

INFORMATION OF THE
DY CHIEF ENGINEER POWER
B.E.S.&T.Undertaking

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

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

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

The particulars of department:-

Name of the department	DY. CHIEF ENGINEER (POWER)'s OFFICE.
Address	1 st Floor, Multistoried Annexe Building, BEST Marg, Colaba, Mumbai-400001.
Contact No. (Tel)	22811257, 22856262 Ext. 599

The Functions and Duties of Department :-

4.(b)(ii): The powers and duties of Officers and Employees:-

Sr. No.	Designation	On roll staff	Remarks
1.	Dy. Chief Engineer (Power)	1	
2.	A.A.O (Power)	1	
3.	Sr. Stenographer	0	

1. The Powers and Duties of Deputy Chief Engineer in Grade A-2:-

The Deputy Chief Engineer (Power), is overall in-charge of Power Management Department (DEPM) and Power Purchase Department (DEPP). He supervises and monitors the functioning of these two departments i.e. Long Term power procurement, Mid Term power procurement-planning & purchase. Short Term Power purchase, Day-Ahead scheduling, etc. He also deals with the regulatory aspects related with the power purchase activities. He has to attend the various meetings regarding power purchase, scheduling, etc. at MSLDC, MERC, MSEDCL, MEDA, and MSPC. He also attends meetings with senior officers. He reports to CER, AGM (ES), and DGM (ES).

i) The activities of DEPP: Long Term, Mid Term power procurement planning & purchase, getting various approvals in connection with procurement of Renewable Energy (RE) and/or Renewable Energy Certificates (REC) for fulfillment of Renewable Purchase Obligation (RPO) stipulated by Hon'ble MERC from time to time, scrutiny/checking and certification of various RE purchase bills, Attending the various meetings of SLDC, MERC etc. in connection with the RE purchase and related matters, arrange to consolidate various information under MERC (Uniform Recording, Maintenance and Reporting of Information) Regulations, 2009 and forward the same to Jt. CAO for submission to Hon'ble MERC along with financial statements, carry out works related with regulatory issues concerned about long term power purchase assigned from time to time, give reply to various queries raised by Chairman, BEST Committee & Committee members and also to queries raised by State/Central Govt. Authorities.

ii) The activities of DEPM: Day-Ahead scheduling to be forwarded to SLDC, as per the Electricity Act, 2003 and its Regulation, day-to-day purchase of electrical power as per the requirement. Short Term Power purchase contracts as per the requirement of the Undertaking, Power purchase through Power Exchange on day-to-day basis, as per the requirement, the scrutiny/checking and certification of various Power purchase bills viz TPC, Bilateral, Traders etc., Attending the various meetings of SLDC, MERC etc. in connection with the power purchase, day-ahead scheduling as determined by MERC, working out and finalizing the monthly FAC to be charged to the consumers, getting the monthly meter data from SLDC & UI charges under the FBSM mechanism, ensure about submission of yearly Budget Estimates of Capital and Revenue Expenditure and control the budget grants, ensure about Administrative Report.

2. The Powers and Duties of Asst. Adm. Officer-Grade A/GVIII:-

AAO (Power) reports to DCEP to assist in administrative works and looks after the following jobs:

- i) To supervise and control the work of establishment section like verification of various statements, recoument of impress cash bills, indenting and stocking of sufficient stationary, etc.
- ii) To prepare the Annual Administrative Report and yearly Budget estimates of Capital and Revenue expenditure.
- iii) To attend applications received under Right to Information Act, 2005.
- iv) Any other duties assigned by DCEP

3. The Duties of Sr. Stenographer-Grade A/GVII:-

Stenographers shall report to DCEP/AAO (Power) for departmental typing work and will be responsible for the following activities.

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

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

The Deputy Chief Engineer (Power), is overall in-charge of Power Management Department (DEPM) and Power Purchase Department (DEPP). He supervises and monitors the functioning/activities of these two departments i.e. Long Term power procurement, Mid Term power procurement-planning & purchase, Short Term Power purchase, Day-Ahead scheduling etc. He also deals with the regulatory aspects related with the power purchase activities. He has to attend the various meetings regarding power purchase, scheduling, etc. at MSLDC, MERC, MSEDCL, MEDA, MSPC subcommittee. The proposals initiated by respective departments i.e. DEPP & DEPM are scrutinized by DCEP. Any suggestions, modifications required are carried out & then forwarded to CER/AGMES/AGMA/DGMES/GM, depending upon the nature of the proposals. Any regulatory requirements to be fulfilled by the department are

forwarded to the concerned section & ensured that they are being implemented. DCEP is accountable for ensuring the activities being carried out in time by the respective departments.

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

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

1. Electricity Act-2003
2. MERC Regulations, Orders & Codes
3. Departmental Manual
4. Service Regulations
5. Standing Orders
6. MSPC decisions
7. MERC tariff orders for Generators, Transmission Companies, SLDC.
8. PPAs.

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

- 1) Administrative files such as Administrative Report, R.T.I. Applications and Reply, Budget Estimates, Imprest Cash, etc.
- 2) Establishment files such as Acting Arrangement, Attendance, Leave, Festival Advance, etc.
- 3) Subject files related to Dy. Chief Engineer's Office.
- 4) Bill files such as Payment of power purchase, Standby Charges, Transmission Charges, etc.

4.(b)(vii): The particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof:-

-Not Applicable

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

-Not applicable

4.(b)(ix) : A directory of its Officers and Employees:-

Sr. No.	Name of officer/Staff	Designation	Grade	Ch.No.	P.S. No.	Remark
1	Shri S.N. Bhinge	Deputy Chief Engineer (Power)	A-2	215338	115/01	Additional Charge
2	Shri S.V. Sontakke	Assistant Administrative Officer	A/GVIII	211896	107/01	

4.(b)(X): The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations:-

Ason January-2013.

Sr. No.	Title	Name of Officer/Staff	Designation	Basic Pay (Rs.)	Monthly remuneration (Basic+Allowance)(Rs.)
1	Shri	S.N.Bhinge (Additional Charge of DCEP)	Deputy Chief Engineer	72,950/-	115,377/-
2	Shri	S.V.Sontakke	Assistant Administrative Officer	48,250/-	62,069/-

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

The budget allocation:-N.A.

The plan proposed:-N.A.

4.(b)(xii):

The manner of execution of subsidy programmes including the amount allocated and the detail of beneficiaries of such programmes:-

Not applicable

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

Not applicable

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

The information in respect of the department and officers and staff is also available in the electronic form on the website viz. www.bestundertaking.com

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

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

The details of Appellate Officer for Power Management Department

and Power

Purchase Department are given below:-

Shri S.N. Bhinge,
Deputy Chief Engineer (Power) – (Additional Charge)
1st Floor, Multistoried Annex Building BE
ST Marg, Colaba,
Mumbai – 400001.

The details of Public Information Officer for Power Management Department and Power Purchase Department are given below:-

Shri V.M. Kamat,
Divisional Engineer,
Power Management
1st Floor, Multistoried Annex Bldg.
BEST Marg, Colaba
Mumbai – 400001.

Shri R.B. Patil,
Divisional Engineer,
Power Purchase
1st Floor, Multistoried Annex Bldg.
BEST Marg, Colaba,
Mumbai – 400 001.

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

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