	55,401.54
57	Shri A. L. Chavan	Sr.Draughtsman	37,915.00	53,944.01
58	Shri S.B. Joshi	Sr.Draughtsman	37,915.00	55,400.54
59	Shri L.K. Tamore	Sr.Draughtsman	37,914.00	43,453.94
60	Shri. K.S. Chavan	Sr.Draughtsman	43,555.00	64,523.00
61	Shri A.M. Pardeshi	Sr.Draughtsman	37,915.00	60,592.54
62	Shri S.S. Lad	Draughtsman	41,280.00	61,125.07
63	Shri S.B.Kargutkar	Draughtsman	41,280.00	59,517.71
64	Smt. S.V.Shelar	Draughtsman	33,855.00	49,812.68
65	Smt. U.N. Kuvalekar	Draughtsman	33,855.00	49,815.68
66	Smt. V.L. Ram	Draughtsman	33,855.00	43,040.68
67	Smt. S.H.Salve	Draughtsman	31,275.00	41,248.75
68	Shri S.V. Gangurde	Draughtsman	32,540.00	44,243.26
69	Shri T.S. Awhad	Draughtsman	32,540.00	47,993.11
70	Shri S.Y.Kashid	Draughtsman	34,530.00	50,743.41
71	Shri A.S. Jadhao	Draughtsman	31,900.00	47,106.58
72	Shri R.V.Kerkar	Draughtsman	31,900.00	47,111.58
73	Shri N.Y. Bhoir	Draughtsman	31,900.00	47,106.58
74	Shri H.G. Patil	Draughtsman	31,275.00	46,234.03
75	Smt. G.A. Bhikale	Draughtsman	31,275.00	46,234.03
76	Smt. D. N. Bhoir	Draughtsman	31,275.00	45,644.15
77	Shri B.M. Bhalerao	Draughtsman	30,660.00	46,539.89
78	Smt. P.N. Shinde	Draughtsman	30,660.00	42,695.03
79	Smt. A. A. Mohite	Draughtsman	11,645.00	37,500.82
80	Smt. S.S. Kobnak	Draughtsman	30,660.00	45,364.03

SR. NO.	NAME OF OFFICER/ STAFF	DESIGNATION	Basic PAY (Dec-2020) Rs.	Monthly remuneration (Basic+Allowances) Rs.
81	Shri R.T. Kadam	Draughtsman	30,660.00	45,365.03
82	Shri H.D. Panchal	Draughtsman	30,660.00	45,368.03
83	Smt. G. G. Jadhav	Draughtsman	30,660.00	46,571.58
84	Smt. A. S. Ghute	Draughtsman	30,660.00	44,181.74
85	Shri A.M.T. Mohd.	Draughtsman	30,660.00	40,644.86
86	Shri P.L. Thakur	Draughtsman	30,660.00	43,043.74
87	Shri S.R.Suryagandh	Draughtsman	30,660.00	46,575.58
88	Ms. G.M. Gaikwad	Draughtsman	30,060.00	44,517.13
89	Shri S. M. Panchal	Draughtsman	30,060.00	49,864.88
90	Smt. C.D. Chindarkar	Draughtsman	30,660.00	45,360.03
91	Shri H.K. Keni	Draughtsman	30,660.00	45,362.03
92	Shri S.V. Maske	Draughtsman	30,660.00	45,363.00
93	Shri A.B. Badne	Draughtsman	30,660.00	45,360.00
94	Shri A.C. Jadhav	Draughtsman	28,325.00	42,071.97
95	Shri M.A. Bhosale	Jr.Engineer	52,800.00	82,071.71
96	Shri S.R. Rane	Jr.Engineer	43,000.00	67,470.82
97	Shri V.K. Kale	Jr.Engineer	43,000.00	67,470.82
98	Shri N.R. Salaskar	Jr.Engineer	43,000.00	58,870.82
99	Shri S.P. Dixit	AOPL	58,850.00	89,976.88
100	Shri S.N. Gawade	Sup/OA(P)	48,250.00	71,172.55
101	Smt. V.U. Patwardhan	Sr.Steno(P)	42,575.00	61,394.00
102	Smt. A.A. Fernandes	Sr.Steno(P)	41,740.00	58,630.32
103	Smt. S.S. Vanjare	Steno	28,365.00	42,946.00
104	Shri P.G. Yesade	Sup.(P)	41,740.00	60,542.12
105	Smt. S.N. Manjrekar	Sup.(P)	39,335.00	57,477.66
106	Smt. J.R. Parate	Clerk/Typist	27,810.00	40,453.45
107	Shri H.A. Sharma	Sup.(P)	36,345.00	52,040.00
108	Shri N.R. Jha	S/Rec./Sup.(P)	38,565.00	52,932.41
109	Shri J.V. Desai	Printer	39,345.00	47,034.62
110	Smt. R.M. Jadhav	Jamadar (P)	25,850.00	32,484.42
111	Smt. S.A. Monde	Sepoy	24,850.00	34,360.57
112	Shri K.S. Kshirsagar	Nawghany	24,365.00	36,535.00
113	Shri P.R. Dhanawade	Sr.Nawghany(P)	13,130.00	49,193.29
114	Shri B.S. Prakshale	Nawghany	26,890.00	32,592.51
115	Shri J.B. Jadhav	Nawghany	24,365.00	36,535.30
116	Shri B.A. Burse	Nawghany	24,365.00	55,161.51
117	Shri I.B. Ghule	Nawghany	24,365.00	50,226.32
118	Shri H.U. Thakur	Jamadar (P)	31,875.00	47,131.00
119	Smt. B.S. Desai	Jamadar (P)	30,635.00	38,111.00
120	Smt. P.S. Gamare	Jamadar (P)	30,035.00	43,411.00
121	Shri H.B. Gite	Jamadar (P)	35,195.00	51,491.00
122	Smt. C.B. Surle	Sepoy	20,790.00	32,109.00
123	Shri S.S. Pawar	CL		

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

Presently, all activities of DEPLN (N) / DEPLN (S) 's establishment are carried out by in-house staff and officers and no outside agency is entrusted. However, to meet miscellaneous expenditure Rs.8000/- imprest cash is maintained in DEPLN (N) / DEPLN (S) 's Office.

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

No such programmes are executed by Planning Network Department.

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

No such concessions, permits or authorizations are granted by Planning Net work Department.

**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 Planning Network Department through this manual is being made available in the electronic form 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 :-**

The particulars of facilities available to citizen for obtaining information is being made available in electronic form on the website of BEST Undertaking viz. [www.bestundertaking.com](http://www.bestundertaking.com). No separate library/reading room is maintained.

Working Hours are as follows :-

**Working hours :**

Following duty hours shall be observed by the different categories of staff working in the department :

**i) Technical Officers :**

Week days : 9.00 a.m. to 5.00 p.m.  
(with 45 minutes lunch recess)

Saturdays : 9.00 a.m. to 1.00 p.m.

**ii) Administrative Staff :**

: 9.00 a.m. to 5.00 p.m.  
(Monday to Friday) (with 45 minutes lunch recess)

**iii) Draughtsmen and other Drawing Office Staff :**

a) Indoor Section :

Week days : 9.00 a.m. to 5.00 p.m.  
(Monday to Friday) (with 45 minutes lunch recess)

b) Outdoor Section

Week days : 9.00 a.m. to 5.00 p.m.  
(Tuesday to Saturday) (with 45 minutes lunch recess)

c) Shop Recorder:

Week days : 9.00 a.m. to 5.30 p.m.  
(Monday to Friday) (with 30 minutes lunch recess)

Saturday : 8.30 a.m. to 2.00 p.m.

d) Sepoys :

Week days : 8.30 a.m. to 5.15 p.m.  
(Monday to Friday) (with 45 minutes lunch recess)

e) Nawghanies :

Week days : 8.30 a.m. to 5.30 p.m.  
(Monday to Friday) (with 30 min. lunch recess)

Saturday : 8.30 a.m. to 2.00 p.m.

**And**

Week days : 9.00 a.m. to 5.30 p.m.  
(Monday to Saturday) (with 30 min. lunch recess)

**These timings are subject to alteration depending upon the exigencies of work.**

**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 and Appellate Authority is as follows :-



As per RTI Act, 2005, the **Appellate Authority** is the officer senior in the rank to the "PIO" in the concerned Public Authority.

Since the post of Dy.Chief Engineer (Planning) is abolished vide BCR 101 dated 20.11.2020, the next senior-most officer in rank to the PIO may take 1<sup>st</sup> Appeal and give decision.

Further as mentioned above, the post of Dy.Chief Engineer (Planning) is abolished now, GM's approval for First **Appellate Authority** will have to be taken by the concerned department. Alternatively if department wants to change the PIO as well as **First Appellate Authority**, necessary approval of GM will have to be obtained by the Parent Department with proper justification.

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

Information of staff and officers under Planning Network establishment furnished above is as on 01.12.2020 and will be updated every year.

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