

INFORMATION UNDER THE RIGHT TO INFORMATION ACT, 2005

CHAPTER II – (Right to Information and Obligations of Public Authorities)

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

The particulars of the department:-

Name of the Department	: Legal Department
Address	: Ground Floor, BEST Bhavan, BEST Marg, Colaba, Mumbai – 400 001
Contact No.(Tel.)	: 022-22799451

The functions of Department:

The duties and functions of the Legal Department are :-

- i) The Legal Department deals with the legal matter and gives advice to various departments of the Undertaking and defends the interest of the Undertaking in various Courts, Tribunals and before the Statutory Authorities with the help of Advocates/Attorneys.
- ii) The Personnel department seeks advice as regards interpretation, applicability of the Standing Orders, Service Regulations, various Acts such as the M.I.R. Act, Motor Transport Workers Act, The payment of Wages Act, Workmen's Compensation Act, The E.S.I. Act, new enactments and amendments, etc. It also seeks advice in connection with the implementation of the Awards/Orders of the Courts and various Agreements entered into with the Representative Unions.
- iii) The Customer Care Department takes guidance in collecting Security Deposit of electricity bills, change of name, change of tariff, duty, etc. from the legal department whenever the legal issues are involved. Similarly legal advice is also given in matters of new connections, reconnection, laying of cables etc. The correspondence by the advocates received in these departments in above matters is dealt with by the Legal Department.
- iv) The Material Management Department which deals with the purchase of the materials seeks advice in cases of tenders and risk purchase action taken against the defaulting contractors/suppliers and the recovery of the amounts resulting therefrom.
- v) The Legal Department advises the Civil Engineering Department in the matters of breach of contracts by the Civil contractors and actions arising therefrom.
- vi) The Provident Fund Department also seeks advice regarding various issues under Employees Provident Fund Act. Also Cases/Appeal filed against Undertaking, under Payment of Gratuity Act, before Controlling Authorities, are attended by the Retainer Advocates.
- vii) The Traffic Department seeks advice on the issues pertaining to the disciplinary actions against the delinquent employee, matters to be taken up with the Transport Commissioner/Authority and other issues relating to the provisions of the Motor Vehicles Act. All drafting, pleading work are carried out by Legal Department in respect of Labour Court and Industrial Court matters and in Arbitration matters.

- viii) The Accident and Claims Department seeks advice regarding cases and compensation to the victims involved in the accidents. The Legal Department helps in liaisoning between the Accident Department and the Retainer Advocates of the Undertaking in the Small Causes Court and the Attorneys appearing in the Motor Accidents Claims Tribunal of the Undertaking.
- ix) The Time Keeping Department takes assistance from this department in respect of the recovery from the wages of the employees pursuant to the orders of the Competent Authorities.
- x) The Legal Department has also to give instructions and assistance to the Counsel/Advocates appearing in the Supreme Court, the High Court and the City Civil Court matters by collecting the information/documents from the concerned departments and also attending conference and the Courts along with the Counsel in consultation with the concerned department/management.
- xi) The Officers of the Legal Department assist with Retainer Advocates/Counsels/Attorney in matters before the Labour Courts, Industrial Courts, Controlling Authorities, Co-operative Courts, Consumer Dispute Redressal Forum/State Commission (under the Consumer Protection Act, 1986), Consumer Grievances Redressal Forum (under the Electricity Act, 2003), The Ombudsman (under the Electricity Act, 2003) and also before the Maharashtra Electricity Regulatory Commission (MERC).
- xii) The Officers also attend and / or assist Retainer Advocate or department officer in some of the criminal matters such as matters pertaining to theft of electricity before the Metropolitan Magistrate Courts and also before the Sessions Court at Mumbai and in the matter of prosecution lodge by factory Inspector under factory Act.

4.(b)(ii) The powers and duties of its Officers and employees:

Sr. No.	Designation	Grade	No.of posts
1	Asst. General Manager(Legal)	A-1(Sr.)	1
2	Chief Legal Advisor	A-2	1
3	Legal Advisor	A-3	1
4	Deputy Legal Advisor	A-4	1
5	Asst. Legal Advisor	A-5	2
6	Asst. Law Officer	A/GX	1
7	Administrative Officer (Legal)	A/GIX	1
8	Asst. Administrative Officer (Legal)	A/GVIII	2 (Vacant)
9	Supervisor	A/GVII	2
10	Stenographer	A/GV	5 (1 vacant)
12	Clerk	A/GV	5 (1 Vacant)
13	Clerk-Cum-Typist	A/GV	1 (On Loan)
14	Record Keeper	A/GIV	1
14	Jamadar (P)	A/GII	3
15	Sepoy	A/GI	1 (On Loan)
	Total.		25 (23 on roll and 2 on loan)

4(A) Functions and Duties of Assistant General Manager (Law)

Following functions and duties will be performed with the help & support of the Legal cell :

- i) To attend himself or direct to attend any other Law Officer in cases before the MERC which are of a routine matter. In policy matters involving high stakes, the matters would be entrusted to Counsel who would be assisted by AGM (L) or any other Law Officer.
- ii) To assist and guide the General Manager in respect of all opinion matters marked to the Legal Department from time to time.
- iii) To attend conferences and meetings with the GM and HOD's and to guide him in any matter involving legal implications with the help of concerned Legal Officer.
- iv) To discuss the drafts with the officers wherein policy decisions are involved.
- v) To guide and discuss with the officers in respect of legal matters in case they approach regarding their difficulties.
- vi) To finalize all pleadings in consultation with the Legal officer and concerned department where policy matters are concerned.
- vii) To attend High Court or liaison with Legal officer to attend matters of Public Interest and where high stakes are involved.
- viii) To attend or liaison with Legal officer to attend Supreme Court, APTEL, Competition Commission and direct to and discuss with Legal Officer to prepare notes, finalize the pleadings and give instructions to Counsel appearing on behalf of the Undertaking.
- ix) To attend matters or direct Legal Officer for discussion with the Attorneys relating to the Accident Claims Tribunal particularly where the amount of compensation demanded is high.
- x) To direct to Legal Officer to give lectures to other officers of the Legal department or concerned department on new enactment like Electricity Act, 2003, ERC Act, Consumers Disputes Act, etc. from time to time.
- xi) Superintendence, guidance and directions to the officers and staff working in the department with a view to try to maintain efficiency in the performance of the Legal Department.
- xii) To control, look after and manage overall administration of the Legal Department.
- xiii) To direct to alter, add or change any work assignment to any Law Officer in the administration & management of the Legal Cell.

5(A) Functions and Duties of Chief Legal Advisor

- i) He shall be overall in charge of the Industrial Court matters.
- ii) He will appear and plead in all Undertaking's matters before the State Commission, Labour Commissioner, PF Commissioner.
- iii) He shall attend conferences and give instructions to Attorneys and Counsel in all Industrial Court matters. He shall prepare Written Statements, Affidavits in reply in Industrial Court matters.
- iv) He shall approve and finalize the opinions in respect of routine matters relating to Payment of Gratuity Act, Provident Fund Act and other Establishment matters.
- v) He shall draft Deeds, Documents, Leases, Deeds of Conveyance, Powers of Attorney, Indemnity Bonds, Demand Notices, Legal Notices, etc. and take appropriate steps in the legal proceedings to protect the interest of the Undertaking.
- vi) He shall assist, discuss and co-operate with the AGM(L) in the matters assigned to him, from time to time and attend discussions and conferences with the GM and other Senior Officers either along with AGM(L) or by himself.

- vii) He shall perform any other duties which are assigned to him from time to time.
- viii) He shall give opinion, advise, comments, reports, drafts in any of the matters assigned to him from time to time.
- ix) He shall scrutinize the orders of various Courts and prepare notes for managements sanction for acceptance /challenge the same and pursue, follow-up therein with the concerned officer/department and ensure the timely action as required therein.

6(A) Functions and Duties of Legal Advisor

- i) He shall remain present in the High Court at the time of hearing of the matters and shall assist the counsels in various matters. He shall also ensure that the papers are compiled properly and the exhibits suitably marked to junior officers.
- ii) He shall attend various meetings conferences etc., especially pertaining to the matters in the High Court.
- iii) He shall prepare written statements in electricity matters, labour matters and Industrial matters, gratuity matters.
- iv) He shall give opinions in any of the matters which have been referred to him from time to time.
- v) He shall approve the draft and render guidance to all the subordinate officers and staff especially pertaining to labour matters.
- vi) He shall conduct lectures on Electricity Act, 2003 to junior officers on the Chapters earmarked to him by AGM (L).
- vii) He shall carry out any work that shall be assigned to him in the exigencies of the Undertaking by the AGM(L)/GM.
- viii) He shall carryout the work under Right to Information Act.
- ix) He shall attend meetings Review Committee.

7(A) Functions and Duties of Deputy Legal Advisor

- i) He shall deal with matters/suits filed in City Civil Court.
- ii) He shall deal with the complaints filed in Consumer Courts.
- iii) He shall deal with complaints filed in criminal courts.
- iv) He shall deal with theft of electricity cases filed in Special Courts.
- v) He shall prepare written statements in the cases filed before the Labour and Industrial Court, Labour Court.
- vi) He shall deal with the orders in which the matter has gone against the Undertaking in Labour Courts.
- vii) He shall deal with the orders in which the matter has gone against the Undertaking in Industrial Courts.
- viii) He shall give opinion in criminal cases.
- ix) He shall give opinion in matters pertaining to supply.
- x) He shall give opinion in legal cases which comes from Personnel Department and other Administrative Departments of the Undertaking.
- xi) He shall scrutinize the Court orders and recent Judgments.

8(A) Functions and Duties of Asst. Legal Advisor -I

- i) He shall appear, act and plead before Divisional Assistant Registrar Co-operative, Labour Officer and plead in the Undertaking's matters filed before

the Labour and Industrial Courts, State Commission and CDRF, MACT & other Authorities.

- ii) He shall carry out the liaison work of the Labour Court assigned to him.
- iii) He shall prepare written statements in the matters filed before the Industrial Court, Labour Court, Arbitrator, Consumer Courts.
- iv) He shall scrutinize the orders passed by the various courts and put up necessary note for obtaining Management's sanction for filing an Appeal in the matter, or for accepting the orders with reasons.
- v) He shall examine the cases received for settlement of matters pending before the Labour Court, Industrial Court and MACT.
- vi) He shall give opinion in any of the matters referred to him.
- vii) He shall carry out any of the work that shall be assigned to him from time to time in the exigencies of the Undertaking.
- viii) To attend Arbitration proceeding and argument behalf of Undertaking.
- ix) He shall appear before various government authorities as and when necessary of matter filed before MACT.
- x) He shall attend without Prejudice Discussion for Lok Adalat as and when required.

8(B) Functions and Duties of Asst. Legal Advisor -II

- i) She shall appear and plead in the Undertaking's matters filed before the Industrial Court, Labour Courts, Electrical Inspector and before the Controlling Authority under the Payment of Gratuity Act, 1972.
- ii) She shall prepare written statements in the matters filed before the Industrial Court, Labour Court, Arbitrator, Consumer Courts and Controlling Authority under the Payment of Gratuity Act, 1972.
- iii) She shall scrutinize the orders passed by the various courts and put up necessary note for obtaining Management's sanction for filing an Appeal in the matters or for accepting the orders with reasons.
- iv) She shall give opinion in any of the matters referred to her.
- v) She shall carry out any of the work that shall be assigned to her from time to time including MERC, APTEL, HC, SC etc. in the exigencies of the Undertaking.
- vi) Appearing and pleading in the Undertakings matters filed before the State Consumer Disputes Redressal Commission.
- vii) Carryout the liaison work pertains to the matter filed before the Metropolitan Magistrate Court.
- viii) She shall carry out liaisoning work of National Company Law Tribunal matters.
- ix) To assist Advocate and to do liaison work of cases in small Causes Court and Small Causes Appellate Bench.
- x) Salary attachment cases from Small Causes Court, advices to be sent to Time Keeping Department.
- xi) Witness Summons received from Small Causes Court in connection with Consumers Department.
- xii) She shall co-ordinate with various departments and take necessary action whenever any suits are filed regarding recovery.

9 Functions and Duties of Assistant Law Officer

- i) To attend the High Court cases.
- ii) Making affirmation with concern officer to take necessary steps to affirm affidavits reply etc. with the concern officers and co-ordinate with them.
- iii) To follow-up cases to the Advocates of M/s. M.V. Kini & Co. and M/s. Ashwin Ankhad & Associates or any other Law Firm to whom the matters are assigned.
- iv) To take necessary steps to obtain the order of High Court cases.

- v) Maintaining the Register regarding the total numbers of matters in High Court in respect of Supply, Transport & other matters.
- vi) To contact with Advocates for getting the draft, petition, appeal, suits for filing urgently in High Court.
- vii) To follow up for parawise comment with the concern department regarding High Court matters.
- viii) Any other works as per instructions of LA, CLA & AGM(L).
- ix) Proceedings of High Court to contact with Court Receiver to get the information of the matters.
- x) To contact with Court Liquidator regarding recovery matters of High Court (where parties are not trace out).
- xi) Sign, authority/signatory to cheques issued by Cash department.

10(A) Functions and Duties of Administrative Officer (Legal)

- i) He shall co-ordinate with the officers of other departments.
- ii) He shall scrutinize the proposals of Bank Guarantee and take necessary action in the matter.
- iii) Scrapping / Replacement procurement of capital and Dead Stock items.
- iv) Preparing of Imprest Cash Bills, Festival Advance, Monthly procurement of stationery, P.F. Loan, Quarterly statement of overall staff position, Medical Reimbursement, Purchase of Sundry non-stock items from Imprest Cash, Clothing, Absentee memo of 'A' Grade / 'B' Grade Officers, Financial Assistant for purchase of book, Monthly duty of Sepoy, Appointment Retainer Advocate.
- v) Grant of annual increments of 'A' Grade Officers.
- vi) To put up proposal of officer / staff requirement.
- vii) Keeping the record of RTI matter and follow-up with other department for documents.
- viii) Any other duties that shall be assigned to him from time to time in the exigencies of the Undertaking and any other establishment / administrative work.
- ix) Preparing Administration Report.

11(A) Functions and Duties of Assistant Administrative Officer(Legal) –I (Post Vacant)

- i) He shall check daily and weekly board of High Court and prepare separate board and submit to concern office and contact the Attorneys and counsels wherever necessary.
- ii) He shall put up notes for obtaining the Management's sanction for filing suits and entrusting new matters to the Attorneys. He shall also assist Legal Adviser looking after the High Court work for filing writ petitions and suits, send relevant papers to the Attorneys for approval and follow up the matter.
- iii) He shall scrutinize the proposal pertaining to Bank Guarantees / Given opinion in Supply matters.
- iv) He shall carry out any of the work that shall be assigned to him from time to time in the exigencies of the Undertaking.
- v) To assist ALA-II in Arbitration proceeding and also deal with High Court proceeding.
- vi) Carryout the duties of ALO in his absence.

11(B) Functions and Duties of Assistant Administrative Officer (Legal) –II (Post Vacant)

- i) To assist 'A' grade officer in files received from supply branch and to put up necessary draft opinion.

- ii) To update all officers with current law, case laws, amendments in Electricity Acts.
- iii) To deal with opinion file in respect of supply matters.
- iv) To assist in the matter of Electricity.
- v) To attend the matters in CDRF.
- vi) He shall carry out any of the work that shall be assigned to him from time to time.

12(A) Functions and Duties of Supervisor-I

- i) Processing the payment against the Memo of fees received from the attorneys, counsels and retainer advocates.
- ii) Processing the payment against airfare vouchers, deputation allowance of legal / supply officers.
- iii) Assisting Dy.LA-I, ALA – I, ALA-I in the matter of Consumers Forum.
- iv) Assisting in the matters before the State Commission and National Commission.
- v) Attending CDRF / State Commission / Competent Court for filing Written Statement / Affidavits / adjournment and obtaining order copies.
- vi) Other work such as MERC matter, Metropolitan Magistrate Courts matter in respect of dishonored Cheques etc.
- vii) Any other duties that shall be assigned to him from time to time in the exigencies of the Undertaking.

12(B) Function and Duties of Supervisor-II

- i) Assisting Deputy Legal Advisor or any other Law Officer in the matters before the City Civil Court.
- ii) Obtaining daily board and informing Dy.LA about the stage of matters, progress of matters etc.,
- iii) He shall arrange to collect information from various departments and assist Dy.LA / other Law Officer before hearing of the matter.
- iv) Filing reply to Notice of Motion and Written Statements.
- v) Preparing draft notes for the information of departments on receipt of any order from the court.
- vi) Obtaining certified copies of the orders and preparing draft demand letter to be sent to the parties.
- vii) Any other duties that shall be assigned to him from time to time in the exigencies of the Undertaking.
- viii) Assisting Dy.LA in the matters pertaining to attachment of salary in lieu of the orders received from the competent Court i.e. Co-Operative Court, Family Court, Judicial Magistrates Court.

13(A) Functions and Duties of Clerk [Establishment]

- i) Maintaining the staff register.
- ii) Maintaining the daily attendance register of the members of the staff and officers.
- iii) Keeping the leave record of the leave taken by officers and staff. She shall make necessary entries of the leave forms in the registers/files maintained for the same.
- iv) She shall prepare the absentee memo of the A & B grade Officers and submit the same to AOL for checking.
- v) She shall arrange to procure the stationery, maintain the records and shall also keep a control over the distribution of stationery.

- vi) She shall file the important papers in the staff record files and also make upto date entries of all important aspects.
- vii) She shall assist AOL in the matters of scrapping and replacement of office records and other materials.
- viii) She shall co-ordinate with Old Custom House and also the concerned parties for their registration of documents. She will arrange to follow-up the matters till the matter is concluded. She shall maintain the record of the power of attorney's assigned by the General Manager to the various officers of Transport, Supply and other branches.
- ix) Any other duties that shall be assigned to her from time to time in the exigencies of the Undertaking.
- x) She also assist AOL in the RTI matters.
- xi) Quarterly statement of Backward Class/staff position.
- xii) Maintaining Lease agreements of substations and keeping record.

13(B) Function and Duties of Clerk [PA to AGM(L)]

- i) He shall carry out the work as PA to AGM(L).
- ii) He shall carry out the inward and outward despatch work.
- iii) He shall arrange for upto date filing of papers marked to him and maintain other records of the Legal Dept.
- iv) He shall maintain e-office receipts of AGM(L).
- v) He shall monitor, transfer, pursue in the business of E-Receipts in E-Files and entire timely movements thereof.
- vi) He shall perform any other duties or work assigned to him from time to time.
- vii) He shall maintain & monitor movement of files / correspondence and ensure the receipt of such files / correspondence by the Concerned Officer / Staff, marked to them.
- viii) He shall maintain proper office decorum of the Staff & Officers in the Dept. and report to AGM(L) about any disorderly behavior, conduct and non-observance of duties by them.
- ix) He shall appraise & report to AGM(L) of the performance of work or assigned directed done by him daily at the end of the day.

13(C) Functions and Duties of Clerk [Industrial & Labour Court]

- i) To make the entry of the notices/applications filed in Labour / Industrial Court and before Arbitrator in the various registers kept for the purpose.
- ii) Send the notes and call the comments from various Depots and Departments and follow them up.
- iii) Mark the matters to officers as per their turn and follow them up.
- iv) Attach the xerox copies of the documents exhibited in the written statements, make the sets, send original for sign of Ag. Sr. Manager(HR/IR)/APM and thereafter send to Bandra Legal Officer / Arbitration office for filing purpose.
- v) Take daily position of the court matters on telephone and remind to the concerned officers,
- vi) Send DL to various Depots / Departments whenever required.
- vii) Make the entry of the order received from Labour / Industrial Court / Arbitration in the general as well as orders register.
- viii) Mark the against orders alongwith papers to the officers as per their turn for further needful action.
- ix) Follow up for sanctioned file to be received from Personnel Department.
- x) Circulate the orders in our favour to all officers.

- xi) After circulation send the orders to Dy. CM (HR/IR) and make such entry in the general as well as order register.
- xii) Make the entry of the order implemented notes received from various Depots / Departments in the order as well as General Register and file them.
- xiii) Arrange for the Xerox copies of various documents whenever required in various matters.
- xiv) Send the messages and call officers to attend the Court whenever their evidence to be lead, to affirm the affidavits etc.,
- xv) Prepare witness bhatta bills.
- xvi) Filing the papers.
- xvii) Any other duties that shall be assigned to her from time to time in the exigencies of the Undertaking.

13(D) Functions and Duties of Clerk [Industrial & Labour Court Bandra]

- i) To accept notices on behalf of BEST / GM, BEST Undertaking from bailiff of Labour Court / Industrial Court and send it to Head Office.
- ii) To file Written Statement / documents / Reply / Appeal / Complaints / Applications / Purshis of our Officers / Advocates in Labour Court / Industrial Court.
- iii) To check daily boards of 11 Labour Courts and 6 Industrial Courts and locate Undertaking's matters and positions and inform the same to our concerned officers / Retainer Advocates.
- iv) Liaisoning between Court Officials / Retainer Advocates / Officers / Staff at Head Office.
- v) Arrange meetings of Retainer Advocates & Officers of concerned Departments regarding court matters.
- vi) To call officers of concerned Department for affirmation of Affidavits and evidence.
- vii) To get adjournment dates of daily matters, carry forward the same on next dates in Labour Court / Industrial Court and inform the same to Head Office.
- viii) To make entries of orders received in Order Register and forward the same to Head Office along with briefs / papers for necessary action.
- ix) To assist Retainer Advocates / Officers.
- x) To follow-up with Court Officials to get the copies of orders passed in Labour Court / Industrial Court matters and send the same to Colaba Office immediately.
- xi) To make payment of witness bhatta to our ex-employees / officers who were called as our witness in matters in co-ordination with Head Office and witnesses called by Court and directed to make payment.
- xii) To prepare monthly board of Labour Court / Industrial Court matters and handover to Officers / Retainer Advocates.
- xiii) To receive and send dispatch from / to Colaba Head Office on daily basis.
- xiv) He shall appraise and report to AGML daily in the important / policy matter which are on Board and as and when asked him in other matters.
- xv) He shall follow & obey the instructions strictly given by the AGML or any other Law Officer from time to time.

14 Functions and Duties of Stenographers (English)

Taking down dictation from Senior Officers, translating the same in English as the case may be, and taking out print-outs, sending and receiving emails, etc., preparing notes, scanning documents and attaching to E-office forwarding to concern department, searching and taking print outs of Judgements from various Courts sites and attending to any other work allotted by the superiors from time to time.

They shall utilize and update the computer knowledge, skills, application and use in the assigned work.

15 Functions and Duties of Clerk-cum-Typists

- i) Attending to the day to day typing work of the department in English and other clerical works allotted to them by the superiors from time to time.
- ii) To maintain the Register of Arbitration.
- iii) To follow up the Arbitration matter.
- iv) To type the matter proceeding of Arbitration.

16 Functions and Duties of Record Keeper

- i) To Purchase the Law Books as per the requirement of the department and to preserve as per the norms.
- ii) To keep the Books systematically.
- iii) To maintain the register of the law Books / Standing Order and Service Regulation.
- iv) Filing of paper in various subject files.
- v) He shall maintain & update the all record of any nature of the Legal Dept. in a very well and systematic & proper manner and its catalogue, etc.
- vi) He shall follow, obey strictly the instruction and any other work / assignments given by the Law Officers from time to time.

17 Functions and duties of Jamadar/Sepoys

- i) Attending to daily dispatch of files/papers to different departments, Xeroxing the documents, to bring the required stationery from the Stores Section, dusting of tables and chairs, etc. Jamadar distribute the work to the Sepoys.
- ii) Attending to the bells of Officers cabin.
- iii) Going to the Court with the files alongwith Officers of Legal Department.
- iv) Posted to Bandra Legal Office on rotation basis every month.
- v) To place order personally and arrange tea and snacks for the visitors and for all officers.

4.(b)(iii): Procedure to be followed in the decision making process, including channels of supervision and accountability:-

Not applicable.

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

To give opinion to various department of the Undertaking on various legal issue by referring law books manual, and web-site like Digilegal / Manupatra.

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

To give opinion to various department of the Undertaking on various legal issue by referring law books manual. An web-site like Digilegal, Manupatra

4.(b)(vi): Statement of categories of documents that are held by it or

under its control:-

Staff Record files of Officers and staff of Legal Department, Judgement copies, order copies.

4.(b)(vii): Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof:-

Not applicable.

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

Not applicable.

4.(b)(ix): Directory of its Officers and employees:-

Sr. No.	Name of Officers/staff	Designation	Grade	Ch.No.	P.S.No.
1	Shri R.R. Dubal	Asst. General Manager (Legal)	A-1 Sr.	217647	018/01
2	Shri S.N. Bhosle	Chief Legal Adviser	A-2	217446	018/01
3	Shri V.K. Patil	Legal Adviser	A-3	216758	018/01
4	Shri P.V. Dhoble	Dy. Legal Adviser - I	A-4	215921	018/01
5	Shri G.A. Chougule	Asst. Legal Adviser-I	A-5	217625	018/01
6	Miss. S.G. Pratap	Asst. Legal Adviser-II	A-5	217890	018/01
7	Shri L.G. Jugnake	Asst. Law Officer	A/G-X	215531	018/01
8	Shri H.M Rajgadkar	Admn. Officer	A/G-IX	217338	018/01
9	Shri A.R. Parab	Supervisor	A/GVII	214148	018/01
10	Shri S.N. Phadke	Supervisor	A/GVII	214417	018/01
11	Shri M.A. Vanmali	Supervisor (P)	A/GVII	215656	018/01
12	Shri V.C. Pol	Clerk	A/GV	324860	018/01
13	Smt. P.P. Sawant	Clerk	A/GV	217721	018/01
14	Shri S.J. Nikam	Clerk	A/GV	218129	018/01
15	Smt. S.P. Lokare	Sr. Steno (P)	A/GVII	215346	018/01
16	Smt. S.R. Shirodkar	Sr. Steno (P)	A/GVII	215729	018/01
17	Smt. P.P. Chavan	Sr. Steno (P)	A/GVII	215967	018/01
18	Shri J.K. Mali	Sr. Steno (P)	A/GVII	215814	018/01
19	Shri S.M. Jaybhaye	Clerk-cum-Typist (On loan)	A/GV	217615	143/01
20	Shri T.M. Barnwal	Record Keeper	A/GIVA	280267	018/01
21	Smt. R.C. Subudhi	Jamadar (P)	A/GII	280771	018/01
22	Smt. S.B. Mulik	Jamadar (P)	A/GII	280811	018/01
23	Smt. S.D. Ugale	Jamadar (P)	A/GII	280856	018/01
24	Shri V.D. Pol	Sepoy (On loan)	A/GI	094078	018/01

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

Sr. No.	Name of Officers/staff	Designation	Monthly Remuneration inclusive of Basic Pay + Allowances (for August 2022)			
			Gross Pay		Net Pay	
			Rs.	P.	Rs.	P.
1	Shri R.R. Dubal	Asst. General Manager (Legal)	1,13,979.27		71,733.00	
2	Shri S.N. Bhosle	Chief Legal Adviser	1,06,997.98		80,679.00	
3	Shri V.K. Patil	Legal Adviser	1,08,920.98		55,721.00	
4	Shri P.V. Dhoble	Dy. Legal Adviser- I	1,29,523.40		55,515.00	
5	Shri G.A. Chougule	Asst. Legal Adviser-I	68,007.34		46,780.00	
6	Smt. S.G. Pratap	Asst. Legal Adviser- II	78,522.47		57,227.00	
7	Shri L.G. Jugnake	Asst. Law Officer	71,682.77		34,235.00	
8	Shri H.M. Rajgadkar	Admn. Officer	55,398.23		23,818.00	
9	Shri A.R. Parab	Supervisor	64,213.63		44,823.00	
10	Shri S.N. Phadke	Supervisor	60,574.74		47,182.00	
11	Shri M.A. Vanmali	Supervisor (P)	57,192.35		41,779.00	
12	Shri V.C. Pol	Clerk	51,129.42		14,646.00	
13	Smt. P.P. Sawant	Clerk	39,861.83		23,869.00	
14	Shri S.J. Nikam	Clerk	29,339.50		25,677.00	
15	Smt. S.P. Lokare	Sr. Steno (P)	57,390.32		45,043.00	
16	Smt. S.R. Shirodkar	Sr. Steno (P)	56,306.71		42,516.00	
17	Smt. P.P. Chavan	Sr. Steno (P)	53,114.42		36,821.00	
18	Shri J.K. Mali	Sr. Steno (P)	56,306.71		46,385.00	
19	Shri S.M. Jaybhaye	Clerk-cum-Typist (On loan)	40,625.19		34,946.00	
20	Shri T.M. Barnwal	Record Keeper	61,511.68		43,231.00	
21	Smt. R.C. Subudhi	Jamadar (P)	46,340.57		30,782.00	
22	Smt. S.B. Mulik	Jamadar (P)	39,313.13		26,475.00	
23	Smt. S.D. Ugale	Jamadar (P)	41,215.53		32,195.00	
24	Shri V.D. Pol	Sepoy (On loan)	57,923.57		46,040.00	

4.(b)(xi): Budget allocated to each of its agency indicating the particulars of all plans, proposed expenditure and reports on disbursements made :-

(Rs.in lakhs)

Particulars	A/C Code	Actual For			Budget Estimates	Revised Estimates	Budget Estimates
		2018-2019	2019-2020	2020-2021	2021-2022	2021-2022	2022-2023
a) Establishment							
i) Salaries, Wages and Allowance	1001	68.60	96.93	155.32	151.80	149.00	146.20
ii) Dearness Allowance	1002	70.64	58.41	35.90	34.30	25.80	32.60
b) Stationery & Printing	1030	2.77	1.14	0.97	2.00	2.00	2.00
c) Dead Stock (Furniture, Tools & Equip.)	1028	0.03	0.00	0.00	0.20	0.15	0.20
d) Provident Fund Contribution	1003	14.48	16.10	17.67	19.20	17.60	18.10
Total		156.52	172.58	209.86	207.50	194.55	199.10

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

Not applicable.

4.(b)(xiii): Particulars of recipients of concessions, permits or authorization granted by it:-

Not applicable.

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

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

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

Not applicable.

4.(b)(xvi): Names, designations and other particulars of the Public Information Officers as may be prescribed and thereafter updated these publications every year :-

The name of the **Public Information Officer** for Legal Department is as below:-

Shri V.K. Patil, Legal Advisor,
Legal Department,
B.E.S.& T. Undertaking,
Grd. floor, BEST Bhavan
BEST Marg, Mumbai – 400 001
Tel: 22799454,
Email: agml@bestundertaking.com

The name of the **Appellate Authority** for Legal Department is as below:-

Shri S.N. Bhosle, Chief Legal Adviser,
Legal Department,
B.E.S.& T. Undertaking,
Grd. floor, BEST Bhavan
BEST Marg, Mumbai – 400 001
Tel: 22799454,
Email: agml@bestundertaking.com

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

As already explained at 4(b)(i) above.