

INFORMATION OF THE

**COMPUTER APPLICATION
DEPARTMENT**

B.E.S. &T. Undertaking

(Information mandatory under section 4 of Chapter –II of
Right To Information Act-2015)

CHAPTER II - (Right to information and obligations of public authorities)

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

The particular of department :-

Name of the department	Computer Application Department
Address	3 rd floor, 149/150, Veej Bhavan, Gen. J. Bhosale Marg, Nariman Point, Backbay, Mumbai- 400 021
Contact No. (Tel)	022-22816250, ext 301, 302, 303

The Functions and duties of Computer Application Department:-

- 1.0 To put up proposal for Annual Maintenance Contract for PC's, Printers, Laptops, Scanners, etc.
- 2.0 To co-ordinate with various departments of the Electric Supply Branch and Maintenance Contractors for breakdown/preventive maintenance of Computer Hardware and Software.
- 3.0 To attend/visit the various departments of the Electric Supply Branch for inspections, advice and suggestions.
- 4.0 Online/Onsite help to the various departments regarding complaints of hardware.
- 5.0 To prepare quarterly AMC report of hardware.
- 6.0 To prepare proposal of scrapping & replacement of hardware of Electric Supply Branch.
- 7.0 To prepare record of hardware of Electric Supply Branch.
- 8.0 To maintain BEST Undertaking's Website by coordinating with website Contractor.
- 9.0 To arrange for updating of the BEST Undertaking's website and monitoring payment of website to the contractor.
- 10.0 The creations of new E-mail ID's on BEST Undertaking's website for various Officers/ Depts. of BEST Undertaking.
- 11.0 Online/on site help to the various departments for E-mail configuration and troubleshooting.

12.0 To keep vigil on the development, corrections, modification in the BEST Undertaking's website and to inform website contractor.

13.0 Preparation of payment statement annually for BEST Undertaking's website hosting and maintenance charges to website contractor.

On line data entry of monthly and yearly report into Information Management System (IMS) of Central Electricity Authority (CEA) website.

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

The post of Divisional Engineer Computer Application is abolished the Computer Application department is looked after by Divisional Engineer Planning (Materials) and the following officers and staff are on roll as on 01.12.2022.

Sr.No.	Designation	On roll staff
1	Deputy Engineer	03 - (01 on to Planning (N) Dept. and 01 superannuated on 01.07.2021).
2	A.A.O.	01 - Superannuated on 01.11.2022.
3	Clerk-cum-Typist	01 - Superannuated on 01.06.2021.
4	Nawghany	01 - Working on loan to O&M(CN) Dept.

1. The powers and Duties of Deputy Engineer :-

- The Dy. Engineer will report to the Assistant Engineer to carry out the jobs allotted by them.
- To put up the proposal for Annual Maintenance Contract, Scrapping and Replacement for PC's, Printers, Laptops, Scanners, etc. and -coordinating Maintenance Contractors for breakdown/preventive maintenance of Computer Hardware and Software.
- To attend/ visit the various departments of the Electric Supply Branch for inspections, advice and suggestions.
- Online/ Onsite help to the various departments regarding computer hardware.
- To prepare Quarterly AMC reports.
- To send payment advice to M.M. Dept regarding AMC of Hardware.
- To keep vigil on the latest development in the field of computerization, its revised versions and act accordingly.
- To identify the areas of economy in the field of computerization and related technique and its applications effectively.
- To maintain BEST Undertaking's website by coordinating with website Contractor.
- To arrange for updating of the BEST Undertaking's website and monitoring payment of website to the contractor.
- The creations of new E-mail ID's on BEST Undertaking's website for various Officers/Depts. of BEST Undertaking.

- Online/Onsite help to the various departments for E-mail configuration and troubleshooting.
- To keep vigil on the development, corrections, modification in the BEST website.
- To attend various meetings time to time in connection with computerization and website management.
- Preparation of payment statement annually for BEST's Undertaking website (hosting) and maintenance charges to website contractor.
- To associate the various IT projects and advice the IT related activities to the Electric Supply Branch.
- On line data entry into Information Management System (IMS) of Central Electricity Authority (CEA) by monthly and some of the formats by annually.

2. The powers and Duties of Assistant Adm. Officer :-

- The office Assistant shall be arrange to the preparation, maintenance and checking as the case may be of staff record, clothing record, and staff engagement forms, discharge notices, temporary staff returns forms bills, annual reports, budgets reports / estimates, monthly statements such as officer's monthly absentee memo etc.
- To arrange through the staff to maintain office records and update from time to time.
- To prepare the Annual Budget Estimates and the Establishment schedule. Maintaining staff registers, keeping record of vacant posts required to be filled up and putting up requisitions for filling them.
- Putting up proposals for the confirmation permanent establishment.
- Scrutinizing the attendance of all staff of the division and attending to all work arising from the same.
- To prepare service termination slips and final bills of separated employees etc.
- To attend the queries from Personnel, Time Keeping, Budget Department related to administration.
- To prepare periodical statutory statistical of staff required by the Govt. and management from time to time.
- To maintain the files pertaining to various subjects such as office procedures, office orders, Govt. control orders, correspondence with workers union.
- To prepare drafts for the matters pertaining to Stores materials, office equipment, furniture, stationary and printing items related to office work.
- To maintain stock register of stationary and printing item and keeping a check on their consumption.

3. The Duties of Clerk Cum Typist :-

- Receiving and dispatching file along with proper record.
- All types of Typing work.
- Maintaining the staff record and review periodically.
- Preparing and sending all types monthly, quarterly and annual reports to respective department by taking approval.
- Record of the departmental requirement from the stores materials.
- Issue stationary and clothing with appropriate record.
- Maintaining registers, files, equipment files, and inventory of office furniture and other equipments. All other work assigned by the officers.
- MCA queries reply, preparing bill voucher and its record, Salary bills, staff matters, follow up various cases and files.

4. The Duties of Nawghany :-

- Looking after the dispatch of files/ papers within divisions.
- Taking outward dispatch to various departments.
- Cleaning the tables, chairs and equipments.
- Attending officers call for official work.
- Bringing stationary and other work minor in nature.
- Opening and closing of the department properly.
- All other work assigned by the officers.

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

4.(b)(iv) : The norms set by it for the discharge of it's Functions :- N.A.

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

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

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 there of :- N.A.

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

4.(b)(ix): A directory of it's officers and employees :-

Sr. No.	Name of officer/staff	Designation	Grade	Ch. No.	P.S. No. of Dec.2022
1	Smt. R.A. Dixit	Deputy Engineer	G/GVI	216898	126/01

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

As on December 2022

Sr. No.	Name of officer/staff	Designation	Basic PAY (in Rs.)
1	Smt. R.A. Dixit	Deputy Engineer	46050.00

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

The budget allocation :- The budget allocation for purchasing of hardware and software for the next financial year has been made.

The plan proposed :- To automate the working of Electric Supply Branch implementing sound strategy to give better consumer service in a cost effective way. The department is entrusted with the overall responsibility of computerization in Electric Supply Branch and maintaining the Web-site.

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

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

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

N.A.

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

The computer Application department do not have separate Public Information Officer. However, any information in respect of the department, if required, available with the Head of the department.

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

N.A.
