

## **DEPUTY CHIEF ENGINEER (WORKS) DEPARTMENT**

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

### **4(b)(i) : the particulars of its organization, functions and duties**

#### **The particulars of department :-**

Name of the Department	Deputy Chief Engineer (Works)
Address	1 <sup>st</sup> flr., Bijlee Bhavan Kussara Bunder Rd., Mazgaon , Mumbai 400 010
Contact No. (Tel)	8097584820, 8097584818

#### **The functions and duties of department :-**

### **4(b) (ii) : The powers and duties of its officers & employees :**

Sr.No	Designation	On roll staff
1	D.C.E.W	1
2	DY. Engr	1 (on loan Sub. Engr.)
3	A.O.W	1 (on loan)
4	Supervisor	2
5	Steno	1 (on loan)
6	Nawghany	Vacant

#### **1. The powers and duties of Deputy Chief Engineer (Works) :-**

- 1.1 Manpower planning during every Fair Season/Extended Fair Season.
- 1.2 Obtaining Management's sanction towards Advance Payment for RI charges, Access Charges, Additional Charges etc. to MCGM for various schemes executed at wards through-out the year and preparation of budget for the same.
- 1.3 Initiating payment to MCGM towards RI charges for repairing Cable Faults and for execution of various Schemes & Service Work Orders.

- 1.4 Obtaining trenching permission from various wards of MCGM in respect execution or Schemes/Service Work Order and to repair Cable Faults.
- 1.5 Ensuring that all JEs have been initiated by User department for closing Fair Season program & Supplementary Fair Season program.
- 1.6 Ensuring that the re-instatement notice is to be sent to the appropriate MCGM authorities and the job is to be done in stipulated time to avoid penalty imposed by MCGM.
- 1.7 Ensuring the information provided to various utilities viz. MGL, MTNL etc. Regarding damage to their equipments/cables etc.
- 1.8 Control & monitoring the activities carried out by Erection (South), Erection (North), Construction and Distribution Workshop.
- 1.9 To co-ordinate with Erection & Construction Depts.
- 1.10 To assist Operation & Maintenance Department to carry out repairs of cable faults in Monsoon Season.
- 1.11 Co-ordinating with Executing Departments / Planning Department and MCGM for Road Development programmes & shifting of cables.
- 1.12 Co-ordinating with Planning Material Dept. and M.M. Department for uninterrupted supply of material / equipments for execution of Schemes, Service works orders & repairing the cable faults.
- 1.13 Appellate Authority under RTI Act 2005 for depts.. under their control..

2.0 **The powers and duties of Deputy Engineer /Sub. Engr :-**

- 2.1 Preparation of Quarterly Reports to be submitted to MERC
- 2.2 Consolidation of KRA/ MIS Report of various depts. working under control of DCEW office.
- 2.3 Collection of technical data from various departments working under DCEW & furnish the same to B.E.S. & T Management, MCGM, MERC, Utilities forum, Government Authorities as & when required.
- 2.4 Keeping records of consolidated schemes, requirement /shortage of material, stock position & other respective data required by DCEW.
- 2.5 Collection & submission of fair Season data / details along with sketches/drawings to MCGM for schemes/service work orders for plan activities of fair season program including Supplementary program in every year during July & August.
- 2.6 Maintaining liaison with MCGM as regard to refund of pending deposit and it's recovery thereof after time to time.
- 2.7 To prepare /revise Disaster Management Protocol Booklet, every year in the month of April / May for monsoon purpose.
- 2.8 To assist Dy. Chief Engineer in all technical matters.
- 2.9 To check DCEW's email, e-office etc.
- 3.0 To perform indoor / outdoor duties as and when required.

### 3.0 **The powers and Duties of Administrative Officer (Works)**

- 3.1 To receive demand notes from all executing and maintenance departments and arrange for cheque payment from Accounts Department or On line payment in OLCC to MCGM.
- 3.2 To check monthly various statements prepared by Supervisor.
- 3.3 To maintain the records of account / expenditure of MCGM R.I. charges & forward the same to Accounts Departments.
- 3.4 To check the journal entry bills received by various dept. and to forward the same to Audit & Accounts dept.
- 3.5 To streamline the day to day activities and smooth functioning of the department.
- 3.6 To put up budget proposal for managements approval regarding advance payment to be made to MCGM.
- 3.7 Visit various wards of MCGM and to follow up with them regarding the refund of security deposit.
- 3.8 Replies to VIP letters.
- 3.9 Replies to RTI queries.
- 3.10 Replies to Union letters etc.
- 3.11 To check the bills prepared by supervisor i.e. Re-instatement bill, Tea/Snacks Bills etc. and to maintain the records.

3.12 To organize & assist for BEST Day function celebration under chairmanship of DCEW at Kussara Depot.

3.13 To check emails of DCEW, e-office etc.

4.0 **The powers & duties of Supervisor (I) :-**

4.1 To prepare fair season programme and estimate from various departments. coming under DCEW's office and compiling it for submission to MCGM and for management's sanction.

4.2 Preparation of bill amount to be given to MCGM towards RI and deposit in OLCCS System or and Manual.

4.3 Making arrangement to collect cheques of RI charges & Deposit from Cash Dept. and issue it to concerned departments.

4.4 To check the JEs received by various departments working under DCEW.

4.5 Preparation of quarterly/annual yearly reconciliation statement or MCGM payments and sending the same to Accounts Dept.

4.6 Carry out annual reconciliation of RI bills by visiting Accounts Department.

4.7 Carry out annual reconciliation of payments with bank and MCGM.

4.8 To assist for BEST Day function celebration under chairmanship of DCEW at Kussara Depot.

4.9 To assist AOW for day to day office work.

4.10 To check emails of DCEW, e-office etc.

5.0 **The powers & duties of Supervisor (II) :-**

5.1 Maintaining Imprest Cash Register, Recoupment of Imprest Cash Bills.

5.2 Reimbursement of Medical bills

5.3 Monthly Tea bills of DCEW.

- 5.4 Follow up with various departments as per CEW's instructions under DCEW.
- 5.5 Maintaining the Leave records of Officers & staff.
- 5.6 Forwarding Scholarship & financial forms, festival advance.
- 5.7 Use of CTAs for all staff attendance.
- 5.8 Preparation of ACRs of A & B grade officers.
- 5.9 Preparation of Deputation Report.
- 5.10 Preparation of Absentee Memos of 'A' & 'B' grade officer.
- 5.11 Monthly MIS Report of VIP cases and replies of MCA queries.
- 5.12 Monthly vacancy statement of APO(BC) cell and AMES.
- 5.13 Maintaining Cash purchase and purchase form registers.
- 5.14 To assist AOW for day to day office work.
- 5.15 Maintaining Service record register of A & B grade officers and staff.
- 5.16 Preparation of Job sheet for CL payment.
- 5.17 Preparation of various monthly, quarterly, half yearly and annual reports.
- 5.18 Making arrangement of dispatch and maintain the inward and outward registers.
- 5.19 Arrange for procuring / repairing of PCs & printers.
- 5.20 Maintain inventory of department furniture, PCs, Printers etc.
- 5.21 Make arrangement of stationary from Stores Department.
- 5.22 To purchase office furniture, Crockery and material for DCEW office as & when required.
- 5.23 Ensuring time to time servicing of PCs. & Printers.
- 5.24 To maintain leave status report of all staff working in DCEW office.

- 5.25 To assist BEST Day function celebration under chairmanship of DCEW.
- 5.26 To check emails and e-office of DCEW.
- 5.27 Contacting concerned Firms awarded with Annual Maintenance Contract, for any queries related with P.C., contacting concerned responsible authority for any queries related with Fax, Internet connection etc.

6.0 **The powers & duties of Sr. Stenographer (P) :-**

- 6.1 Taking dictation and transcribing it on a computer.
- 6.2 Preparation of draft including various technical as well as administrative proposals, correspondence to various MCGM Wards.
- 6.3 Receiving and sending e-mails.
- 6.4 Punching data of Reinstatement bills paid to MCGM on computer & running queries thereby to get exact reconciliation.
- 6.5 Preparing & receiving Fair season programme & estimate from various departments come under DCEW's office, sorting out and compiling the same wardwise on computer for submission to MCGM and Management's sanction.
- 6.6 Preparing monthly statement, quarterly reports, MIS etc.

7. **The powers & duties of Nawghany :-**

- 7.1 Cleaning & dusting of DCEW 's cabin and tables of officer & staff.
- 7.2 Collection of dispatch of DCEW's office from Colaba Head office
- 7.3 Distribution of dispatch to various department of E.S. Branch in the same building.
- 7.4 Despatching urgent letters to various authorities to MCGM, Police etc.

7.5 Delivering dispatch to Head office.

7.6 Collection of Stationary items from Dadar Stores Dept.

7.7 Going out for Xeroxing purpose, if required.

7.8 Filing the paper under supervision of Sr. AOW/Supervisor.

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

DCEW -- Sub Engineer

-- AOW – SUPERVISOR

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

- 1) Initiating Advance payment as per Demand Note received from MCGM.
- 2) Liquidation of Advance as per certification from Engineers working on line.

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

- 1) Service Regulations
- 2) Standing Orders
- 3) Indian Electricity Act
- 4) Mumbai Municipal Corporation Act 1888
- 5) Right to Information Act 2005,
- 6) PULP Act.

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

- a) Advance Payment to MCGM
- b) Liquidation of Advance payment
- c) Security Deposit towards RI to MCGM.



**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 :- NIL**

**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 :- NIL**

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

Sr. No.	Name of Officers/staff (S/Shri )	Design.	Grade	Ch.No.	P.S.No.
1	S.R. Chavan	Addl. Charge Dy. Chief Engr.	A-2	212761	109/09
2	Smt. Chitra M. Gankutkar	Sub. Engr.	GG-V	215354	159/02
3	Shri R.B. Shirsale	A.O.W.	A/G IX	213731	109/09
4	Vacant	AAO(P)	A/G VIII(P)		
5	Tukaram S. Popere	Sup.	A/G VII	217356	109/09
6	Mrs. Nilima V. Bongarde	Sr. Steno (P)	A/G VII (P)	215514	130/02
7	Vacant	Nawghany	P-1/T-1	---	---

**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 Officers/staff (S/Shri )	Design.	Basic Pay (Rs.)	Monthly remuneration (Basic + Allowances ) (Rs.)
1	S.R. Chavan	Addl. Charge Dy. Chief Engr.	91950.00	133155.00
2	Mrs. Chitra M. Gankutkar	Sub. Engr.	46850.00	77820.00
3	R.B. Shirsale	A.O.W.	49050.00	67369.00
4	Vacant	AAO(P)	----	----
5	Tukaram S. Popere	Sup.	33575.00	51951.00

6	Mrs. Nilima V. Bongarde	Sr. Steno (P)	39335.00	68644.00
7	Vacant	Nawghany	---	---

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

The budget allocation :- NIL

The plan proposed :- NIL

**4.(B) (XII) :the manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes :- NIL**

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

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

The information in respect of the department and Officers and staff is available in the form of electronic on the website viz. [www.bestundertaking.com](http://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 :-**

The department is not directly related to consumer/public.

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

Officer's Name	Design.	Contact No.
Shri. S.R. Chavan	Addl. Charge Dy. Chief Engr.	98199080

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



