

INFORMATION OF THE

REVIEW COMMITTEE-II

B.E.S.& T. UNDERTAKING

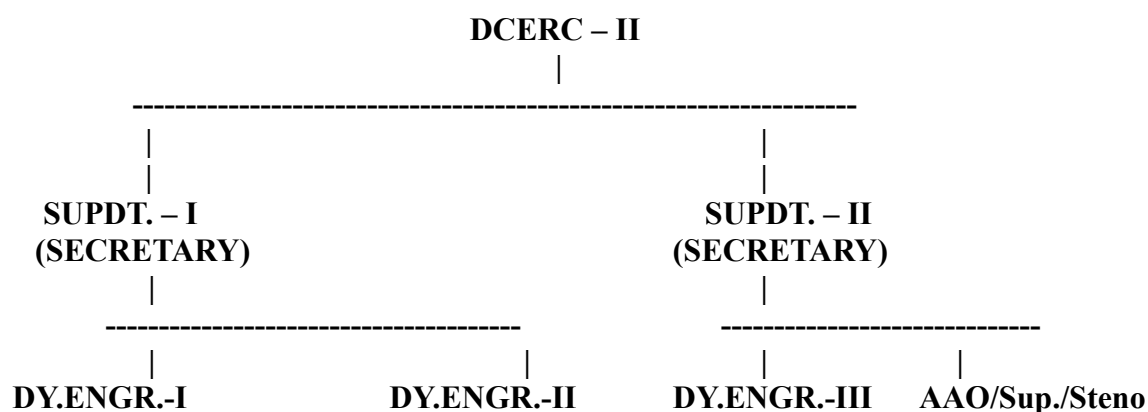
(Information mandatory under section 4 of Chapter II of
Right To Information Act, 2005)

4.(b)(i) : the particular of its organisation, functions and duties

The particular of department :-

Name of the department	Review Committee-II
Address	Vidyut Bldg., 1 st Floor, Pathakwadi, Mumbai 400 002.
Contact No. (Tel)	22011827 / 22084229

The functions and duties of department :-



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

Sr.No.	Designation	On roll staff
1	Deputy Chief Engineer	1
2	Superintendent	2
3	Deputy Engineer	3
4	Sr. Stenographer (P)	1
5	Supervisor (Clerk Sup.)	1
6	Sepoy	1
	Total	9

1. The powers and Duties of Deputy Chief Engineer :-

- 1.1 As a Head of the Department, he will be responsible for the overall administration and smooth working of the Department.
- 1.2 To guide and supervise the activities of the Officers working under him.

- 1.3 As a member of the Review Committee, to carry out review of Vigilance cases prior to 16-08-2010.
- 1.4 To attend mediation proceedings of Vigilance cases in various Courts, as the Authorized Officer of the Undertaking and settle the cases.

2. The powers and Duties of Superintendent :-

- 2.1 To assist the Review Committee by studying the Vigilance cases, conducting preliminary discussion and preparing the summary of the case for discussion in the meeting.
- 2.2 To arrange the Review Committee meetings.
- 2.3 To call the consumer for preliminary discussion and afterwards to arrange the meeting of consumer with Assessing Officer.
- 2.4 To go through the submission submitted by the consumer and putting up the submission in the Review Committee meeting.
- 2.5 After discussion in the meeting, preparation of final bill and final draft as decided in the meeting.
- 2.6 After finalizing the draft, to prepare the file and send to Vigilance Department

3. The Powers and Duties of Dy. Engineers :-

- 3.1 Assisting Secretary RC-II for preparing final assessment of vigilance cases.
- 3.2 Collecting all required data of the Vigilance case for final assessment from various Customer Care Wards, Energy Audit Dept. etc.
- 3.3 Collecting data from EDP Dept. such as ledger, final assessment bill for unit lost of vigilance cases etc.
- 3.4 Generation of required data for review of the cases such as consumption pattern, CIS, Matrix, meter removal data, KLG data etc.
- 3.5 Visiting sites for confirmation of contention/evidence submitted by consumer.
- 3.6 Preparing manual bill of vigilance cases wherever computerized bills are not possible.
- 3.7 Generation of final assessment bill of Vigilance cases by considering the criteria decided in the meeting.
- 3.8 Preparation of MIS.

4. The Duties of Sr. Stenographer (P) (English) :-

- 4.1 To take dictation and transcribe in English as necessary.
- 4.2 To type various letters, drafts and correspondence.

4.3 To type letters, reports and statements.

5. The Duties of Supervisor (Clerk Sup.) :-

5.1 Receiving of vigilance case files forwarded by Vigilance Department.

5.2 Preparing appointment letters to consumers such as Preparing Envelope, Acknowledgement slip, keeping record of letter sent etc.

5.3 Preparation of files after finalization of cases and forwarding to Vigilance Dept.

5.4 Dispatch of RC-II Dept.

5.5 Attendance of officers and staff of RC-II.

5.6 Filing of papers.

5.7 Preparation of monthly reports.

5.8 All administrative work of RC-II.

5.9 Updating record of vigilance case files in PC.

5.10 Maintaining record of amicable settlement of vigilance cases and orders.

5.11 Maintaining Consumers visit record.

6. The Duties of Sepoy :-

6.1 To clean the tables of Officers and the administrative office.

6.2 To attend the bell of Officers.

6.3 To remove dispatch from the out tray of Officers and administrative staff.

6.4 To remove dispatch from the rack on the dispatch table and accordingly put in to the concerned officers and staff's inward tray.

6.5 To take the dispatch from SCAS & DCERC-II office to Head Office at Colaba or other BEST premises and give the dispatch to the concerned departments and take their acknowledgment on the dispatch register.

6.6 Review Committee letters, delivered to concern consumer and take their acknowledgment on the office copy and take zerox copies of documents of above committee, etc.

6.7 To bring files from racks, xerox copies of office documents and punching / filing of papers.

6.8 To do any other office work delegated by officers, Office Supervisor and Office staff i.e. filing of papers, cleaning of tables, to bring of drinking water, etc.

6.9 And any other miscellaneous work given from time to time.

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

As per functions and duties of the department given in 4(b) (i) & (ii).

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

As per departmental manual. No any prescribed norms are given as Review Committee-II provide internal departmental activities only.

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

As per departmental manual, MERC Regulations and different Administrative Procedure Orders.

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

Vigilance case files prior to 16.08.2010

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 :-

NIL

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 :-

NIL

4.(b)(ix) : a directory of its officers and employees :-

Sr. No.	Name of officer / Staff (S/Shri)	Design.	Grade	Ch.No.	P.S.No. of March 2011
1	S. P. Goswami	DCE	A-2	210624	123/09
2	P. B. Jawale	Supdt.	A-4	214130	106/01
3	S. N. Katkar	Supdt.	A-4	210971	147/01
4	M. S. Ghansar	DYE	G/G-VI	210714	149/01
5	D. P. Mahajan	DYE	G/G-VI	212942	147/01
6	R. A. J. Khan	DYE	G/G-VI	216911	150/26
7	N. M. Bhosale	Clerk-Sup.(P)	AG-VII	213766	154/01
8	Smt. J. V. Rane	Sr.Steno(P)	AG-VII	215822	154/01
9	N. K. Morvekar	Sepoy	AG-I	280405	154/01

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

Sr. No.	Title	Name of officer / staff (S/Shri)	Designation	Basic Pay (Rs.)	Monthly remuneration (Basic+Allowances) (Rs.)
1		S. P. Goswami	DCE	33,260.00	56,057.00
2		P. B. Jawale	Supdt.	24,465.00	41,071.00
3		S. N. Katkar	Supdt.	30,575.00	50,537.00
4		M. S. Ghansar	DYE	24,465.00	39,569.00
5		D. P. Mahajan	DYE	20,825.00	34,455.00
6		R. A. J. Khan	DYE	13,970.00	22,963.00
7		N. M. Bhosale	Clerk-Sup.(P)	13,815.00	15,340.00
8		Smt. J. V. Rane	Sr.Steno(P)	12,475.00	14,000.00
9		N. K. Morvekar	Sepoy	11,255.00	12,755.00

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 :- Being temporary, the budget allocation included in the ES budget.

The plan proposed :- As per the ES organisational plan

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

4.(b)(xiii) : particular of recipients of concessions, permits or authorizations granted by it :- NIL

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 on a library or reading room if maintained for public use :-

Not related to consumer / public directly

4.(b)(xvi) : the names, designations and other particulars of the public information as may be prescribed; and thereafter updateds these publications every year :- Shri S. P. Goswami, DCE Review Committee-II, Pathakwadi.

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