

INFORMATION OF THE

DCEST'S OFFICE

D.E.S. & T. Undertaking

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

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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	DCEST 'S OFFICE
Address	Backbay Veej Bhavan, 3 rd floor, Plot No. 149/150, Gen. Jagannath Bhosale Marg, Backbay Reclamation, Mumbai – 400 021.
Contact No.(Tel.)	22820835, 22816250 Ext. 300
Contact Person	Shri E.G.Jeevan-DCEST

The functions and duties of department:-

- 1.3.1 The department shall be intended to be in charge of Planning (Material) department, Material Testing and Standard department and Computer Application Department. DCEST'S office provides guidance, information, checking correction of the work done and implementation of the policies. DCEST's office also provides support, guidance to the Computer Application department. The timely execution of the work rests on the respective departments and accuracy are to be ensured by the officers / staff actually carrying out the work. DCEST'S office mainly is in command of The Planning (Material) department which shall be responsible for procurement and to maintain sufficient stocks, Material Testing and Standard Department which shall be responsible for ensuring the quality of various materials procured for activities of Electric supply Branch of the Undertaking conforming to relevant Indian Standards (IS) and or BEST Undertaking's specification and Computer Application department is responsible for maintenance of BEST Website and also offers guidance to various departments of the Electric Supply Branch in connection with computer systems.
- 1.3.2 The department shall be responsible for scrutiny of the entire major proposal put up by its subordinate departments i.e. Planning (Material) department, Material Testing, Standard department and Computer Application Department.
- 1.3.3 The department shall be responsible to persuade and stimulate the working of Planning (Material) department, Material Testing and Standard department and Computer Application department and scrutinize their performance.

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- 1.3.4. The Computer application department is responsible for maintenance of BEST's website and also provides guidance to various Electric Supply departments in matters related to computer systems.
- 1.3.5 The department shall keep in touch with new developments in technology and design of equipments and revise the specification whenever required.

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

Sr. No.	Designation	On roll staff
1.	DEPUTY CHIEF ENGINEER (STORES)	1

1. The power and duties of Deputy Chief Engineer:-
- a) The Deputy Chief Engineer (Stores) shall be responsible for the smooth and efficient working of the Planning (Materials) department, Material Testing and Standard department and Computer Application department He shall be responsible for co-ordinating the work of Divisional Engineers working under him.
 - b) Overall administrative control of the Planning (Materials) Department, Material Testing and Standard department and Computer Application department.
 - c) Ensure that the appropriate stock of the material is maintained with the help of the Material Management (MM) Department.
 - d) Ensuring the satisfactory execution of policies of the management by the Planning (Materials) Department and Material Testing and Standard department and Computer Application department by giving them all technical help.
 - e) Adopting new developments in the field of technology and equipments.
 - e) To have better co-ordination with M.M. Dept. and user departments as regards exchange of information and ideas/views.
 - f) To advise / to offer views to Planning (Materials) Department and Material Testing and Standard department and Computer Application department as and when requested by these department.
 - g) To attend to the representatives of manufacturers visiting the dept. for various items/issues.
 - h) To attend stores co-ordination meeting and to arrange to reply the queries raised by the members.

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

The working of Planning (Material) department and Material Testing and Standard department is to supervise and control by the Divisional Engineer's of the respective departments and hence, adopt the procedure in decision making of the respective departments including channels of supervision and accountability. However, DCEST office shall responsible for the control, smooth and efficient working of both the departments and also for Computer Application department.

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

The norms are set by the Planning Material department and Material Testing and Standard department and also for Computer Application department. DCEST office shall modify the norms set by its subordinate departments provided appropriate approval from the management for smooth functioning of the departments.

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

The nature of work done by the officers / staff of Planning (Material) department and Material Testing and Standard department may be overlapping responsibilities. The work in these departments is also interdependent. In order to have fixed responsibilities in regard to administration and clerical staff, office upkeep, etc. the work load is divided and allocated to each of the Divisional Engineers working in respective departments.

The staff records of Divisional Engineers of above subordinate departments shall be maintained by DCEST.

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

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Classification of Files / Records

1. Inward Register
2. Out Register
3. Service Regulation
4. Standing Order
5. Indian Electricity Act, 2003

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 :-

Not Applicable

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

Not applicable

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

Sr. No.	Name of officer/staff	Design.	Grade	Ch. No.	P.S. No. of March, 2013
1.	Shri E.G.Jeevan	DCEST	A-2	210565	113/01

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

As on October 2013

Sr. No.	Name of officer/staff	Designation	Basic PAY (Rs)	Total Remuneration (Rs)
1	Shri E.G.JEEVAN	DCEST	36,155/-	99081.82

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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 information in respect to the budget allocation is available in the Budget book of the BEST Undertaking.

The plan proposed :- :--- Nil ---

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

Not applicable

4.(b)(xiii) : particular of recipients of concessions, permits or authorizations 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 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 of a library or reading room. if maintained for public use:-

The working hours of the department are as follows:-

9.00 A.M. to 5.00 P.M. with 30 minutes lunch break from Monday to Friday.(Except Holidays)

Unless warranted by situation, the department shall observe weekly offs on Saturday and Sundays and non working holidays declared under Negotiable Instrument Act.

There is no any library or reading room maintained for public use in the DCEST's office.

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

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

The public information of Planning (Material) department and Material Testing, Standard department and Computer Application Department shall be available with the following Officers of the respective departments.

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Name of the dept.	Name of the Officer	Department Designation	Contact No.	Prescribed designation
Planning (Material) Dept.	Srhi R.P.Panicker	Divisional Engineer	022-22811254	The Public Information Officer
Material Testing and Standard Dept.	Shri S.Y. Gaikwad	Divisional Engineer	022-23719753	The Public Information Officer
Computer Application department	Shri Y.S.Jadhav	Assistant Engineer	22816250 - 302	(post of DECA is vacant)

ORGANISATION CHART

DCEST 'S OFFICE

DCEST



DIVISIONAL ENGINEER

(Planning Material)

DIVISIONAL ENGINEER

(Material Testing & Standard)

DIVISIONAL ENGINEER

(Computer Application)