

**INFORMATION OF THE
STREET LIGHTING (CONSTRUCTION)
DIVISION**

B.E.S. & T. UNDERTAKING

**(Under Section 4(1) of Chapter II of the Right to
Information Act, 2005)**

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

Section 4 (b) (i) : Particulars of Street Lighting (Construction) Division Organizations, functions and duties :-

Name of the department	:	Street Lighting (Construction) Division
Address	:	1st floor, Rec. Sub. Stn. Annexe Bldg., P. Thakre Udyan Bus Terminus, Acharya Donde Marg, Sewree, Mumbai - 400 015.
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The functions and duties of Street Lighting (Construction) Division :-

The Street Lighting Construction division designs and executes street lighting schemes regarding provision, shifting and improvement of street lighting as well as providing temporary lighting during festivals on behalf of Municipal Corporation of Greater Mumbai (MCGM). For fulfilling this responsibility the department carries out liaison with municipal authorities / traffic police and other utilities / organizations, procure material through Material Management (MM) Dept. for street lighting system and executes works as per the work order received from MCGM.

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

The sanctioned post of each category i.e. Technical and Administrative under the Street Lighting (Construction) Division is as given below :-

Sr. No.	Designation	On Roll
1	Divisional Engineer	1
2	Superintendent	2
3	Asst. Engineer	3
4	Deputy Engineer	6
5	Sub Engineer	5
6	Charge Engineer	10
7	Asst. O.S. (SL)	--
8	Asst. Admn. Officer	1
9	Chief D'man	2
10	Sr. Draughtsman	2
11	Draughtsman	4
12	Supervisor	2
13	Clerk + Clerk Cum Typist	3
14	Stenographer	1
15	Charge Hand General	2
16	Electrical Fitter	7
17	Jointer	3
18	Fitter	3
19	Welder	1
20	Jr. Electrical Fitter	2
21	Jointer Mate	3
22	Muccadam	7

23	Mason Sr.	--
24	Mason	3
25	Asst. El. Fitter	14
26	Painter	1
27	Nawghany	168
28	M.V. Driver	9

Powers of Divisional Engineer Street Lighting (Const.)

- 1) DESL(C) is sanctioning authority for leave up to 'A' grade officer.
- 2) DESL(C) is the Authority to approve the scheme proposal of Street Lighting (C).

2.1 DIVISIONAL ENGINEER

The Divisional Engineer designated as Divisional Engineer St. Ltg. (Construction) [DESL(C)] will ensure the smooth and efficient working of the division for discharging the function and activities entrusted to the department.

Duties & Responsibilities of Divisional Engineer :-

2.1.1 Design, plan and execution of st.ltg. jobs

2.1.2 Liaison with municipal authorities / traffic police & other utilities/organization in connection with street light issues.

2.1.3 Execution of sanctioned scheme as per work orders received from MCGM.

2.1.4 Procurement of material through MM Dept. for st.ltg. system.

2.1.5 Smooth and efficient running of street lighting. workshop.

2.1.6 Reviewing activities of the division and introducing latest technology for improving the efficiency of working and for reducing cost of works.

2.1.7 Arranging for permanent and temporary staff as per requirement from time to time.

2.1.8 Settling the major issues of staff matters of the division.

2.1.9 Being the Chairman of the panel for selection & appointment of Asst. tradesmen &

tradesmen (e.g. Asst. Elect. Fitter, Jr. Elect. Fitter, Elect. Fitter), to conduct the trade test / interview for selection of candidates to prepare the waiting list, appoint and promote whenever vacancies occur.

2.1.10 Preparation of annual administrative report, establishment schedule and budget estimate pertaining to the St.Ltg. Dept. (Construction)

2.1.11 Expeditious action on complaints from VIP's / general public and cases referred by other departments of undertaking.

2.1.12 Preparation of maintenance rate, schedule of estimate and getting necessary approvals and informing MCGM.

2.2 **DESIGN AND LIAISON SECTION**

2.2.1 **POWERS OF SUPERINTENDENT (DESIGN & LIAISON)**

Supdt. is sanctioning authority for leave up to 'B' grade officer.

He shall be in charge of Design and Liaison Section and will report to DESL(C). The following will be his responsibilities.

Duties & Responsibilities of Supdt. (Design & Liaison) :-

2.2.1.1 Preparation of maintenance rate, schedule of estimate and getting necessary approvals and informing MCGM.

2.2.1.2 Liaison with the Municipal Corporation of Greater Mumbai (MCGM), Traffic Police, State Govt. agencies and other utilities/organizations concerned with the street lighting system.

2.2.1.3 Arrange for measurement of illumination level on roads, lanes/by-lanes in the area of operation, whenever required and maintain record of the same.

2.2.1.4 Designing street lighting schemes on all roads/lanes/gardens and other public premises as per requirement of MCGM, complying with national/international standards and putting up proposals thereof.

2.2.1.5 Designing and getting executed the schemes pertaining to temporary illumination provided during festivals like Ganapati festival, Navratri, Diwali, Mohharum and Mahaparinirvan Din, Badi Raat etc.

- 2.2.1.6 Preparation of scheme proposals, obtaining approvals, sanctions and forwarding the scheme proposals to MCGM for issue work orders by MCGM.
- 2.2.1.7 Carrying out joint inspections with municipal authorities for preparing schemes for improvement / shifting /new provision of street lighting and removal / replanting of street lighting poles etc.
- 2.2.1.8 Obtaining necessary work order from municipal authorities for the provision/improvement of street lighting.
- 2.2.1.9 To attend co-ordination meetings convened by MCGM / Traffic Police Department and to take up/sort out the matters related to street lights.
- 2.1.1.10 Preparation of schedule of rates for various jobs carried out by the department.
- 2.2.1.11 Collection and maintaining of statistical data as required from time to time.
- 2.2.1.12 Preparing, maintaining and updating street light scheme drawings and other relevant drawings.
- 2.2.1.13 To prepare necessary proforma and statements required for the section from time to time.
- 2.2.1.14 Forwarding work completion reports and bills for shifting/alterations and maintenance of street lamps to the MCGM and other authorities/parties.
- 2.2.1.15 To ensure that the correct procedures as laid down are followed by the section.
- 2.2.1.16 Dealing with all staff matters of the section.
- 2.2.1.17 Taking expeditious action on correspondence received.
- 2.2.1.18 To arrange data on pending schemes for assessing material requirement for the ensuing year.
- 2.2.1.19 To take necessary action regarding public complaints received regarding street lights.
- 2.2.1.20 To take action on VIP's, General Public complaint letters, arrangement site visit alongwith MCGM and VIP's representatives for attending their complaints & representatives & subsequently solve their issues to reply their letters.

2.2.2 **DEPUTY ENGINEER (DESIGN & LIAISON)**

He shall be incharge of the Design & Liaison activities and shall report to the Supdt.(D&L). The following shall his duties:

2.2.2.1 To carry out joint inspection with MCGM and other organizations related to street lighting schemes for improvement/new provision/addition alterations/removal and replanting of street lamps.

2.2.2.2 To design street lighting system, temporary lighting and put up for approval/sanction. Forward the scheme proposals to MCGM.

2.2.2.3 To obtain from MCGM and other authorities concerned, the required work orders and payment of deposit, if any and necessary follow up, their of.

2.2.2.4 To carry out illumination measurement at site during the evening/night time as per instruction of Supdt. (D & L).

2.2.2.5 To inspect and investigate the complaints from VIPs/general public and put up report to Supdt.(D&L).

2.2.2.6 To carry out illumination measurement on roads / lanes and to maintain data of the same and other activities.

2.2.2.7 To arrange for site inspection and measurement of various parameters for addition/alterations of street lamps.

2.2.2.8 To obtain approval on estimates and proposal for addition/alterations of street lamps.

2.2.2.9 To work out data on pending schemes for assessing material requirement for jobs in the ensuing year.

2.2.2.10 To co-ordinate with the Maintenance Division for changeover of lamps and with Execution Section for execution of schemes, tree trimming, lantern cleaning etc. depending upon urgency for improving illumination.

2.2.2.11 To send report for follow up for the bills for street lighting jobs connected with MCGM and other authorities concerned.

2.2.2.12 Driving the Undertaking's vehicle, whenever required, during course of his duties.

2.2.3 **SUB ENGINEER (DESIGN & LIAISON)**

He shall work under Supdt. St. Ltg. (Design & Liaison) & his duties are as under :

2.2.3.1 Preparation of cost sheets for AIH and chargeable schemes.

2.2.3.2 Sending cost sheets to audit verification.

2.2.3.3 After audit verification making necessary entries in register.

2.2.3.4 Sending provisional bill to MCGM in case AIH category.

2.2.3.5 In chargeable category, OB memo & refund memo are forwarded to Accounts Department. After receiving bill from Account Dept. same is forwarded to Party.

2.2.3.6 Sending intimation letters to MCGM regarding provision and improvement schemes.

2.2.3.7 Preparation of monthly, quarterly & yearly MIS.

2.2.3.8 Preparation of schedule of estimates for Street Lighting Department.

2.2.3.9 Preparation of Street Lighting Maintenance Rates.

2.2.3.10 Ganpati Festival Jobs

2.2.3.10.1 Preparing summary of lanterns, lamps, poles, search light, generators, pandals etc.

2.2.3.10.2 Taking management sanction for total expenditure of tender jobs.

2.2.3.10.3 Taking management sanction for overtime.

2.2.3.10.4 Taking management sanction for incidental charges.

2.2.3.10.5 Arrangement for publishing tender in newspapers.

2.2.3.10.6 Preparation of tender specifications.

2.2.3.10.7 Offering quotations for banners, booklets, badges, invitation cards etc. – updating data for the same.

2.2.3.10.8 Distribution of booklets, banners, badges, invitation cards etc.

2.2.3.10.9 Preparation of Agreements with contractors regarding tender contracts.

2.2.3.10.10 Arrangement for audit verification regarding tender contracts.

2.2.3.10.11 Arrangement of Officers & Staff for standby duty at immersion sites/procession routes.

2.2.3.10.12 Standby duty at immersion site.

2.2.3.10.13 To prepare and send data required for energy bills of unmetered supply to Customer Care 'A' Ward.

2.2.3.10.14 Preparing bills of tender contracts and send it to Audit Dept.

2.2.3.10.15 Preparing ward-wise final bills & send it to Audit Dept.

2.2.3.10.16 After audit verification, provisional bills are prepared and forwarded to MCGM Wards.

2.2.3.10.17 Tender process for Mahaparinirvan Din temporary lighting arrangement.

2.2.4 **CHARGE ENGINEER ST.LTG. (DESIGN & LIAISON)**

He shall work under Supdt. St.Ltg. (Design & Liaison) & his duties are as under :

2.2.4.1 Checking the estimate and cost sheets prepared by the Dy.Ch.Engr. for various street lighting jobs.

2.2.4.2 Arranging auditing of the cost sheets & preparation of O.B. memo.

2.2.4.3 Sending the bills/provisional bills to the concerned authorities the street lighting jobs carried out.

2.2.4.4 Maintaining and updating data and progress of schemes referred to the section from time to time.

2.2.4.5 Preparation of energy bills for temporary lighting and getting the same audited.

2.2.4.6 Maintaining the record in respect of deposits received, bills sent to various authorities.

2.2.4.7 To follow up with the concerned authorities for payment of deposit/additional deposits etc.

2.2.4.8 Arranging for updating of various drawings on the street lighting system.

2.2.4.9 Follow-up with concerned authorities for issuing of work order.

2.2.4.10 To prepare draft reply/letters for complaints and cases referred to the section.

2.2.4.11 Driving the Undertaking's vehicle, whenever required, during course of his duties.

2.2.4.12 To work out Schedule of Rates for various street lighting jobs.

2.2.4.13 Preparation of Schedule of Estimate.

2.2.4.14 To prepare maintenance rate for lamps chargeable to MCGM & other agencies for street lights installed and maintained by BEST.

2.2.4.15 To carry out illumination level measurement.

2.2.5 **Chief Draughtsman :**

Supdt. (Design & Liaison) is allocated 2 Chief Draughtsman who shall work under him. The allocation of work to the 2 Chief Draughtsman shall depend on the exigencies of the department and shall be decided by the Supdt. (D & L) from time to time.

The Chief Draughtsman shall be responsible for following work connected with Drawing Section of the dept.

2.2.5.1 Preparation of drawing for various schemes, equipment and any other miscellaneous drawings.

2.2.5.2 Maintaining Master Plan drawings, SLP drawings, Scheme drawings & equipments drawings by promptly updating the same on receipt of details of the completed schemes.

2.2.5.3. Arranging the prints and drawings. 2.2.5.4 Checking and certification of various drawings prepared by Drawing Office.

2.2.5.4 Allocation of work to Sr. D'man & D'man.

2.2.5.5 Supervision and guidance of Sr. D'man & D'man.

2.2.5.6 Final checking of drawings prepared by D'man & checked by Sr. D'man.

2.2.5.7 Keep up attendance of Sr. D'man, D'man & Nawghanies working under him.

2.2.5.8 Purchasing stationery & drawing material for Drawing Section.

2.2.6 **Sr. Draughtsman**

Sr. D'man shall work under one of the Chief D'man and his specific duties shall depend on the exigencies of the department and shall be decided by Supdt. (D & L). He shall perform following duties.

2.2.6.1 Allocation of work to Draughtsman.

2.2.6.2 Supervision and guidance to D' man.

2.2.6.3 Checking of drawing prepared by D' man.

2.2.7 **Draughtsman**

D'man shall work under one of the Senior D'man and his specific duties shall depend on the exigencies of the department and shall be decided by Supdt. (D & L). He shall perform following duties.

2.2.7.1 Taking measurements at site and preparing sketches.

2.2.7.2 Preparing scheme drawings for various street lighting works.

2.2.7.3 Preparing Festival drawings for various festivals through out the year.

2.2.7.4 Colouring of prints and drawings whenever required.

2.2.7.5 Preparing equipment drawings connected with specifications of materials being procured.

2.2.7.6 Preparing miscellaneous drawings related to the working of the street lighting department.

2.2.7.7 Preparing SLP drawings to show phasewise & circuitwise distribution of street lamps after a site inspection.

2.2.7.8 Updating various drawings maintained by the department, such as scheme drawings, Festival drawings, SLP drawings and Master Plan, on completion/execution of the schemes.

2.2.7.9 Renewal of drawings, whenever necessary.

2.3 **CONSTRUCTION SECTION**

2.3.1 **ASSISTANT ENGINEER ST. LTG. (CONSTRUCTION)**

The construction section operate from chowkies which are established near work sites.

Each chowky is under an Assistant Engineer, who will be responsible for execution of schemes in time as instructed by DESL(C). The Assistant Engineer is responsible for following functions

:-

2.3.1.1 Planning execution of schemes of provision/addition/alteration of St.Ltg. system so that jobs are completed in scheduled time with minimum man power and material.

2.3.1.2 Ensuring the quality of work.

2.3.1.3 Arrangement for necessary permissions required from MCGM and Traffic Police Authorities, wherever required.

2.3.1.4 Allocation and overall supervision of the work.

2.3.1.5 Arrangement for reinstatement to be carried out by the appropriate authorities.

2.3.1.6. Implementation safety procedure, compliance of conditions for permission of excavation from MCGM / Traffic Police etc.

2.3.1.7 Attending meetings concerning street lights as and when instructed by DESL(C).

2.3.1.8 Arranging opening and closing of Location codes from time to time.

2.3.1.9 Collection and maintenance of statistical data, as required from time to time.

2.3.1.10 Preparing justification for temporary staff whenever required.

2.3.1.11 Working out annual requirement of materials for his chowky.

2.3.1.12 Implementation of the correct procedures laid down by Undertaking while working at site.

2.3.1.13 Dealing with all staff matters of the chowky.

2.3.1.14 Forwarding scheme commissioning report to Maintenance division for record as well as

for billing.

2.3.2 **DEPUTY ENGINEER ST.LTG. (CONSTRUCTION)**

The Dy. Engr. St. Ltg. (Construction) will be responsible for executing the jobs which are handed over to him by Assistant Engineer. The following are duties of Dy. Engr. (Construction)

:-

2.3.2.1 Implementing programmes of Assistant Engineer so that the jobs are completed in time with minimum expenditure.

2.3.2.2 Ensuring the material and labour at the work site in time.

2.3.2.3 Giving proper guidance to the Dy.Ch.Engr. for the execution of work whenever required.

2.3.2.4 Handing over of completed st.ltg. scheme to the Maintenance Division.

2.3.2.5 Sending reinstatement notes to the appropriate authorities and follow up with them till the reinstatement is done.

2.3.2.6 Arranging for removal of debris from the site.

2.3.2.7 Maintaining necessary records and registers regarding output, material and tools stock position, staff availability and timings.

2.3.2.8 Inspecting `FIRST-AID' boxes regularly.

2.3.2.9 Submitting O.T. forms with justification.

2.3.2.10 Ensuring the closing of work order in time.

2.3.2.11 Ensuring usage of proper tools and equipments.

2.3.2.12 In case of accident, arranging to take the injured person to the nearest dispensary/hospital and reporting concerned authorities in the required format.

2.3.2.13 Fixing the position of poles at site considering the drawings given and site conditions.

2.3.2.14 Submission of report regarding execution of the work and lamp commissioning.

2.3.2.15 Driving the Undertaking's vehicle whenever required during course of his duties.

2.3.3 **SUB ENGINEER ST.LTG. (CONSTRUCTION)**

He shall report to Dy.Engr. (Construction) / Asst. Engineer (Construction) & his specific duties shall depend on exigencies of the section which shall be decided by Asst. Engr. (Const.).

He shall perform following duties :-

2.3.3.1 Selecting the cables route by surveying the site before starting the excavation.

2.3.3.2 Preparation of daily programme for execution of scheme, taking into account, availability of men, materials and transport etc.

2.3.3.3 Ensuring compliance of formalities in respect of permission for the excavation.

2.3.3.4 Overall supervision of the execution of the scheme to ensure quality and quantity as per the norms of undertaking.

2.3.3.5 Arranging material from Depot Stores, arranging its transport to the work site chowkies and keeping the same properly at chowky / worksite.

2.3.3.6 Arranging to bring back excess materials from site.

2.3.3.7 Co-ordinating the work to be carried out by transport contractors, wherever necessary.

2.3.3.8 Arranging reconditioning of materials.

2.3.3.9 Arranging to send vehicles for monthly servicing on the due dates.

2.3.3.10 Sending attendance & job sheets to the main office in time.

2.3.3.11 Closing Location codes after checking and crediting materials.

2.3.3.12 Preparing credit notes for excess material or servicable material released at the job sites.

2.3.3.13 Checking tools and equipment and arranging the repairs/reconditioning damaged tools/equipments.

2.3.3.14 Checking different proformas prepared by Dy.Ch.Engrs. before submission to Dy. Engr.

2.3.3.15 Arranging watchman and other staff in advance.

2.3.3.16 Driving the undertaking vehicle whenever required during the course of his duties.

2.3.4 **CH.ENGR. ST. LTG. (CONSTRUCTION)**

He shall report to the Dy.Engr./Sub Engr. and shall perform following duties.

2.3.4.1 Carrying out direct supervision of jobs allocated to him.

2.3.4.2 Allocating the work to the men working under him.

2.3.4.3 Taking attendance of the staff.

2.3.4.4 Arranging for the material required for the jobs through the Dy.Engr./Sub Engr.

2.3.4.5 Arranging watchman duties

2.3.4.6 Implementing all conditions in excavation permission such as providing necessary barricades to trenches against accident hazards, caution boards, notice boards giving details of excavation etc.

2.3.4.7 Keeping credit notes ready for the materials to be credited.

2.3.4.8 Keeping the record of man-days and output of the jobs in the prescribed forms.

2.3.4.9 Complying with any other statutory requirement of MCGM/Traffic Police in respect of trenches taken on road/footpath.

2.3.4.10 Informing the appropriate authorities in case of damage to the other utility services.

2.3.4.11 Inspecting tools and equipments in the Chowkey and arranging with the Sub Engr. for replacing /reconditioning/scrapping whenever necessary.

2.3.4.12 Arranging `FIRST-AID' to the injured person and taking him to the dispensary/hospital.

2.3.4.13 Taking measurement of the trenches and preparation of reinstatement notices.

2.3.4.14 Preparing requisition and credit notes for materials for the jobs allotted.

2.3.4.15 Arranging to deliver material and tools to the outdoor staff at site as and when required and keeping a record of the same.

2.3.4.16 Driving the Undertaking vehicle whenever required during the course of his duties.

2.3.4.17 Preparation fortnightly & monthly work progress reports.

2.3 **JOINTER** (T-5 Grade)

He shall perform following duties along with Jointer mate :-

2.3.1. Testing the looping cable of street light circuits for detecting faulty zone.

2.3.2. Making straight joints, T-joints, potheads, decompounding, sleeving, sealing etc. on cables.

2.3.3 Terminating st.ltg. cables in the st.ltg. boxes and in the SLPs.

2.3.4 Attending cable-burnt messages by raising/straight-jointing the cables and terminating in the st.ltg. boxes/SLPs.

2.3.5. Removing, protecting and reconnecting the cables while replacing the poles/SLPs.

2.3.1 **JR. ELECTRICAL FITTER** (T-4 Grade)

He shall perform following duties :-

2.3.1.1 Equipping/Reconditioning of lanterns and control gear boxes etc.

2.3.1.2 Maintaining the records of materials used for equipping / reconditioning.

2.3.1.3 Inspection of materials along with Charge Engineer / Charge Hand General

2.3.1.4 Preparing job sheet on daily basis for job allotted to them.

2.4 **JOINTER MATE** (T-4 Grade)

2.4.1 To work along with Jinter (T-5).

2.4.2 To work independently on L.T. cables for making straight joints, 'T' joints, potheads, decompounding, sleeving etc.

2.5 **MUCCADAM** (T-3 Grade)

He shall perform following duties:-

2.5.1 Upkeep the materials in the chowky.

2.5.2 Allocate the work to the men working under him.

2.5.3 Take attendance of the staff posted under him.

2.5.4 Give or arrange for 'First-aid' to injured person and taking him to dispensary/hospital whenever necessary.

2.5.5 Carry out direct supervision of excavation, laying of pipes & cables, back filling & sundry jobs like transport of material scrap etc. connected with the st.ltg. system.

2.5.6 Deliver/collect sundry material fabricated in the workshop whenever necessary.

2.5.7 Segregate service and scrap materials.

2.6 **NAWGHANY**

He shall perform following duties :-

2.6.1. Take excavation for installation/removal/replacement of st.lighting poles, st.ltg. pillars and laying/removing underground st.ltg. cables, backfilling leveling and ramping.

2.6.2 Assist the Tradesman/Asst.Tradesman in carrying out various jobs.

2.6.3 Carry out necessary manual labour work as per instructions of Tradesman/Supervisor.

2.6.4 Work in the vehicle.

2.6.5 Transport of material.

2.6.6 Carry water to the chowky/site and distribute water at site.

2.6.7 Clean and upkeep the office premises as per instruction of the superiors.

2.6.8 Hand over/collect the papers to/from office of the Undertaking and related organisations.

2.6.9 Take out file and filing of papers in file as instructed by clerks/officers.

2.4 **STORES SECTION**

Stores Section works out annual requirement of material gives tender recommendations and procures it through Material Management Department in time. Major responsibility of Stores Section is to make the material available necessary for the jobs, Stores Section is also responsible for assessing the performance of the material and introduction of new material / technology in the system. It is also responsible for preparing new specification and revise existing specification by putting up proposals and obtain necessary approvals.

2.4.1 **ASST. ENGINEER (STORES)**

He shall report to DESL(C) and will be responsible for procurement of St. Ltg. material through Material Management dept. He will ensure that adequate material is available in time for the execution of jobs.

He shall be responsible for :-

2.4.1.1 Working out annual requirement of material & conveying the same to MM dept.

2.4.1.2. Prepare / revise technical specification for material to be procured for street lighting.

2.4.1.3 Inspection of tender sample and sample test report.

2.4.1.4 Casual Tender recommendations and subsequent follow-up.

2.4.1.5 Tender recommendations through Two-Bid tendering process.

2.4.1.6 Monitoring stock position and follow-up with the MM dept. for recoupment.

2.4.1.7 Maintaining history on procurement of materials.

2.4.1.8 Introducing new technology into system to increase efficiency, energy conservation and reducing cost.

2.4.1.9 Developing alternate sources for supply of material.

- 2.4.1.10 Give delivery schedule and follow-up with the supplier through MM Dept. for getting material in time.
- 2.4.1.11 Arranging deputation for factory inspection and lot inspection at the supplier's works wherever necessary.
- 2.4.1.12 Follow-up for low stock / out of stock material and making available the same for executing jobs in schedule time.
- 2.4.1.13 Arranging for proper distribution of materials in short supply among various user sections/depts. depending on priority so that the jobs could be carried out.
- 2.4.1.14 Maintaining data of performance of material procured on trial orders and on regular orders.
- 2.4.1.15 Initiating note for the opening of a ledger folio for the new item intended to be stocked.
- 2.4.1.16 Arranging through MM dept. for disposal of surplus/obsolete stock items.
- 2.4.1.17 Attending monthly co-ordination meeting with MM Dept. & taking suitable action / decision with respect to availability of st.ltg. materials.
- 2.4.1.18 Circulating among the officers of st.ltg. dept. the stock position of important st.ltg. materials at depot stores of MM Dept.
- 2.4.1.19 Ensuring proper stock of material by follow up with MM Dept.
- 2.4.1.20 Taking up with the supplier/manufacturers through MM Dept. the cases of materials failed in guarantee period / prematurely failed material.
- 2.4.1.21 Compiling and maintaining various data on the procurement of the material, consumption of material, performance of material and delivery performance of the supplier and taking suitable action with MM Dept.
- 2.4.1.22 Prepare reply for Audit queries and MCA queries.
- 2.4.1.23 Prepare monthly MIS of Stores Section.
- 2.4.1.24 Reporting to Supdt. (CIC) the monthly position on tenders and Inspection Forms received.
- 2.4.1.25 Maintaining data on maintenance contract of Personal Computers of St.Ltg. dept. and

sending monthly report thereof to DECA.

2.4.1.26 Co-ordinate with Workshop for Inspection of material and receiving of materials.

2.4.1.27 Co-ordinating with MM Department for inspection of street lighting material.

2.4.1.28 Collecting and maintaining statistical data as required from time to time.

2.4.1.29 Ensuring that the correct procedures as laid down are followed in the section.

2.4.2 **DY. ENGINEER STREET LIGHTING (STORES)**

He shall report to the Supdt. St.Ltg. (Stores). Besides being of general assistance in all matters connected with the responsibility of Supdt. Street Lighting (Stores) ; the Dy.Engr. shall perform following duties :-

2.4.2.1 Prepare draft material specification and draft tender recommendation.

2.4.2.2 Study the technical details received from the manufacturer/supplier for their suitability in our system and if necessary put-up for new specification / incorporating changes in existing specifications.

2.4.2.3 Study relevant Indian Standard and prepare draft specification for material to be procured.

2.4.2.4 Collect data from maintenance, design and execution sections for working out annual material requirement and work out annual requirement.

2.4.2.5 Collect data from Depot Stores for circulating information on availability of material.

2.4.2.6 Follow-up with MM Dept. at various stages of material procurement.

2.4.2.7 Maintain records on tenders, purchase orders, inspection forms and performance of products as well as delivery performance of the suppliers.

2.4.2.8 Maintain the specification and drawings of material being procured for the dept.

2.5 **STREET LIGHTING WORKSHOP SECTION :-**

Street Lighting Workshop gives necessary assistance to execution sections by way of assembling/equipping & reconditioning of street lighting items, whenever required. The section

also fabricates sundry items whenever necessary. Besides, the material released from the various jobs by maintenance and execution sections are reconditioned. Non serviceable materials are scrapped and transported to Scrap Yard. The section is responsible for inspection of street lighting material referred under inspection forms by Material Management Department.

2.5.1 ASSISTANT ENGINEER (WORKSHOP) :-

He shall report to DESL(C) and will be responsible for smooth functioning of Street Lighting Workshop. He will ensure that materials for which workshop is responsible are available in time for the jobs. Also he will ensure the efficient working of the workshop.

He shall be responsible for :-

2.5.1.1 Maintaining data of performance of material procured on trial orders and on regular orders.

2.5.1.2 Arranging for the purchase / repairs of tools and equipments and machines through MM Dept., whenever necessary.

2.5.1.3 Preparation of programme for fabrication and equipping / reconditioning jobs, well in advance.

2.5.1.4 Arranging for inspection of street lighting material of which DESL(C) is the inspection authority.

2.5.1.5 Preparing programme for disposal of surplus, serviceable and scrap material.

2.5.1.6 Collecting and maintaining statistical data as required from time to time.

2.5.1.7 Ensuring that the correct procedures as laid down are followed in the section.

2.5.1.8 Arrangement for repairs of street lighting pillars.

2.5.2 **CHARGE ENGINEER (WORKSHOP) :-**

He shall work under Asst. Engr. (Workshop) and supervise the activities of workshop. He shall perform following duties.

2.5.2.1 Allocate and supervise the work of Charge Hands General working under him.

2.5.2.2 Arrange for upkeep of tools and equipments used in the workshop.

2.5.2.3 Arrange for repairs of st.lighting pillars.

2.5.2.4 Prepare programme for assembling/equipping and reconditioning of st.lighting materials and for fabrication jobs required from time to time.

2.5.2.5 Allocate the work to the men working under him.

2.5.2.6 Maintaining the attendance record of the staff posted on jobs.

2.5.2.7 Keeping the record of input man-days and outputs of the jobs in the prescribed forms.

2.5.2.8 Filling in various forms for the staff working under him, whenever necessary.

2.5.2.9 Arranging `First-Aid' to injured person and taking him to hospital, whenever necessary.

2.5.2.10 Preparing requisition and credit notes for materials required by sections.

2.5.2.11 Delivering material and tools to the outdoor staff at site as and when required and keeping a record of the same.

2.5.2.12 Preparing job sheets.

2.5.2.13 Driving Undertaking's vehicle whenever required during the course of his duties.

2.5.2.14 Inspecting street lighting material referred under Inspection Memos and putting up the observations/test result to Asst. Engineer, Street Lighting (Workshop).

2.5.2.15 Salvaging and stocking the servicable materials and utilising them during re-conditioning/assembly jobs.

2.5.2.16 Attend SLP's complaints at site with the help of tradesman in absence of Charge Hand General.

2.5.2.17 Arranging for getting sundry materials fabricated in the workshop in the absence of Charge Hand General.

2.5.2.18 Arranging for proper stocking of serviceable materials and arrange to dispose of scrap materials to scrap yard.

2.5.3 **CHARGE HAND GENERAL (WORKSHOP)**

Charge Hand General shall work under the Charge Engineer (Workshop) and his specific duties shall depend on the exigencies of the dept. and shall be decided by Asst. Engineer (Workshop) from time to time. He shall perform following duties :

2.5.3.1 Carrying out direct supervision of fabrication / modification jobs allocated to him.

2.5.3.2 Taking the attendance of the staff posted on the job.

2.5.3.3 Arranging for the materials required for the jobs allocated.

2.5.3.4 Keeping record of the input and output of the job allocated to him.

2.5.3.5 Inspecting tools and other materials and arranging for replacing/reconditioning/scrapping of the same whenever necessary.

2.5.3.6 Delivering material and tools to the outdoor staff at site as and when required and keeping a record of the same.

2.5.3.7 Salvaging and stocking the servicable materials and utilising them during re-

conditioning/assembly jobs.

2.5.3.8 Attending SLP's complaints at site with the help of tradesman.

2.5.3.9 Inspection of street lighting poles, brackets and switch boxes referred under inspection forms and putting up the observations to AESL(W/S).

2.6 **TRADESMEN**

The following categories of Tradesman/Asst. Tradesman as shown below are normally working in the Street Lighting Workshop sections of the department. The tradesmen shall carry out duties as given in the preceding texts from 3.1.1 to 3.1.10. The Asst. Tradesmen shall generally carry out routine jobs requiring lesser skill. Complex jobs shall be carried out by the Tradesmen. Tradesmen / Asst. Tradesmen shall take instruction from their Supervisor concerned and his specific duties shall depend on the exigencies of the department and are decided by the Asst. Engr. / Supdt. / Asst. Engr. concerned from time to time. The following category of Tradesmen are working in Street Lighting (C) Workshop Section.

Sr. No.	Designation	Grade
1.	Electrical Fitter	T-5
2.	Jr. Elect. Fitter	T-4
3.	Asst. Electrical Fitter	T-3
4.	Asst. Fitter Welder	T-4
5.	Mech. Fitter	T-5
6.	Muccadam	T-3

2.6.1 **ELECTRICAL FITTER** (T-5 Grade)

He shall perform following duties:-

2.6.1.1 Inspection of materials along with Charge Engineer.

2.6.1.2 Reporting the work done as well as the work which could not be carried out against the allocated jobs..

2.6.1.3 Erection of street lighting poles.

2.6.1.4 Equipping and reconditioning of lanterns.

2.6.2 **ASST. ELECTRICAL FITTER** (T-3 Grade)

He shall perform following duties:

2.6.2.1 Equipping/Reconditioning of lanterns and control gear boxes etc.

2.6.2.2 Maintaining the records of materials used for equipping / reconditioning.

2.6.2.3 Inspection of materials along with Charge Engineer / Charge Hand General.

2.6.2.4 Preparing job sheet on daily basis for job allotted to them.

2.6.2.5 Assisting Assistant Engineer / Charge Engineer for any testing job required by them.

2.6.3 **MUCCADAM** (T-3 Grade)

He shall perform following duties:-

2.6.3.1 Upkeep the materials in the Workshop.

2.6.3.2 Allocate the work to the men working under him.

2.6.3.3 Take attendance of the staff posted under him

2.6.3.4 Give or arrange for 'First-aid' to injured person and taking him to dispensary whenever necessary.

2.6.3.5 Deliver / collect sundry material fabricated in the workshop whenever necessary

2.6.3.6 Segregate service and scrap materials and maintain cleanliness of Workshop Section.

2.6.3.7 To handover back the material left issued to him to the Supervisor.

2.6.3.8 Prepare job sheet on daily basis for job allocated to him.

2.6.3.9 Assisting Assistant Engr. / Charge Engr. for any job required by them.

2.6.4 **FITTER** (T-4 Grade)

He shall perform following duties :-

2.6.4.1 Carry out modification/fabrication job connected with the st. lgt. System.

2.6.4.2 Attend the mechanical defects of SLP.

2.6.4.3 Inspect the st. lgt. material like poles, brackets, box etc. along with Charge Engr. for detecting mechanical defects.

2.6.4.4 Inspecting the materials referred under inspection forms along with Charge Hand General.

2.6.5 **ASSISTANT FITTER-WELDER** (T-4 Grade)

He shall perform following duties :-

2.6.5.1 Carry out modification / dismantling jobs using electrical / gas welding equipments in the Workshop as well as at sites.

2.6.4.2 Attend the mechanical complaints of SLPs and street lighting poles at sites.

2.6.6 **NAWGHANY** (T1-Grade)

He shall perform following duties :-

2.6.6.1 Assist the Tradesmen / Asst. Tradesman in carrying out various jobs.

2.6.6.2 Carry out the necessary manual labour work as per instructions of Tradesman /

Supervisor.

2.6.6.3 Work in the vehicle.

2.6.6.4 Transport of materials.

2.6.6.5 Clean and upkeep the office premises as per instructions of the superiors.

2.6.6.6 Handover / collect the papers to /from office of the Undertaking and related organizations.

2.6.6.7 Take out file and filing of papers in file as instructed by Clerks / Officers.

2.7 **SHOP RECORDER**

He shall perform following duties :-

2.7.1 Taking attendance of all staff of Workshop Section.

2.7.2 Preparing job sheet, negative attendance of staff.

2.7.3 Keeping the Leave record of all staff.

2.7.4 Maintaining the inventory record of all material in the section. Workshop & Chowky level.

2.7.5 Maintaining the record of material consumption and stock details of material used for festival purpose.

3.0 **OFFICE STAFF :**

Office work like marking attendance, leave, L.T.A. encashment, payment, recoveries, distributing uniform and monsoon apparels and the administrative matters like recruitment, promotion, reversion, termination as well as the follow up of bills for maintenance charges and energy consumption with MCGM and other organizations are carried out by office staff. The office staff comprises of one Office Asst. and requisite no. of supervisor, clerks, Shop recorder, steno and typists.

3.1 **ASSISTANT ADMINISTRATIVE OFFICER. :**

The Assistant Administrative Officer shall work under the DESL(C) and co-ordinate the work of supervisor and other clerical staff under him. The duties shall be as follows :-

3.1.1 General supervision of the work of the staff under, in connection with establishment matters, the preparation, maintenance and/or checking of staff records, clothing records, staff engagement forms, discharge notices, temporary staff return forms, annual reports, Budget estimates, A & B grade officers absentee memos, wage bill for Casual Labours.

3.1.2 Attending to correspondence connected with office matters. Drafting of letters.

3.1.3 Putting up data to Asst. Office Supdt. for preparing/completing Revenue and Capital budget.

3.1.4 Replying to audit queries of establishment matters. Obtaining various types of Management sanctions/proposals. Any other work given to DESL(C).

3.1.5 Any other office work given by DESL(C).

3.1.6 Maintaining of records/files of the department.

3.1.7 Handling petty Cash and Re-imburement of bills thereof.

3.1.8 Maintaining and updating daily impress cash.

3.2 **SUPERVISOR**

3.2.1 He shall work under the Office Asst. and supervise the work of clerks and shop-recorders in the dept.

3.2.2 Assist the Office Asst. in all matters in his day-to-day work and drafting of letters.

3.2.3 Good Housekeeping.

3.2.4 Updating Accounts (Dead Stock and Capital)

3.2.5 Updating inventories of Office and Chowky

3.2.6 To make various types of payments of Officers and Staff (Clothing, Monsoon Apparels)

3.3 **CLERK/SHOP RECORDER :**

They shall work under Office Assistant. Their duties shall comprise of the following :

- 3.3.1 Dispatch, filing and finding references
- 3.3.2 Checking of typed matter and worksheets
- 3.3.3 Maintaining of staff leave records
- 3.3.4 Recoupment of office stationary/material.
- 3.3.5 Issue of stationary and clothing
- 3.3.6 Maintenance of various registers.
- 3.3.7 Checking of calculation of estimates and maintaining registers of sanctioned schemes and location codes.
- 3.3.8 Maintaining registers for work orders received from MCGM & other organisations.
- 3.3.9 Maintaining of history cards.
- 3.8.10 Maintaining of attendance records for the staff.
- 3.8.11 Maintaining of registers pertaining to MCA queries.
- 3.8.12 Preparation of purchase forms.
- 3.8.13 Maintaining of statistical records.
- 3.8.14 Maintaining of registers in respect of works and payment to outside parties.
- 3.8.15 Preparation of O.B. memos, bill vouchers, salary bills, wages bills, Workmen's Compensation Bills etc.
- 3.8.16 Processing of permanent reinstatement bills.
- 3.8.17 Preparation of forms for Identity-Cum-Bus tokens, change of address and other staff matters.
- 3.8.18 Follow up of cases with MCGM, Govt., Electrical Inspector etc. as per instruction of Office Assistant.
- 3.8.19 Maintaining of registers pertaining to bill vouchers.
- 3.8.20 Any other clerical work given by Office Assistant.
- 3.8.21 Follow up with audit department and purchase the cash purchase items. 5.4.22 Preparing different types of statement, required to be submitted to the different authorities of management.

3.8.22 Preparing different types of statement, required to be submitted to the different authorities of management.

3.8.23 Up-keeping of the records/files the subject matter handled.

3.8.24 Maintaining attendance of Casual Labours and Payment.

3.8.25 To make arrangement for stationary printing.

3.8.26 Provision for Safety Shoes for the Officers and Staff.

3.8.27 To arrange Scholarship Payment for Officers and Staff (Children)

2.8.28 To distribute payment slip, Income Tax challan, Form No. 16, P.F. Statement.

3.4 **STENOGRAPHER :**

He / She shall perform the following duties :

3.4.1 Taking dictation and transcribing it on a typewriter/personal computer.

3.4.2 Preparing routine and simple drafts.

3.4.3 Typing from drafts and hand-written matter.

3.4.4 Certifying the bills for routine maintenance or repairs to typewriter, personal computers.

3.4.5 To check daily E-mails of DESL(C) and DCESL, and send the E-mails to various authority.

3.5 **TYPIST**

He / She shall perform the following duties :

3.5.1 Typing from drafts and hand-written matter, etc.

3.5.2 Certifying bills for routine maintenance or repairs to Typewriter /Personal Computer.

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

1.1.1 The Street Lighting (Const.) Division is working under the overall supervision and control of a Divisional Engineer, who is reporting to the Dy.Chief Engr. St.Ltg. Based on the activities and functions, the division is entrusted with; for the convenience of working, the division is divided into following sections :

1.1.1.1 Design and Liaison under Superintendent (Design & Liaison)

1.1.1.2. Construction Section under Assistant Engineer (Construction)

1.1.1.3 Material Procurement Section (Stores Section) under Superintendent (Stores)

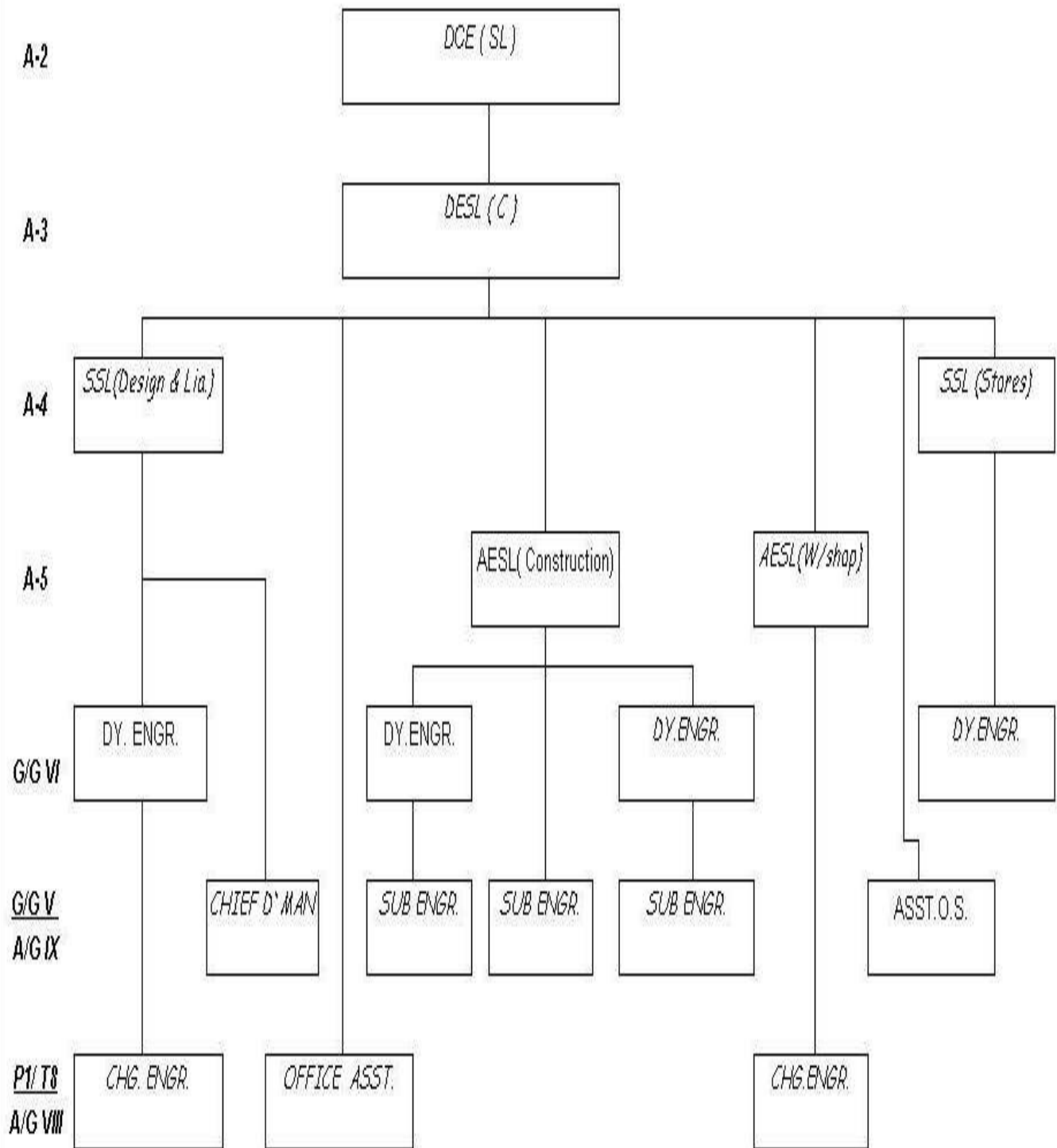
1.1.1.4 Workshop under Assistant Engineer (Workshop)

The organizational set up of the department is shown in the organization chart in Annexure `A" attached with.

1.1.2 The division, besides Divisional Engineer has Supdt. Engrs. and Asst. Engrs. and other officers and staff that may be sanctioned from time to time.

STREET LIGHTING (CONSTRUCTION) DIVISION

ORGANISATION CHART



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

- 1] DESL(C) is responsible authority for provision & improvement street lights in old city limits of Mumbai i.e. for Colaba to Mahim and Sion.
- 2] DESL(C) is responsible for providing temporary lighting arrangement on various religious functions and festivals e.g. Ganpati immersion, Navratri, Mahaparinirvan Din, Ramzan Id, New Year day etc.
- 3] Responsible for replying RTI enquires / information.

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

Various office orders, procedure orders, standing orders, service regulations and administrative order as issued by Management from time to time are used and adhered to by the employees for discharging the important functions of the department.

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

STREET LIGHTING (CONSTRUCTION) DIVISION
INDEX TO CLASSIFICATION OF RECORDS

Sr. No.	Name of File	Particulars / Subject	Contents	Category
1	Adm-01	Vehicles	Correspondence relating to purchase, repairs, replacement etc.	A
2	Adm-02	Telephones & Telecommunication	All correspondence with T & E Division.	B
3	Adm-03	Office Building (R & M)	Correspondence/Circulars regarding R & M of buildings.	A

4	Adm-04	Office Accommodation	Correspondence relating to use, alterations in the premises	A
5	Adm-05	Locks (Lockers) & Keys	Papers related to issue of Lockers & Keys.	A
6	Adm-06	Office Furniture & Equipments - Capital	Proposals regarding Purchase, Repairs & Transfers.	A
7	Adm-07	Office Furniture & Equipments - Dead Stock	Proposals regarding Purchase, Repairs & Transfers.	A
8	Adm-08	Tools & Equipments - Capital	Proposals regarding Purchase, Repairs & Transfers.	A
9	Adm-09	Tools & Equipments - Dead Stock	Sanction regarding Purchases	A
10	Adm-10	Stationery & Printing	Monthly Indents, Specification, copies of printing requisition	C
11	Adm-11	Capital Inventory	Inventory list & related correspondence with Accounts.	A
12	Adm-12	Departmental Manual (incl. Office Order)	Schedules showing duties of Staff & functioning of Dept.	A
13	Adm-13	Administrative Report	Copies of notes in respect of Administrative Report.	B
14	Adm-14	Committee Matters (BCR & CR`s)	Copies of the BCRs & Circulars of the Committee meetings	A
15	Adm-15	Circulars (General)	Circulars/Instructions	A
16	Adm-16	Procedure Orders	Copies of Procedure Orders.	A
17	Adm-17	Delegation / Authorisation within Dept.	Circulars/letters of delegation of powers	A
18	Adm-18	Delegation of Power (whole Undertaking)	Circulars/letters of delegation of powers	A
19	Adm-19	Confidential Papers	Confidential Correspondence	A
20	Adm-20	Security Arrangements	Security Arrangements papers	A
21	Adm-21	Theft of Property	Papers and Reports for Theft of Property	B
22	Adm-22	Strikes	Non-confidential circulars & Attendance of Staff in Strikes.	B
23	Adm-23	Filing & Maintenance of Records	Filing Index, notes regarding opening/closing of files.	A
24	Adm-24	Audit Querries (IA & MCA)	Queries and copies of replies	B
25	Adm-25	Account Matters	Chart of Accounts codes & other Account Matters. Adm-25-16A	A
26	Adm-27	Budget - Estimates	Circulars & Copies of Budget proposals.	B
27	Adm-28	Budget - Control	Statements of utilisation & Control of Budget grants.	C
28	Adm-29	Administrative Control	Notes relating to Allocation of work & booking of staff/enquiries	B

29	Adm-31	Supply Branch Conference	Copies of minutes, action taken & comments in respect of	C
30	Adm-32	Zonal Conference	Copies of minutes, action taken & comments in respect of	C
31	Adm-33	Departmental Conference	Copies of minutes, action taken & comments in respect of	C
32	Adm-34	Stores & Engineering Conference	Minutes, action taken & comments in respect of stores Meeting	C
33	Adm-35	Legal Matters	Correspondence with Legal Department.	A
34	Adm-36	Company Standardisation	Papers on preparation of standards- Comments	A
35	Adm-37	Technical Standards	Approved Technical Standards.	A
36	Adm-38	Administrative Standards	Approved Administrative Standards & relevant papers.	A
37	Adm-39	Material Standards	Approved Standard specifications of material	A
38	Adm-40	Union Matters	Correspondence with Unions, Circulars.	B
39	Adm-41	Public Relations	Matters for publication & related correspondence	B
40	Adm-42	Representation & Suggestions	Representation/Suggestions by public and staff members	B
41	Adm-43	Complaints - General	Complaints Letters and reply- General	C
42	Adm-44	Complaints - VIP's	Complaints Letters and reply - VIP's	C
43	Adm-45	Canteen	Circulars, tariffs, complaints etc.	B
44	Adm-46	Imprest Cash	Circulars and sanction papers.	B
45	Adm-47	Meeting with G. M. / Chairman	Minutes of meetings & comments.	C
46	Adm-48	Meeting of other departments	Minutes of meetings & comments.	C
47	Adm-49	Reports on Visits & Inspections	Copies of Inspection reports.	B
48	Adm-50	Civil Commotion	Reports of Loss/Damage of property/Absenteeism	A
49	Adm-51	Reporting Systems	Circulars/Notes on Reporting System	A
50	Adm-52	Awards & Rewards to Employees	Circulars, Recommendations for Awards/Rewards	B
51	Adm-53	Workers Participation in Management	Minutes of the meeting & circulars	C
52	Adm-54	Bulk Suooly Agreement with Tatas		A
53	Adm-63	R.T.I	Letters and reply to outsiders	A
54	Est-01	Establishment Schedule & Staff Strength	Related correspondence	A

55	Est-02	Creation of Posts	Proposals & Replies	A
56	Est-03	Revalidation of Lapsed Posts	Proposals & Replies	A
57	Est-04	Appointments	Correspondence regarding filling in of vacancies etc.	A
58	Est-05	Probation / Confirmation	Confirmation letters/Letters of extending probation	B
59	Est-06	Promotion - Promotion Policy	Correspondence regarding promotions	A
60	Est-07	Reversions	Copies of reversion letters & forms	B
61	Est-08	Transfers	Letters of transfers & proposal for effecting transfers	B
62	Est-09	Seperation	Letters of accepting resignations & pps of termination etc.	B
63	Est-10	Trade Tests	Related correspondence	B
64	Est-11	Grading of Staff	Papers on existing/revision of grades etc.	B
65	Est-12	Seniority List	Seniority lists- Category-wise & Trade-wise	B
66	Est-13	Acting / Combination of Appointments	Proposal for acting/combination of duties	C
67	Est-14	Deputation / Deputation Allowances	Proposal for deputation and related correspondence	C
68	Est-15	Loan Arrangement	Proposals/orders for postings and transfers on loan basis	C
69	Est-16	Attendance	Attendance of outdoor staff, installation of punching clocks.	B
70	Est-17	Leave	Related correspondence	B
71	Est-18	Working Hours	Correspondence regarding change of shifts/working hours.	A
72	Est-19	Discipline & Disciplinary Actions	Circulars, notes of principles of domestic enquiries	B
73	Est-20	Standing Orders	Copies of Standing Orders	A
74	Est-21	Service Regulations	Copies of Service Regulations	A
75	Est-22	Fidelity Insurance	Fidelity Insurance of staff	A
76	Est-23	Overtime / Holiday Working	Circulars of / proposals for Overtime & Holiday working.	B
77	Est-24	Meal Allowance	Circulars on payment of Meal Allowance.	C
78	Est-25	Other Allowances	Papers on Washing / Compansatory Allowances etc.	C
79	Est-26	Payment & Recoveries	Circulars on payment to and recovery from employees.	C
80	Est-27	Identity Cards/Bus Tokens & Other	Circulars, notes on procedure of	B

		Passes	issuing of BT/BP/ID etc.	
81	Est-28	Uniform & Clothing	Circulars, papers on procedure for issue of Uniforms	B
82	Est-29	Periodical Statements	Statements of staff position, Notification of Vacancies, Absenteeism reports of officers.	B
83	Est-30	Festival Advance	Circulars/Notes of Festival Advance	C
84	Est-31	Grains	Activity Closed	
85	Est-32	Quarters	Circulars/Correspondence on allotment of quarters etc.	B
86	Est-33	Scholarship / Monetary Assistance	Circulars & Related Correspondence.	C
87	Est-34	P.F. / S.F. / E.W.F. / F. Pension & Gratuity	Circulars on procedures of payment/loans	B
88	Est-35	Welfare	Correspondence on Staff Welfare facilities.	C
89	Est-36	Certificates	Circulars on Procedures of issue of various certificates.	B
90	Est-37	Civil Defence	Notes/Correspondence on Civil Defence activities, Safety (Electrical)	C
91	Est-38	Accidents (other than Electrical) & Assaults	Reports of Accidents, Circulars on compensation etc.	B
92	Est-39	Medical	Correspondence regarding medical treatment.	B
93	Est-40	Residential Address	Circulars on Procedure for change in residential address.	B
94	Est-41	Voluntary Subscription	Appeal from Management for contribution for various funds.	C
95	Est-42	Qualification & Experience for Posts	Notes/Charts Showing the essential Qualification for posts.	A
96	Est-43	Employees` State Insurance (E.S.I.)	Activity Closed	
97	Est-44	Incentive Bonus Schemes	Papers on Washing / Compensatory Allowances etc.	C
98	EQ-201	Poles	Equipment`s related papers, other documents.	A
99	EQ-202	Decorative poles	Equipment`s related papers, other documents.	A
100	EQ-203	Lamps	Equipment`s related papers, other documents.	A
101	EQ-204	Integral lanterns	Equipment`s related papers, other documents.	A
102	EQ-205	Brackets	Equipment`s related papers, other	A

			documents.	
103	EQ-206	Flood lanterns	Equipment's related papers, other documents.	A
104	EQ-207	Time switches	Equipment's related papers, other documents.	A
105	EQ-208	Contactors	Equipment's related papers, other documents.	A
106	EQ-209	MCB	Equipment's related papers, other documents.	A
107	EQ-210	Rotary switch	Equipment's related papers, other documents.	A
108	EQ-211	Junction box and box cover	Equipment's related papers, other documents.	A
109	EQ-212	Ignitor, Capacitor, Lamp Holder	Equipment's related papers, other documents.	A
110	EQ-213	Ballast	Equipment's related papers, other documents.	A
111	EQ-214	Mechanical Tools	Equipment's related papers, other documents.	A
112	EQ-215	Measuring instruments	Equipment's related papers, other documents.	A
113	EQ-216	Hand Towers/Ladders	Equipment's related papers, other documents.	A
114	EQ-217	Tower Wagon	Equipment's related papers, other documents.	A
115	EQ-218	Aerial Lifts	Equipment's related papers, other documents.	A
116	EQ-219	General equipments	Equipment's related papers, other documents.	A
117	EQ-220	Paints	Equipment's related papers, other documents.	A
118	EQ-221	Control Gear Box	Equipment's related papers, other documents.	A
119	EQ-222	Decorative lanterns	Equipment's related papers, other documents.	A

120	EQ-223	All types of cut outs, fuses and links	Equipment's related papers, other documents.	A
121	EQ-224	Cables and Wires	Equipment's related papers, other documents.	A
122	EQ-225	High Mast Poles	Equipment's related papers, other documents.	A
123	EQ-226	Energy saving devices	Equipment's related papers, other documents.	A
124	EQ-227	Street Lighting Pillar	Equipment's related papers, other documents.	A
125	EQ-228	Electric Ballast	Equipment's related papers, other documents.	A
126	File-01	Annual requirement of St. Ltg. Dept. (C) & (M)	Papers related to Annual requirement of St. Ltg. Dept. (C) & (M)	C
127	File-04	Monthly consumption report	Papers related to Monthly consumption report	C
128	File-05	Stores MIS	Papers related to Stores MIS	C
129	File-07	Not in stock - Material out of stock	Papers related to Not in stock - Material out of stock	C
130	File-09	Stores monthly meeting	Minutes of meetings & comments.	C
131	File-10	Guidelines for recommendations	Guidelines for recommendations from Management	A
132	File-15	Stores correspondence	Stores correspondence	C
133		Schedule of Estimate file	Schedule of Estimate file Yearly report pps.	A
134		Maintenance Rate file	Maintenance Rate file Yearly report pps.	A
135		Tariff Schedule /MERC's Regulations	Tariff Schedule /MERC's Regulations	A
136		All the specification files / revised specification files approval thereof	All the specification files / revised specification files approval thereof	A
137		Star questions in Assembly & their reply	Star questions in Assembly & their reply	B
138		Solar, LED, LED reply	Solar, LED, LED reply	B
139		MIS file	MIS file	C
140		Monthly Report file	Monthly Report file	C
141		Overtime record file	Overtime record file	C
142		Requisition record file	Requisition record file	C
143		Transportation contract record file	Transportation contract record file	C
144		Common report file	Common report file	C
145		Tender Files Of Equipment's for St.Ltg.	Tender Files Of Equipment's for St.Ltg.	C

146		Departmental Letter file	Departmental Letter file	D
147		Gate Pass record file	Gate Pass record file	D
148		Negative Attendance file	Negative Attendance file	D
149		General record file	General record file	D
150		Fitter job sheet file	Fitter job sheet file	D
151		Computer Service call file	Computer Service call file	D

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 :-

DESL(C) is responsible for provision & improvement in street lighting on behalf of MCGM. Work is executed after obtaining work orders from MCGM.

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 :-

DESL(C) is required to attend the following Committee / Govt. meeting.

- 1) Co-ordination meeting with MCGM (9 Wards).
- 2) Co-ordination meeting with Ward Committee.
- 3) Co-ordination meeting with MMRDA, MbPT and various Govt. authorities.

Minutes of the meeting is not open to public.

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

STAFF POSITION AS ON 28.02.2021					
Sr.No.	Ch. No.	Name	Design	GRADE	P/Seet
1	193610	MARUTI DADU NAIK	AS FTR WEL	P1/T4	457/02
2	194640	DNYANESHWAR C TARI	SHOP RECOR	AGVII(P)	157/02
3	211498	M. S. MOMIN	Ag.SUPDT.(DL)	A-4	148/01
4	211855	G G MOKASHI	DEPUTY ENG	G/GVI	157/02
5	212362	B B RAIKAR	DEPUTY ENG	G/GVI	157/02
6	212865	BHARAT DNYANDEV DHOLE	SUPERVISOR	A/GVII(P)	157/02
7	212900	BALU DHARMAJI SHELKE	DEPUTY ENG	G/GVI	157/02
8	212938	JAMBAJI TUKARAM PATIL	DEPUTY ENG	G/GVI	157/02
9	213152	JIVAJI KRISHNA KARLE	SUPERVISOR (P)	A/GVII	157/02
10	213215	SUGAM WAMAN DATAR	DEPUTY ENG	G/GVI	157/02
11	213250	M S BARBADE	SUB ENGINE	G/GV	157/02
12	213254	T. J. MANE	SUB ENGINE	G/GV	158/09
13	213260	MILIND VASUDEO JAMDAGNI	SUB ENGINE	G/GV	157/02
14	213479	NARESH VISHWANATH TAWADE	SUPERVISOR (P)	A/GVII(P)	157/02
15	213797	GAFFAR DAWOOD VANU	SUB ENGINE	G/GV	157/02
16	214161	N. A. PATEL	SUPERVISOR	A/GVII	134/03
17	214424	SANJAY B GHADIGAONKAR	SR D'MAN (P)	G/GIV	157/02
18	214433	YASHWANT D CHUNEKAR	SR D'MAN (P)	G/GIV	157/02
19	214490	M. N. RATHOD	ASST. ENGI	A-5	157/02
20	214511	S D PATIL	SUB ENGINE	G/GV	157/02
21	214512	S D RANE	SUB ENGINE	G/GV	157/02
22	214567	S. R. DABHOLKAR	SUB ENGINE	G/GV	148/01
23	214840	S. S. JADYE	SUB ENGR(P)	G/GV (P)	157/02
24	215225	JANARDAN S KHEDEKAR	SR.DRAUGHT	G/GIV	157/02
25	215227	SUDESH BHIMRAO WAIFALKAR	CH.DRAUGHT	G/GV	157/02
26	215228	SANJAY L GONDKE	CH.DRAUGHT	G/GV	157/02
27	215484	C S KADAM	CHARGE ENG	P1/T8	157/02
28	215557	M. M. SHAIKH	Ag.SUPDT.(ES)	A-4	157/02
29	215588	VISHAL MARUTI SAPKAL	CHARGE ENG	P1/T8	157/02
30	215822	MRS JYOTI VINAY RANE	SR STENO.(P)	A/GVII(P)	157/02
31	216025	S. N. YADAV	CH. ENGR.	P1/T8	157/02
32	216109	PRADEEP N WALUNJ	CHARGE ENG	P1/T8	157/02
33	216232	Mrs. Manisha A Adangale	Supervisor	A/GVII	157/02
34	216254	VINOD ANKUSH MAGAR	Supervisor (P)	A/GVII(P)	157/02
35	216264	AJIT DNYANESHWAR VISHVE	Supervisor (P)	A/GVII(P)	157/02
36	216815	M S THAKURDESAI	CHARGE ENG	P1/T8	157/02
37	216816	MRS.AMRUTA AMOL PATIL	CHARGE ENG	P1/T8	157/02

38	216845	YOGESH SHANTARAM MULAYE	DRAUGHTSMA	G/GIII	157/02
39	216877	PRATIBHA D BAGADANE	CHARGE ENG	P1/T8	157/02
40	217052	D. D. MESTRY	DYE SWC	G/GVI	157/02
41	217083	MAHENDRA Y SADADEKAR	DEPUTY ENG	G/GVI	157/02
42	217133	MRS. S. H. SALVE	D'MAN	G/GIII	142/01
43	217136	TUSHAR S WAGHMARE	D'man	G/GIII	157/02
44	217246	NANDA SANJAY SHEGOKAR	CHARGE ENG	P1/T8	157/02
45	290790	A. A. SURVE	BM	P1/G1	90/02
46	291042	RAHUL NARAYAN SONAWANE	SR PAINTER	P1/T4	457/02
47	291227	MANOJKUMAR M RAI	SUPERVISOR (P)	A/GVII(P)	157/02
48	322490	INDRABHAN RAMA DABHADE	SR MUCCADA	P1/T4	457/02
49	322494	SAINATH SAIBANNA BHOORE	SR MUCCADA	P1/T4	457/02
50	324534	SHANTARAM DAGADU GUNJAL	SR MV DRIV	P2/GIV	457/02
51	324614	TANAJI NAMDEO GADADE	SR MV DRIV	P2/GIV	457/02
52	324913	SUBHASH KISAN BARGE	SR MV DRIV	P2/GIV	457/02
53	402253	SACHIN SHAMRAO SALAME	JR.EL.FITT	P1/T4	457/02
54	402649	SHARAD ANANT JADHAV	SR MASON	P1/T4	457/02
55	402653	PRAVIN MADHUKAR DALVI	MASON SR	P1/T4	457/02
56	402658	SANJAY SIDDESHWAR ASHTEKAR	MASON	P1/T3	457/02
57	402713	SUSHANT SHRIDHAR VESHVIKAR	JOINTER	P1/T5	457/02
58	402741	SANDEEP FULCHAND CHAUGULE	JOINTER	P1/T5	457/02
59	402749	R. S. HIRE	JOINTER	P1/T5	448/01
60	402761	RAJARAM GANESH TAWADE	JOINT MATE	P1/T4	457/02
61	402764	TUSHAR R. GHADIGAONKAR	JOINT MATE	P1/T4	457/02
62	403784	RAJAN ANTHONY D MELLO	CHARGE ENG	P1/T8	157/02
63	404035	BHALCHANDRA G CHINDARKAR	CHRG HND G	P1/T6	157/02
64	404173	VIDYADHAR RAGHUNATH MARNE	JR.EL.FITT	P1/T4	457/02
65	404213	SATISH SITARAM SURVE	JR.EL.FITT	P1/T4	457/02
66	404231	S. M. KOLI	JR. ELECT.FTR.	P1/T4	434/03
67	404250	RAMESH BHIMRAO SALVE	JR.EL.FITT	P1/T4	457/02
68	404323	SURDAS MORESHWAR BHOIR	JR.EL.FITT	P1/T4	457/02
69	404330	RAJKUMAR MORESHWAR JIWANE	JR.EL.FITT	P1/T4	457/02
70	404387	SAGUN KASHINATH VARADKAR	EL.FITTER	P1/T5	457/02
71	404422	PREMENDRA BALKRISHNA HULE	EL.FITTER	P1/T5	457/02
72	404423	MAHENDRA SARJERAO ROKADE	EL.FITTER	P1/T5	457/02
73	404424	ANKUSH BHAGWAN PAWAR	EL.FITTER	P1/T5	457/02
74	404432	SANDEEP GAJANAN KENI	ELEC FITTE	P1/T5	457/02
75	404435	RAJENDRA GANPAT DHOLE	JR.EL.FITT	P1/T4	457/02
76	408344	RAJADATTA PANDURANG JADHAV	JR.EL.FITT	P1/T4	457/02
77	408346	HEMANT KANCHANLAL MAKWANA	JR.EL.FITT	P1/T4	457/02
78	408354	MUNAF ISMAIL SAKHARKAR	JR.EL.FITT	P1/T4	457/02

79	408383	MAHENDRA GANPAT JADHAV	SR NAWGHAN	P1/T2(P)	457/02
80	408426	VINAYAK RAJARAM SAWANT	SR NAWGHAN	P1/T2(P)	457/02
81	408509	ASLAM B N SHAHADIWAN	JR.EL.FITT	P1/T4	457/02
82	408693	GANESH MAHADEO PADWAL	SR NAWGHAN	P1/T2	457/02
83	409321	SHANKAR K PAWAR	JOINTER	P1/T5	457/02
84	409367	RIZWAN A ANSAR A KHAN	SR NAWGHAN	P1/T2	457/02
85	409373	SANDIP SUDHAKAR KULKARNI	SR NAWGHAN	P1/T2	457/02
86	409414	HEMANT S MHATRE	MUCCADAM	P1/T3	457/02
87	409622	JANAKNANDANI P K PANDEY	SR NAWGHAN	P1/T2	457/02
88	409792	MUKUND R JADHAV	SR NAWGHAN	P1/T2	457/02
89	409828	SHRI ASIFALI BASITALI KHAN	SR NAWGHAN	P1/T2	457/02
90	409976	BIJI T. K. KUNJACHAN	SR NAWGHAN	P1/T2	457/02
91	410088	SAMRAT BHIKAJI KADAM	SR NAWGHAN	P1/T2	457/02
92	410097	ANANT T SAWANT	SR NAWGHAN	P1/T2	457/02
93	410148	RAMESH NARAYAN SHETTY	JR.EL.FITT	P1/T4	457/02
94	410250	ABHAYA BHIKAJI SATAM	JR.EL.FITT	P1/T2	457/02
95	410299	RAJESH ANKUSH GAWDE	SR NAWGHAN	P1/T2	457/02
96	410335	BHARAT DINKAR SONAWALE	SR NAWGHAN	P1/T2	457/02
97	410336	SHARAD VITTHAL YADAV	SR NAWGHAN	P1/T2	457/02
98	410338	VYANKATY NARSAYYA WARE	SR NAWGHAN	P1/T2	457/02
99	410347	ALLADIN AMIR HERLEKAR	SR NAWGHAN	P1/T2	457/02
100	410349	DILIPKUMAR RAMCHANDRA SAKPAL	SR NAWGHAN	P1/T2	457/02
101	410352	SANTOSH D SALVI	SR NAWGHAN	P1/T2	457/02
102	410353	PRAMOD L WAGHMARE	SR NAWGHAN	P1/T2	457/02
103	410354	PRAKASH KRISHNA SALVI	SR NAWGHAN	P1/T2	457/02
104	410355	RAJESH N TELI	SR NAWGHAN	P1/T2	457/02
105	410357	K R SINGH	SR NAWGHAN	P1/T2	457/02
106	410358	VIJAY GAJANAN KARAMBE	SR NAWGHAN	P1/T2	457/02
107	410359	UDAY ANANT HADSUL	SR NAWGHAN	P1/T2	457/02
108	410361	RAJU AMBAJI ROHEKAR	SR NAWGHAN	P1/T2	457/02
109	410442	RAMA SAKHARAM GHANE	MUCCADAM	P1/T3	457/02
110	410482	VIJAY PANDURANG PAWAR	SR NAWGHAN	P1/T2	457/02
111	410488	MUKUND CHAUDHARI NAHAK	SR NAWGHAN	P1/T2	457/02
112	410520	BHIKAJI DHONDU JADHAV	SR NAWGHAN	P1/T2	457/02
113	410524	PRAKASH ANANT MARGAJ	SR NAWGHAN	P1/T2	457/02
114	410543	MAHADEO GANPAT DHOKE	SR NAWGHAN	P1/T2	457/02
115	410545	VINAYAK RANU BHALERAO	SR NAWGHAN	P1/T2	457/02
116	410566	SRINIVAS DHARMAYYA THOTA	SR NAWGHAN	P1/T2	457/02
117	410568	ANNA SHANKAR MANE	SR NAWGHAN	P1/T2	457/02
118	410635	ANTARJYAMI SHYAMSUNDER SAHU	SR NAWGHAN	P1/T2	457/02
119	410679	RAMAKANT HARI CHALKE	SR NAWGHAN	P1/T2	457/02

120	410782	MADHUKAR LAXMAN GHADI	SR NAWGHAN	P1/T2	457/02
121	410807	VIJAY GANU JADHAV	SR NAWGHAN	P1/T2	457/02
122	410889	SHRIKANT PANDURANG PAWAR	SR NAWGHAN	P1/T2	457/02
123	410919	ARJUN MANGESH NAIK	JOINT MATE	P1/T4	457/02
124	410935	HARIKRUSTAN BHALU PANDA	SR NAWGHAN	P1/T2	457/02
125	410955	VIJAY BALKRISHNA KHAMKAR	JOINT MATE	P1/T4	457/02
126	410972	VIJAY RAGHUNATH SAWANT	SR NAWGHAN	P1/T2	457/02
127	411248	SURESH KRISHNA MAHADIK	SR NAWGHAN	P1/T2	457/02
128	411332	NITIN SHRIKANT RAIKAR	SR NAWGHAN	P1/T2	457/02
129	411546	R V AROLKAR	NAWGHANY	P1/T1	457/02
130	411549	SANJAY JAYWANT DANDKAR	NAWGHANY	P1/T1	457/02
131	411551	PRASAD VISHNU PEDNEKAR	NAWGHANY	P1/T1	457/02
132	411561	R C RAUT	NAWGHANY	P1/T1	457/02
133	412201	RATNAKAR GANPAT SHIRSEKAR	NAWGHANY	P1/T1	457/02
134	412289	HARISHCHANDRA WAMAN NAIK	NAWGHANY	P1/T1	457/02
135	412377	GAUTAM NATHUJI SHIRSAT	NAWGHANY	P1/T1	457/02
136	412400	PANDHARI KASHIRAM PARAB	NAWGHANY	P1/T1	457/02
137	412455	YUVRAJ PARASHARAM YADAV	NAWGHANY	P1/T1	457/02
138	412457	GAJANAN KASHIRAM DEVKAR	NAWGHANY	P1/T1	457/02
139	412529	ANKUSH GUNAJI OKATE	NAWGHANY	P1/T1	457/02
140	412832	GANGARAM PUNAJI ARDE	NAWGHANY	P1/T1	457/02
141	412838	S D PARAB	NAWGHANY	P1/T1	457/02
142	412842	M D URANKAR	NAWGHANY	P1/T1	457/02
143	412843	S C TORANE	NAWGHANY	P1/T1	457/02
144	412844	D R SHIRKE	NAWGHANY	P1/T1	457/02
145	412847	ASHOK VISHNU UGHADE	NAWGHANY	P1/T1	457/02
146	412852	A B SANAS	NAWGHANY	P1/T1	457/02
147	412858	B Y INGALE	NAWGHANY	P1/T1	457/02
148	412860	M L MUNGURKAR	NAWGHANY	P1/T1	457/02
149	412861	S G JADHAV	NAWGHANY	P1/T1	457/02
150	412862	S S PAWAR	NAWGHANY	P1/T1	457/02
151	412864	U L WAINGANKAR	NAWGHANY	P1/T1	457/02
152	412870	JAYA DANDAPANI PANIGRAHI	NAWGHANY	P1/T1	457/02
153	412872	E N PEDNEKAR	NAWGHANY	P1/T1	457/02
154	412877	DEEPAK SHRIPAT VEDRUK	NAWGHANY	P1/T1	457/02
155	412878	ISAQUE MOHMADSHAH PATEL	NAWGHANY	P1/T1	457/02
156	412881	S P PAWAR	NAWGHANY	P1/T1	457/02
157	412883	APPA BHIKAN JADHAV	NAWGHANY	P1/T1	457/02
158	412886	A N PAGARE	NAWGHANY	P1/T1	457/02
159	412887	M S KHARAT	NAWGHANY	P1/T1	457/02
160	412888	D N SOHANI	NAWGHANY	P1/T1	457/02

161	412890	M A KADAM	NAWGHANY	P1/T1	457/02
162	412891	S K LIMBARE	NAWGHANY	P1/T1	457/02
163	412893	VIJAY DATTARAM TARFE	NAWGHANY	P1/T1	457/02
164	412894	MAHADEO DATTARAM KAWALE	NAWGHANY	P1/T1	457/02
165	412904	N B DHANAWADE	NAWGHANY	P1/T1	457/02
166	412908	S R GUPTA	NAWGHANY	P1/T1	457/02
167	412915	D R RAWAT	NAWGHANY	P1/T1	457/02
168	412916	P Y SHINDE	NAWGHANY	P1/T1	457/02
169	412920	J S SAGARE	NAWGHANY	P1/T1	457/02
170	412923	P S YADAV	NAWGHANY	P1/T1	457/02
171	412937	SURYAKANT VITTHAL MESTRY	NAWGHANY	P1/T1	457/02
172	412943	R K NAIK	NAWGHANY	P1/T1	457/02
173	412944	V B GADGE	NAWGHANY	P1/T1	457/02
174	412945	R K GOWDA	NAWGHANY	P1/T1	457/02
175	413055	S P DUDHWADKAR	NAWGHANY	P1/T1	457/02
176	413128	SUBODH MAHADEV KARBHARI	NAWGHANY	P1/T1	457/02
177	413143	BABAN KUNDLIK GADE	NAWGHANY	P1/T1	457/02
178	413230	ANAND DILIP JOSHI	NAWGHANY	P1/T1	457/02
179	413231	SANTOSH H VAIDHYA	NAWGHANY	P1/T1	457/02
180	413233	DNYANU NANA YAMGAR	JOINT MATE	P1/T4	457/02
181	413327	MANGESH CHANDRAKANT SHINDE	NAWGHANY	P1/T1	457/02
182	413342	DEVENDRA NANDRAJ BORHADE	NAWGHANY	P1/T1	457/02
183	413418	SHASHIKANT BHAGVAT PATIL	NAWGHANY	P1/T1	457/02
184	413433	KABIR A M KOTAWADEKAR	NAWGHANY	P1/T1	457/02
185	413434	RAVINDRA DNYANOBA SAGAR	NAWGHANY	P1/T1	457/02
186	413472	AJINKYA SHANKAR KELASKAR	NAWGHANY	P1/T1	457/02
187	413486	SANTOSH GANGARAM KOKANE	NAWGHANY	P1/T1	457/02
188	413487	SURESH YASHWANT BHOIR	NAWGHANY	P1/T1	457/02
189	413489	BHASKAR GOPAL GHARE	NAWGHANY	P1/T1	457/02
190	413515	SACHIN SHANTARAM SHIVGAN	NAWGHANY	P1/T1	457/02
191	413525	SHAILESH SHIVRAM GHARAT	NAWGHANY	P1/T1	457/02
192	413540	ASHOK RAGHUNATH PAWASKAR	NAWGHANY	P1/T1	457/02
193	413574	VASANT RANGRAO PAWANE	NAWGHANY	P1/T1	457/02
194	413578	DATTARAM GUNDU NAIK	NAWGHANY	P1/T1	457/02
195	413591	RAJESH NIVRUTTI KALE	NAWGHANY	P1/T1	457/02
196	413629	UDAY TUKARAM CHILE	NAWGHANY	P1/T1	457/02

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

Presently, all activities of Street Lighting (Construction) Division are carried out by in house staff and officers and no outside agency is entrusted. However to meet miscellaneous expenditure Rs. 9000/- imprest cash is maintained in Street Lighting (Construction) Division.

Activities of Street Lighting (Construction) are carried out on behalf of MCGM. After obtaining work order / NOC from MCGM execution of plans are carried out.

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

No such programmes are executed by Street Lighting (Construction) Division.

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

No such concessions, permits or authorizations are granted by Street Lighting (Construction) Division.

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 Street Lighting (Construction) Division through this manual is being made 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 or 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 BES&T Undertaking viz. www.bestundertakign.com

No separate library / reading room is maintained.

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

The names, designations and other particulars of the Public Information Officers.

The information, Public Information Officer an Appellate Authority is as follows :-

Shri G. G. Chandankar – Dy. Chief Engineer (Street Lighting) is Appellate Authority.

Shri M. M. Shaikh – Ag. Supdt.(ES), Street Lighting (Construction) is Public Information Officer.

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

Information of staff and officer under Street Lighting (Construction) furnished above is as on February 2021 and will be updated every year.