

MANUAL OF
ELECTRIC
SUPPLY
OFFICE
B.E.S.& T. UNDERTAKING

Information under section 4 of Chapter II of Right to Information Act, 2005

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

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

The particulars of department :-

Name of the department	Electric Supply Office
Address	DGM(ES) Office, 1st Floor, BEST Bhavan, BEST Marg, Colaba, Mumbai 400 001
Contact No.(Tel.)	22856262 Ext. 501, 510

The function and duties of department :-

The Electric Supply Office is dealing with all the establishment and administrative matters.

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

Sr.No.	Designation	Grade	No. of posts
1	Deputy General Manager(ES)	A(Spl.)	1
2	Asst.General Manager(ES)	A-1(Sr.)	1
3	Superintendent	A-4	1
4	Administrative Manager	A-4	1
5	Asst.Engineer	A-5	2
6	Asst.Administrative Manager	A-5	1
7	Sub Engineer	G/GV	1
8	Deputy Labour Officer	A/GX	1
9	Sr.Administrative Officer	A/GX	1
10	Administrative Officer(ES)	A/GIX	1
11	Administrative Officer(ES)	A/GIX	1
12	Personal Assistant to DGM(ES)	A/GIX	1
13	Personal Assistant to AGM(ES)	A/GVIII	1
14	Asst.Adm.Officer	A/GVIII	3
15	Supervisor	A/GVII	3
16	Clerk	A/GV	7
17	Stenographer	A/GV	3
18	Sepoy	A/GI	1
	Total.....		31

1. **The powers and duties of Deputy General Manager(Electric Supply):-**

The Deputy General Manager(Electric Supply) is overall incharge of the Electric Supply Branch.

His functions and responsibilities are as under :-

- i) Develop electrical energy distribution network and implement the same for providing electric supply to the city of Mumbai
- ii) He is responsible for Planning and Development of Distribution of Electrical Energy taking into account the present and future electricity load and implementation thereof.
- iii) He is required to forecast the requirement of distribution system network and prepare necessary scheme/plans for establishing new Receiving Stations, New Substations, laying of cables for augmenting Distribution System High Voltage and Low Voltage Network.
- iv) He is responsible for maintaining the continuous electric supply so also carrying out preventive maintenance and attending to breakdowns of the equipment installed in Receiving Stations and Substations and cables.
- v) He is required to take final decisions regarding matters pertaining to planning of routine and development schemes and other jobs under his control.
- vi) He is responsible for preparing proposals for variation/revision of electric supply tariffs and put up to the Management for consideration.
- vii) He is required to initiate schemes for improvement in electricity distribution, modernization, standardization, planning major projects, etc.
- viii) Any other duties that may be assigned by the General Manager from time to time.

2. **The powers and duties of Assistant General Manager(Electric Supply):-**

The Asst.General Manager(Electric Supply) is second incharge of the Electric Supply Branch. He assists Deputy General Manager(Electric Supply) in the working of Electric Supply Branch.

3. **The powers and duties of Superintendent/Assistant Engineer**

He assists DGM(ES) and AGM(ES) in all the technical matters pertaining to working of Electric Supply Branch in respect of scrutiny of files, collection of data, draft reply to outside parties, draft reply to Star Question asked in Assembly, reply to VIP Letters and

correspondence of DGM(ES)/AGM(ES). He has also to attend consumers/suppliers/manufacturers on behalf of DGM(ES)/AGM(ES).

4. **The powers and duties of Administrative Manager(Electric Supply):-**

- i) AM(ES) is an overall incharge of the Establishment and administrative matters of Electric Supply Branch.
- ii) The AM(ES) shall instruct as well as give guidelines to the officers in connection with various types of work of Electric Supply Branch.
- iii) To supervise the work of all officers/staff of AMES/Dy.LOES Office.
- iv) To work as an Appellate Authority in the appeal cases received under RTI Act
- v) To recommend and offer comments in the Letter of Approach cases
- vi) To give advice/suggestion in labour/Legal cases and Union matters
- vii) Sanctioning the leave to AAM(ES)
- viii) Attending and giving suitable reply to the letters received from VIP i.e. MLA, MP, MLC, etc.
- ix) To conduct the meeting with other officers/staff in different issue of Electric Supply Branch
- x) To coordinate with the various departments such as Personnel, Audit, Time Keeping, for redressal of the grievances of the officers/staff member, resolve the queries, follow up for filling in the posts, promotions, payments, etc.
- xi) To check all eoffice files/receipts and put up reply
- xii) To submit ACRs' of Officers of AMES Office.
- xiii) To check all emails and give reply, if required
- xiv) To see the work related with Court Cases, if any
- xv) To work and follow the instructions received from AGM(ES) Office/Personnel Department, if any
- xvi) Any other work assigned by superiors.

5. **The powers and duties of Asst.Administrative Manager(Electric Supply).**

- i) To work as an Appellate Authority in the chargesheet cases conducted by Dy.LOES & Sr.AOES.
- ii) To take action after obtaining approval of DGM(ES)/AGM(ES), AMES like preparing notes/Circulars etc.

- iii) To look after the Imprest Cash, recoupment of bills
- iv) To attend Joint Safety Committee meetings
- v) To act as a Public Information Officer under RTI Act
- vi) To sanction leave of Dy.LO(ES), Sr.AOES, AOES, AAOES, AAO(Budget)
- vii) To attend the work of AM(ES) in his absence
- viii) To take fact finding hearing cases of officers/staff (not covered under Workmen's Compensation Act, ESI Scheme and Social Security Scheme) while injured on duty
- ix) Work related to annual medical examination of eligible employees of Electric Supply Branch under Maharashtra Factories Act, 1948 by coordinating with related departments.
- x) Collector's Office – Lokshahi Din meeting.
- xi) Submission of written statement/Affidavit in Labour Court/, Industrial Court Bandra, High Court in relation to dismissal cases of delinquent employees.
- xii) To give comments on unfair labour practice cases filed in the Labour Court and attending Labour Court for affidavit/Management witness etc.
- xiii) Any other work assigned by AMES

6. The powers and duties of Sub Engineer

He assists Superintendent and Assistant Engineers in all the technical matters pertaining to working of Electric Supply Branch.

7. The powers and duties of Dy.Labour Officer(Electric Supply).

- i) Conduct departmental enquiry against officers and staff members of Electric Supply Branch.
- ii) To prepare MIS statement of summary/ chargesheet cases
- iii) Sanctioning the leave of staff working under him
- iv) Any other work assigned by superiors

8. The powers and duties of Sr.Administrative Officer.

- i) To conduct departmental enquiry against the officers and staff members of Electric Supply Branch for cases specifically delegated by the General Manager.
- ii) To look after BEST Staff Family Welfare Fund of Electric Supply Branch
- iii) To supervise the work of AO(Est.), AAO(Budget), AAO(Est.), etc.

- iv) Sanctioning of leave of AAO(P)/Supervisors and all staff members.
- v) Scrutiny of overtime proposals of departments of Electric Supply Branch.
- vi) Follow up of transfer IDs with departments and submit report to AMES/DGM(ES)
- vii) Maintaining waiting list for transfers of staff members of Electric Supply Branch.
- viii) Any other work assigned by AM(ES) & AAM(ES)

9. Personal Assistant to Dy.General Manager(ES)/Assistant General Manager(ES)

- i) To assist AGM(ES)/DGM(ES) in Establishment/Administrative matters.
- ii) To coordinate with various departments of the Undertaking to guide the consumers in resolving their queries, keep follow up of files etc.
- iii) Scrutiny and checking of proposals – highlighting the contents of the proposal.
- iv) To maintain records/files/documents relevant for AGM(ES)/DGM(ES) day to day work.
- v) Arrange meetings and intimate all concerned as directed by AGM(ES)/DGM(ES).
- vi) To check emails and give replies.
- vii) To give appointments to visitors viz consumers, executives/representatives of Supplier, Government officials etc. after finding out the details, nature of business etc.
- viii) To attend to consumer grievances on phone.
- ix) To supervise the administrative staff working under them
- x) Maintaining the imprest cash of AGM(ES) and DGM(ES) Office
- xi) Any other work assigned by AGM(ES)/DGM(ES) and other officers..

10(A). Administrative Officer(Establishment)

- i) Putting up various proposal related to establishment matter for administrative sanctions.
- ii) Replying notes put up by various heads of the department in respect of staff matters, establishment etc.
- iii) providing information to Personnel Department and other department of the Undertaking.
- iv) Scrutiny of various proposals initiated by DCE(HR&S), DETIE.
- v) Preparation of proposals for variation of establishment schedule.

- vi) Looking after the administrative work of ESO which includes the offices of DGM(ES), AGM(ES), Chief Engr., AMES and Dy.LO(ES)
- vii) Scrutiny of work of allotment of Officer/Staff Quarters under E.S.B.reserve quota
- viii) Collecting various information from the Dept/Divns. as and when required.
- ix) Proposals for grant of withheld annual increment of "A" Grade officers
- x) To supervise the work of AAO(Est.), AAO(P)(Est.), Supervisor(Est.)
- xi) Scrutiny of acting proposal in respect of leave/superannuation/promotion vacancy initiated by various departments of Electric Supply Branch.
- xii) To look after the work related to BEST Staff Family Welfare Fund of Electric Supply Branch
- xiii) Sanctioning of leave of AAO(P)/Supervisors and all staff members.
- xiv) Follow up of transfer IDs with departments and submit report to AMES/DGM(ES)
- xv) Maintaining waiting list for transfers of staff members of Electric Supply Branch.
- xvi) Any other work assigned by superiors

10(B). Asst.Administrative Officer(Establishment)

- i) Scrutiny of proposals pertaining to acting/combination of appointments, leave without pay, accident compensation, resignations, VRS under 11.3., leave, CL payment files, and other subjects. etc.
- ii) M.V.Drivers posting in fair season and monsoon season
- iii) Checking of attendance and payment of Casual Labours and queries, difference payment.
- iv) Biometric System program – Checking/verification, CTAS attendance.
- v) Maintaining Register of taking over of duties of all staff members of Electric Supply Branch.
- vi) Assisting Asst.Officer(ES) for preparation of variation in Establishment Schedule of ` Electric Supply Office, Colaba.
- vii) Checking the work of revalidation of various posts of Electric Supply Branch.
- viii) Checking of seniority list, vacancy statement
- ix) Recommendation of leave of members of staff
- x) To make substitute arrangement during the leave period of sepoys, if required
- xi) Checking of Absentee memo of "A" & "B" Grade Officers
- xii) Checking of work related to BEST Din celebration.
- xiii) updating list of "B" Grade Officers

- xiv) Yearly statement of TIE department and details of man power and _____ statement
- xv) Rectifying queries of Audit Department, Time Keeping Department, Account Department, PF Department and other departments of Electric Supply Branch
- xvii) To collect data from other departments and compiling the same as per the departments requirements.
- xviii) Attending meeting with superiors and as per the senior instructions acting on the decision taken in the meeting.
- xix) Attending other incidental emergency work like CL attendance, attendance of staff during strike period
- xx) Any other work assigned by superiors

10(C). Asst.Administrative Officer(Budget)

- i) Budget preparation – Preparation of First Charge, Revised Estimates and Budget Estimates of Furniture and Office Equipments, Tools and Equipments of Electric Supply Branch. Further, preparation of Revenue Budget of Electric Supply Office, Colaba.
- ii) Keeping control of proposals of furniture and office equipment and tools and equipment of capital budget of E.S.B
- iii) All budgetary proposals are routed through AMES. These proposals are to be scrutinized with respect to the route for management sanction, whether sanction form is filled up properly, if not get it filled from respective dept. etc. passing necessary remarks with respect of the budget provision
- iv) Preparation of capital work budget pertaining to furniture and office equipment and tools and equipment for revised budget and of next year's budget. Also preparation of performance budget of furniture and office equipment and tools and equipment of capital nature
- v) To collect actual expenditure of furniture and office equipment and tools and equipments of capital budget, find out which items are in process of procurement and check whether information given by departments corroborates.
- vi) To submit capital and revenue budget of electrical works dept for GM's sanction.
- vii) BEST Diary (information regarding A-3 and above grade officers' names, design., tel. no. etc.

- viii) Replies to Audit and Accounts queries connected to Budget work – regarding furniture and office equipments, tools and equipments (Budget Account Code 8102 and 8109).
- ix) Attending office file pertaining to various sections
- x) Any other work specially allotted by superiors

11(A). The duties and responsibilities of Supervisor(Establishment)

- i) Sending Employment Exchange forms to Panel Chairman of Electric Supply Branch for collecting information regarding On Roll Male/Female employees and vacancies accrued during the quarter & Submitting quarterly consolidated report of all members of staff of Electric Supply Branch to Ass.Admin.Manager (Time Keeping)
- iii) Collecting monthly vacancy information from all the Depts. of Electric Supply Branch. (A&B Grade Officers)
- iii) Confirm the vacancies of A & B Grade Officers of Electric Supply Branch with Time Keeping Dept. and Personnel Dept.
- iv) Maintaining the seniority list of “A” &”B” Grade officers of Electric Supply Branch.
- v) Following up proposals related to Establishment Matters with Audit Dept. and Personnel Dept.
- vi) Preparing proposals of promotions/ transfers / posting of `A` & `B` Grade Officers for approval of DGM(ES)/Chief Engineers as the case may be.
- vii) To send vacancy requisition of “A” Grade officers to Personnel Dept and follow up
- viii) ‘Taking over Duty’ – preparing notes of “A” Grade Officers and administrative staff of Electric Supply Office
- ix) Following up for confirmation of “A” Grade Officers of Electric Supply Branch and intimation to Audit Department.
- x) To initiate the acting/combination proposals of Officers of Electric Supply Office for approval of the Management.
- xi) To prepare grant of increment proposals of ‘A’ Grade Officers of Electric Supply Branch.
- xii) Collect / compile the attendance of staff during strike/stoppage of work and inform Personnel Department.
- xiii) Transfer ID follow up regarding relieving of staff and officer
- xiv) Any other work specifically allotted by superior

11(B). The duties and responsibilities of Supervisors

- i) Work pertaining to payment of incentive bonus to all eligible staff members.
- ii) Work pertaining to Union matters
- iii) Maintenance of attendance register and entry of attendance and allowances in Web based program.
- iv) Preparation of papers/files of Joint Committee and Joint Safety Committee meeting - periodical.
- v) Maintaining Imprest cash of DGM(ES)/AGM(ES).
- vi) Preparing all types of bill vouchers for payment/ disbursement
- vii) Verification of registration of motor car/scooters
- viii) Issuance of Bus Pass/RFID Cards.
- ix) Superannuation Letter
- x) Service Termination Slips
- xi) Purchase of sundry non-stock items from Imprest Cash.
- xii) Preparing proposals pertaining to purchase of capital and revenue items, scrapping and replacement of items.
- xiii) Maintaining Service Record Files
- xiv) Maintaining inventory register
- xv) Resolve all computer complaints of Electric Supply Office, Colaba by coordinating with concerned computer repairing agencies
- xvi) Any other work assigned by superiors.

11(C). The duties and responsibilities of Supervisor

- i) Compiling ACRs of A&B Grade offices of ESB and sending it to GM/Dy.CPM office after completion in all respects.
- ii) Preparing vacancy statement of ESO Establishment
- iii) Preparing, compiling monthly On Roll/Vacancy statement of permanent and temporary staff.
- iv) To initiate proposals for administrative sanction of revalidation of posts
- v) Compiling and forwarding the post abolished as per BCRs to Time Keeping Department and Budget Department.

- vi) To collect data from other department of Electric Supply Branch and compiling as per requirement.
- vii) Collecting data of employees/officers who are undergoing departmental enquiries in Electric Supply Branch.
- viii) Scrutiny of Time Bound Promotion Cases of employees of Electric Supply Branch.
- ix) Work related to election duty
- x) Compilation of Attendance information from various Establishments of Electric Supply Branch during Strike period.
- xi) Work related to Trade Test
- xii) Any other work assigned by the superiors

12(A). The duties and responsibilities of Clerk.

- i) Family Welfare Fund – financial assistance to the legal heirs of the deceased employee, maintaining register and form thereof
- ii) The work of financial assistance for the purchase of books/note books to the member of staff having school going children studying in 1st to 12th standard
- iii) To maintain the stationery required for AGM(ES)/DGM(ES)/AMES Office by sending material requisition.
- iv) To initiate purchase forms for procurement of items required for AGM(ES)/DGM(ES)/AMES Office
- v) Monthly report of deputation of officers
- vi) To look after the medical reimbursement of staff members of E.S.B.
- vii) To submit MIS of VIP Letters pertain to staff of the Undertaking and consumers related letters received from VIPs to follow up with divisions/wards
- viii) GST Monthly Statement
- ix) Exception report of various allowance, take out xerox and forward to concern division as per paysheet no.
- x) Prepare all types of bill voucher for payment/disbursement.
- xi) Festival advance to members of staff
- xii) Any other work assigned by superiors

12(B). The duties and responsibilities of Clerk

- i) To maintain register of RTI Application received from various individuals/ Union Representative etc. and collect the information from various departments which is voluminous and consolidate all reply and prepare the draft reply of that R.T.I. Applications and their Appeals .
- ii) To look after the work of BEST Din, Silver Medal, Wrist Watch, and allied work.
- iii) The work of allotting the Staff and Officers quarters under E.S.B.Reserve Quota
- iv) To initiate proposal for National Safety Calendar and Diaries and its distribution
- v) Collecting information/data in respect of monthly Loksahahi Din and preparing consolidated statement of all departments of Electric Supply Branch
- vi) Work related to Scholarship to the Wards of all staff members & officers of Electric Supply Branch.
- vii) Collecting information/data in respect of BEST Diaries, Calendar, Foolscap Diary and prepare consolidated statements of Electric Supply Branch.
- viii)Collecting information/data in respect of yearly RTI
- ix) Any other work assigned by the superiors

12(C) The duties and responsibilities of Clerk.

- i) Work pertaining to Caste Verification
- ii) Work related to E-office, forwarding applications and follow up of digital signatures for E-office
- iii) Assisting AO(Budget), AO(Establishment), AAO(P)(General)
- iv) Work related to establishment matters as per the specific instructions of AMES.
- v) Any other work assigned by superiors.

12(D). The duties and responsibilities of Clerk.

- i) Dispatch & Filing
- ii) Scrutiny of time bound promotion cases/files of "B" Grade Officers.
- iii) Maintaining leave register of staff/officers
- iv) Maintaining important files, registers and circulars, procedure orders, Adm.orders etc.
- v) Any other work specifically allotted by superiors.

12(E). The duties and responsibilities of Clerk.

- i) Handling the dispatch work of AGM(ES) and DGM(ES)'s Office.
- ii) Any other work assigned by the superiors

12(F). The duties and responsibilities of Clerk/Typist

- i) All typing work in English and Marathi
- ii) To work as Clerk whenever asked to
- iii) Typing al Budget statements and proposals
- iv) Eoffice related work
- v) Maintaining Transfer applications File and Statement (Adm. And Tech.)
- vi) Any other work assigned by superiors.

12(G). The duties and responsibilities of Clerk/Typist

- i) To look after the work of Casual Labours' attendance, payment, bonus, PF, ESIC, arrears, etc. of Electric Supply Branch.
- ii) Issue of bus passes/RFID
- iii) All typing work in English and Marathi
- iv) To work as Clerk whenever asked to
- v) E-office related work.
- vi) Any other work assigned by the superiors

12(H). The duties and responsibilities of Clerk

- i) All related work of Charge sheet, Summary enquiry cases and Appeals of entire Electric Supply Branch (i.e. calling staff, time off slips, booking of the case, advices to department, Time Keeping & Audit for implementation of punishment, maintain/make entry in Registers and Service Record Files, other related work).
- ii) To prepare MIS Statement of summary trial, chargesheet cases, 1st and 2nd Appeal cases.
- iii) Regular follow up with the employees and their departments for an early disposal of cases.
- iv) Any other work assigned by the superiors.

12(i). The duties and responsibilities of Clerk/Typist

- i) Preparing drafts of all types of chargesheet and summary trial cases of entire Electric Supply Branch
- ii) Enquiry related typing work such as preparing Chargesheet and summary, booking of the cases, time off slips, maintain both the registers and entries in Service Record files, preparing letters, calling slip, calling letters to employee and outside parties, whenever asked by superiors
- iii) Any other work assigned by superiors

13(A). The duties and responsibilities of Sr.Steno(Marathi)

- i) Typing work of AGM(ES) office and AMES Office alongwith Summary Trial, Charge sheet, Appeal, Fact Finding Cases.
- ii) Any other work assigned by superiors.

13(B). The duties and responsibilities of Sr.Steno(English)

- i) Taking dictation from senior officers and draft the same.
- ii) Day to day Typing work in English
- iii) Any other work assigned by superiors

14(A). The duties and responsibilities of Sepoy

- i) Carrying dispatch files/papers, cleaning of table, chairs
- ii) Xeroxing of documents, bringing stationery, calendar etc.
- iii) Any other work allotted by the superiors including outdoor jobs

4.(b)(iii) : the procedure followed in the decision making process, including channels of supervision and accountability :- Not applicable.

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

Circulars, procedure order, administrative order, standing order, service regulations and orders issued by time to time.

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

Circulars, procedure order, administrative order, standing order, service regulations and orders issued by time to time.

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

Staff Record Files of officers and staff members of AMES Office.

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, committee and other bodies consisting of two or more person constituted as its part or for the purpose of its advice and to whether meetings 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) : a directory of its officers and employees (including on loan) :-

Sr.No.	Name of the officers/ staff	Designation	Grade	Ch.No.	P.S.No. of November 2022
1	Vacant	Dy.Gen. Manager(ES)	A(Spl.)		101/01
2	N.M. Herlekar	Asst.Gen.Manager(ES)	A-1(Sr.)	212980	101/01
3	J.M. Lande	Superintendent	A-4	215726	101/01
4	H.K.Gophane	Adm.Manager	A-4	213982	101/01
5	S.S. Patil	Asst.Engineer	A-5	216074	101/01
6	Vacant	Asst.Engineer	A-5		
7	Smt. S.S. Darne	Asst.Admn.Manager	A-5	212088	101/01

Sr.No.	Name of the officers/ staff	Designation	Grade	Ch.No.	P.S.No. of November 2022
8	M.H.Vohra	Dy. Engineer	G/GVI	214515	125/03 (On loan to AGM(ES) Office from HVC Deptt.)
9	Vacant	Sub Engineer	G/GV		
10	S.S.Bodke	Dy.Labour Officer	A/GX	214270	101/01
11	H.V. Patankar	Sr.Adm.Officer(ES)	A/GX	212844	101/01
12	P.S. Bangar	Sr.Adm.Officer(ES)	A/GX	214547	138/02 (On loan to AGM(ES) Office)
13	V.J. Gadhari	Adm.Officer(ES)	A/GIX	214400	101/01
14	Vacant	Pers.Asst.to AGM(ES)	A/GIX		
15	Smt. P.V. Raghatwan	AOES	A/GIX	217312	101/01 (On loan to DCEH&RS Department)
16	Vacant	Asst.Adm.Officer	A/GVIII		
17	Vacant	Asst.Adm.Officer	A/GVIII		
18	Vacant	Asst.Adm.Officer	A/GVIII		
19	S.R.Purao	Asst.Adm.Officer	A/GVIII	212686	101/01
20	Smt.P.S.Indulkar	Asst.Adm.Officer(P)	A/GVII	213323	101/01
21	Vacant	Supervisor	A/GVII		
22	J.D.Patil	Supervisor	A/GVII	213664	101/01
23	Smt. J.K. Ravi	Supervisor	A/GVII	214439	138/02 (On loan to AGM(ES) Office)
24	R.R. Pathak	Clerk/Sup.(P)	A/GVII	214407	101/01
25	M.D.Mhadeshwar	Clerk/Sup.(P)	A/GVII	213824	101/01
26	Smt.N.V.Yelve	Clerk/Sup.(P)	A/GVII	214876	101/01
27	Smt.G.G.Gulekar	Clerk-Typist/Sup.(P)	A/GVII	215132	101/01
28	P.J.Parab	Clerk/Sup.(P)	A/GVII	214406	15/01 (On loan to AGM(ES) Office)
29	Smt.S.S.Gurav	Clerk-Typist/Sup.(P)	A/GVII	215326	101/01
30	Smt.S.V.Palav	Clerk-Typist/Sup.(P)	A/GVII	215327	101/01
31	Smt.C.R.Rane	Sr.Steno(P)	A/GVII	212993	101/01
32	P.V. Sawant	Sr.Steno(P)	A/GVII	215138	101/01
33	Smt.S.P.Mhatre	Sr.Steno(P)	A/GVII	215976	101//01 (On loan to CGRF)
34	B.R.Kamble	Clerk/Typist/Sup(P)	A/GVII	217014	101/01
35	M.A. Bhosale	Shop Recorder/Sup(P)	A/GVII	322459	139/02 (On loan to AGM(ES) Office)
36	Smt.V.I.Wagh	Sepoy	A/GI	280897	101/01
37	Smt. K.S. Jadhav	Jamadar (P)	A/GII	280755	139/02 (On loan to AGM(ES) Office)
38	R.N.Sawant	Nawghany	T-1	411892	451/02 (On loan to AGM(ES) office)

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 officers/staff	Designation	Basic Pay + Service increment	Monthly remuneration (Basic+Allowance) (Rs.) (Sept. 2022)
1	AGM(ES)	N.M. Herlekar	Asst.Gen.Manager(ES)	108350+825	159826.12/-
2	Supdt.	J.M. Lande	Superintendent	62100	93990.86/-
3	AMES	H.K.Gophane	Adm.Manager	63500+1350	109925.16/-
4	AE	S.S. Patil	Asst.Engineer	48450	77865.30/-
5	AAMES	S.S.Darne	Asst. Adm.Manager(ES)	63550+395	108562.08/-
6	Dy. Engr.	M.H.Vohra	Dy. Engineer	59150+1250	85875.40/-
7	Dy.LOES	S.S.Bodke	Dy.Labour Officer	56500+1200	79452.40/-
8	Sr.AOES	H.V. Patankar	Sr. Adm. Officer(ES)	54000+355	86082.60/-
9	Sr. AOES	P.S. Bangar	Pers.Asst.to AGM(ES)	54000+1150	87963.85/-
10	AOES	V.J. Gadhari	Adm. Officer (ES)	47950+950	77062.90/-
11	AOES	Smt. P.V. Raghatwan	Adm. Officer (ES)	40850	64746.80/-
12	AAOES	S.R.Purao	Asst.Adm.Officer	51650+ 355	81620.20/-
13	AAO(P)	Smt.P.S.Indulkar	AAO(P)	47150+ 355	73581.60/-
14	Sup.	J.D.Patil	Supervisor	41740+755	64399.50/-
15	Sup.	Smt. J.K. Ravi	Supervisor	42575+785	65669.10/-
16	Sup.(P)	R.R. Pathak	Clerk/Sup.(P)	41740+785	64443.60/-
17	Sup.(P)	M.D.Mhadashwar	Clerk/Sup.(P)	43425+785	66916.80/-
18	Sup.(P)	Smt.N.V.Yelve	Clerk/Sup.(P)	40120+785	62065.50/-
19	Sup.(P)	Smt.G.G.Gulekar	Clerk-Typist/Sup.(P)	39335+770	53110.30/-
20	Sup.(P)	P.J.Parab	Clerk/Sup.(P)	41740+785	64443.60/-
21	Sup.(P)	Smt.S.S.Gurav	Clerk-Typist/Sup.(P)	39335+770	61131.30/-
22	Sup.(P)	Smt.S.V.Palav	Clerk-Typist/Sup.(P)	37810+740	58848.90/-
23	Sr.Steno(P)	Smt.C.R.Rane	Sr.Steno(P)	43425+235	66549.50/-
24	Sr.Steno(P)	P.V. Sawant	Sr.Steno(P)	37810+740	59048.90/-
25	Sr.Steno(P)	Smt.S.P.Mhatre	Sr.Steno(P)	37070	56876.60/-
26	Sup.(P)	B.R.Kamble	Clerk/Typist/Sup(P)	29810	46020.30/-
27	Shop Rec.	M.A. Bhosale	Shop Recorder/Sup(P)	44295+245	70122.77/-
28	Sepoy	Smt.V.I.Wagh	Sepoy	24850	38554.90/-
29	Jamadar (P)	Smt. K.S. Jadhav	Jamadar (P)	31875	48,866.50/-
30	Nawghany	Shri R.N.Sawant	Nawghany	25345	39577.47/-

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

अर्थसंकल्प वाटणी :-

४(ख)(अकरा) - प्रत्येक विभागाकरिता अर्थसंकल्पिय वाटप, सर्व योजनांच्या तपशीलाचे निर्देशक, प्रस्तावित केलेले खर्च आणि सवितरणाच्या बाबतीतील अहवाल							
अर्थसंकल्पिय वाटप - महसूली अर्थसंकल्प (विद्युत पुरवठा)							
S.R. NO		PARTICULARS	A/C CODE	ACTUAL FOR 2019-20	BUDGET ESTIMATE 2020-21	REVISED ESTIMATE 2020-21	BUDGET ESTIMATE 2021-22
अ. क्र.		तपशील	लेखा क्र.	प्रत्यक्ष	अर्थसंकल्पिय अंदाज	सुधारीत अंदाज	अर्थसंकल्पिय अंदाज
१	ए)	Establishment / आस्थापना					
	i)	Salaries Wages / पगार, वेतन भत्ते	1001	128.60	133.29	171.93	935.90
	ii)	Dearness / महागाई भत्ता	1002	87.22	64.31	47.54	860.30
	बी)	Provident Fund Contribution भविष्य निर्वाह निधी वर्गणी	1003	20.57	19.03	19.15	212.40
	सी)	Dead Stock (Furniture, Tools & Equipments) जडसंग्रह (लाकडी सामान, हत्यारे व साधन सामग्री)	1028	0.02	1.00	0.12	0.50
	डी)	Stationery, Printing & Drawing Material लेखन सामग्री, मुद्रण, आरेखन सामग्री	1030	0.46	0.75	0.50	0.50

२०१९-२० (सुधारीत) व २०२०-२१ (अर्थसंकल्पिय) अंदाज - भांडवली अर्थसंकल्प

S.R. NO	PARTICULARS	NO. OF QUANTITY	Rs.	REMARKS
अ.क्र.	तपशील	परिमाण	रूपये	शेरा
				निरंक

The budget allocations :

The plan proposed :-

4.(b)(xii) : the manner of execution of subsidy program, including the amounts allocated and the details of beneficiaries of such programs - Not applicable

4.(b)(xiii) : particular 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 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 citizen for obtaining information including the working hours or a library or reading room, if maintained for public use :-

Not applicable

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

The name of the Public Information Officer for AMES Office is as below :-

Smt. S.S. Darne,
Public Information Officer,
Asst.Administrative Manager(Electric Supply)
BES&T Undertaking, 6th Floor, Multistoried Bldg.,
BEST Marg, Colaba,
Mumbai 400 001.

4.(b)(xvii) : such other information as may be prescribed :- Already explained in 4(b)(i) above.

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