

INFORMATION OF THE

# **DCEPL's OFFICE**

## **B.E.S. & T. UNDERTAKING**

**(Under Section 4 (1) (b) of Chapter II of the Right To  
Information Act 2005)**

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

### **Section 4 (1) (b) (i) : Particulars of DCEPL's Office Organisations, functions and duties :-**

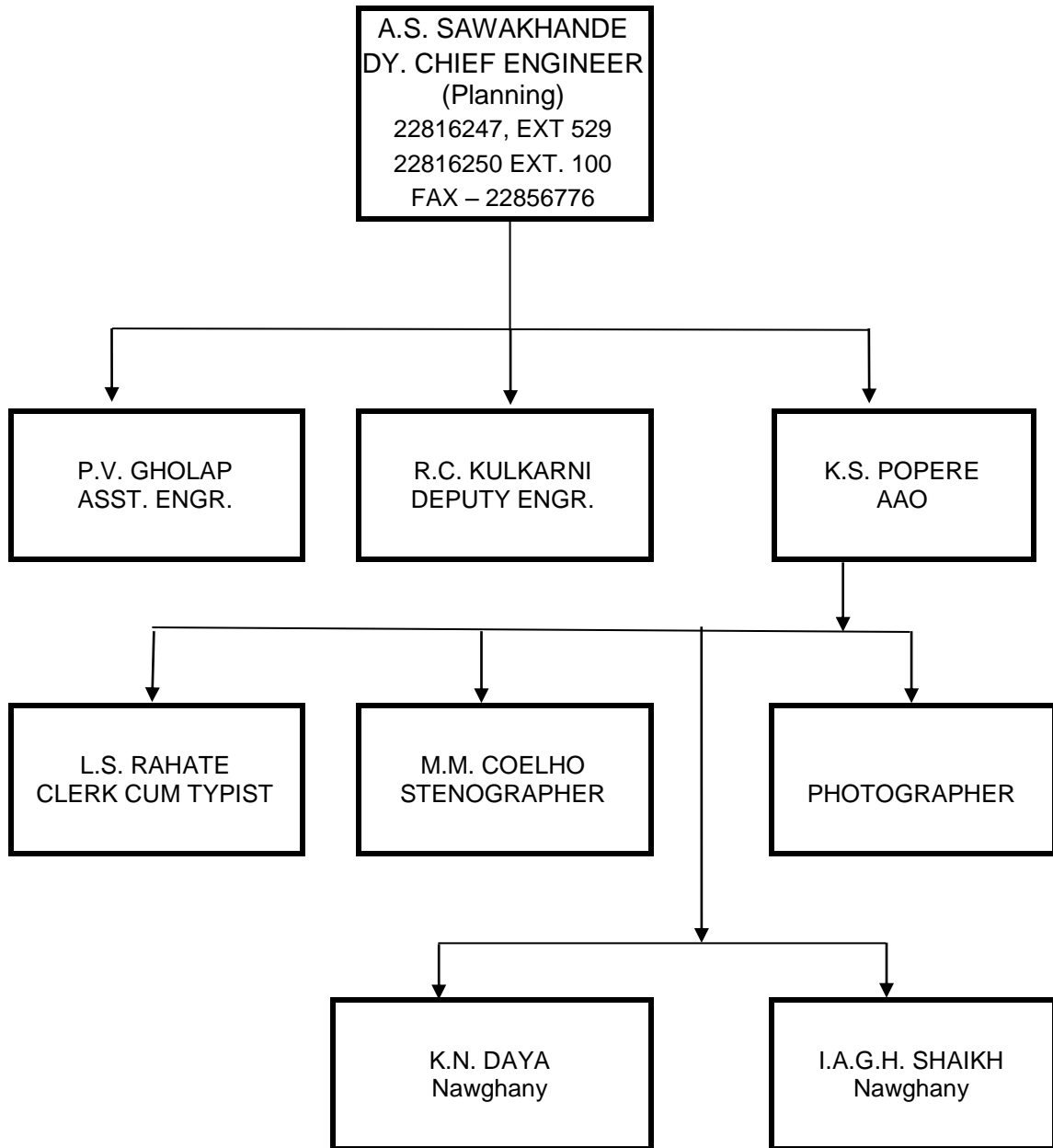
<b>Name of the department</b>	<b>:</b>	<b>Dy. Chief Engineer Planning's Office</b> (DCEPL's Office)
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### **The functions of duties of DCEPL's Office :-**

The department of Deputy Chief Engineer (Planning) Establishment has been created vide MIC No. 1-B dtd. 20.11.1998 and C.R. No. 583 dtd. 07.01.1999. Presently the department of Planning Network (North), Planning Network (South) and Project are functioning under the control of Deputy Chief Engineer (Planning).

The organisational set up of the DCEPL's Office is as shown below :

**ORGANISATION CHART OF DEPUTY CHIEF ENGINEER (PLANNING) OFFICE**



#### **4 (1) (b) (ii) The Powers and Duties of Officers and employees :-**

The sanctioned post of each category, i.e. Technical and Administrative under the DCEPL's Estb. is as given below :

Sr. No.	Designation	Grade	Scheduled & Sanctioned Strength	On roll staff
1	Dy. Chief Engineer (Planning)	A-2	1	1
2	Assistant Engineer	A-5	1	1
3	Deputy Engineer	G/GVI	1	1
4	Assistant Administration Officer	AG/VIII	1	1
5	Stenographer	AG/V	1	1
6	Clerk-cum-Typist	AG/V	1	1
7	Photographer **	GG/III	1	-
8	Sepoy	A/GI	1	-
9	Nawghany *	P1/T1	-	2

\* On loan to DCEPL's Office

\*\* Vacant

#### **(1) Dy. Chief Engineer (Planning) – Grade - A-2, 1 Post (Rs.17055/- to Rs.36155/-)**

The Deputy Chief Engineer (Planning) is responsible to the Chief Engineer for guiding and reporting of activities of the Planning Network (N), Planning Network (S) and Project Department for the co-ordination with these departments. He is also responsible for the development activities which cannot be specifically enumerated or which do not fall under the purview of these departments.

Generally, his work shall consist of keeping abreast with the latest trends, direction of development, research activity, the technological and other developments so as to be able to foresee and be prepared well in advance for directing and guiding the activities of research and development and planning of the system; planning of the organization.

#### **Powers of Deputy Chief Engineer (Planning) :-**

- 1) DCEPL is the trade test Panel Chairman for the post of Drawing Office Incharge, Chief Draughtsman, Junior Engineer and Sub-Engineer. He has to conduct test and interview to fill up these vacant posts.

- 2) DCEPL is sanctioning authority for LV & HV cable laying schemes prepared by Planning (Network) Department upto Rs.50 lacs in each capital schemes.
- 3) DCEPL is the authority for sanctioning of LV & HV cable laying schemes prepared by O & M Department upto Rs.20 lacs in each capital schemes.
- 4) DCEPL is also the authority for sanctioning/approving of all obligatory jobs such as shifting / diversion of cables, shifting / removal of pillars, commissioning and dismantling of temporary DSS, replacement of transformers and ADPs with higher size, installation of additional transformer etc. for releasing temporary supply on chargeable basis.
- 5) DCEPL is the Appellate Authority for RTI appeals received pertaining to Planning Network and Project Department.

**Duties and responsibilities of Dy. Chief Engineer (Planning) :-**

The following specific duties and responsibilities do not delimit his scope of activities, but are given as an outline of functions.

- 1) DCEPL is the BPO of technical loss analysis section of AMR Project.
- 2) DCEPL is the participating member for Grid Co-ordination Committee Meetings.
- 3) DCEPL is the member of DSM Implementation Committee.
- 4) DCEPL shall ensure the forecasting of loads on the network, and the anticipated developments trends in BEST's licensee area etc.
- 5) Guidance to prepare the master-plan for design of economical and efficient, safe and reliable power system.
- 6) ensuring the adoption of correct procedures for technical designs of the supply system, particularly the receiving stations, and the norms for routine planning of sub-stations and extension of the supply system.
- 7) sanctioning of schemes and to guide and direct studies for modernization of the distribution system and equipment used therein.
- 8) To evaluate performance and fill up the confidential reports of Officers in DCEPL's establishment.
- 9) To monitor the capital expenditure incurred vis-à-vis the budget grant under separate schemes of budget heads (capital) to curtail the expenditure.

**(2) Powers and Duties of Assistant Engineer :-**

**Assistant Engineer : Grade - A-5, 1 Post (Rs. 12165/- to Rs.28100/-)**

Assistant Engineer is responsible for reporting to the Dy. Chief Engineer (Planning) for the specific duties allotted to him.

His duties are to,

- 1) assist DCEPL to put up various proposals for obtaining Managements sanction.
- 2) study the various regulations/orders issued by MERC as per requirement.
- 3) assist DCEPL for making correspondence with STU, SLDC, CEA, Planning Commission and other government agencies/utillites.
- 4) attend various meetings with DCEPL with relevant papers.

- 5) monitor progress of NOC cases in consultation with DEPLN(N/S) and DEPRO.
- 6) prepare DPRs and reply to queries raised by MERC under guidance of DCEPL.

**(3) Powers and Duties of Deputy Engineer :  
Deputy Engineer : Grade - GGVI, 1 Post (Rs.10640/- to Rs.24465/-)**

The post of Dy. Engr. has been allocated to assist DCEPL in his routine technical work. He shall,

- 1) arrange to submit various DPRs, proposals to MERC and other Utilities.
- 2) follow up with Executing Departments for monitoring Capex Reports.
- 3) follow up with DEPRO, DEPL(N/S) to monitor the progress of important NOC cases.
- 4) assist to prepare DPRs and monitoring thereof with Assistant Engineer.
- 5) check and follow up that the various monthly reports, administrative reports are submitted by department in time.
- 6) scrutinize the various schemes such as commissioning of new sub-station, diversion of cables, shifting of ADP, remodelling of existing DSS etc. which are received at DCEPL's Office for approval and sanction and maintain the register for cable laying schemes.
- 7) file the important technical papers in proper manner.

**(4) Powers and Duties of Asst. Administrative Officer :  
Asst. Administrative Officer : Grade – AGVIII. 1 Post  
(Rs. 11500/-to Rs.20825/-)**

The Asst. Administrative Officer (AAO) is responsible for all administrative works related to DCEPL's Office. The duties of AAO are as below:

- 1) AAO shall supervise the work of the subordinate staff, i.e. Clerk, Steno etc. working in the department.
- 2) Keeping control on organizational matters pertaining to the department.
- 3) Prepare budget estimates and administrative reports for department.
- 4) Dealing with staff matters and maintaining staff records such as staff files and other confidential files.
- 5) Initiate and follow up of procurement of various stationery requirements such as office equipments, furniture etc.
- 6) Replying to various audit queries.
- 7) Maintaining general upkeep and cleanliness of the department.
- 8) Verification of bills, follow up final dues of separated employees.
- 9) To prepare various types of draft notes for Management sanction.
- 10) Maintaining of confidential files, records, papers etc.
- 11) To ensure discipline amongst the staff working under him.
- 12) AAO has to collect and compile staff attendance position for the Bandh/ Strike/Morcha days from the various departments under DCEPL and forward the information to Adm. Manager (Electric Supply) Office.
- 13) Display various scheduled meetings on board and remind to DCEPL.
- 14) Maintaining daily attendance of Staff and Officers.
- 15) Preparing MOM of RTI Appeal Hearing and correspondences.

**(5) Duties of Stenographer :**  
**Stenographer : Grade - AGV, 1 Post (Rs.6305/- to Rs.15785 /-)**

The duties of stenographer are as below:

- 1) To take dictations from DCEPL and transcribing it .
- 2) To prepare monthly, quarterly, annual administrative reports.
- 3) To check emails daily and take print outs of the same.

**(6) Duties of Clerk-cum-Typist :**  
**Clerk cum Typist : Grade - AGV, 1 Post (Rs.6305/- to Rs.15785 /-)**

At present, one Clerk-cum-Typist is looking after the administrative work in DCEPL's Establishment. He/She is fully utilised in various activities of,

- 1) Looking after the despatch work in respect of inward/outward registers, correspondence registers.
- 2) Preparing stationary requisitions, gate passes.
- 3) To put up Purchase Forms and maintain PF register thereof.
- 4) Preparing proposals in respect of briefcase, keeping records of bills towards briefcase, maintaining of clothing card, periodical statements in respect of various diaries, information regarding Officers such as address, telephone nos. to be incorporated in the diaries.
- 5) Maintain the various administrative registers such as Petrol requisition register.
- 6) Updating leave records of Staff and Officers. Preparing Absentee Memo of 'A' & 'B' Grade Officers.
- 7) Proper filing of papers, notes and various administrative orders.
- 8) Preparation of monthly/quarterly/annual administrative reports.
- 9) Other miscellaneous work such as typing and printing notes, drafts of the department.
- 10) Preparation of various types of bills, preparing requisition for indenting monthly stationary, recoument and subsequent work.
- 11) To assist AAO in preparing Capital/Revenue Budget estimates and administrative reports.
- 12) Preparation of deputation bills, J.E. bills and follow up thereof.
- 13) Maintaining inventory of computer hardware of the department.

**(7) Duties of Photographer :**  
**Photographer : Grade – G/GIII. 1 Post (Rs.7180/- to Rs.17690/-)**

There is only one post of photographer in Electric Supply Branch. He is fully utilised in various activities of,

- 1) Taking photographs at retiree functions of employees of Electric Supply Branch.
- 2) Taking photographs of various functions held in Undertaking such as National Safety Week, Inauguration of new Receiving Substation, Zonal Control Centres etc.

- 3) Taking photographs of various equipments/cable faults at various sites for investigation purpose or for office record.
- 4) Other miscellaneous works related to photography entrusted by the Management such as taking photos of employees for identity cards.

**(8) Duties of Sepoy :**

At present , the post of Sepoy is vacant from 12.09.2003 and two nos of Nawghanies are working in DCEPL's Office instead.

**Duties of Nawghany : Grade - P1/T1**

- 1) Assisting Dy.E/A.E. during outdoor site visits at RSS,DSS etc.
- 2) Cleaning and dusting Office furniture.
- 3) Carry the despatch to the departments located in the Head Office and various other Offices.
- 4) Opening and Closing the department on time.
- 5) Attending the call bells of the DCEPL's cabin.
- 6) Bringing the material/stationary from Stores.
- 7) Assisting the clerk to file the papers.
- 8) Taking out reference files from the cabinets/cupboards and keeping them back.
- 9) Collecting and distributing internal papers from the tray.

**Section 4(1) (b) (iii) - The Procedure followed in the decision making process, including channels of supervision and accountability :-**

- 1) Asst. Administrative Officer supervise the work of subordinate staff working in the department and keeps control on administrative matters pertaining to the department.
- 2) Assistant Engineer helps DCEPL to put up various proposals/notes for obtaining Management sanction.
- 3) DCEPL has overall control on Officers and Staff working under DCEPL's establishment.
- 4) Proposals for Managements approval are put up by DCEPL through Chief Engineer (Planning)/Asst. General Manager (ES)/Dy. General Manager (ES)/ General Manager.

**Section 4(1) (b) (iv) - The norms set for the discharge of its functions :-**

- 1 DCEPL is responsible authority for sanctioning of LV & HV cable laying schemes prepared by Planning (Network) Department **upto Rs.50 lacs** in each capital schemes.
- 2 DCEPL is responsible authority for sanctioning of LV & HV cable laying schemes prepared by O & M Department **upto Rs.20 lacs** in each capital schemes.



**Section 4(1) (b) (v) - The rules, regulations, instructions, manuals and records held by DCEPL's Office or under its control or used by its employees for discharging its functions :**

Various Office Orders, Procedure Orders and Administrative Orders as issued by Management from time to time are used and adhered to by the Employees for discharging the important functions of the department.

**Section 4(1) (b) (vi) - The statement of the categories of documents that are held by DCEPL's Office or under its Control :-**

Following are categories of documents in filing records of DCEPL's Office :

- a) Administrative files.
- b) Technical files / Subject study / Correspondence
- c) MERC related files
- d) Service Record files
- e) RTI files & register
- f) Other various registers

**Section 4(1) (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 :-**

For formulation of policies and their implementation affecting the consumer, the directives of MERC are obtained. Public Notices and Public hearing sessions in this regards are held at MERC, World Trade Centre on various petitions filed by BEST Undertaking to the Hon'ble Commission (MERC) wherein the views, suggestions and /or objections of the general public are heard by the Hon'ble Commission.

**Section 4 (1) (b) (viii) - 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 :-**

DCEPL is required to attend the following Committee / Government Meetings :

- a) Grid Co-ordination Meetings conducted by CESTU.
- b) State Advisory Committee / State Co-ordination Forum Meetings.
- c) DSM Implementation Committee Meetings.
- d) MMRDA Meetings etc.

Minutes of above meetings are not open to public.

**Section 4(1) (b) (ix) - A directory of Officers and employees :-**

The directory of Officers & staff of DCEPL's Office (as on 01.09.2017) is as below

Sr. No.	Name of Officer/Staff	Designation	Grade	Ch.No.	P.S.No.
1	Shri A.S. Sawakhande	Dy. Chief Engineer (Planning)	A-2	211969	110/01
2	Shri P.V. Gholap	Assistant Engr.	A-5	215172	110/01
3	Shri R.C. Kulkarni	Dy. Engr.	GGVI	215359	110/01
4	Smt. K.S. Popere	AAO	AGVIII	217331	110/01
5	Kum. L.S. Rahate	Supervisor (P)	AGVII	214091	110/01
6	Smt. M.M. Coelho	Sr. Steno(P)	AGVII	215858	122/01
7	Shri K.N. Daya	Nawghany	P1/T1	412326	428/09
8	Shri I.A.G.H. Shaikh	Nawghany	P1/T1	413012	430/02

**Section 4(1) (b) (x) - The monthly remuneration received by each of its Officers and employees including the system of compensation as provided in its regulations :-**

The directory of Officers and staff of DCEPL's Office alongwith their monthly remuneration (as on 01.09.2017) is given below :

Sr. No.	Title	Name of Officer/ Staff	Design-ation	Basic Pay as on Jul'13 (Rs.)	Monthly remuneration (Basic+ D.A.+ HRA + Other Allowances) (Rs.)
1		Shri A.S. Sawakhande	Dy. Chief Engineer (Planning)	34,225/-	96,596/-
2		Shri P.V. Gholap	Assistant Engr.		67423/-
3		Shri R.C. Kulkarni	Dy. Engr.	15,555/-	54,547/-
4		Smt. K.S. Popere	AAO	11,930/-	34,538/-
5		Kum. L.S. Rahate	Supervisor (P)	13,815/-	38,458/-
6		Smt. M.M. Coelho	Sr. Steno(P)	13,355/-	37,414/-
7		Shri K.N. Daya	Nawghany	8,875/-	26,208/-
8		Shri I.A.G.H. Shaikh	Nawghany	8,875/-	26,203/-

**Section 4(1) (b) (xi) -The budget allocated to DCEPL's Establishment agencies indicating the particulars of all plans, proposed expenditure and reports on disbursements made :**

Presently, all activities of DCEPL's establishment are carried out by

inhouse staff and officers and no outside agency is entrusted. However, to meet miscellaneous expenditure Rs.2000/- imprest cash is maintained in DCEPL's Office.

**Section 4(1) (b) (xii) - The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes.**

No such programmes are executed by DCEPL Office.

**Section 4(1) (b) (xiii) - The particulars of recipients of concessions, permits or authorisations granted by DCEPL's Office.**

No such concessions, permits or authorisations are granted by DCEPL Office.

**Section 4(1) (b) (xiv)- Details in respect of the information, available to or held by DCEPL's Office, reduced in an electronic form :-**

The information in respect of the DCEPL's Office through this manual is being made available in the electronic form on the website viz. [www.bestundertaking.com](http://www.bestundertaking.com).

**Section 4(1) (b) (xv) -The particulars of facilities available to citizen for obtaining information, including the working hours of a library or reading room if maintained for public use :**

The particulars of facilities available to citizen for obtaining information is being made available in electronic form on the website of BEST Undertaking viz. [www.bestundertaking.com](http://www.bestundertaking.com). No separate library/reading room is maintained.

**Section 4(1) (b) (xvi) -The names, designations and other particulars of the Public Information Officers.**

The information of Public Information Officer and Appellate Authority is as follows :

Shri A.S. Sawakhande (Dy. Chief Engineer, Planning) is **Appellate Authority** for the matters related to Planning Network, Project, Planning (Materials), DECA, DSM, MTS departments.

Shri A.A. Bhide (Divisional Engineer Planning Network (North) – **P.I.O.**

Shri K.Pavithran (Divisional Engineer Planning Network (South) – **P.I.O**

Shri S.Y. Gaikwad (Divisional Engineer Project) – **P.I.O**

Smt. S.A. Rege (Divisional Engineer - Materials) – **P.I.O**

Shri A.R. Talegaonkar (Divisional Engineer – MTS) – **P.I.O**

**Section 4(1) (b) (xvii) - Such other information as may be prescribed :-**

Information of staff and officers under DCEPL's establishment furnished above is as on 01.09.2017 and will be updated every year.

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