

INFORMATION OF THE
POWER MANAGEMENT DEPARTMENT

B.E.S. & T. Undertaking

(Information mandatory under section 4 of
Chapter 11 of Right to Information Act, 2005)

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

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

The particular of department:-

Name of the department	Power Management Department
Address	1 st Floor, Multistoried Annex Building, BEST Marg, Colaba, Mumbai-400001.
Contact No. (Tel)	2282 8365, 2285 6262 Ext. 555

The Functions and duties of department:-

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

Sr No.	Designation	On roll staff	Remarks
1	Divisional Engineer	1	
2	Superintendent (ES)	3	
3	Asst. Engineer	3	
4	Deputy Engineer	1	*4 on loan basis in P.M. dept.
5	Charge Engineer	2	*4 on loan in P.M. dept.
6	Asst. Administrative Officer	1	
7	Asst. Administrative Officer (P)	1	* On loan basis to other dept.
8	Sr. Stenographer	1	
9	Supervisor (P)		* 1 on loan basis in P.M. dept.
10	Clerk	1	
11	Jamadar (P)		*1 On loan basis in P.M. dept.

1. The powers and Duties of Divisional Engineer-Grade A-3 :-

The Divisional Engineer, Power Management Department (DEPM) shall be reporting to Deputy Chief Engineer (Power). The duties & responsibilities of DEPM are enumerated below:

- i) He shall be responsible for Day-Ahead scheduling to be forwarded to SLDC, as per the Electricity Act,2003 and its Regulation.
- ii) He shall be responsible for day to day purchase of electrical power as per the requirement. He should ensure Short Term Power purchase contracts as per the requirement of the Undertaking.
- iii) He shall be responsible for the Power purchase through Power Exchanges on day to day basis, as per the requirement.
- iv) He shall be responsible for the scrutiny/checking and certification of various Power purchase bills viz TPC, Bilateral, Traders etc.

- v) Attending the various meetings of SLDC, MERC etc. in connection with the power purchase, day head scheduling as determined by MERC
- vi) He shall be responsible for working out and finalizing the monthly FAC to be charged to be consumers.
- vii) He shall be responsible for getting the monthly meter data from SLDC & UI charges under the FBSM mechanism.
- viii) He shall ensure smooth and satisfactory working of the department and maintain the discipline in the department.
- ix) He shall constantly review all the activities of the department and introduce any changes as and when considered necessary for economizing and increasing efficiency of the department.
- x) He shall ensure about submission of yearly Budget Estimates of Capital and Revenue Expenditure and control the budget grants.
- xi) He shall ensure about Administrative Report.

2. The Powers and Duties of Superintendents – Grade A-4

(A) Superintendent-1

SPM-1 shall be responsible to the Divisional Engineer Power Management Department and will be responsible for the following activities.

- i) He is overall in-charge of FBSM bills & DSM bills received from MSLDC.
- ii) To supervise & control the activities relating to short term load forecast & liasoning with SLDC.
- iii) He will assist Divisional Engineer for the activities involved in smooth functioning of the department.
- iv) Any other duties assigned by DEPM.

(B) Superintendent-2

SPM-2 shall be responsible for the following activities.

- i) He is overall in-charge of Bilateral Power Purchase/Sale.
- ii) To study the Regulations of MERC and related works.
- iii) Prepare different report and data submission of Power Management Department.
- iv) Any other duties assigned by DEPM.

(C) Superintendent-3

SPM-3 shall be overall in charge of work related to Fuel Adjustment Charges (FAC)

- i) He shall ensure that FAC is calculated as per the MERC Regulation.

- ii) He shall ensure that a monthly basis FAC statement is prepared and submitted to MERC for post facto approval and necessary related work.
- iii) Work related to MYT/MTR petition.
- iv) Any other duties assigned by DEPM.

3. The Powers and Duties of Asst. Engineers- Grade A-5:-

(A) Assistant Engineer 1

- i) To prepare day ahead schedule of BEST's demand and dispatch to SLDC, TPC etc.
- ii) To ensure the online bids for power purchase on IEX and PXIL terminals & report the management.
- iii) Intimation of revision in Schedules, if any, to MSLDC / TPC.
- iv) Arranging Standby Power, if required and scheduling the same.
- v) Any other duties assigned by DEPM

(B) Assistant Engineer 3

He shall assist SPM-3 and is responsible for the following activities.

- i) Calculation of monthly Fuel Adjustment Charges.
- ii) Submission of FAC statement on Quarterly basis to MERC.
- iii) To forward the power purchase data to the MERC.
- v) Any other duties assigned by DEPM

(C) Assistant Engineer 4

He shall assist SPM-1 in the matter of IBSM and FBSM bills.

- i) To verify the statements of schedules, actual drawls, actual injection, UI charges etc.
- ii) To verify the IBSM, FBSM & DSM bills.
- iii) Any other duties assigned by DEPM

4. The Powers and Duties of Deputy Engineer- Grade G/G-VI

(1) Deputy Engineer 1

He shall be responsible to the DEPM/SPM/AEPM and will be responsible for the following activities.

- i) To keep records of BEST's demand and power availability from TPC's generation units on daily basis.

- ii) To calculate landed cost of external power requires procuring from traders, to fulfill the shortfall of power for BEST.
- iii) To ensure & verify Energy and Open Access bills received from Traders.
- iv) To ensure monthly Bilateral / External power purchase data are sent to Maharashtra State Load Dispatch Centre (MSLDC) for accounting in IBSM and FBSM bill.
- v) Any other duties assigned by DEPM

(2) Deputy Engineer 2,3,4 & 5

- i) To estimate the load forecast in Control center established as per State Electricity Grid code.
- ii) To carry out real - time load / power management and scheduling.
- iii) To monitor real-time electricity demand and availability.
- iv) To contact with control center of MSLDC / Generator.
- v) To verify the DSM bills received from MSLDC under DSM Regulation.

5. The Powers and Duties of Charge Engineers – Grade T-8 :-

Charge Engineer 1 & 2 are responsible to Dy. Engr. (PM)

- i) To collect ICCP SCADA data of TPC generation and BEST's demand from ICCP SCADA Link, Backbay.
- ii) To place bids for external power purchase on IEX and PXIL terminals.
- iii) To verify Energy and Open Access bills received from Traders.
- iv) To check IBSM/FBSM bills received from SLDC.
- vi) Any other duties assigned by DEPM

6. The Powers and Duties of Asst. Adm. Officer- Grade A/G VIII :-

AAO(PM) reports to DEPM to assist in administrative works and looks after the following jobs.

- i) To supervise and control the work of establishment section like verification of various statements, to prepare Imprest bills & recoupment of imprest cash bills, indenting and stocking of sufficient stationary, etc.
- ii) To prepare the Annual Administrative Report and yearly Budget estimates of Capital and Revenue expenditure.
- iii) To attend applications received under Right to Information Act, 2005.
- iv) To verify the Tata bills, Standby Charges, Transmission Charges vouchers, Manikaran, Bilateral Bills etc.
- v) Any other duties assigned by DEPM

7. The Duties of Supervisor (P) - Grade A/G VII :-

- i) To prepare bill vouchers of Tata, Standby Charges, Transmission Charges, SLDC Charges, FBSM and other power purchase bills etc.
- ii) To maintain power purchase data required for the APR and ARR report to be submitted to MERC.
- iii) To prepare the statistical information of Power Purchase.
- iv) Any other duties assigned by DEPM

8. The Duties of Sr. Stenographer - Grade A/G VII :-

Stenographer shall be responsible to DEPM/SPM/AEPM/AAOPM for departmental typing work and will be responsible for the following activities.

- i) Taking dictation and transcribing it on computer.
- ii) Typing departmental letters, monthly statement, draft letters etc.

9. The Duties of Clerk - Grade A/G V :-

Clerk will be responsible for the following activities

- i) To prepare monthly statement of allowances, absentee memo, vacancy statement, deputation report, etc.
- ii) To prepare stationary requisitions and purchase form.
- iii) To maintain attendance and leave record.
- iv) To do the dispatch and filing work and circulate the circulars, office order, delegation of power, etc.
- v) To maintain the records of IEX and PXIL accounts.
- vi) All other work pertaining to Establishment Section.

10. The Duties of Sepoy-Grade A/G-I / Nawghany - Grade P1/T1 :-

Sepoy / Nawghany will be responsible for the following activities

- i) To clean the table and chairs in the office.
- ii) To open and lock the office and hand over the keys to the Security Guard.
- iii) Looking after the dispatch of papers within the department and taking the outwards dispatch to various department and other offices.
- iv) Carrying out other work such as bringing of stationery, attending bell of the officer's cabin and miscellaneous work.
- v) Switch off the lights and fans after closing cabins and office.
- vi) To attend various other sundry activities in the department.
- vii) To attend any other works as instructed by officers.

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

Power Management Department is working under the Regulatory in the Electric Supply Branch since June, 2007. The department is mainly responsible for the Procurement of Short Term power and verification of monthly / weekly IBSM / FBSM bills prepared by MSLDC. Consequent upon the Enactment of the Electricity Act 2003 and Establishment of the Maharashtra Electricity Regulatory Commission (MERC) there has been a drastic change in the scenario of the power market. Under the guidance of DCEP, CER, AGM (ES), DGM (ES) and GM, the department is carrying out the responsibilities assigned to them.

The various activities handled by the Power Management Department are listed below.

1. Activity relating to Availability Based Tariff (ABT) Mechanism, Interim Balancing & Settlement Mechanism (IBSM) and Final Balancing & Settlement Mechanism FBSM.)
2. Day ahead Load Forecasting for submitting schedule to MSLDC
3. Verification of TPC (G) bills and Payment advice towards purchase of Energy from TPC (G)
4. Fuel Adjustment Charge (FAC)– Calculation of FAC, arranging monthly FAC Committee meeting & obtaining post facto approval on quarterly basis of MERC.
5. Short term power purchase through Bilateral & power exchanges (IEX & PXIL).
6. Regulatory issues.

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

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

1. Electricity Act-2003
2. MERC Regulations, Orders & Codes
3. Departmental Manual
4. Service Regulations
5. Standing Orders

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

- 1) Administrative files such as Administrative Report, R.T.I. Applications and Reply, Budget Estimates, Imprest Cash, etc.
- 2) Establishment files such as Acting Arrangement, Attendance, Leave, Festival Advance, etc.
- 3) Subject files related to Power Management Department
- 4) Bill files such as Payment of power purchase, Standby Charges, Transmission Charges, etc.

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 its 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) : A directory of its officers and employees :-

Sr. No.	Name of officer / Staff	Designation	Grade	Ch. No.	P.S. No.	Remark
1	Shri M.M. Rane	Divisional Engineer	A-3	214427	119/01	
2	Shri R. K. Kamble	Superintendent (ES)	A-4	215721	119/01	
3	Shri V.U. Kurade	Superintendent (ES)	A-4	215174	119/01	
4	Shri B. S. Gosavi	Superintendent (ES)	A-4	216343	119/01	
5	Shri P.N. Harné	Assistant Engineer	A-5	216333	119/01	

Sr. No.	Name of officer / Staff	Designation	Grade	Ch. No.	P.S. No.	Remark
6	Shri S.A. Kulkarni	Assistant Engineer	A-5	213336	119/01	
7	Shri Y.S. Giri	Assistant Engineer	A-5	216739	119/01	
8	Shri K.S.Dandekar	Deputy Engineer	G/G-VI	217075	119/01	
9	Shri A. R. Mane	Deputy Engineer	G/G-VI	217623	142/01	On loan basis
10	Shri V. A. Patil	Deputy Engineer	G/G-VI	217310	131/01	On loan basis
11	Shri Z.I.M.R. Naikwadi	Deputy Engineer	G/G-VI	217110	150/26	On loan basis
12	Shri S. R. Rane	Deputy Engineer	G/G-VI	217053	128/09	On loan basis
13	Shri G. S. Mirajkar	Sub Engineer(P)	T-8	215020	119/01	
14	Shri S. P. Mhatre	Sub Engineer(P)	T-8	216812	148/01	On loan basis
15	Shri T. P. Pardeshi	Charge Engineer	T-8	217218	119/01	
16	Shri S.C.More	Charge Engineer	T-8	215504	128/09	On loan basis
17	Shri M.R.Jadhav	Charge Engineer	T-8	217215	149/07	On loan basis
18	Shri M.G.Palshetkar	Sub Engineer(P)	T-8	216062	156/03	On loan basis
19	Smt. A. S. Kanse	Assistant Administrative Officer	A/G-VIII	213594	119/01	
20	Smt R.S.Udyawar	Sr. Steno (P)	A/G-VII	215029	119/01	
21	Shri U.K.Hegde	Supervisor (P)	A/G-VII	215889	130/02	On loan basis
22	Shri C.P.Lad	Clerk	A/G-V	218106	131/01	
23	Shri S. P. Bhagat	Jamadar (P)	A/G-II	280724	133/01	On loan basis

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 September-2022.

Sr. No.	Title	Name of Officer / Staff	Designation	Basic Pay (Rs.)	Monthly remuneration (Basic + Allowance) (Rs.)
1	Shri	M.M.Rane	Divisonal Engineer	76800/-	127789/-
2	Shri	R. K. Kamble	Superintendent (ES)	63500/-	108374/-
3	Shri	V.U. Kurade	Superintendent (ES)	64950/-	108193/-
4	Shri	B. S. Gosavi	Superintendent (ES)	60700/-	97596/-
5	Shri	P.N.Harne	Assistant Engineer	49550/-	80230/-
6	Shri	S.A. Kulkarni	Assistant Engineer	68000/-	95914/-
7	Shri	Y.S. Giri	Assistant Engineer	49550/-	72874/-
8	Shri	K.S.Dandekar	Deputy Engineer	45000/-	74951/-
9	Shri	A. R. Mane	Deputy Engineer	42050/-	73321/-
10	Shri	V. A. Patil	Deputy Engineer	44000/-	75083/-
11	Shri	Z.I.M.R. Naikwadi	Deputy Engineer	45000/-	77351/-
12	Shri	S. R. Rane	Deputy Engineer	45000/-	68626/-
13	Shri	G. S. Mirajkar	Sub Engineer(P)	50200/-	73225/-
14	Shri	S. P. Mhatre	Sub Engineer(P)	42750/-	69935/-
15	Shri	T. P. Pardeshi	Charge Engineer	40200/-	57653/-
16	Shri	S.C. More	Charge Engineer	46850/-	78408/-
17	Shri	M.R. Jadhav	Charge Engineer	40200/-	59332/-
18	Shri	M.G. Palshetkar	Sub Engineer(P)	43750/-	71903/-
19	Smt	A. S. Kanse	Assistant Administrative Officer	48250/-	77577/-
20	Smt	R.S.Udyawar	Sr. Steno (P)	39335/-	61309/-
21	Shri	U.K. Hegde	Supervisor (P)	36345/-	55372/-
22	Shri	C.P. Lad	Clerk	22810/-	35000/-
23	Shri	S. P. Bhagat	Jamadar (P)	32515/-	49806/-

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 :- N.A.

The plan proposed :- N.A.

4.(b)(xii): The manner of execution of subsidy programmes including the amount 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 also available in the electronic form 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 :-

4.(b)(xvi): The names, designations and other particulars of the Public Information Officer :-

The details of Public Information Officer for Power Management Department is given below:-

**Shri M. M. Rane.
Divisional Engineer
Power Management Department
1st Floor, Multistoried Annex Bldg.,
BEST Marg, Colaba,
Mumbai – 400 001.**

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

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