

4CHAPTER II – (Right to information & obligations of public authorities)

4. (b) (i) The Particulars of Department :-

Name :- Training & Industrial Engineering Department

Address: 3rd Floor, Club Road Building, Near Jagjeevan Ram Hospital, Maratha Mandir Marg, BEST's Mumbai Central Depot, Mumbai-400008

Contact No. 022-23077670, 23097698

Functions & Duties of the Department:-

The power & duties of officers & employees:-

Sr. No.	Designation	On Roll Position
1	Divisional Engineer	1
2	Superintendent	0
3	Assistant Engineer	1
4	Deputy Engineer	1
5	Ag.Sub Engineer	1
6	Charge Engineer	2
7	Charge Hand General	1
8	Senior Jointer	0
9	Administrative Officer	1
10	Supervisor	0
11	Clerk cum Typist	2
12	Clerk	1
13	Shop Recorder	1
14	Nawghany	0
15	Casual Labourer	1

4.(b) (ii) The Powers & Duties of Divisional Engineer :-

The Divisional Engineer,(Training & Industrial Engineering) shall be responsible for smooth and efficient working of the Training & Industrial Engineering Department and (HR & S) Cell . He shall co-ordinate the work of the sections comprising it. His principle duties and responsibilities are enumerated below:-

- 1) He shall recruit and supervise the induction training of Deputy Engineers & Charge Engineers.
- 2) He shall supervise the training of the following:
 - (a) Students of Diploma and Degree Engineering colleges;

- (b) Government sponsored trainees e.g. Graduate Apprentices (Sandwich) Graduate Apprentices (Plain), Technician Apprentices (Sandwich), Technician Apprentices (Plain) & visitors;
 - (c) Trade Trainees in various Trades such as Wireman, Electrician, Trainee Cable Jointer, Mech. (HTLT).
- 3) He shall draw up plans for Induction training during training period for officers who have been recruited in order to get them acquainted with the working of the departments in which they are posted.
 - 4) He shall finalize and supervise the conducting of short term refresher training courses for officers, supervisors and employees in the various departments of the Supply Branch. The refresher course also includes the latest technological developments adopted in Electric Supply Distribution Network.
 - 5) He shall arrange promotional training programme and conduct written examination of internal candidate in Grade T-7 to GG-VI whenever vacancies created in each grade.
 - 6) He shall initiate the proposals in consultation with CEM / AGM (ES) for deputing officers and staff for participating in the training courses conducted by the outside institutions.
 - 7) He shall supervise the arrangement of lectures, film shows and excursions with a view to acquaint the personnel of the Electric Supply Branch with the latest technological developments in the equipments.
 - 8) He shall evaluate the training imparted to various personnel and suggest ways and means of utilizing the experience/knowledge gained by them to the advantage of the Undertaking.
 - 9) He shall finalize, in consultation with CEM when necessary, training programmes for executives.
 - 10) He shall be responsible for the submission of annual reports, establishment schedule and budget estimates of the department.
 - 11) He shall deal with all the staff matters of the department.
 - 12) To prepare ground work for personnel placement and to maximize the manpower resources of the Undertaking.
 - 13) He shall arrange celebration of Energy Conservation Week and National Safety Week to spread the awareness regarding Energy Conservation & day-to-day safety among officers / staff of Electric Supply Branch and general public.
 - 14) He shall organize for participation by undertaking in various national / international exhibition regarding energy conservation / electrical safety to spread awareness in general public. He shall obtain the management sanction for participation in such exhibition.
 - 15) He shall be responsible for the RTI Cases/ issues, MCA queries, Internal Auditor queries related to TIE Department.
 - 16) DETIE is the panel chairman for the post of Dy.Engineer (GGVI), Sub Engineer (GGV), Charge Engineer / Foreman General (T-8), Foreman (T-7) in D&C, CAS and MRE Department.
 - 17) As a panel chairman he has to maintain grade wise seniority list of Dy.Engineer (GGVI), Sub Engineer (GGV), Charge Engineer / Foreman General (T-8).
 - 18) Being a panel chairman he has to maintain and update vacancy position of Dy.Engineer (GGVI), Sub Engineer (GGV), Charge Engineer / Foreman General (T-8).
 - 19) The rosters of Dy.Engineer (GGVI), Sub Engineer (GGV), Charge Engineer / Foreman General (T-8), has to be up-dated and get verified from Govt. Authorities through PM(BC), every year by 31st December.

- 20) DETIE shall look after the work of filling in the post of Dy. Engineer (GGVI), Sub Engineer (GGV), Charge Engineer / Foreman General in various department of E.S.B.

The Powers & Duties of Superintendant Engineer:-

Superintendent (Supply)-1: Training & Industrial Engineering (STIE-1) shall assist the Divisional Engineer Training & Industrial Engineering (DETIE) for smooth and efficient working of Training & Industrial Engineering Department. His principal duties and responsibilities are:

- 1) He shall formulate training programme for staff member/supervisors & officers of Electric Supply Branch.
- 2) He shall arrange Test/interview of newly recruited Deputy Engineers in consultant with DETIE & preparing evaluation sheet/result after their written examination/interview.
- 3) He shall arrange Induction Training Programme for newly recruited Deputy Engineers
- 4) He shall arrange Promotional Training Programme for internal candidate in grade G/G-V to G/G-VI before their written examination for promotion. & preparing evaluation sheet/result after their written examination for promotion.
- 5) He shall be responsible for all types of issues related with Government sponsored trainees e.g. Graduate Apprentices (Sandwich), Graduate Apprentices (Plain), Technician Apprentices (Sandwich), Technician Apprentices (Plain) training to college students Internship, Project work & visitors.
- 6) He shall arrange promotional training programme as per Common Promotion Policy (CPP) for the tradesman in grade P1/T2 to P1/T7.
- 7) He shall finalize the training programmes for officers after discussion with concerned departmental heads whenever necessary.
- 8) He shall arrange for suitable faculty members having relevant experience and sufficient knowledge from officers of the Undertaking for various internal refresher training programmes / promotional programmes.
- 9) He shall arrange for hand-outs materials for the above training programmes for officers.
- 10) He shall obtain management's sanction for officers training programmes and expenditure to be incurred whenever necessary.
- 11) He shall attend the various training courses for officers as an observer with a purpose of evaluating the training imparted and evaluate programmes for finding the improvements if necessary.
- 12) He shall scrutinize the comments / suggestions received from various senior officers and trainees about the training programmes and training needs and to take suitable action.
- 13) He shall assist DETIE to evaluate the training imparted to various personnel and suggest ways and means of utilizing the experience/knowledge gained by them to the advantage of the Undertaking.
- 14) He shall assess the needs of the departments in respect of new equipments as training aid and prepare its specifications, obtain sanctions and arrange for the purchase of such equipments.

- 15) He shall assist DETIE in the new development activities of the department.
- 16) He shall assist DETIE in the field of manpower.
- 17) He shall conduct group & individual review of the newly recruited Deputy Engr. to assess their performance.
- 18) He shall also assist DETIE in correspondence with various Employment Exchanges and assist DETIE in conducting the written test for the post of Deputy Engrs, and necessary evaluation of the papers.
- 19) He shall also scrutinize and update the induction training programme for newly recruited Deputy Engrs.
- 20) He shall formulate and periodically review syllabi for different categories of trainees. He shall scrutinize training programmes for newly recruited Deputy Engrs.
- 21) He shall arrange the meetings with the company executives to get the details of the products along with details regarding the design, installation & maintenance of the products before organizing the technical presentation for the technical officers before initiating the proposals of technical presentation.
- 22) He shall obtain management's sanction for arranging presentation/ demonstration of newly introduced products in our system so as to benefit all the technical officers of Supply Branch. This inclusive of other arrangements required for the presentation.
- 23) He shall formulate training programmes for officers / tradesmen appearing for the promotional posts in all the departments of Electric Supply Branch.
- 24) He shall finalize the training programmes after discussion with concerned departmental heads and DETIE whenever necessary.
- 25) He shall organize the training of Technician Apprentices and Graduate Apprentices under the Apprenticeship Act 1961. Accordingly, he shall formulate and periodically review syllabi for different categories of trainees.
- 26) He shall conduct the group review of the Apprentices periodically with the help of a Deputy Engineer holding a degree in Electrical Engineering or equivalent qualifications for Graduate Apprentices and Charge Engineer holding a diploma certificate or equivalent qualifications recognized by Government of India as obligatory as per the rules of Apprenticeship Act 1961.
- 27) He shall also formulate and periodically review the schedule of Trainees for Technician Apprentices under Sandwich Course sent by various Institutions in the middle or at the end of their Engineering course.
- 28) He shall arrange the training of visitors such as Military Engineers and College students from various colleges throughout the country for an exposure of underground distribution system.
- 29) He shall organize the project work training of the Engineering students coming to this Undertaking from various colleges.
- 30) He shall also arrange in plant training to the Engineering students during summer vacation.
- 31) He shall organize celebration of Energy Conservation week He shall obtain managements sanction for arranging celebration of Energy Conservation
- 32) He shall organize for participation by undertaking in various national / international exhibition regarding energy conservation / electrical safety to spread awareness in general public. He shall obtain the management sanction for participation in such exhibition.

Superintendent (Supply)-2: Training & Industrial Engineering (STIE-2) shall assist the Divisional Engineer Training & Industrial Engineering (DETIE) for smooth and efficient

working of Training & Industrial Engineering Department. His principal duties and responsibilities are:

- 1) He shall formulate training programme for officers of Electric Supply Branch.
- 2) He shall arrange Test / interview of newly recruited Charge Engineers in consultant with DETIE & preparing evaluation sheet / result after their written examination / interview.
- 3) He shall arrange Induction Training Programme for newly recruited Charge Engineers.
- 4) He shall arrange Promotional Training Programme for internal candidate in grade P1/T6 to P1/T7, P1/T7 to P1/T8, & P1/T8 to GGV before their written examination for promotion. & preparing evaluation sheet/result after their written examination for promotion.
- 5) He shall finalize the training programmes for officers after discussion with concerned departmental heads whenever necessary.
- 6) He shall arrange for suitable faculty members having relevant experience and sufficient knowledge from officers of the Undertaking for various internal refresher training programmes.
- 7) He shall arrange for hand-outs materials for the above training programmes for officers.
- 8) He shall obtain management's sanction for officers training programmes and expenditure to be incurred whenever necessary.
- 9) He shall attend the various training courses for officers as an observer with a purpose of evaluating the training imparted and evaluate programmes for finding the improvements if necessary.
- 10) He shall scrutinize the comments / suggestions received from various senior officers and trainees about the training programmes and training needs and to take suitable action.
- 11) He shall initiate the proposals of training deputations of officers / staff of Supply Branch for participating in training course / seminar / workshop in consultation with DETIE .
 - a. Scrutinize all the brochures / letters received from various training institutes and finding out the useful training programme for Undertaking and initiating the proposal of the same.
 - b. Necessary correspondence with the heads of various training institutes for getting the details of the training programmes so as to enable us to put up the proposals.
 - c. Monthly updation of deputation charts which includes deputation records (Training & Inspection material) of all the officers of Electric Supply Branch.
 - d. Monthly updation of Bio-data's of all the officers who have gone for deputation.
 - e. Necessary correspondence with the heads of various training institutes for registration and confirmation of the officers participating the training programmes / workshop.
 - f. Issuing of circular for calling for papers from the officers of the Supply Branch for presenting in various Conferences / Seminars and necessary process of the same till the acceptance of the paper by the concerned institute.
- 12) He shall compile and submit reports at regular intervals to the management about all the deputations in the Electric Supply Branch.

- 13) He shall assist DETIE to evaluate the training imparted to various personnel and suggest ways and means of utilizing the experience / knowledge gained by them to the advantage of the Undertaking.
- 14) He shall assist DETIE in the field of manpower.
- 15) He shall conduct group & individual review of the Charge Engr. to assess their performance.
- 16) He shall assist DETIE in correspondence with various Employment Exchanges for conducting the written test for the post of Charge Engrs. & necessary evaluation of the papers.
- 17) He shall scrutinize and update the induction training programme for Charge Engrs.
- 18) He shall formulate and periodically review syllabi for different categories of trainees. He shall scrutinize training programmes for Charge Engrs
- 19) He shall formulate training programmes for officers / supervisors / tradesmen appearing for the promotional posts in all the departments of Electric Supply Branch.
- 20) He shall finalize the training programmes after discussion with concerned departmental heads and DETIE whenever necessary.
- 21) He shall arrange for suitable faculty members having relevant experience and sufficient knowledge from officers of the Undertaking for various internal refresher training programmes / promotional programmes.
- 22) He shall arrange for hand-outs materials for the above training programmes.
- 23) He shall obtain management's sanction for training programmes and expenditure to be incurred whenever necessary.
- 24) He shall attend the various training courses as an observer with a purpose of evaluating the training imparted and evaluate programmes for finding the improvements if necessary.
- 25) He shall scrutinize the comments / suggestions received from various senior officers and trainees about the training programmes and training needs and to take suitable action.
- 26) He shall assist DETIE to evaluate the training imparted to various personnel and suggest ways and means of utilizing the experience / knowledge gained by them to the advantage of the Undertaking.
- 27) He shall assess the needs of the departments in respect of new equipments as training aid and prepare its specifications, obtain sanctions and arrange for the purchase of such equipments.
- 28) He shall assist DETIE in the new development activities of the department.
- 29) He shall organize celebration of National Safety week every year to spread message regarding safety in day to day working among officers / staff of Electric supply branch. He shall obtain managements sanction for arranging celebration of National safety week.
- 30) He shall organize for participation by undertaking in various national / international exhibitions regarding electrical safety to spread awareness in general public. He shall obtain the management sanction for participation in such exhibition.
- 31) He shall responsible for the issues related to Business plan, CEA Report and National Training Policy.

The Powers & Duties of Assistant Engineer:-

Assistant Engineer (Supply)-1, Training & Industrial Engineering shall be responsible to the Divisional Engineer, Training & Industrial Engineering for the smooth & efficient

working of the Training & Industrial Engineering Department. His principle duties & responsibilities are:

- 1) He shall conduct the individual & group reviews of the Cable Jointer Apprentices, Electrician, Wireman, HT-LT Mechanic and give necessary training to improve upon their performance.
- 2) He shall supervise the Jointer, Electrician, Wireman, HT-LT Mechanic Training School at Wadala Technical Training centre.
- 3) He shall arrange for initiating proposals for scrapping and replacement of equipments.
- 4) He shall upkeep the training / demonstration Bus "Saudamini" for conducting periodical 'Safety' programmes for the employees in grade P1/T1 to P1/T6., Energy Conservation programmes and also for conducting the programmes while observing weeks like 'Electrical Safety Week. He shall utilize this bus for creating awareness of Safety and Energy Conservation among the general public and staff members of Electric Supply Branch.
- 5) He shall responsible for Good House Keeping and maintenance of Public Address System (P. A. System), Projector, Training vehicle (Saudamini) and all working models.
- 6) He shall study various films, video cassettes on the subject of electrical equipments / systems available from National Safety Council, Films Division and various consulate general offices like Japan etc. and to organize programmes for the officers & staff members for the benefit of BEST Undertaking.
- 7) He shall study different books published which are useful for the Training & Industrial Engineering Department for helping the officers of the Training Department to update their knowledge for imparting training to the newly recruited candidates and to procure these books in Training & Industrial Engineering Department after obtaining necessary sanction.
- 8) He shall scrutinize the list of books received from various organizations and after studying the same he shall initiate a proposal for procurement of the books for the Supply Branch Library as reference material.
- 9) He shall receive the recommendations for selecting the books.
- 10) He shall supervise the job carried out by librarian.
- 11) He shall scrutinize the recommendations and put up the proposals for obtaining sanction for purchasing of the recommended books / periodicals for Supply Branch Library.
- 12) He shall put up the proposals for annual institutional membership of BEST with the outside institutes and also for annual subscription for periodicals / magazines for Supply Branch Library.
- 13) To refer the periodicals and publications to the senior officers nominated by AGM (ES) for study.
- 14) To circulate the relevant articles advised by these senior officers, among officers of Electric Supply Branch and also to keep the relevant articles for the Electric Supply Branch Library for the benefit of officers & staff of Electric Supply Branch.
- 15) He shall certify the record/dues form of the retirees in connection with the receipt of books for those officers regarding the amount for the book not returned by the officer.
- 16) To receive the research papers from the institutes like ESCI, ASCI, NITIE, NPTI, REMI, Central Board of Irrigation & Power, Central Power Utilities etc. and to inform

all the officers and staff members of Electric Supply Branch regarding their availability in the Supply Branch Library.

17) He shall assist DETIE in the new development activities of the department.

Assistant Engineer (IE), Training & Industrial Engineering shall be responsible to the Divisional Engineer, Training & Industrial Engineering for the smooth & efficient working of the Training & Industrial Engineering Department. His principle duties & responsibilities are:

- 1) He shall investigate the area of priorities in the supply branch where industrial engineering studies & exercises are called for.
- 2) He shall create proper climate to introduce the industrial engineering exercises amongst the staff of supply branch.
- 3) He shall fix up priorities for I.E. exercises & obtain appropriate approval for priority & for conducting the exercises.
- 4) He shall evaluate results obtained from field trials of modified procedures & put up recommendation to a point authority for implementation.

Assistant Engineer (JWSC), shall be responsible to the chairman Joint Work Study Committee for all the functions of the section. His principle duties & responsibilities are:

- 1) He shall initiate the formulation of new schemes as per the instructions from Chairman JWSC.
- 2) He shall arrange meeting with the Divisional Engineer / concerned Departmental Head to discuss various aspects for the activities of new Incentive Schemes, activities for which the priorities are to be given in studying the schemes.
- 3) To discuss with JWSC group on the data collected for the formulation of new schemes, total number of activities and departmental procedure for carrying out different activities.
- 4) To discuss with Chairman JWSC / Head of the Department about the time study data obtained after carry out time study of any new activity, existing activities, and decide upon other allowance factors, rating factors etc. before finalizing the standard time.
- 5) Ask for comments on the existing schemes and suggestions/modifications etc., required before revalidating the scheme.
- 6) Study the comments / recommendation etc., and incorporate the same if required in consultation with Chairman JWSC.
- 7) Approve monthly input / output statements, Average Group Efficiency and Factor of Incentive Bonus etc., and forward the same for the sanction of Chairman JWSC before sending to the Head of the Department.
- 8) Attend meetings, arranged by Chairman JWSC with Union Representatives regarding various Incentive Bonus Schemes whenever required and take necessary action if required by JWSC.
- 9) Declaration of monthly Distribution loss allowance and EDEI statements and forward the same for the sanction of Chairman JWSC.
- 10) To arrange time study, method studies whenever the new technology incorporated in the undertaking or suggested by head of the department.

The Powers & Duties of Deputy Engineer:-

Deputy Engineer-1, Training & Industrial Engineering shall assist the STIE-1 for smooth & efficient working of the section. His main duties & responsibilities are:

- 1) He shall assist STIE-1 for conducting written test for the post of Deputy Engr.
- 2) He shall look after the induction training of newly recruited Deputy Engr.
- 3) He shall explain the following in brief to the newly recruited Deputy Engr:
 - a) Organization setup of Supply Branch.
 - b) Function and responsibilities of various department of Supply Branch. c) Distribution System.
 - d) Mode of training significance of training and how to study.
 - e) Need and Method of maintaining attendance.
 - f) Need and Method of submission and of reports on activities carried out.
 - g) Service Regulation and Standing Order of Undertaking.
 - h) Safety Code of Electric Supply Branch.
 - i) Leave and other facilities.
- 4) Arrange slide show and Video show for newly recruited Deputy Engr.
- 5) Arrange for visits to Distribution Substation and Receiving Sub-station.
- 6) He shall take the reviews of newly recruited Deputy Engr.
- 7) He shall assist STIE-1 for preparation of preliminary syllabus & training programme schedules as induction training to be given to the Deputy Engr.
- 8) He shall evaluate the training taken by the newly recruited Deputy Engr. during their training period & suggest some improvements to them.
- 9) He shall check the training reports on induction training of newly recruited Deputy Engr. & suggest them any shortcomings/improvements.
- 10) He shall assist STIE-1
 - a) For arranging presentation / demonstration as well as formulating / updating the training / refresher courses for officers in all the departments of Electric Supply Branch.
 - b) In arranging documents on technical subjects in consultation with faculty member.
 - c) In scrutinizing the comments / suggestions received from the participants of training/refresher courses.
- 11) He shall be responsible for:
 - a) Preparing schedule for training/refresher courses.
 - b) Selecting suitable participants for training/refresher courses.
 - c) Preparing of circulars & circulating it to various participant officers & faculty.
 - d) Making all necessary arrangements at lecture hall.
 - e) Looking after zexing & compiling of the documents to be given to participants.

- 12) He shall assist the faculty member for arranging site visits as a part of training / refresher course.
- 13) He shall assist DETIE / STIE-1 for preparation of specifications of new training aid equipments.
- 14) As obligatory under the Apprentice Act, 1961, the Deputy Engineer, Training must be a Graduate in Electrical Engineering or having equivalent qualification as recognized by Government of India to impart training to Graduate Apprentices. Accordingly, he shall assist the STIE-1 in the overall performance of duties of Training of following trainees / apprentices in the Electric Supply Branch of the Undertaking regarding follow-up, preliminary syllabi, training programmes, schedules & tests.
 - a) Technician Apprentices (Plain, Sandwich / Graduate Apprentices under Apprenticeship Act 1961.
 - b) College students.
 - c) In-plant/vocational, project work students and educational visits.
- 15) To receive visitors and Government sponsored trainees to the Undertaking, put up draft / programmes for them and make arrangements for showing them round.
- 16) To prepare schedule for training / refresher courses for staff of Electric Supply Branch (under common promotion policy) for the tradesman in grade P1/T2 to P1/T7.
- 17) To arrange for promotional training programmes for officers / staff appearing for the test & interview in the promotional post.
- 18) To attend the various training courses as an observer with a view to evaluate the training imparted therein.
- 19) To check technical reports of technician & graduate apprentices.
- 20) To arrange visit to the substation/receiving station for apprentices & college students & visitors.
- 21) To arrange slides / video shows for apprentices & employees of the Undertaking.
- 22) To check the attendance of apprentices on submission dates.
- 23) To arrange to update the register of apprentices.
- 24) To make surprise visit to any department where apprentices are posted.
- 25) To arrange to inform in advance regarding training programmes / refresher courses to the faculty members & participants.
- 26) To assist DETIE / STIE-1 in celebration of Energy Conservation Week.
- 27) He shall scrutinize the training reports submitted by Deputy Engr. and give necessary advice to improve upon their performance. He shall also direct Deputy Engr. back to the department for further training, if he has not acquired sufficient knowledge regarding the activities carried out by that department. He shall also conduct their individual reviews.

Deputy Engineer-2, Training & Industrial Engineering shall assist the STIE-2 for smooth & efficient working of the section. His main duties & responsibilities are:

- 1) He shall assist STIE-2 for conducting written test for the post of newly recruited Charge Engr.
- 2) He shall assist STIE-2 for preparation of preliminary syllabus & training programme schedules as basic training to be given to the newly recruited Charge Engr.
- 3) He shall look after the induction training of newly recruited Charge Engr.

- 4) He shall Explain the following in brief to the newly recruited Charge Engr.:
 - a) Organization setup of Supply Branch.
 - b) Function and responsibilities of various department of Supply Branch.
 - c) Distribution System.
 - d) Mode of training significance of training and how to study.
 - e) Need and Method of maintaining attendance.
 - f) Need and Method of submission and of reports on activities carried out.
 - g) Service Regulation and Standing Order of Undertaking.
 - h) Safety Code of Electric Supply Branch.
 - i) Leave and other facilities.
- 5) Arrange slide show and Video show for newly recruited Charge Engr.
- 6) Arrange for visits to Distribution Sub-Station and Receiving Sub-station.
- 7) He shall take the reviews of newly recruited Charge Engr. & evaluate the training taken by them during their training period and suggest some improvements.
- 8) He shall check the training reports on induction training of newly recruited Charge Engr. & suggest them any shortcomings / improvements.
- 9) He shall arrange promotional training programme, written test for internal candidates in grade P1/T6 to P1/T7, P1/T7 to P1/T8, P1/T8 to GGK & preparing evaluation sheet/result.
- 10) He shall assist STIE-2 for preparation of deputation proposal:
 - a) He shall prepare deputation file in all respects.
 - b) He shall check all the brochures received in the department from various institutes to inure our subject of interest.
 - c) He shall send the letters to the institutes for the registration of participants.
 - d) For putting up of draft note for deputation summary report to DETIE.
 - e) He shall send note to participants along with the zerox copy of brochures & to participant's Head of Department for reliving them.
 - f) He shall update the monthly deputation charts which include deputation records (Training & Inspection Material) of all the officers of Electric Supply Branch.
 - g) From the receipt of the paper from the officers till the acceptance of the same by concerned institute.
 - h) He shall update the bio-data of officers according to their deputation.
- 11) He shall look after the collection of deputation reports from the officers deputed to the various training institutes (along with training material / proceeding given by the institutes) for our reference & records.
- 12) He shall prepare & arrange to circulate the circular- calling for papers to the officers of Supply Branch for presenting the paper in various Conferences / Seminars organized by various training institutes
- 13) He shall assist STIE-2
 - a) For arranging presentation / demonstration.
 - b) For formulating / updating the training / refresher courses for officers in all the departments of Electric Supply Branch.
 - c) For the issues related with business plan, CEA report & national training policy.
 - d) In arranging documents on technical subjects in consultation with faculty member.

- e) In scrutinizing the comments / suggestions received from the participants of training / refresher courses.
- 2) He shall be responsible for:
 - a) Booking of Conference Hall for presentation / demonstration purpose.
 - b) Making all necessary arrangements at Conference Hall.
 - c) Preparation of circulars & circulating it to various departments.
 - d) Making arrangements for OHP, TV, VCR, DLP etc.
 - e) Coordinating with Welfare, Building, Security, CAS departments etc.
- 3) He shall inform all heads of the departments about the presentation / demonstration.
- 4) He shall be responsible for:
 - a) Preparing schedule for training / refresher courses.
 - b) Selecting suitable participants for training / refresher courses.
 - c) Preparing of circulars & circulating it to various participant officers & faculty.
 - d) Making all necessary arrangements at lecture hall.
 - e) Looking after zexing & compiling of the documents to be given to participants.
- 5) He shall assist the faculty member for arranging site visits as a part of training / refresher course.
- 6) He shall assist DETIE / STIE-2 for preparation of specifications of new training aid equipments.
- 7) He shall arrange promotional training programmes for officers / staff appearing for the test & interview in the promotional post in grade P1/T6 to P1/T7, P1/T7 to P1/T8, P1/T8 to P1/GGV.
- 8) He shall attend the various training courses as an observer with a view to evaluate the training imparted therein.
- 9) He shall maintain & update seniority list of officers / staff in consultation with AMES office.
- 10) He shall arrange to inform in advance regarding training programmes / refresher courses to the faculty members & participants.
- 11) He shall assist DETIE in celebration of National Safety Week.
- 12) He shall scrutinize the training reports submitted by newly recruited Charge Engr. and give necessary advice to improve upon their performance.
- 13) He shall conduct individual reviews of newly recruited Charge Engrs. & if they have not acquired sufficient knowledge regarding the activities carried out by that department, could direct them back to the department for further training.

Deputy Engineer-3, Industrial Engineering shall assist the AEIE for smooth & efficient working of the section. His main duties & responsibilities are:

- 1) He shall collect the field data.
- 2) He shall study the collected data; formulate alternative procedures & field trials of each of the procedure.
- 3) He shall ensure proper implementation of accepted recommendations.
- 4) He shall follow-up recommendation & their periodic re-evaluation with a view to further improve the new procedure etc.

Deputy Engineer, Joint Work Study Committee (JWSC) shall assist the AEJWSC for smooth & efficient working of the section. His main duties & responsibilities are:

- 1) He shall collect the field data.
- 2) He shall study the collected data formulate alternative procedures and field trials of each of the procedure.
- 3) He shall attend the meeting arranged by Assistant Engineer with Divisional Head for discussing the details about the activity for which new Incentive Scheme is to be formulated and arrange for necessary action.
- 4) He shall arrange for collection of various data in connection with new Incentive Schemes, revalidation and modification of existing schemes, etc.
- 5) He shall personally take up the time study activities, and record the time study data.
- 6) He shall study and analyses the data obtained from time study and discuss the same with Assistant Engineer for any clarification for further processing the data for finalization.
- 7) He shall deal with any problem faced by time study, time study staff at the work place while carrying out time study & report the same to the AEJWSC for further help if required.
- 8) He shall try to solve any dispute between direct worker and work study staff while carrying out work study by discussing with concerned Deputy Engineer / Assistant Engineer in charge of that section, where the work study is carrying out.
- 9) He should directly deal with any procedural changes with direct worker.
- 10) He shall distribute the monthly input / output statements to Charge Engineer / Deputy Charge Engineers for scrutinizing and calculating of AGE and FIB.
- 11) He shall ensure that all the statements of valid schemes are received at JWSC at the stipulated period of times, as mentioned in the schemes.
- 12) He shall arrange for reminder notes for non receipts of statements.
- 13) He shall verify the AGE and FIB calculation done by the staff and certify for approval of Assistant Engineer.
- 14) He shall ensure that all the records, data, files, statements etc. are kept in good and up to date state and all entries are made promptly.
- 15) He shall make necessary drafting required in the JWSC Section under the instructions from Asst. Engineer.
- 16) He shall entertain the staff of other department in connection with inquiring about incentive scheme and jointly discuss with Asst. Engineer, if required.
- 17) He shall guide the staff for necessary computer data entry jobs in connection with JWSC work, and outlook for good quality jobs done the staff of JWSC section.
- 18) He should be responsible to put up the proposal for revalidation of incentive schemes time to time in consultation with AEJWSC.

The Powers & Duties of Sub Engineer:-

Sub Engineer-1, Training & Industrial Engineering shall assist the STIE-2 / Deputy Engr.-2 for smooth & efficient working of the section. His main duties & responsibilities are:

- 1) He shall assist STIE-2 / Deputy Engr.-2 for conducting written test for the post of Charge Engr.
- 2) He shall assist Deputy Engr.-2 to look after the induction training of newly recruited Charge Engineers.
- 3) He shall Explain in brief to newly recruited Charge Engr. the following :
 - a) Organization setup of Supply Branch.
 - b) Function and responsibilities of various department of Supply Branch.

- c) Distribution System.
 - d) Mode of training significance of training and how to study.
 - e) Need and Method of maintaining attendance.
 - f) Need and Method of submission and of reports on activities carried out.
 - g) Service Regulation and Standing Order of Undertaking.
 - h) Safety Code of Electric Supply Branch.
 - i) Leave and other facilities.
- 4) He shall arrange slide show and Video show for newly recruited Charge Engr.
 - 5) He shall arrange for visits to Distribution Sub-Station and Receiving Sub-station.
 - 6) He shall assist to Deputy Engr.-2 to take the reviews of newly recruited Charge Engr.
 - 7) He shall assist STIE-2 / Deputy Engr.-2 for preparation of deputation proposal:
 - a) He shall prepare deputation file in all respects.
 - b) He shall send note to participants along with the zerox copy of brochures & to participant's Head of Department for reliving them.
 - c) He shall update the monthly deputation charts which include deputation records (Training & Inspection Material) of all the officers of Electric Supply Branch.
 - d) He shall update the bio-data of officers according to their deputation.
 - e) He shall look after the collection of deputation reports from the officers deputed to the various training institutes (along with training material / proceeding given by the institutes) for our reference & records.
 - f) He shall put up draft note for deputation summary report to DETIE.
 - 8) He shall assist STIE-2 / Deputy Engr.-2
 - a) For arranging presentation/demonstration.
 - b) In arranging documents on technical subjects in consultation with faculty member.
 - c) In scrutinizing the comments / suggestions received from the participants of training / refresher courses.
 - 9) He shall assist Deputy Engr.-2 for :
 - a) Booking of Conference Hall for presentation/demonstration purpose.
 - b) Making all necessary arrangements at Conference Hall.
 - c) Preparation of circulars & circulating it to various departments.
 - d) Making arrangements for OHP, TV, VCR, DLP etc.
 - e) Coordinating with Welfare, Building, Security, CAS departments etc.
 - f) To inform all heads of the departments about the presentation / demonstration.
 - 10) He shall assist Deputy Engr.-2 for :
 - a) Preparing schedule for training / refresher courses for staff of Electric Supply Branch.
 - b) Selecting suitable participants for training/refresher courses.
 - c) Preparing of circulars & circulating it to various participant officers & faculty.
 - d) Arranging to inform in advance regarding training programmes / refresher courses to the faculty members & participants.
 - e) Making all necessary arrangements at lecture hall.
 - f) Looking after zeroxing & compiling of the documents to be given to participants.
 - 11) He shall assist the faculty member for arranging site visits as a part of training / refresher course.

- 12) Assist Deputy Engr.-2 To receive visitors and Government sponsored trainees to the Undertaking, put up draft programmes for them and make arrangements for showing them round.
- 13) Assist Deputy Engr.-2 to arrange promotional training programmes for officers / staff appearing for the test & interview in the promotional post in grade P1/T6 to P1/T7, P1/T7 to P1/T8, P1/T8 to P1/GGV.
- 14) To assist DETIE in celebration of National Safety Week.
- 15) He shall assist Deputy Engr.-2 to scrutinize the training reports submitted by Charge Engr. and give necessary advice to improve upon their performance.
- 16) He shall conduct individual reviews of newly recruited Charge Engrs. & if they have not acquired sufficient knowledge regarding the activities carried out by that department, could direct them back to the department for further training.

Sub Engineer-2, shall assist the AE Supply-1 for smooth & efficient working of the section. His main duties & responsibilities are:

- 1) He shall assist AE Supply-1 for arranging presentation / demonstration:
 - a) Making arrangements for OHP, TV, VCR, DLP etc.
 - b) Making all necessary arrangements at Conference Hall.
 - c) Coordinating with Welfare, Building, Security, CAS department etc.
 - d) Making arrangements for marking participant's attendance.
- 2) He shall be responsible for:
 - a) Distribution of circulars of different training / refresher course, paper presentation etc.
 - b) Making necessary arrangements like distribution of refresher course materials to participants, arrangements for tea & snacks, sitting arrangements for participants & faculty etc.
 - c) He shall assist the AE Supply-1 / faculty member for arranging site visit.
 - d) He shall assist the faculty member for operating OHP, DLP.
 - e) He shall collect the feedback form from refresher course participants and assist AE Supply-1 for compiling the same.
- 3) He shall assist AE Supply-1 in the new development activities of the department.
- 4) He shall assist AE Supply-1 for miscellaneous jobs to be carried out in TIE department from time to time.
- 5) To arrange to show all models in TIE department for trainees & apprentices, thereby giving brief knowledge about use of the same in the Undertaking.
- 6) Arranging with the help of Charge Hand General video films show by using OHP, VCD, and VCR & DLP on different types of safety measures to be adopted in day to day life at work place & home.
- 7) To arrange to show and explain the models to general public / school students during energy conservation / National Safety Week to spread awareness among them.
- 8) To arrange to prepare new model based on new technology arrived in consultation with DETIE / AE Supply-1.

- 9) Informing in advance regarding Safety training programmes courses to faculty members and staff as per schedule.
- 10) To distribute handouts of materials for safety training programme and to get feedback from duly filled by participant.
- 11) To assist AE Supply-1 in day to day work.
- 12) To prepare chart of monthly schedule of refresher courses for staff of Supply Branch as per instructions of AE Supply-1.
- 13) To convey safety messages amongst the staff of various departments during Safety Week on training vehicle.
- 14) He shall arrange to give lectures to newly joined Cable Jointer Apprentices at Wadala Training department first semester every year (Oct-May).
- 15) He shall clarify all the doubt of Trainees about Supply Branch functions.
- 16) He shall arrange to give lectures to Cable Jointer Apprentices as per the syllabus at TTC, Wadala during Related Instruction (RI) Class.
- 17) He shall guide to all the Trainees about filling of leave forms, punch card & attendance sheet.
- 18) He shall arrange to give practical training to Cable Jointer Apprentices on every Saturday at T.T.C. Wadala with senior Jointer.
- 19) He shall evaluate theoretical & practical knowledge of each cable Jointer Apprentice.
- 20) He shall check attendance at the time of submission of Cable Jointer Apprentices
- 21) He shall update attendance register of Cable Jointer Apprentices on submission dates.
- 22) He shall visit various sites for checking progress of Cable Jointer Apprentices
- 23) He shall check different types of daily diary & journals of Cable Jointer Apprentices.
- 24) He shall maintain all registers viz. control registers of CJAs, basic / intensive training & CJA progress report register.
- 25) He shall maintain tools, material, and training equipments with the help of Charge Hand General / Sr. Jointer.
- 26) He shall check inventory of model tools, training equipments kept at T.T.C. Wadala for practical.
- 27) He shall maintain & update register for "Saudamini" vehicle movement.
- 28) He shall maintain slide register.
- 29) He shall personally follow up with the cases referred to Audit / Personal and another department.
- 30) He shall do all data entry in the computer and keep all data's up to date.

The Powers & Duties of Charge Engineer:-

Charge Engineer-1, shall assist the STIE-1 / Deputy Engineer-1 for smooth & efficient working of the section. His main duties & responsibilities are:

- 1) He shall be responsible for:
 - a) Distribution of circulars of different training / refresher course, paper presentation etc.
 - b) Making necessary arrangements like distribution of refresher course materials to participants, arrangements for tea & snacks, sitting arrangements for participants & faculty etc.
 - c) He shall assist the Dy.E.-1 / faculty member for arranging site visit.
 - d) He shall assist the faculty member for operating OHP, DLP.
 - e) He shall collect the feedback form from refresher course participants and assist Dy.E.-1 for compiling the same.
- 2) He shall assist Dy.E.-1
 - a) In the new development activities of the department.
 - b) For miscellaneous jobs to be carried out in TIE department from time to time.
 - c) In day to day work.
 - d) For Induction Training of newly recruited Deputy Engineers.
 - e) Preparing note for sending Deputy Engineers to various departments for training purpose.
 - f) Checking monthly progress reports of each Deputy Engineers and sending progress report's reminder note to various departments where Deputy Engineers are posted.
 - g) Collect written reports from every Trainee Deputy Engineers & filling the same.
- 3) As obligatory under the Apprentice Act 1961, the Charge Engineer, Training must be a Diploma in Electrical Engineering or having equivalent qualification as recognized by Government of India to impart training to Technician Apprentices. Accordingly, he shall assist Dy.Engr.-1 in giving general instructions regarding card punching, leave, discipline, maintaining daily diary & proper way of taking effective training to Technician Apprentices in various departments as per schedule and checking the execution of the same.
- 4) To arrange visit to sub-station / receiving sub-station for apprentices in consultation with Dy.E.-1 giving instructions to all apprentices regarding safety measures to be adopted during visit & explaining use of equipments installed there on.
- 5) To arrange to show all models in TIE department for apprentices, thereby giving brief knowledge about use of the same in the Undertaking.
- 6) Arranging video films show with the help of Charge Hand General by using OHP, VCD, and VCR & DLP on different types of safety measures to be adopted in day to day life at work place & home.
- 7) To arrange to show and explain the models to general public/ school students during energy conservation / National Safety Week to spread awareness among them.
- 8) Checking attendance sheet & punch card of apprentices on submission day.
- 9) To go through reports submitted after completion of training in various departments by apprentices & to clear doubts, if any.
- 10) To direct apprentices for basic/intensive training in various departments as per schedule.
- 11) Updating of control register of apprentices.

- 12) Surprise visit to any department where apprentices are posted for confirming their presence.
- 13) Informing regarding progress / misbehavior of apprentices to Dy.E.-1
- 14) Informing in advance regarding training programmes / refresher courses to faculty members and staff as per schedule.
- 15) To distribute handouts of materials for refresher courses / safety training programme and to get feedback from duly filled by participant.
- 16) To convey safety messages amongst the staff of various departments during Safety Week on training vehicle.
- 17) To arrange various equipments while conducting refresher courses/training programmes on different sites.
- 18) To take college students for visiting Sub-station and Receiving Sub-station.
- 19) He shall take up the job of Deputy Engineer in case of Deputy Engineer is absent.
- 20) He shall clarify all the doubt of apprentices about Supply Branch functions.
- 21) He shall guide to all the apprentices about filling of leave forms, punch card & attendance sheet.
- 22) He shall personally follow up with the cases referred to Audit / Personal and another department.
- 23) He shall personally collect the data from various departments in case of urgent needs.
- 24) He shall do all data entry in the computer and keep all data's up to date.

Charge Engineer-2, shall assist the STIE-1 / Deputy Engineer-1 for smooth & efficient working of the section. His main duties & responsibilities are:

- 1) He shall assist to STIE-1/Dy.E.-1 TIE in arranging promotional training programme as per Common Promotion Policy (CPP) for the tradesman in grade P1/T2 to P1/T7.
- 2) He shall be responsible for:
 - a) Distribution of circulars of different training/refresher course, paper presentation etc.
 - b) Making necessary arrangements like distribution of refresher course materials to participants, arrangements for tea & snacks, sitting arrangements for participants & faculty etc.
 - c) He shall assist the Dy.E.-1 / faculty member for arranging site visit.
 - d) He shall assist the faculty member for operating OHP, DLP.
 - e) He shall collect the feedback form from refresher course participants and assist Dy.E.-1 for compiling the same.
- 3) He shall assist Dy.E.-1
 - a) In the new development activities of the department.
 - b) For miscellaneous jobs to be carried out in TIE department from time to time.
 - c) In day to day work.
 - d) For Induction Training of newly recruited Deputy Engineers.
 - e) Preparing note for sending Deputy Engineers to various departments for training purpose.
 - f) Checking monthly progress reports of each Deputy Engineers and sending progress report's reminder note to various departments where Deputy Engineers are posted.
 - g) Collect written reports from every Trainee Deputy Engineers & filing the same

- 4) As obligatory under the Apprentice Act 1961, the Charge Engineer, Training must be a Diploma in Electrical Engineering or having equivalent qualification as recognized by Government of India to impart training to Technician Apprentices. Accordingly, he shall assist Dy.E.-1 in giving general instructions regarding card punching, leave, discipline, maintaining daily dairy & proper way of taking effective training to Technician Apprentices in various departments as per schedule and checking the execution of the same.
- 5) To arrange visit to sub-station / receiving sub-station for trainees, apprentices in consultation with Dy.E.-1 giving instructions to all apprentices regarding safety measures to be adopted during visit & explaining use of equipments installed there on.
- 6) To arrange to show all models in TIE department for apprentices, thereby giving brief knowledge about use of the same in the Undertaking.
- 7) Arranging with the help of Charge Hand General video films show by using OHP, VCD, and VCR & DLP on different types of safety measures to be adopted in day to day life at work place & home.
- 8) To arrange to show and explain the models to general public/ school students during energy conservation / National Safety Week to spread awareness among them.
- 9) Checking attendance sheet & punch card of apprentices on submission day.
- 10) To go through reports submitted after completion of training in various departments by apprentices & to clear doubts, if any.
- 11) To direct apprentices for basic / intensive training in various departments as per schedule.
- 12) Updating control register of apprentices.
- 13) Surprise visit to any department where apprentices are posted for confirming their presence.
- 14) Informing regarding progress / misbehavior of apprentices to Dy.E.-1
- 15) To prepare chart of monthly schedule of refresher courses for staff of Supply Branch as per instructions of Dy.E.-1
- 16) Informing in advance regarding training programmes / refresher courses to faculty members and staff as per schedule.
- 17) To distribute handouts of materials for refresher courses/safety training programme and to get feedback from duly filled by participant.
- 18) To convey safety messages amongst the staff of various departments during Safety Week on training vehicle.
- 19) To arrange various equipments while conducting refresher courses/training programmes on different sites.
- 20) To take college students for visiting Sub-Station and Receiving Sub-Station.
- 21) He shall take up the job of Deputy Engineer in case of Deputy Engineer is absent.
- 22) He shall clarify all the doubt of apprentices about Supply Branch functions.
- 23) He shall guide to all the apprentices about filling of leave forms, punch card & attendance sheet.
- 24) He shall personally follow up with the cases referred to Audit / Personal and another department.
- 25) He shall personally collect the data from various departments in case of urgent needs.
- 26) He shall do all data entry in the computer and keep all data's up to date.

Charge Engineer-3, shall assist the STIE-2 for smooth & efficient working of the section. His main duties & responsibilities are:

- 1) He shall assist STIE-2 / Deputy Engr.-2 / Sub Engr.-1 for conducting written test for the post of Charge Engr.
- 2) He shall assist Deputy Engr.-2 / Sub Engr.-1 to look after the induction training of newly recruited Charge Engr.
- 3) He shall Explain in brief to newly recruited Charge Engr. the following :
 - a) Organization setup of Supply Branch.
 - b) Function and responsibilities of various department of Supply Branch.
 - c) Distribution System.
 - d) Mode of training significance of training and how to study.
 - e) Need and Method of maintaining attendance.
 - f) Need and Method of submission and of reports on activities carried out.
 - g) Service Regulation and Standing Order of Undertaking.
 - h) Safety Code of Electric Supply Branch.
 - i) Leave and other facilities.
- 4) He shall arrange slide show and Video show for newly recruited Charge Engr.
- 5) He shall arrange for visits to Distribution Substation and Receiving Sub-station.
- 6) He shall assist to Deputy Engr.-2 / Sub Engr.-1 to take the reviews of newly recruited Charge Engr.
- 7) He shall assist STIE-2 / Deputy Engr.-2 / Sub Engr.-1 for preparation of deputation proposal:
 - a) He shall prepare deputation file in all respects.
 - b) He shall send note to participants along with the zerox copy of brochures & to participant's Head of Department for reliving them.
 - c) He shall update the monthly deputation charts which include deputation records (Training & Inspection Material) of all the officers of Electric Supply Branch.
 - d) He shall update the bio-data of officers according to their deputation.
 - e) He shall assist Deputy Engr.-2 / Sub Engr.-1 to look after the collection of deputation reports from the officers deputed to the various training institutes (along with training material / proceeding given by the institutes) for our reference & records.
 - f) He shall assist STIE-2 / Deputy Engr.-2 for putting up of draft note for deputation summary report to DETIE.
- 8) He shall assist STIE-2 / Deputy Engr.-2 / Sub Engr.-1 for
- 9) He shall assist Deputy Engr.-2 / Sub Engr.-1 for :
 - a) Booking of Conference Hall for presentation/demonstration purpose.
 - b) Making all necessary arrangements at Conference Hall.
 - c) Preparation of circulars & circulating it to various departments.
 - d) Arranging presentation/demonstration.
 - e) Making arrangements for OHP, TV, VCR, DLP etc.
 - f) Coordinating with Welfare, Building, Security, CAS departments etc.
 - g) Informing all heads of the departments about the presentation/demonstration.
- 10) He shall assist Deputy Engr.-2 / Sub Engr.-1 for :
 - a) Preparing schedule for training / refresher courses for staff of Electric Supply Branch.
 - b) Selecting suitable participants for training/refresher courses.
 - c) Preparing of circulars & circulating it to various participant officers & faculty.
 - d) To arrange to inform in advance regarding training programmes / refresher courses to the faculty members & participants.

- e) Making all necessary arrangements at lecture hall.
 - f) Looking after zexing & compiling of the documents to be given to participants.
 - g) In arranging documents on technical subjects in consultation with faculty member.
 - h) Arranging site visits as a part of training / refresher course.
 - i) Scrutinizing the comments/suggestions received from the participants of training / refresher courses.
- 11) Assist Deputy Engr.-2 / Sub Engr. To receive visitors and Government sponsored trainees to the Undertaking, put up draft programmes for them and make arrangements for showing them round.
 - 12) Assist Deputy Engr.-2 / Sub Engr.-1 to arrange promotional training programmes for officers / staff appearing for the test & interview in the promotional post in grade P1/T6 to P1/T7, P1/T7 to P1/T8, P1/T8 to P1/GGV.
 - 13) To assist DETIE in celebration of National Safety Week.
 - 14) He shall assist Deputy Engr.-2 / Sub Engr.-1 to scrutinize the training reports submitted by newly recruited Charge Engr. and give necessary advice to improve upon their performance.
 - 15) He shall conduct individual reviews of newly recruited Charge Engrs. & if they have not acquired sufficient knowledge regarding the activities carried out by that department, could direct them back to the department for further training.

Charge Engineer-4, shall assist the AE Supply-1 for smooth & efficient working of the section. His main duties & responsibilities are:

- 1) He shall assist AE Supply-1 / Sub Engr.-2 for arranging presentation/demonstration:
 - a) Making arrangements for OHP, TV, VCR, DLP etc.
 - b) Making all necessary arrangements at Conference Hall.
 - c) Coordinating with Welfare, Building, Security, CAS department etc,
 - d) Making arrangements for marking participant's attendance.
- 2) He shall be responsible for:
 - a) Distribution of circulars of different training / refresher course, paper presentation etc.
 - b) Making necessary arrangements like distribution of refresher course materials to participants, arrangements for tea & snacks, sitting arrangements for participants & faculty etc.
 - c) He shall assist the AE Supply-1 / Sub Engr.-2 / faculty member for arranging site visit.
 - d) He shall assist the faculty member for operating OHP, DLP.

- e) He shall collect the feedback form from refresher course participants and assist AE Supply-1 / Sub Engr.-2 for compiling the same.
- 3) He shall assist AE Supply-1 / Sub Engr.-2 in miscellaneous jobs to be carried out in TIE department & the new development activities of the department from time to time.
 - 4) To arrange to show all models in TIE department for trainees & apprentices, thereby giving brief knowledge about use of the same in the Undertaking.
 - 5) Arranging with the help of Charge Hand General video films show by using OHP, VCD, and VCR & DLP on different types of safety measures to be adopted in day to day life at work place & home.
 - 6) To arrange to show and explain the models to general public / school students during energy conservation / National Safety Week to spread awareness among them.
 - 7) To arrange to prepare new model based on new technology arrived in consultation with AE Supply-1 / Sub Engr.-2 / DETIE.
 - 8) Informing in advance regarding Safety training programmes courses to faculty members and staff as per schedule.
 - 9) To distribute handouts of materials for safety training programme and to get feedback from duly filled by participant.
 - 10) To assist AE Supply-1 / Sub Engr.-2. in day to day work.
 - 11) To prepare chart of monthly schedule of refresher courses for staff of Supply Branch as per instructions of AE Supply-1 / Sub Engr.-2.
 - 12) To convey safety messages amongst the staff of various departments during Safety Week on training vehicle.
 - 13) He shall clarify all the doubt of Trainees about Supply Branch functions.
 - 14) He shall give lectures to Cable Jointer Apprentices as per the syllabus at Technical Training Centre Wadala during Related Instruction (RI) Class.
 - 15) He shall guide to all the Trainees about filling of leave forms, punch card & attendance sheet.
 - 16) He shall give practical training to Cable Jointer Apprentices on every Saturday at T.T.C. Wadala with senior Jointer.
 - 17) He shall evaluate theoretical & practical knowledge of each cable Jointer Apprentice.
 - 18) He shall check attendance at the time of submission of Cable Jointer Apprentices.
 - 19) He shall update attendance register of Cable Jointer Apprentices on submission dates.
 - 20) He shall visit various sites for checking progress of Cable Jointer Apprentices.
 - 21) He shall check different types of daily dairy & journals of Cable Jointer Apprentices.
 - 22) He shall maintain all registers – history registers of CJAs, basic / intensive training & CJA progress report register.
 - 23) He shall maintain tools, material, and training equipments with the help of T6 Fitter.
 - 24) He shall check inventory of model tools, training equipments kept at T.T.C. Wadala for practical.
 - 25) He shall maintain & update register for “Saudamini” vehicle movement.
 - 26) He shall maintain slide register.
 - 27) He shall be responsible for showing video cassettes & film shows to the Cable Jointer Apprentices for updating their Electrical aspects.
 - 28) He shall personally follow up with the cases referred to Audit / Personal and another department.
 - 29) He shall do all data entry in the computer and keep all data's up to date.

Charge Engineer-5, shall assist the AE Supply-1 for smooth & efficient working of the section. His main duties & responsibilities are:

- 1) He shall assist AE Supply-1 / Sub Engr.-2 for arranging presentation/demonstration:
 - a) Making arrangements for OHP, TV, VCR, DLP etc.
 - b) Making all necessary arrangements at Conference Hall.
 - c) Coordinating with Welfare, Building, Security, CAS department etc,
 - d) Making arrangements for marking participant's attendance.
- 2) He shall be responsible for:
 - a) Distribution of circulars of different training / refresher course, paper presentation etc.
 - b) Making necessary arrangements like distribution of refresher course materials to participants, arrangements for tea & snacks, sitting arrangements for participants & faculty etc.
 - c) He shall assist the AE Supply-1 / Sub Engr.-2 / faculty member for arranging site visit.
 - d) He shall assist the faculty member for operating OHP, DLP.
 - e) He shall collect the feedback form from refresher course participants and assist AE Supply-1 / Sub Engr.-2 for compiling the same.
- 3) He shall assist AE Supply-1 / Sub Engr.-2 in miscellaneous jobs to be carried out in TIE department & the new development activities of the department from time to time.
- 4) To arrange to show all models in TIE department for trainees & apprentices, thereby giving brief knowledge about use of the same in the Undertaking.
- 5) Arranging with the help of Charge Hand General video films show by using OHP, VCD, and VCR & DLP on different types of safety measures to be adopted in day to day life at work place & home.
- 6) To arrange to show and explain the models to general public / school students during energy conservation / National Safety Week to spread awareness among them.
- 7) To arrange to prepare new model based on new technology arrived in consultation with DETIE/ AE Supply-1 / Sub Engr.-2.
- 8) Informing in advance regarding Safety training programmes courses to faculty members and staff as per schedule.
- 9) To distribute handouts of materials for safety training programme and to get feedback from duly filled by participant.
- 10) To assist AE Supply-1 / Sub Engr.-2 in day to day work.
- 11) To convey safety messages amongst the staff of various departments during Safety Week on training vehicle.
- 12) He shall clarify all the doubt of Trainees about Supply Branch functions.
- 13) He shall give lectures to Cable Jointer Apprentices as per the syllabus at TTC, Wadala during Related Instruction (RI) Class.
- 14) He shall guide to all the Trainees about filling of leave forms, punch card & attendance sheet.
- 15) He shall give practical training to Cable Jointer Apprentices on every Saturday at T.T.C. Wadala with senior Jointer.
- 16) He shall evaluate theoretical & practical knowledge of each cable Jointer Apprentice.
- 17) He shall check attendance at the time of submission of Cable Jointer Apprentices.
- 18) He shall update attendance register of Cable Jointer Apprentices on submission dates.

- 19) He shall visit various sites for checking progress of Cable Jointer Apprentices.
- 20) He shall check different types of daily diary & journals of Cable Jointer Apprentices.
- 21) He shall maintain all registers – history registers of CJAs, basic / intensive training & CJA progress report register.
- 22) He shall maintain tools, material, and training equipments with the help of T6 Fitter.
- 23) He shall check inventory of model tools, training equipments kept at T.T.C. Wadala for practical.
- 24) He shall maintain & update register for “Saudamini” vehicle movement.
- 25) He shall maintain slide register.
- 26) He shall be responsible for showing video cassettes & film shows to the Cable Jointer Apprentices for updating their Electrical aspects.
- 27) He shall personally follow up with the cases referred to Audit / Personal and another department.
- 28) He shall do all data entry in the computer and keep all data's up to date.
- 29) He shall assist the Assistant Engineer in all related jobs.

Charge Engineer (IE), shall assist the AEIE for smooth & efficient working of the section. His main duties & responsibilities are:

- 1) He shall make & conduct I.E., exercises with the help of Dy.E. I.E. / AEIE.
- 2) He shall ensure proper implementation of the accepted recommendation.
- 3) He shall collect the field data for the I.E. exercises.
- 4) He shall assist the Dy.E. I.E. / AEIE for making exercise.

Charge Engineer (JWSC)-1, shall assist the Deputy Engineer for smooth & efficient working of the section. His main duties & responsibilities are:

- 1) Participating for showing and explaining the models to general public/ school students during energy conservation / National Safety Week to spread awareness among them.
- 2) To assist Dy.E. JWSC in day to day work.
- 3) To convey safety messages amongst the staff of various departments during Safety Week on training vehicle.
- 4) He shall take up the job of Deputy Engineer in case of Deputy Engineer is absent.
- 5) He shall scrutinize the statement and calculate AGE / FIB and put up for approval of Assistant Engineer.
- 6) He shall prepare the discrepancy form, in case of any discrepancy in the statements and refer to concerned Deputy Engineer.
- 7) He shall collect various data's from various departments in connection with work-study, modification, and revalidation of GIB scheme, as per the direction of Deputy Engineer / Assistant Engineer.
- 8) He shall carry out work-study of new activities, existing activity as per the direction of Deputy Engineer / Assistant Engineer and report the data to Deputy Engineer.
- 9) He shall directly involve in the work-study activities.
- 10) He shall point out any discrepancies in the statements and report to Deputy Engineer / Assistant Engineer, to refer back the statements to concerned department, for clarification / correction.

- 11) He shall keep the record of all the valid schemes in operation and take timely action for revalidation before expiry date.
- 12) He shall personally follow up with the cases referred to Audit / Personal and another department.
- 13) He shall personally collect the data from various departments in case of urgent needs.
- 14) He shall do all data entry in the computer and keep all data's up to date.
- 15) He shall assist the Deputy Engineer / Assistant Engineer in all related jobs.

Charge Engineer (JWSC)-2, shall assist the Deputy Engineer for smooth & efficient working of the section. His main duties & responsibilities are:

- 1) Participating for showing and explaining the models to general public/ school students during energy conservation / National Safety Week to spread awareness among them.
- 2) To assist Dy.E. JWSC in day to day work.
- 3) To convey safety messages amongst the staff of various departments during Safety Week on training vehicle.
- 4) He shall take up the job of Deputy Engineer in case of Deputy Engineer is absent.
- 5) He shall scrutinize the statement and calculate AGE / FIB and put up for approval of Assistant Engineer.
- 6) He shall prepare the discrepancy form, in case of any discrepancy in the statements and refer to concerned Deputy Engineer.
- 7) He shall collect various data's from various departments in connection with work-study, modification, and revalidation of GIB scheme, as per the direction of Deputy Engineer / Assistant Engineer.
- 8) He shall carry out work-study of new activities, existing activity as per the direction of Deputy Engineer / Assistant Engineer and report the data to Deputy Engineer.
- 9) He shall directly involve in the work-study activities.
- 10) He shall point out any discrepancies in the statements and report to Deputy Engineer / Assistant Engineer, to refer back the statements to concerned department for clarification / correction.
- 11) He shall keep the record of all the valid schemes in operation and take timely action for revalidation before expiry date.
- 12) He shall personally follow up with the cases referred to Audit / Personal and another department.
- 13) He shall personally collect the data from various departments in case of urgent needs.
- 14) He shall do all data entry in the computer and keep all data's up to date.
- 15) He shall assist the Deputy Engineer / Assistant Engineer in all related jobs.

Charge Engineer (JWSC)-3, shall assist the Deputy Engineer for smooth & efficient working of the section. His main duties & responsibilities are:

- 1) Participating for showing and explaining the models to general public / school students during energy conservation / National Safety Week to spread awareness among them.
- 2) To assist Dy.E. JWSC in day to day work.
- 3) To convey safety messages amongst the staff of various departments during Safety Week on training vehicle.
- 4) He shall take up the job of Deputy Engineer in case of Deputy Engineer is absent.
- 5) He shall scrutinize the statement and calculate AGE / FIB and put up for approval of Assistant Engineer.
- 6) He shall prepare the discrepancy form, in case of any discrepancy in the statements and refer to concerned Deputy Engineer.
- 7) He shall collect various data's from various departments in connection with work-study, modification, and revalidation of GIB scheme, as per the direction of Deputy Engineer / Assistant Engineer.
- 8) He shall carry out work-study of new activities, existing activity as per the direction of Deputy Engineer / Assistant Engineer and report the data to Deputy Engineer.
- 9) He shall directly involve in the work-study activities.
- 10) He shall point out any discrepancies in the statements and report to Deputy Engineer / Assistant Engineer, to refer back the statements to concerned department, for clarification / correction.
- 11) He shall keep the record of all the valid schemes in operation and take timely action for revalidation before expiry date.
- 12) He shall personally follow up with the cases referred to Audit / Personal and another department.
- 13) He shall personally collect the data from various departments in case of urgent needs.
- 14) He shall do all data entry in the computer and keep all data's up to date.
- 15) He shall assist the Deputy Engineer/Assistant Engineer in all related jobs.

The Powers & Duties of Charge Hand General:-

Charge Hand General, shall assist the AE Supply-1 / Sub Engr.-2 / Charge Engr.-4 / Charge Engr.-5 / faculty members while conducting the refresher / training course-practical session (on site) for explaining the different types of makes of equipments used in the Electrical Distribution System.

- 1) Showing in details the equipments with their operations for explaining the safety precautions incorporated in the equipments for avoiding the accidents while operating these equipments when a faculty is explaining these equipments to the participants of the programme. These programmes are conducted for the Tradesmen, Supervisors & 'B' grade officers periodically.
- 2) To show different types of switchgears & transformers used in the distribution system in details to the Trainee Deputy Engineers along with the Dy.E.-1
- 3) To show different types of switchgears & transformers used in the distribution system in details to the Trainee Charge Engineers along with the Dy.E.-2
- 4) To show different types of switchgears & transformers used in the distribution system in details to the Graduate & Technician Apprentices along with the Dy. E.-1
- 5) To impart training to the Trade Trainees about the functioning of each of the electrical equipment and the skill required in maintaining the same.

- 6) Maintain T.V., V.C.R., over head Projector, Slide Projector, Slides, Video Cassettes and VCD's.
- 7) Maintain public audio system in good condition.
- 8) Shall display the models on Energy Conservation and Safety with the help of "Saudamini" in various departments and Public places.
- 9) Shall maintain Energy Conservation Bus "Saudamini".
- 10) Shall maintain "Saudamini" Bus Register.
- 11) Shall arrange driver for Energy Conservation Bus Servicing, technical programmes, PUC checking, RTO permission etc.
- 12) Shall maintain slides according to register or book.
- 13) Shall arrange overhead Projector/Slide Projector / Audio System at Electric House / T.I.E. Department/any other departments at the time of technical presentation.
- 14) Maintain all models in consultation with AE Supply-1 / Sub Engr.-2 / Charge Engr.-4 / Charge Engr.-5.
- 15) Arrange Video Shows / Slide Shows to different trainees.
- 16) Carrying boxes for safe transportation of costly equipments e.g. Digital Light Processor, VCD Player used for conducting various training programmes.
- 17) Preparing the boards for displaying the posters in Energy Conservation / Safety Training Bus "Saudamini".

The Powers & Duties of Senior Jointer:-

Sr. Jointer, shall assist the AE Supply-1 / Sub Engr.-2 / Charge Engr.-4 / Charge Engr.-5 / faculty members while conducting the refresher/training course- practical session (on site) for explaining the different types of makes of equipments used in the Electrical Distribution System.

- 1) Shall give practical training to Cable Jointer Apprentices on every Saturday at T.T.C. Wadala.
- 2) Shall visit to different outdoor chowkeys (Erection department, Street Lighting department, O & M department etc.) for giving practical training and clarify all doubts of Cable Jointer Apprentices.
- 3) Shall inform to Charge Engineer about procurement of materials, tools etc. required to practical training at T.T.C. Wadala of Cable Jointer Apprentices.
- 4) Shall maintain tools, materials at T.T.C. Wadala.
- 5) Shall check daily dairies of Cable Jointer Apprentices.
- 6) Shall visit the various sites for checking their presence and progress of learning, jointing at site.

The Powers & Duties of Assistant Administrative Officer:-

Assistant Administrative Officer- shall work under the Divisional Engineer and shall co-ordinate the work of the Supervisor and other staff under him. He shall be responsible for the following:

- 1) General supervision of the work of the staff under him in connection with recruitment / engagement of Deputy Engineers, Charge Engineers, Graduate / Technician Apprentices, Cable Jointer Apprentices, in plant training students, project work students & deputation work.
- 2) Attending to general correspondence matters / drafting of letters such as Employment Exchange, Technical Institute, College, Polytechnic, BTRI Classes and Central Government Authorities i.e. Board of Apprenticeship Training (BOAT).
- 3) To put up various draft proposals such as recruitment/engagement of Deputy Engineers, Charge Engineers, Graduate / Technician Apprentices.
- 4) To put up note for Panel Chairman requesting them to conduct written test/interview for absorption of Charge Engineers & Trade Trainees, revalidation of lapsed post, extension of training period of Charge Engineers & Deputy Engineers, termination of Apprentices, disciplinary action.
- 5) Replies to Union letters / VIP letters etc.
- 6) To control impress cash.
- 7) To follow up departmental files & papers and coordinate with the departments of the Undertaking.
- 8) Compiling of Standing Orders and Service Regulations.
- 9) To prepare administrative reports, variation in establishment schedule, capital, revenue budget.
- 10) Preparing monthly / quarterly periodical statements viz. verification of Registration Book of Motor Cars/Motor Cycles/Scooters maintained by 'A' & 'B' grade officers, items of capital works/revenue i.e. furniture & office equipments, tools & equipments, quarterly statement expenditure incurred on welfare of SC/ST, on roll position of backward class employees etc.
- 11) Preparing advance bills, closing of accounts i.e. JE bills, OB memos.
- 12) Maintaining inventory register for Capital & Dead stock item.
- 13) Putting up note pertaining to staff matters, such as scholarship, advance, recovery statements etc.
- 14) To reply letters received under R.T.I.

- 15) Sanctioning of leave to Shop Recorder, Clerks, Nawghanies, etc.
- 16) To follow up regarding obtaining cast validity certificate of candidates.
- 17) To maintain on roll position of Dy. Charge Engineer / Foreman, Charge Engineer / Foreman General, Sub Engineer & Dy. Engineer in Electric Supply Branch.
- 18) To scrutinize rosters of Dy. Charge Engineer / Foreman, Charge Engineer / Foreman General, Sub Engineer & Dy. Engineer in Electric Supply Branch.
- 19) To scrutinize & Updated Vacancy Positions of Dy. Charge Engineer / Foreman, Charge Engineer / Foreman General, Sub Engineer & Dy. Engineer in Electric Supply Branch.
- 20) To scrutinize Seniority of Dy. Charge Engineer / Foreman, Charge Engineer / Foreman General, Sub Engineer & Dy. Engineer of Electric Supply Branch.
- 21) To reply queries regarding Seniority of Dy. Charge Engineer / Foreman, Charge Engineer / Foreman General, Sub Engineer & Dy. Engineer in Electric Supply Branch.
- 22) To give monthly on roll position of Dy. Charge Engineer / Foreman, Charge Engineer/ Foreman General, Sub Engineer & Dy. Engineer to PMBC.
- 23) To prepare draft circular to invite applications for internal promotion of Dy. Charge Engineer / Foreman, Charge Engineer / Foreman General, Sub Engineer & Dy. Engineer in Electric Supply Branch.
- 24) To scrutinize the application forms received for promotions to higher posts.
- 25) To scrutinize work conduct & attendance report from the concern head of department of the promote officer.
- 27) To follow up regarding obtaining cast validity certificate of candidates.
- 28) To scrutinize the S. R. Files of candidates who are due for promotion.
- 29) To keep record of officers in grade T-8, G/GV & G/GVI, who have been granted special extra ordinary leave for purpose of their further promotion.
- 30) General supervision of the work of the staff under him in connection with promotion of Dy. Charge Engineer / Foreman, Charge Engineer / Foreman General, Sub Engineer & Dy. Engineer in Electric Supply Branch.
- 31) To put up various draft proposals such as promotions of Dy. Charge Engineer / Foreman, Charge Engineer / Foreman General, Sub Engineer & Dy. Engineer in Electric Supply Branch.

- 32) To schedule written examination for promotion to higher posts from grade T-7 to G/GV.
- 33) To follow up departmental files & papers and coordinate with the departments of the Undertaking.
- 34) He shall work as a Record Officer & responsible for maintaining & scrapping of Records of T.I.E. department.
- 35) Compiling of Administrative Orders and Office Orders for future reference.
- 36) Any work allotted by senior officers from time to time.
- 37) To follow up regarding taking over duties of promoted officers.
- 38) To attend phone calls on various establishment matters from various departments.
- 39) To sanction leave forms of staff, certify attendance when the punching clock remains out of order.

The Powers & Duties of Supervisor:-

Supervisor JWSC

- 1) Scrutiny of all dispatch pertaining to JWSC Section.
- 2) Dividing Input / Output statements in two Groups i.e. Running Scheme Statement and Pending Statement.
- 3) Giving Register Number to the Statements of running Scheme, making entries in register with date.
- 4) After giving the register number and over that statement to Deputy Engineer JWSC for scrutinizing and declaration of FIB.
- 5) Keeping pending scheme statement in one folder and giving that statement to Dy. Engr. JWSC after sanctioning the pending scheme with register number.
- 6) Preparing daily allowance statement of JWSC staff.
- 7) As and when Deputy Engineer JWSC give declared FIB statement with Input Output Statement, preparing covering letter, in triplicate and sending it for checking and counter signature of AEJWSC.
- 8) After taking the counter signature of AEJWSC sending the same statement for the signature of Chairman JWSC for, Pathakwadi with dispatch book.
- 9) As and when statement received back from Chairman JWSC with his signature sending one copy to department head, one copy to Audit department and one copy for respective scheme file.
- 10) Making entries of declared FIB statement in register regarding all details of the statement.

- 11) Making entries of payment advice in register of various schemes i.e. total amount, no. of employees and date.
- 12) Taking totals of payment advice (grand total).
- 13) Follow up input/output statement / payment advices.
- 14) Keeping/filing records of all schemes in relevant files.
- 15) Displaying monthly FIB figures on display board.
- 16) Collecting important information from other departments, dispatch of urgent documents- outdoor job.
- 17) Arranging zerox copies which is required for official work.
- 18) Arranging of resography copies, different covering letters for different schemes and FIB declaration statements.
- 19) Assisting technical staff for calculating FIB / AGE.
- 20) Follow up of revalidation put up files.
- 21) Filing work of JWSC section.
- 22) Preparing new scheme files of different scheme every year from Jan. to Dec.
- 23) Attending phone calls and inquiries regarding input / output statements.
- 24) Positions of input / output statements etc.
- 25) If the statement is incomplete or not in duplicate or if our technical staff required more information or signature of 'A' grade is missing then the same statement send back to the respective departments.
- 26) Any other work as per the instructions of Dy.E. JWSC/AEJWSC/DETIE.

Supervisor TIE

The Supervisor shall carry out the specific duties detailed below, and shall share part of the work of clerks. The allocation of work between the Senior Clerk-cum-Librarian and other clerks shall depend upon the exigencies of work and convenience of the department.

He shall be responsible for:

- 1) Circulating technical magazines, weeklies and periodicals to Heads of Departments.
- 2) Maintaining a register for (i) above.
- 3) Making a subject authority file.
- 4) Re-numbering the classifications.

- 5) Updating the recommendation list for books.
- 6) Following up receipt of subscribed magazines and periodicals.
- 7) Putting up sanction forms for purchasing books and paying subscriptions to periodicals.
- 8) Issuing books and sending reminders if books are not returned in time.
- 9) Arranging the recovery of lost books.
- 10) Maintaining the register of members and enrolling new members.
- 11) Replying I.A.'s queries regarding outstanding books with members who have resigned or retired etc.
- 12) Making up-to-date the stock of I.S. specifications in the Library and pasting amendments received from time to time.
- 13) Arranging for cyclostyling and distributing documents.
- 14) Indexing and filing of articles required to be preserved.
- 15) Attending to the general up-keep of books – bookbinding etc.
Periodical physical stocktaking and disposal of old magazines and obsolete books.

The Powers & Duties of Clerk – Typist / Supervisor (P):-

- 1) Preparing monthly and quarterly claim statement and sending it to AAOTK (Central) / Audit. After audit verification, final claim statement is prepared and forwarded along with advance receipt to BOAT office for reimbursement of 50% of stipend. The Outstanding Bills memo is also prepared against this amount.
- 2) Preparing monthly daily allowance statement of officers, staff & nawghanies by checking their attendance, calculate the daily allowance & sent statement along with daily allowance register to Audit department for verification.
- 3) Getting Basic updated from AM(ES) office for payment of Distribution Loss Allowance, EDEI allowances and other allowances applicable to officers and staff of TIE dept.
- 4) Putting up note to IT department for making festival advance to the staff members and payment of stitching charges and washing allowance to nawghanies, financial assistance etc.
- 5) Maintaining clothing card register and issuing requisition to the eligible staff members for gum boots, jersey, yearly tericotton suiting and submitting yearly requirement of BEST Diaries and subsequently issuing them.
- 6) To put up proposal for issue / replacement of brief case and to fill in purchase form for reimbursement of cost of brief case to the officers / staff members. The cost is reimbursed to concerned officers / staff through imprest cash only after DETIE approval & Audit sanction on purchase form.
- 7) Maintaining S.R.files of the staff of TIE DEPT.
- 8) To check availability of stationery items, to prepare requisitions, draw the items from Materials Management Dept. by arranging the vehicle and nawghanies.

- 9) Prepare credit notes for scrapping / crediting material etc.
- 10) Issuing Bus Pass to ex-employees, duplicate Bus Passes to existing staff in case of loss of bus pass, receiving staff entry pass.
- 11) Recruiting Casual Labourers and issuing them entry passes, appointment letter etc.
- 12) Typing of letters, drafts in English & Marathi.
- 13) Issue of identification notes.
- 14) Writing D.L.'s to various departments for departmental work.
- 15) Any other work as instructed by superiors from time to time.

Clerk / Supervisor (P)

- 1) Prepare and update On Roll Register of Dy. Charge Engineer/Foreman & Charge Engineer / Foreman General in grade P1/T-7 & P1/T-8 respectively working in Electric Supply Branch.
- 2) Prepare and update Seniority list of Dy. Charge Engineer / Foreman & Charge Engineer / Foreman General.
- 3) Prepare and update Vacancy Register of Dy. Charge Engineer / Foreman & Charge Engineer / Foreman General.
- 4) Prepare and update Vacancy Statement of Dy. Charge Engineer / Foreman & Charge Engineer / Foreman General.
- 5) Prepare and update Waiting list.
- 6) Prepare and update Caste wise Roster of Dy. Charge Engineer / Foreman & Charge Engineer / Foreman General.
- 7) Prepare and update Roster's monthly statement of PMBC.
- 8) Assist to Assistance Administrative Officer to prepare draft notes and the various circulars inviting the applications for the promotion to the post of Dy. Charge Engineer / Foreman & Charge Engineer/Foreman General.
- 9) To Collect file and scrutinize the applications received inviting for the promotion to the post of Dy. Charge Engineer / Foreman, Foreman General.
- 10) Prepare Result of Successful candidates to Publish and inform to candidates through their Head of Department.
- 11) To obtain the Work, Conduct and Attendance report duly signed by Head of Department of successful candidates and also scrutinize the Work Conduct & Attendance and S. R. files.
- 12) Follow up for relieving, taking over duties note of promotes.
- 13) Attending various papers and telephone calls related to queries of seniority, vacancy references, taking over duties notes, reversion thereof notes etc.
- 14) Filing of the papers to concern subject file.
- 15) Other work assigned by the superiors from time to time.

- 16) Visit to PMBC, AM (ES), Dy. CPM, Sr. STK regarding work related to Dy. Charge Engineer/Foreman & Charge Engineer/Foreman General.

Clerk – Typist / Supervisor (P)

- 1) Typing matters related to section.
- 2) Prepare and update On Roll Register of Dy. Engineer in grade G/GVI working in Electric Supply Branch.
- 3) Prepare and update Seniority list of Dy. Engineer.
- 4) Prepare and update Vacancy Register of Dy. Engineer.
- 5) Prepare and update Vacancy Statement of Dy. Engineer.
- 6) Prepare and update Waiting list.
- 7) Prepare and update Caste wise Roster of Dy. Engineer.
- 8) Prepare and update Roster's monthly statement of PMBC.
- 9) Assist to Assistance Administrative Officer to prepare draft notes and the various circulars inviting the applications for the promotion to the post of Dy. Engineer
- 10) To collect, file and scrutinize the applications received inviting for the promotion to the post of Dy. Engineer.
- 11) Prepare Result of Successful candidates to Publish and inform to candidates through their Head of Department.
- 12) To obtain the Work, Conduct and Attendance report duly signed by Head of Department of successful candidates and also scrutinize the Work Conduct & Attendance and S. R. files.
- 13) Follow up for relieving, taking over duties note of promotes.
- 14) Attending various papers and telephone calls related to queries of seniority, vacancy references, taking over duties notes, reversion thereof notes etc.
- 15) Filing of the papers to concern subject file.
- 16) Other work assigned by the superiors from time to time.
- 17) Visit to PMBC, AM (ES), Dy. CPM, Sr. STK regarding work related to Dy. Engineer.

The Powers & Duties of Shop Recorders:-

Shop Recorder / Supervisor (P) - 1

- 1) Checking of original certificates of candidates, i.e. educational, domicile, leaving & caste with attested zerox copies.
- 2) Making arrangement for medical fitness test, if found medically fit for employment, engage them as a Graduate Apprentice, Technician Apprentice (P), Technician Apprentice (S) in respective trade by signing the terms & conditions of the said post, issue of bus token & allotting check numbers.
- 3) Maintaining vacancy register, initiating taking over note & put up note for revalidation of lapsed post.

- 4) To inform the medically unfit candidates to appeal for re-medical test.
- 5) Maintaining S.R. files of Graduate Apprentice, Technician Apprentice (P), Technician Apprentice (S) & follow up with the departments for progress report where these trainees are posted for training. After receipt, file the report in respective S.R. files.
- 6) To prepare S.T. slips in case of resignation, terminated & training completed candidates and also issuing experience certificate as per their request application.
- 7) To maintain attendance, leave record & send letters to Graduate Apprentice, Technician Apprentice (P), Technician Apprentice (S) who are not reporting for training & follow up the matter.
- 8) After receiving identification notes from Supdt. Cash, sending letters & issuing identification notes to Ex-employees Graduate Apprentice, Technician Apprentice (P), Technician Apprentice (S) regarding their payment / recoveries.
- 9) Preparing quarterly statement of expenditure incurred on welfare of SC/ST.
- 10) Giving replies to the applications received from outside candidates.
- 11) Maintaining the register for the list of candidates referred by Board of Apprenticeship Training (BOAT) for engaging as Graduate / Technician Apprentices and also registers the recommendation slip brought by the candidates individually. Accordingly, appointment letters are sent to the candidates on the waiting list as per the requirement.
- 12) Checking of original certificates with attested zerox copies before directing the candidates for making payment of medical fees.
- 13) Making arrangement for medical fitness test, if found medically fit for employment, engage them as a Graduate / Technician apprentice in respective trade by signing the terms & conditions of the said post, issue of RFID Card & allotting check numbers.
- 14) Maintaining vacancy register, initiating taking over note & put up note for revalidation of lapsed post.
- 15) To inform the medically unfit candidates to appeal for re-medical test.
- 16) Maintaining S.R. files of Graduate / Technician Apprentices & follow up with the departments for progress report where these apprentices are posted for training. After receipt, file the report in respective S.R. files.
- 17) To prepare S.T. slips in case of resignation, terminated & training completed candidates and also issuing experience certificate as per their request application.

- 18) To maintain attendance, leave record & send letters to those who are not reporting for training & follow up the matter.
- 19) Prepare and forward quarterly progress report, employment information form, contact form for the registration of contract, informing about registration / termination of T.A. / G.A. to BOAT authorities, along with covering letter.
- 20) Issuing RFID cards and attendance sheets to Graduate / Technician Apprentices, Cable Jointer Apprentices and also accepting submission of their attendance in a month with their signature in attendance register and submitting the certified cards to Time Keeping department for their payment.
- 21) Unpaid Payment Advice to newly appointed Graduate / Technician Apprentices on the day of payment or next day.
- 22) To put up proposal for in plant training, project work of college students and visit by outsiders for approval of DETIE. If approved, recruiting and making necessary entries in control register.
- 23) To draw toilet soap, napkins & white cloth from Material Management Dept. & issue of same to eligible officers and staff members as per procedure.
- 24) Issue of identification notes.
- 25) Writing D.L.'s to various departments for departmental work.
- 26) Issuing D.L. to Graduate / Technician Apprentices and Cable Jointer Apprentices for medical treatment if any.
- 27) Making the gate pass for the office equipment / material sent to other departments.
- 28) Any other work allotted by senior officers from time to time.

Shop Recorder / Supervisor (P) - 2

- 1) As per the requirement of Panel Chairman, requisitioning the list of candidates from Employment Exchanges & subsequently scrutiny of list thereof regarding eligibility of candidates.
- 2) To follow up proposal put up for management for selection of candidates, if approved, put up note to Personnel department for issuing appointment letters.
- 3) Checking of original certificates, i.e. educational, domicile, leaving & caste with attested zerox copies.
- 4) To inform the medically unfit candidates to appeal for re-medical test.

- 5) Maintaining register for applications received from son / daughter of Ex-employees and giving the reply accordingly.
- 6) To prepare S.T. slips in case of resignation, terminated & training completed candidates and also issuing experience certificate as per their request application.
- 7) Relevant data for putting up the proposal and follow up the matter with concerned Panel Chairman regarding caste wise requirement in the post of Deputy Engineers & Charge Engineers.
- 8) After receipt of the management sanction, call letters are sent to eligible candidates to appear for the written test & interview. At the time of the written test & interview, their application along with attested zerox copies of certificates i.e. educational, domicile, creamy layer, leaving, caste & experience are checked and verified with the originals.
- 9) After obtaining the management's sanction, put up note to Personnel department for issuing appointment letters to those candidates who found successful in written test & interview.
- 10) Making arrangement for medical fitness test, if found medically fit for employment, they are appointed as Deputy Engineers / Charge Engineer and are sent to Stamp Office for stamping the agreement and making the payment of security deposit of Rs. 10,000/- / 5,000/- as the case may be.
- 11) Allotting check numbers, issuing RFID bus pass / sending Deputy / Charge Engineers to collect Officer Bus Pass from Material Management Department, Dadar on the day of appointment and entering in the Control Register, Vacancy Register, Bus Pass Register and initiating taking over note to respective department.
- 12) Maintaining S.R. files, Control Register and follow up with the departments for Progress Report where these Deputy Engineers & Charge Engineers are posted for training. After receipt, file the report in respective S.R. files and prepare the summary of Progress Report.
- 13) Maintaining attendance, leave record of Graduate / Technician Apprentices and also send letters to those who are not reporting for duties and follow up the matter.
- 14) Sending S.R.Files of Deputy Engineer and Charge Engineer to their respective dept.
- 15) Issue of identification notes.
- 16) Writing D.L.'s to various departments for departmental work.
- 17) Preparing the gate pass.

- 18) Daily marking attendance and maintaining attendance and leave register of officers and staff.
- 19) Monthly checking the attendance sheet of 'A' & 'B' grade officers along with the attendance register and prepare absentee memo accordingly and forwarding the same to Audit department.
- 20) Any other work allotted by senior officers from time to time.

Shop Recorder / Supervisor (P) - 3

- 1) Preparing quarterly on roll position of backward class employees, quarterly statement of expenditure incurred on welfare of SC / ST candidates and monthly vacancy statement of permanent and temporary staff.
- 2) Preparing advance bill for promotional training programme/training programme & maintaining training programme registers i.e. Trg-48, Trg-52 etc.
- 3) After completion of batches of training programme, J.E. bill and statement of expenditure incurred on honorarium, tea & snacks are prepared and balance cash if any is remitted to Cash department by preparing remittance slip. The recoupment of bills is made after Audit verification.
- 4) After each batch of training programme, sending attendance of the participants to their respective departments who have attended the training programme.
- 5) Writing D.L.s to various departments to carry out department's job and any other work as instructed by superiors.
- 6) Issue of identification notes.
- 7) Making the gate pass for the office equipment / material sent to other departments.
- 8) To follow up the deputation files, get the names of the participants proposed by CEM.
- 9) After G.M.'s sanction, advance bill for T.A. / D.A. and registration fees is to be prepared and get it audited and with proper authorization, advance is to be drawn and hand over the same to participants along with demand draft / cheque as registration fee subject to the confirmation of the programme. After that advance is to be liquidated by passing necessary journal entry.
- 10) Sending monthly circulars to all P.A. to Chief Engineers, all P.A. to Deputy Chief Engineers, all heads of department and AM(ES) of Electric Supply Branch for collecting information of monthly deputation. Also collecting information of monthly inspection deputation from M&R, Planning, Project & Street Lighting (C).

- 11) Prepare final quarterly deputation report of all the departments of Electric Supply Branch by collecting the information, compiling the same and submitting through AM(ES) to Dy. CPM(HR&IR)..
- 12) Checking the meal allowance forms of Nawghanies.
- 13) Preparing imprest bills- tea & snacks, honorarium, taxi fare, zerox, printer ribbon refilling, paper setting and general expenses etc.
- 14) Preparing the advance and J.E. bills for Energy Conservation, National Safety & Electrical Safety Weeks.
- 15) Any other work as instructed by superiors.

Shop Recorder / Supervisor (P) - 4

- 1) Maintaining of inward register by giving numbers wherein inwards entries of various papers, notes, letters, brochures, office files received from various departments from the Undertaking and also from the outside institutions, organizations (Private / Public).
- 2) Maintaining of outward register wherein outwards entries of various papers, notes, letters, circulars, and office files.
- 3) Preparing the gate pass.
- 4) Maintaining S.R. file movement register.
- 5) Directing nawghanies to various departmental work and maintain their outdoor register.
- 6) Maintaining of outgoing important file register and follow up thereof.
- 7) To arrange to send letters by Registered A.D. to outside parties.
- 8) Filing of papers in respective files.
- 9) Maintaining of files- Adm, Est, Trg & TD as well as IE files i.e. replacement of old files as well as proper filing of papers day to day.
- 10) Filing of Project Reports, Technician/Graduate Apprentices periodical reports.
- 11) Issue of identification notes.
- 12) Writing D.L.'s to various departments for departmental work.
- 13) Writing D.L. to secretary office for printing on resography machine.
- 14) Maintaining record of recoveries of officers / staff pertaining to library.
- 15) Any other work as instructed by superiors.

Shop Recorder / Supervisor (P)

- 1) Prepare and update On Roll Register of Sub Engineer in grade G/GV working in Electric Supply Branch.
- 2) Prepare and update Seniority list of Sub Engineer.
- 3) Prepare and update Vacancy Register of Sub Engineer.
- 4) Prepare and update Vacancy Statement of Sub Engineer
- 5) Prepare and update Waiting list.
- 6) Prepare and update Caste wise Roster of Sub Engineer.
- 7) Prepare and update Roster's monthly statement of PMBC.
- 8) Assist to Assistance Administrative Officer to prepare draft notes and the various circulars inviting the applications for the promotion to the post of Sub Engineer.
- 9) To Collect file and scrutinize the applications received inviting for the promotion to the post of Sub Engineer.
- 10) Prepare Result of Successful candidates to Publish and inform to candidates through their Head of Department.
- 11) To obtain the Work, Conduct and Attendance report duly signed by Head of Department of successful candidates, and also scrutinize the Work Conduct & Attendance and S. R. Files.
- 12) Follow up for relieving, taking over duties note of promotes.
- 13) Attending various papers and telephone calls related to queries of seniority, vacancy references, taking over duties notes, reversion thereof notes etc.
- 14) Filing of the papers to concern subject file.
- 15) Other work assigned by the superiors from time to time.

The Duties of Nawghanies

- 1) To open the department doors, windows in the morning and closing the same in the evening by collecting/depositing the keys from Security Post.
- 2) To clean the tables and chairs of the Officers / Staff.
- 3) To attend bell of Cabins and calls of the staff.
- 4) To make arrangements of tea, coffee, water etc.
- 5) Sweeping and cleanliness of the department.
- 6) Forwarding dispatch to Colaba, Dadar, Kussara, Pathakwadi, Seweree, Tardeo and other places of the Undertaking, whenever required and also collecting the same back from those places.
- 7) To transport Audio Visual Aids, DLP Projector, VCR, TV, extension board etc. whenever required at the places such as G.M.'s office, Conference Hall for Technical Presentation and during Energy Conservation, National Safety & Electrical Safety Weeks in our training bus "Saudamini".
- 8) To maintain the cleanliness in the Jointer School at T.T.C.Wadala on every Saturday.
- 9) Forwarding dispatch to various Government Establishment/Institutions, such as IEEMA, NITIE, NSC, Chief Engineer (Electrical) P.W.D., University Employment Exchange at Ghatkopar, Charchgate, Goregaon by hand delivery.

- 10) To bring stationery items and other materials such as Toilet Soaps, Napkins etc. from Dadar / Kussara stores.
- 11) To take out the Xerox of the documents from outside whenever required.
- 12) To clean Conference Hall of TIE Department and make arrangements for drinking water, tea & snacks and sitting arrangements for participants during the Refresher / Training Courses.
- 13) For training / refresher courses conducted at Kussara, Receiving Stations, Veej bhavan, Backbay & technical presentation at Colaba, making sitting, tea & snacks arrangements whenever programmes are conducted.
- 14) To maintain/clean Energy Conservation Van.
- 15) To Clean and maintain the Models kept in Training & Industrial Engineering department.
- 16) To clear the waste paper basket / dust bin and dispose at proper place.
- 17) To remit balance cash advance to Cash Department and deposit the cheque received from Board of Apprenticeship to Cash Department as reimbursement of stipend.
- 18) To keep all the files and stationery items at their proper places every day.
- 19) To work beyond normal hours due to exigencies of work for sending the dispatch through courier, sending fax from Colaba H.O. and also urgent hand delivery papers etc.
- 20) Dispatching / displaying of banners, posters & stickers during Energy Conservation Week, National Safety Week & Electrical Safety Week.
- 21) Dispatching letters by registered A.D.s at Post Office.

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

The proposals for various activities pertaining to the department is initiated by the department and forwarded for Management Sanction. Such proposals are implemented only after the Management accords its sanction.

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

The day-to-day work of the department is carried out as per the rules and guidelines set by the Management. Any change in the existing rules and guidelines are implemented only after receiving Management Sanction.

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

Employees are governed by SO/SR set by the Undertaking. Since the department deals with recruitment of Deputy Engineers / Charge Engineers the papers related to this work are held as records by the department.

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

Sr. No.	Description
1	Short term training programme for Out sider & insider
2	Training programme under Common Promotion Policy (P1/T-2 to P1/T-7)
3	Energy Conservation Week- Program me
4	Internal promotions as Charge Engineer / Foreman General, Sub Engineer & Dy. Engineer.
5	Training / Deputation and Seminars.
6	National Safety Week Programme.
7	Promotional / Refresher training for officers and staff.
8	GM's sanction file for various Incentive Schemes.
9	Input/Output statement of Group Incentive Bonus Scheme
10	Training programme on Electrical Safety (T-1 to T-6)
11	Records regarding - Audio -Visual DLP etc.
12	Recruitment of Probationary Engineer
13	Recruitment of Senior Stipendiary Apprentice
14	Selection of Internal & External candidates for the post of Deputy Engineers
15	Selection of Internal & External candidates for the post of Charge Engineers

16	Applications received
17	Rejected applications
18	Application for the post of Deputy Engineers/Charge Engineers - Absent for written test
19	Application for the post of Deputy Engineers/Charge Engineers - Failed in written test
20	Replies to Employment Exchanges
21	Applications of candidates selected, but not joined for various reasons
22	Waiting list of Deputy Engineers/Charge Engineers.
23	Upgradation of post of Deputy Charge Engineers in grade P1/T7 to Charge Engineers in grade P1/T8
24	Seniority list of B grade Officers in E.S.B.
25	Engagement of Graduate & Technician Apprentices Act, 1961
26	Payment enhance rates of stipend to the apprentices
27	Recruitment of Trainee candidates for various trades in Electric Supply Branch
28	Revalidation of lapsed posts of Graduate / Technician Apprentices and Trade Trainees etc.
29	Control Register of Graduate / Technician Apprentices
30	Control Register of Trade Trainees
31	Control Register of TTC Wadala Apprentices
32	Trade Trainee Vice Register
33	Graduate Apprentice /Technician Apprentice Vice Register
34	Bus Token issued to Graduate Apprentice/Technician Apprentice
35	Details of Students for Inplant Training/ Project Work
36	Deputation List Register.
37	Deputation expenditure register.
38	Imprest Cash Register.
39	Details of Honorarium paid to Faculty Members - Registers

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 :-

All policy decisions are taken in the BEST Committee Meeting, wherein the members of the BEST Committee are the elected representatives of the people (Citizens).

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

4. (b) (ix) : A directory of its officers & employees :-

Sr.No.	Name of officer / staff	Design.	Grade	Ch.No.	P.S.No. of March 2021
1	Parag K. Bansode	Divisional Engr.	A3	213239	142-01
2	S.S.Kulkarni	Asst.Engineer	A5	215301	156-03
3	T.R.Shesh	Dy.Engr.	G/GVI	217290	148-01
4	S.S.Jadye	Ag.Sub Engr	G/GV(P)	214840	157-02
5	M.G.Palshetkar	Charge Engr.	T8	216062	156-03
6	M.S.Hirve	Charge Engr.	T8	214996	156-03
7	M.G.Ghag	Ag.Sr.AO	A/GIX	211755	141-01
8	K.K.Yeram	Clerk	A/GV	213568	156-03
9	V.R.Thorat	Shop Recorder	A/GV	215951	156-03
10	Mrs.B.C.Gantyal	Clerk/Typist	A/GV	215025	156-03
11	Mrs.S.K.Chavan	Clerk/Typist	A/GV	215150	156-03
12	R.S.Shetye	Charge H.Gen.	T6	404050	156-03
13	R.G.Mohite	Casual Labourer	-	600352	756-03

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

Sr. No	Name of Officer/Staff	Designation	Basic Pay (Rs.)	Monthly remuneration (Basic+Allowances) (Rs.)
1	Parag K. Bansode	Div.Engr.	76800/-	116685/-
2	S.S.Kulkarni	Asst.Engr.	59400/-	93211/-.
3	T.R.Shesh	Dy.Engr.	43000/-	59178/-
4	S.S.Jadye	Ag.Sub Engr	55000/-	76698/-.
5	M.G.Palshetkar	Charge Engr.	40200/-	69639/-.
6	M.S.Hirve	Charge Engr.	47150/-	73248/-.
7	M.G.Ghag	Ag.Sr.AO	64450/-	96745/-
8	K.K.Yeram	Clerk	40120/-	49816/-.
9	V.R.Thorat	Shop Recorder	36345/-	56371/-.
10	Mrs.B.C.Gantyalala	Clerk/Typist	38565/-	54605/-
11	Mrs.S.K.Chavan	Clerk/Typist	39335/-	57195/-
12	R.S.Shetye	Charge H.Gen.	38230/-	55653/-
13	R.G.Mohite	Casual Labourer	715/- per day	715/- per day

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

The budget allocation:- N.A.

The plan proposed:- N.A.

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

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

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

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

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

Divisional Engineer,
Training & Industrial Engineering Department.

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

