

INFORMATION OF THE

**CONSUMERS
ADVISORY &
SERVICES
DEPARTMENT**

B.E.S.& T. UNDERTAKING

UPDATED AS ON APRIL 2021

(Information mandatory 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 organisation, functions and duties

The particular of department :-

Name of the Department	Consumers Advisory & Services
Sections	(i) Domestic Electrical Appliances (DEA) (ii) Repair & Maint. of A.C. (R&AC)
Address	Vidyut Bldg., 1 st Floor, Pathakwadi, Mumbai 400 002.
Contact No. (Tel)	22080274 Extn. 880

The functions and duties of department :-

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

Sr. No.	Designation	Grade	On Roll Staff
1	Superintendent	A-4	1
2	Deputy Engineer	G-G/VI	2
3	Sub Engineer	G-G/V	0
4	A. A. O.	AG/VIII	0
5	Stenographer	AG/V	1
6	Clerk	AG/V	2
7	Shop Recorder	AG/V	4
8	Foreman(G)	P1/T-8	0
9	Foreman (DEA)	P1/T-7	0
10	Foreman (R&AC)	P1/T-7	0
11	Asst. Foreman (R&AC)	P1/T-6	0

12	Sr. Mechanic (DEA)	P1/T-6	0
13	Sr. Mechanic (R&AC)	P1/T-6	0
Sr. No.	Designation	Grade	On Roll Staff
14	Jr. Mechanic (DEA)	P1/T-5	3
.	Jr. Mechanic (R&AC)	P1/T-5	2
16	Arm. Winder	P1/T-4	1
17	Fitter (R&AC)	P1/T-5	3
18	Asst. Tinman	P1/T-4	0
19	Muccadam	P1/T-3	0
20	M. V. Driver	P2/G-III	1
21	Nawghany (DEA)	P1/T-1	1
22	Nawghany (R&AC)	P1/T-1	9
23	Sepoy	AG/I	1
	Total		31

1. Duties & Responsibilities of Superintendent (A-4) :-

- 1.1 As a Head of the Department he will be responsible for overall administration and smooth working of the Department.
- 1.2 To guide and supervise the activities of the officers under him in order to :
 - 1.2.1 Carry out preventive and breakdown maintenance of all air-conditioning central plants, room cooler, water cooler and refrigerator, etc.
 - 1.2.2 Carry out repairing and rewinding of electrical appliances / motors.
- 1.3 To forward various weekly, monthly and annual reports.
- 1.4 To co-ordinate with other departments to achieve the required targets.
- 1.5 To maintain proper discipline in the department.

2. Duties & Responsibilities of Dy. Engineers (G/GVI) :-

- 2.1 Assist to SCAS as per requirement.
- 2.2 To plan the manpower requirement and material requirement for efficient working of section under him.

- 2.3 To keep proper records of material received and issued at sub-store.
- 2.4 To design and keep proper inventory control.
- 2.5 To supervise for repairs of Domestic Electrical Appliances like ceiling fans, exhaust fans, drill machines, breaker coils etc., received from various department.
- 2.6 Arrange quotations for repairing / new purchase of Package Units / Precision Units / R&AC Units.
- 2.7 Witness for Tender process carried out by MM Department.
- 2.8 Assist for sending E-Office files to respective department.
- 2.9 Supervise & Maintenance of 13 A.C. Package Units / Precision Units installed at various locations. Renewal of A.M.C.
- 2.10 Be responsible for the DEA Stores & R&AC Section and its transactions.
- 2.11 To design, erect, maintain and repair of Water Coolers and Air conditioner of the Undertaking and supervise their installation.
- 2.12 To purchase material required for Domestic Electric Appliances (DEA) Workshop & R&A/C section for repair of Refrigerators, Room Coolers and Water Coolers. Purchase of urgent material through Imprest Cash.
- 2.13 To inspect the materials against Inspection Form.
- 2.14 To design, supervise, erection and maintenance of the Central Air Conditioning Plants of the various departments of the Undertaking.
- 2.15 To supervise the repairs, maintenance of refrigerator, Room Coolers and Water Coolers.
- 2.16 Ensure that the materials required for the above two activities are requisitioned in due time.
- 2.17 To prepare specifications for various material to be purchased through Material Management Department.
- 2.18 To maintain inventory of Refrigerators, Water Coolers, Room Coolers, Water Heaters and 13 Precision Units.
- 2.19 To give guidance to supervisor to detect faults in domestic appliances, refrigerator, air-conditioning plant, room cooler in case of complicated cases.
- 2.20 To certify the fitness for the functionality of appliances of the various department / depot.
- 2.21 Put up purchase form to M. M. Department for procurement of air conditioner, water cooler, purifier and other item and prepare specification of the same.

2.22 To prepare scrap note.

3. Duties & Responsibilities of Sub-Engineers :-

- 3.1 Assist to SCAS as per requirement.
- 3.2 Supervise the work of repairs & maintenance carried out by staff in their section.
- 3.3 To arrange for the issue and delivery of materials from Pathakwadi to Colaba / Dadar.
- 3.4 Arrange for regular preventive maintenance of Water Coolers and Room Coolers.
- 3.5 Control the inventory of department's tools and equipment.
- 3.6 Maintain all information pertaining to refrigerators in workshop.
- 3.7 Report to Deputy Engineer regarding accessories required for refrigerators, water coolers and room air conditioners.
- 3.8 To look after training of Apprentices & Probationary Engineers.
- 3.9 To look after training of Apprentices and Probationary Engineers.
- 3.10 Purchase urgent material from Imprest Cash.
- 3.11 Inspect material indented through the Stores and arrange to forward the same to DEA Stores.
- 3.12 Allocate indoor and outdoor work to the staff in his section.
- 3.13 To look after sub-stores stock maintenance, issues, recoupment of items and other accessories from Pathakwadi Stores.
- 3.13 To maintain installation of air conditioner, water coolers and AC Plant.
- 3.14 Preparation of MIS as per data received from Sectional In-charge.

4. Duties & Responsibilities of Assistant Adm. Officer :-

- 4.1 Assist to SCAS.
- 4.2 In-charge of all administrative / establishment activities.
- 4.3 Preparation of Budget Estimates and Establishment Schedule.
- 4.4 Budgetary Control and Augmentation of Grants.
- 4.5 Obtaining of Administrative sanctions for :-
 - a) Temporary and Permanent Staff.
 - b) Capital and Dead Stock items.
 - c) Writing off Capital and Dead Stock Items.

- 4.6 Dealing with Procedural matters pertaining to Stores & Accounts
- 4.7 Replying to Audit Queries (IA / MCA).
- 4.8 Draft official correspondence and notes.
- 4.9 Replying to Union's Letters.
- 4.10 Maintenance of Imprest Cash of Rs.25,000/- and arrange recoupment of the same.
- 4.11 Carrying out physical stock checking of Stores Material.
- 4.12 Arranging for disposal of non-moving surplus stock items and scrap.
- 4.13 Cleanliness of Department.

5. The Duties & Responsibilities of Stenographer (English) :-

- 5.1 To take dictation and transcribe in English as necessary.
- 5.2 To type various letters, drafts and correspondence, reports and statements.
- 5.3 To take print-outs of emails received and arrange to send.
- 5.4 Take print outs of E-office files as per requirement and arrange to upload draft and correspondence into the E-office.

6. The Duties & Responsibilities of Clerks :-

- 6.1 All establishment work (Internal and external).
- 6.2 Assist AAO in any other matter, if required.
- 6.3 Update record of Administrative/Technical staff for promotion/retirement etc.
- 6.4 To ensure facilities provided by Undertaking for staff.
- 6.5 To assist AAO/SCAS in filling of vacant post and arrange for trade test if required.
- 6.6 Assist to SCAS/AAOCAS in compiling information required by the management from time to time.
- 6.7 Receive Incoming Papers.
- 6.8 Maintain an inward and outward correspondence register.
- 6.9 Write outward dispatch in the Peon's delivery book.
- 6.10 To arrange payment advice to AM(ES) for various allowances.
- 6.11 To arrange payment advice for clothing / monsoon apparels, sewing & washing allowances.
- 6.12 To look house-keeping in department and follow up with concern department for related complaint.

7. The Duties of Shop Recorder :-

- 7.1 Issue material to the workmen for repairs and maintenance jobs, after carefully measuring / weighing and obtaining job details.
- 7.2 Prepare material requisitions for the material issued.
- 7.3 Maintain a register for the material issued to the workmen, but are likely to be returned partly or in full depending on the requirements of the job.
- 7.4 Follow up and finalise the issue of such materials on respective jobs and receive back the remaining materials.
- 7.5 Prepare Credit Notes for the material returned by workmen.
- 7.6 Report to AAO/Dy.Engr. the times showing low stock levels.
- 7.7 Arrange to recoup materials, wherever available from the Depot Stores against inter-stores requisitions.
- 7.8 Report to AAO/Dy.Engr. for placing a purchase form, whenever the material is not available in any other Depot Stores.
- 7.9 Check the physical stock with the Bin Card balance regularly.
- 7.10 Issue tools, instruments, etc., from the tool board to the workmen against their tokens and receive back the same.
- 7.11 Check the tool board periodically and report to AAO regarding replacement of worn out tools.
- 7.12 Maintain a record of issue of paint, thinner and primer to the painting section. Obtain allocations of various appliances to be painted and prepare requisitions accordingly.
- 7.13 Maintain a record of defective accessories and their repairs.
- 7.14 Assist AAO/Dy.Engr. in attending to queries of stock;
- 7.15 Report to SCAS/AAO on all the above matters.
- 7.16 Check all monthly statements received from the Mechanised Accounting with the Stores Bin-Cards for :
 - a) Material Issued,
 - b) Material Returned,
 - c) Material locally purchased, &
 - d) Inter-Stores transfer of Materials.
- 7.17 Report discrepancies in the above, to the Stores Account Section in the prescribed form.
- 7.18 Maintain Records :

- a) Office Files
 - b) Internal Hire Accounts Files
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- 7.19 File all the correspondence, forms requisitions, credit notes, S.R. notes daily.
 - 7.20 Maintain the attendance book and record all leave forms therein.
 - 7.21 Maintain leave and grading record of the staff.
 - 7.22 Maintain all stationery and printed materials and recoup the same.
 - 7.23 Close Stores bin balances monthly.
 - 7.24 Do any other incidental work required by SCAS/AAO.
 - 7.25 Write Leave Forms, outdoor, P.F. Loan Forms, S.F. Withdrawal Forms for the workers.
 - 7.26 Prepare job sheets and payment advice of staff and casual labour.
 - 7.27 Maintain Imprest stock of materials required for repairs and maintenance work carried out at the Dadar Section and arrange for timely recoupment of the same.
 - 7.28 Write dispatches of correspondence and material to be delivered to Colaba.
 - 7.29 Receive dispatches from Colaba.
 - 7.30 Collect Material, from the Depot Stores at Kingsway against requisitions, for the purpose of repairs and maintenance.
 - 7.31 Prepare call sheets.
 - 7.32 To assist Foreman / Asst. Foreman in all clerical work.
 - 7.33 Report to SCAS/AAO/Foreman on all the above matters.
 - 7.34 To arrange small tools, electrical insulating material / stationary and other items by filling proper material requisition to M. M. Department.

8. The Duties & Responsibilities of Foreman (General) :-

- 8.1 Be responsible to all the repairs to Domestic Electrical Appliances carried out in the section and preventive and breakdown maintenance of room cooler, water cooler, etc.
- 8.2 Prepare new Job sheets and tag for the repair articles.
- 8.3 Ensure that all articles received have been properly tagged.
- 8.4 To assist Sub Engineer.
- 8.5 Ensure that the details of work carried out and the material used on various jobs are properly entered on the DEA progress sheets.
- 8.6 Obtain quotations and arrange purchases from Imprest Cash of spares for appliances (non-stock items urgently required) from available sources.
- 8.7 Arrange to deliver in a clean condition after overhauling and repaired all articles.

- 8.8 Arrange for vehicles, required through Sub Engineer.
- 8.9 Maintain a general cleanliness of the DEA repair shop.
- 8.10 Render technical assistance to mechanics.
- 8.11 Report to Deputy Engineer on all the above matters.

9. The Duties & Responsibilities of Foreman :-

- 9.1 Select and distribute indoor work to mechanics and issue instructions on the nature of work required to be done on various jobs.
- 9.2 Supervise the work carried out by the mechanics on various appliances.
- 9.3 Prepare details of material and labour for repairs to machines and submit the same to the shop Recorder for evaluation and further action through Dy. Engineer.
- 9.4 Arrange for the issue of material to mechanics from the Stores.
- 9.5 Arrange through Sub Engr. the vehicles and driver.
- 9.6 Report to Dy.Engr. on the Short-comings of the section and the daily progress.
- 9.7 Allocate Nawghanies to the various sections.
- 9.8 Supervise the work carried out by the Assistant Foreman.
- 9.9 Report to Sub Engr./Dy.Engr. on the working of this section.
- 9.10 To render Technical Assistance to Mechanic.
- 9.11 Submit estimates of material and labour required for jobs.
- 9.12 Test all appliances, after repairs, for operation performance, power consumption and insulation resistance.
- 9.13 Control labour spent on various jobs carried out by the section.
- 9.14 Ensure that all complaints received from the other department about Water Heaters, Water Coolers, AC, Refrigerators, Hot Plates, Ovens etc. and malfunctioning of these Appliances are promptly attended and submit such reports to Dy.Engr.

10. The Duties & Responsibilities of Asst. Foreman :-

- 10.1 Look after the work of the Foreman in his absence.
- 10.2 Render general assistance to the Foreman.
- 10.3 Receive all outdoor service calls through :-
 - a) Phone
 - b) Calls received by enquiry clerk
 - c) Correspondence
 - d) Repeat calls, if necessary

- 10.4 Scrutinise all the calls, group them area-wise and assign call serial numbers.
- 10.5 Study the nature of complaint and the probable remedy.
- 10.6 Distribute the calls area-wise to the Mechanics, with necessary instructions.
- 10.7 Allocate vehicles and drivers to Mechanics for carrying out outdoor calls.
- 10.8 Receive all reports of outdoor repairs carried out by the mechanics and ensure that all service calls have been attended properly.
- 10.9 Go through the reports of repairs submitted. He shall investigate, if any follow-up action is required. He shall also enter the details in a master register and forward these reports to Shop Recorder (Service Records) for entering in Service Record Cards.
- 10.10 Report to Sub Engr. all the above matters.
- 10.11 To purchase the sundry items / spares required on urgent basis from imprest cash.

11. The Duties & Responsibilities of Sr. Mechanic :-

DEA Section :-

- 11.1 Testing of various equipments.
- 11.2 Rewinding & Over hauling of pump motors, transformers, having capacity more than 3 HP and special motors.
- 11.3 Overhauling & repairing of motor starters, 3 phase exhaust fan,
- 11.4 Winding of heating coils.

REFRIGERATION SECTION :-

- 11.5 To assist Foreman & Asst. Foreman.
- 11.6 Detection of faults in central air-conditioning plant and attending to it.
- 11.7 Testing & maintenance of room air-conditioner / water cooler for fault detection and attending the same.
- 11.8 Testing of new branded air conditioner, water cooler and refrigerator procured through outside agency.

12. The Duties & Responsibilities of Jr. Mechanic :-

DEA SECTION :-

- 12.1 Repairing & overhauling of motor starters, drill machines, hot plates, fly killers heaters and various domestic electrical appliances.

- 12.2 Over hauling of drive motors & pump motors of central AC plants.
- 12.3 Rewinding & overhauling of 3 phase exhaust fan.
- 12.4 Rewinding of Siren coils.
- 12.5 Repairing & overhauling of water heater & other heating appliances.
- 12.6 Repairing & overhauling of fan motors.
- 12.7 Attending outdoor calls of water heater.

REFRIGERATION SECTION :-

- 12.8 Maintenance of air-conditioner, refrigerator and water cooler.
- 12.9 Attending to outdoor complaints of air-conditioner, refrigerator and water cooler.
- 12.10 Installation of water cooler and room cooler.
- 12.11 Overhauling of room air-conditioner and water cooler.
- 12.12 Replacement of filter candle and attending electrical complaints of water purifier.

13. The Duties & Responsibilities of Armature Winder :-

- 13.1 Winding of rotor / starter coils of motorised electrical appliances.
- 13.2 Find out the faults in appliances and repairing them.
- 13.3 Locating faults in motorised electrical appliances/domestic heating appliances in their control / operating electrical circuits and repairing them.
- 13.4 Attending to replacement of mechanical components such as bearing etc. in motorised appliances.

14. The Duties & Responsibilities of Fitter :-

- 14.1 Maintenance of water cooler, room cooler and refrigerator.
- 14.2 Operation of Central AC Plant.
- 14.3 Servicing of room cooler, water cooler and refrigerator.

15. The Duties & Responsibilities of Asst. Tinman :-

- 15.1 Help in maintenance of tin work of Water Cooler, air conditioner and refrigerator.
- 15.2 Making side panel, drain tray and carrying out the brazing work of water cooler, refrigerator and air-conditioner whenever required.
- 15.3 Carry out other work instructed by Foreman/Asst. Foreman.

16. The Duties & Responsibilities of Muccadam :-

- 16.1 Supervision over Nawghanies.
- 16.2 Loading / unloading of air-conditioners, water coolers, refrigerators and other appliances in absence of Nawghanies.
- 16.3 Carry out other work as per instruction of his superior / mechanic.

17. The Duties & Responsibilities of M. V. Driver :-

- 17.1 Transporting appliances of R&A/C Section of CAS Department for repair works and installation of new AC, water coolers, refrigerators, water heaters etc.
- 17.2 To collect material from (Stores) M. M. Department.
- 17.3 Any other transportation works with permission of DYECAS / SCAS.

18. The Duties & Responsibilities of Nawghany :-

- 18.1 Assist Tradesmen in all his daily work.
- 18.2 Loading / unloading of air-conditioners, water coolers, refrigerators and other appliances.
- 18.3 Cleaning tools and equipments used by tradesmen.
- 18.4 Clean workshop machines / equipments and shop floor.
- 18.5 Carrying materials to work site.
- 18.6 Carryout any other departmental work as per the instructions of his supervisor/mechanic.

19. The Duties & Responsibilities of Sepoy :-

- 19.1 To clean the tables of Officers and the administrative office.
- 19.2 To attend the bell of Officers.
- 19.3 To remove dispatch from the out tray of Officers and administrative staff.
- 19.4 To remove dispatch from the rack on the dispatch table and accordingly put in to the concerned officers and staff's inward tray.
- 19.5 To take the dispatch from SCAS to Head Office at Colaba or other BEST premises and give the dispatch to the concerned departments and take their acknowledgment on the dispatch book.
- 19.6 To bring files from racks, xerox copies of office documents and punching / filing of papers.

19.7 To do any other office work delegated by officers, Office Supervisor and Office staff
i.e. filing of papers, cleaning of tables, to bring drinking water, etc.

19.8 Any official miscellaneous work given from time to time.

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

Supdt. ↔ DYE ↔ Foreman(G) ↔ Foreman ↔ Sr. Mechanic ↔ Jr. Mechanic ↔ Fitter /
Arm. Winder

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

As per manual. No any prescribed norms are given as CAS Department carry out internal departmental activities only.

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

As per manual and norms.

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

As per record classification of documents i.e. A, B, C & D vide circular no. EA/42084/68
dtd. 23.10.1968.

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 :-

N. A.

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

N. A.

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

Sr. No.	Name of officer / Staff (S/Shri)	Design.	Grade	Ch.No.	P.S.No. of Feb. 2021
1	M.M.Borade	Superintendent	A-4	215298	154/01
2	M. G. Awalkar	DY ENGR	G/G-VI	213253	154/01
3	A. B. Kore	DY ENGR	G/G-VI	211524	154/01
4	VACANT	AAO	AG-VIII	212056	154/01
5	M.A.W.Kazi	Clerk (Sup(P))	AG-VII	212708	154/01
6	R. R. Ajagankar	Clerk (Sup(P))	AG-VII	215014	154/01
7	N.D. Bhagat	Sr. Steno (P)	AG-VII	215096	154/01
8	Q. D. Shaikh	S/R (Sup (P))	AG-VII	215312	154/01
9	R.D. Kedar	S/R (Sup(P))	AG-VII	197667	154/01
10	B.K. Barkade	S/R	AG-V	192761	154/01
11	A.Z. Bhusara	S/R	AG-V	197491	154/01
12	Smt. I. V. Crasto	Sepoy (Jamadar (P))	AG-I	280839	154/01
13	A. K. Malekar	Junior Mechanic	P-1/T-5	212562	154/01
14	A. S. Tari	Junior Mechanic	P-1/T-5	212564	154/01
15	D. L. Bandekar	Junior Mechanic	P-1/T-5	212828	154/01
16	M. A. Almeda	Junior Mechanic	P-1/T-5	212991	454/01
17	P. D. Lambate	Junior Mechanic	P-1/T-5	306429	454/01
18	N. N. Tari	Sr. Fitter (P)	P-1/T-4	212126	454/01
19	P. P. Vichare	Sr. Fitter (P)	P-1/T-4	213013	454/01
20	A. M. Sayed	Sr. Fitter (P)	P-1/T-4	408794	454/01
21	K. R. Adhatrao	Arm.Winder	P-1/T-4	409115	454/01
22	R. N. Kalambe	M.V.Driver	P-1/G-2	324194	454/01
23	D. B. Kamble	Nawghany	P-1/T-1	409812	454/01
24	S. S. Ohal	Nawghany	P-1/T-1	409815	454/01
25	N. S. Jadhav	Nawghany	P-1/T-2	410976	454/01
26	S. S. Ghokshe	Nawghany	P-1/T-2	411111	454/01
27	S. K. Desai	Nawghany	P-1/T-1	411387	454/01
28	S. J. Sagwekar	Nawghany	P-1/T-1	411761	454/01
29	P. D. Tajane	Nawghany	P-1/T-1	412127	454/01
30	D. S. Bhatkar	Nawghany	P-1/T-1	412130	454/01
31	J. S. Choudhari	Nawghany	P-1/T-1	412273	454/01
32	P. V. Bavkar	Nawghany	P-1/T-1	413695	454/01

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.	Name of officer / staff (S/Shri)	Designation	Basic Pay (Rs.)	Monthly remuneration (Basic+Allowances) (Rs.)
1	M.M.Borade	Superintendent	63500/-	654653.34
2	M. G. Awalkar	DY ENGR	54420/-	56291/-
3	A. B. Kore	DY ENGR	77600/-	79650/-
4	VACANT	AAO		
5	M.A.W. Kazi	Clerk (Sup(P))	42575/-	44100/-
6	R. R. Ajgankar	Clerk (Sup(P))	38565/-	40090/-
7	N.D. Bhagat	Steno	37070/-	39035/-
8	Q. D. Shaikh	S/R	35630/-	38355/-
9	R.D. Kedar	S/R (Sup(P))	39335/-	40860/-
10	B.K. Barkade	S/R	39720/-	41245/-
11	A.Z. Bhusara	S/R	36690/-	38215/-
12	Smt. I. V. Crasto	Sepoy (Jamadar (P))	25717/-	27279/-
13	A. K. Malekar	Junior Mechanic	42700/-	46705/-
14	A. S. Tari	Junior Mechanic	42700/-	46705/-
15	D. L. Bandekar	Junior Mechanic	41865/-	45870/-
16	M. A. Almeda	Junior Mechanic	42700/-	46721/-
17	P. D. Lambate	Junior Mechanic	30495/-	
18	N. N. Tari	Sr. Fitter (P)	42700/-	46737/-
19	P. P. Vichare	Sr. Fitter (P)	39650/-	43627/-
20	A. M. Sayed	Sr. Fitter (P)	36440/-	40469/-
21	K. R. Adhatrao	Arm.Winder	34685/-	38677/-
22	R. N. Kalambe	M.V.Driver	35265/-	38057/-
23	D. B. Kamble	Nawghany	31875/-	34664/-
24	S. S. Ohal	Nawghany	33830/-	36855/-
25	N. S. Jadhav	Nawghany	31250/-	33975/-
26	S. S. Ghokshe	Nawghany	29540/-	33353/-
27	S. K. Desai	Nawghany	26890/-	29372/-
28	S. J. Sagwekar	Nawghany	24850/-	27348/-
29	P. D. Tajane	Nawghany	25345/-	27858/-

30	D. S. Bhatkar	Nawghany	25345/-	27998/-
31	J. S. Choudhari	Nawghany	25850/-	30627/-
32	P. V. Bavkar	Nawghany	22955/-	25314/-

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

There is a separate budget allocation for this department. That amount disbursed for the year 2019-20 is *Rs. 1,78,74,940.37 which includes establishment cost, administration and general expenses, repairs & maintenance cost and servicing of office equipment etc.

* The total disbursed amount includes Rs. 13,13,457.93 as charges of Electric Energy for lighting and power of CAS Department as well as Customer Care Department.

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

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

4.(b)(xiv) : details in respect of the information, available to or held by it, reduced in an electronic form :-

This is available on BEST website www.bestundertaking.com

4.(b)(xv) : the particulars of facilities available to citizens for obtaining information including the working hours on a library or reading room if maintained for public use:-

N. A.

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

Public Information Officer :- Shri M.G. Awalkar, Dy Engr. CAS Dept. 1st Floor., Vidyut Bldg., Pathakwadi, Mumbai 400 002.
Phone No. 22080274.

Appellate Authority : Smt. M. M. Borade, Supdt., CAS Dept., 1st Floor., Vidyut Bldg., Pathakwadi, Mumbai 400 002.
PhoneNo. 22080274 Extn. 880

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

N. A.
