

INFORMATION OF THE
ELECTRONIC DATA PROCESSING DEPARTMENT

B.E.S. & T. UNDERTAKING

(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 Particulars of Organization, Functions and Duties

The particulars of Department:

Name of the Department	Electronic Data Processing Department
Address	3rd Floor, Traffic Administrative Building, Backbay Bus Depot, Cuffe Parade, Colaba, Mumbai - 400 005.
Contact No. (Tel.)	022-22184289 022-22181230 Ext. 312, 314

The Functions and Duties of Electronic Data Processing Department

RESPONSIBILITIES AND FUNCTIONS:

- The department shall be responsible for computerization in the Undertaking. The department shall be responsible for designing, implementing and maintaining software systems for various departments of Undertaking.
- The department shall give necessary technical assistance in computerization in Undertaking.
- The department shall be responsible for preparation of specifications of hardware, software, networking, computer stationery etc. required for computerization, technically scrutinizing the tender received and recommending the same for acceptance. The department shall ensure that the computer items are delivered at proper time and at proper location as per the given order.
- The department is responsible for confirming that maintenance of computer items is carried out by maintenance firm satisfactorily.
- The department shall be responsible to inform Material Management department and/or maintenance firm for computer items supply and maintenance related issues.
- The department shall be responsible for processing payroll, provident fund, income tax etc. computerized systems of all the employees of the Undertaking.
- The statement such as payslip, PF slip, Form-16 etc. printed on continues stationary. It is then separated and forwarded to respective departments for further distribution to respective employees.
- The department shall be responsible for data entry work required for various computerized systems implemented in the Undertaking.

4 (b)(ii) : The Powers and duties of its officers and employees:

The Electronic Data Processing Department is headed by Electronic Data Processing Manager and the officers and staff on roll are as follows:

Sr. No.	Designation	On Roll Staff (as on February, 2014)
1	E.D.P. Manager	1
2	Dy. E.D.P.M.	1
3	S.E.D.P.	3
4	P.Sy.A.	3
5	A.A.M.	1
6	Sy.O.	9
7	System Administrator	1
8	Chief Console Officer	2
9	Sr. Console Officer	1
10	Sr. Data Entry Officer	0
11	A.Sy.O.	11
12	A.Sy. Administrator	0
13	Sr.A.O.	1
14	Programmer	14
15	Console Officer	5
16	D.E.O.	1
17	EDP Co-ordinator	4
18	A.A.O.	1
19	Console Operator	6
20	Data Entry Supervisor	6
21	Data Entry Operator / Data Entry Supervisor (P)	59
22	Supervisor / AAO(P)	3
23	Stenographer	1
24	Clerk / Typist / Supervisor (P)	17
25	Shop Recorder / Supervisor (P)	4
26	Sorter	4
27	Sepoy / Jamadar (P)	4
28	Muccadam	1
29	Nawghany	4
30	Miscellaneous	1
31	M.V. Driver	1

1. Duties and Responsibilities of Electronic Data Processing Manager

The Electronic Data Processing Manager shall be responsible for the overall supervision of the various activities of the Electronic Data Processing Department. The various activities include :

- Overall control of the entire electronic data processing activity in the Undertaking.
- To plan and implement various phases of development of electronic data processing in the Undertaking.
- To evaluate profitability of electronic data processing of the various applications.
- To supervise development of systems and software for the various applications.
- To design input – output formats.
- To plan application details and documentation of programs and files.
- To check on computer programming / accounting work.
- To control establishment matters of the departments.
- To formulate budget provisions and requirements.
- To finalize various reports such as Administration report, etc.
- To dispose queries of the concerned departments.

2. Duties and Responsibilities of Deputy Electronic Data Processing Manager

The Deputy Electronic Data Processing Manager shall be responsible to the Electronic Data Processing Department for the specific duties allotted to him/her out of the following :

- To exercise control on the electronic data processing activities of the various branches of the Undertaking.
- To plan and implement various phases of development of activities of various branches of the Undertaking.
- To supervise designing and development of systems and software for the various applications pertaining to the Undertaking.
- To exercise check on software development, accounting works, inventory pertaining to computer system.
- To control various sections of the Electronic Data Processing Department.
- To exercise check for making necessary budget provision and requirement.
- Preparation of various reports pertaining to the Electronic Data Processing Department such as Administration Report, Economy measures, achievements etc.
- To examine the feasibility reports and cost benefit analysis submitted by the S.E.D.P.

- To exercise control on the maintenance contracts of the various computerized systems.
- To exercise control on the various types of important computer stationery to be procured, stored and to be supplied to various departments from time to time.
- To assist E.D.P.M. in implementing latest technological advancements.
- To assist E.D.P.M. in the other activities of Electronic Data Processing Department and entrusted from time to time by the E.D.P.M.

SOFTWARE SECTION :

1. Duties and Responsibilities of Superintendent Electronic Data Processing

The Superintendent Electronic Data Processing, under the technical guidance of Deputy Electronic Data Processing Manager shall be responsible for the specific duties allotted to him/her out of the following :

- To identify areas for Computer applications and hold dialogue with the User departments.
- To examine the feasibility reports and cost benefit analysis prepared by the P.Sy.A. and/or the Sy.O. and forward the same to the User departments/Management for approval.
- To examine the hardware/software requirements of the applications.
- To keep himself fully abreast with the new techniques/developments in hardware and software technology and acquire necessary literature / systems with the approval of the Management.
- To arrange for the training courses for the software staff and/or the officers/staff of the User departments.
- To examine the changes suggested for improving the existing systems by the P.Sy.A.
- To ensure the maintenance and development of various systems.
- To co-ordinate all activities of Electronic Data Processing Department and the User departments relating to the Computerised Systems.
- To assist the Management in the selection of the System/Programming staff for the Department.
- To ensure the optimum usage of the existing system.
- To exercise full control over the System/Programming Officers and ensure effective utilization of the staff.
- Any other assignments that may be entrusted to him from time to time by the seniors.

2. Duties and Responsibilities of Principal System Analyst

- To assist the Superintendent Electronic Data Processing in :-
 - Identifying new applications for computerization
 - Preparing feasibility reports and
 - Working out cost benefit analysis
- To hold discussion with Officers/Staff of the User departments.
- To assist the S.E.D.P. in co-ordinating various activities relating to designing and implementation of the systems.
- To assist in improving and the maintenance of the existing Systems.
- To re-allocate the System work amongst officers.
- To suggest any changes in hardware/software requirements for any given application.
- To keep himself in constant touch with new techniques / developments in the hardware and software technology and suggest any changes required both in hardware or software.
- To guide the Systems Officers / Staff in their work relating to software or run time.
- To guide Console Officers and Processing Staff in properly monitoring the performance of System for optimum utilization.
- To guide decide upon the directory structure in consultation with the Systems Officers / Staff for optimum efficiency.
- To study the features of new devices installed and ensure their maximum utilization.
- To arrange for the 'renewal' of the Systems / Applications for the officers / staff of the User departments relating to their computerization jobs with the help of Systems Officers/ Staff.
- To assist S.E.D.P. in exercising effective control over their officers / staff.
- Any other assignments that may be entrusted to him/her from time to time by the Seniors.

3. Duties and Responsibilities of Systems Officer

- He/She is responsible for a group of Systems and shall work as the Project Leader of most of the Systems implemented.
- To co-ordinate different systems by using the input/output of one system for the other.
- To determine the extension to the existing system.
- To make the Officers/Staff of the User department familiarized with the input formats and hold dialogue with them to ensure the error-free data.

- To design the System which will include designing of Computer files for storage of data, designing of input/output formats including the controls and security checks.
- To define the backup procedure and recovery procedures.
- To frame the Directory Structure for the System for efficient execution of jobs.
- To study data entry problems and suggest steps for maximum error-free data entry output.
- To suggest the steps for improvement in the System.
- To maintain the System by updating the System for changes desire by User departments.
- To keep himself abreast with new technologies / developments in the Computer field and acquire further knowledge by continuous study of manuals, periodicals, magazines etc.
- To assist P.Sy.A. / S.E.D.P. in the Software development and smooth implementation of the Systems.
- To write programs whenever necessary.
- Any other assignments that may be entrusted to him/her from time to time by P.Sy.A. / S.E.D.P.

4. Duties and Responsibilities of System Administrator

- The function to be carried out by System Administrator are as given below:
 - Monitoring of hardware and system software
 - Managing the database
 - Managing the user ID and Password
 - Managing the roles assigned to the user IDs
 - Keeping track on the audit trail and producing necessary reports
 - Maintaining regular back up schedule
 - Periodic updation of password
- In addition to the above, System Administrator will also perform the functions such as computerize the drawings and convert the network maps in digitization form. This digitization of maps will also have to identify the network overload cases, to prepare various network schemes and to work out their estimations, to get inventory details of distribution network, to schedule preventive maintenance of various equipments, to forecast the system load, to restore the off supply quickly by way of load transfer and by testing the faults speedily.

5. Duties and Responsibilities of Assistant Systems Officer

- To assist System Officer in designing and preparing the specifications of the system/applications.
- To develop the system/applications in consultation with his superiors which includes preparing data structure, preparing flow-chart and writing programs and attending meetings etc.
- To thoroughly test the individual program and system alongwith the programmers.
- To install the tested system / application at the locations of the user department as per the implementation plan prepared by his/her superiors.
- To arrange training of the application software developed, to the staff of the user department along with the System Officer.
- To maintain the System by updating / modifying the System as per the User department's requirement / new rules in consultation with his/her superiors.
- To help staff of the user department in solving their problems related to the application software.
- To prepare the system documentation and the user manual.
- To report regularly to his/her Superiors regarding his/her activities.
- To perform any other job assigned to him/her in exigency of the work.

6. Duties and Responsibilities of Programmer

- **Program Writing** : The main work of the Programmer is to write programs as per specifications handed over to him/her by the S.E.D.P. / P.Sy.A. / Sy.O. the actual program writing will be preceded by detailed discussions with the Project Leader and team mates, planning of Program structure and sub-routines.
- **Program Compilation** : The next phases are (i) to have the program compiled, (ii) to prepare test data, (iii) to test the program and (iv) to check the results. These steps are repeated until the program is thoroughly proved. Thereafter, the Programmer has to prepare program documentation, operating instructions, job-control commands etc.
- **Patching** : Since no application ever remains static, the Programmer must continue to update his program according to changing needs of users. Every such update involves all the steps enumerated above, viz. compilation, testing, checking, etc. This function is called program maintenance.
- **Documenting** : The Programmer, must also take care to ensure that the program is also easy to maintain by any other Programmer For this purpose, the program must be properly structured, be written strictly according to programming standards and be fully annotated and documented.
- **Optimising** : The program is also required to be reasonably efficient in terms of memory usage and CPU utilization. Therefore, the Programmer must pay attention to these aspects from the initial stage and thereafter, must continually attempt to

explore ways of optimization. Such optimization results in cost saving to the Undertaking.

- **Updating knowledge** : The Programmer has to undergo a continuous process of training and learning new developments in software, either through regular training courses or by study of Manuals under guidance of Systems Officers. The following are the subjects in which familiarization is required.
 - Programming Language
 - Data-Base Management
 - Transaction Processing
 - Communication Systems
 - Sort, Merge and other utilities
- **Personal Qualities** : the Programmer must have thorough technical knowledge of computer hardware and software. A single error will render the program unworkable. The functioning of the system depends on every individual program within that system. Therefore, to produce an accurate program, logical thinking, concentration, dedication, neatness, scrupulous attention etc. are vital requirement. Finally, for good program its originality, its conceptual design, its flexibility and its structure are needed. This all is based on careful pre-planning.

CONSOLE SECTION :

1. Duties and Responsibilities of Chief Console Officer

- To check the daily data entry/processing report, submitted by Sr. DEO will discuss/guide Sr. DEO for smooth functioning of Data Entry Section.
- To discuss with maintenance contractor, in case problem is not solved by Eng. within stipulated time and calculate the breakdown time as per terms and conditions of the contract.
- To discuss with user departments in case of problems, not solved through Sr.CO or Sr.DEO.
- To check the monthly or quarterly payments made to maintenance contractor. To withhold the payments, if unsatisfactory reports received from Sr.CO or Sr.DEO.
- To check the day to day position of various systems and find out the status of input and required output.
- To participate in joint inspection for various Systems under Depot computerization plan with Civil Engineering and concerned Departments and submit the report.
- To participate in joint inspection with Material Management Department regarding purchase/maintenance of PC/Computer Systems.
- Inspection of Computer Hardware/Software procured
- To maintain and scrutinize the records of Depot call Register and complaint solution forms. To prepare a report and submit to the superiors.

- To do any such other work that may be assigned to him by SEDP-I, SEDP-II, Dy. EDPM and EDPM.
- To exercise the power delegated by the GM vide Circular no. GM/AGM(P)/L/442/46559/2001, dated 4.10.01 in respect of disciplinary action against the employees of the EDP Department.
- To exercise the power delegated by the GM vide Circular no. GM/AGM(P)/L/442/46560/2001 dated 4.10.2001 in respect of Sanctioning of leave to the "B" Grade Officers and employees working under him.
- To check the daily production and breakdown report, submitted by Sr.CO and will discussed/guide Sr.CO for smooth functioning of Console Section.
- To keep the updated record of software packages. He will hand over requested software to staff with proper entry. In case of Licenced packages, check the proper use of said license or give the instruction to user of its usage.
- To keep the updated record of Hardware pertaining to the EDP Department, and will check the annual Inventory of such Hardware, taken by Sr.CO.
- To keep proper liason and follow up with the Maintenance Contractor for attending corrective and preventive maintenance in time, in case the problem is not solved within stipulated time, calculate penalty as per Terms and Conditions of contract.
- To discuss with user departments, in case of problems not solved by Sr.CO.
- To check the monthly and quarterly payments made to maintenance contractor. He will withheld the payment in case of unsatisfactory performance reported by Sr. CO.
- To check daily production report to monitor the output and check various registers maintained by Sr.CO.
- To monitor the proper working of internet, E-mail etc. and regular updation of anti virus software.
- To check account of outsourced cash stubs maintained by Sr.CO.
- To check daily call register maintained for depot Computerisation problems and will co-ordinate with the user department and the maintenance contractors for attending the calls urgently.
- To do any such work that may be assigned to him by SEDP, Dy. EDPM and EDPM.

2. Duties and Responsibilities of Senior Console Officer

- To familiarize with different types of Hardware procured.
- To responsible for security, upkeep and the maintenance of the Computer System and all the peripherals etc.
- To check the cleanliness and Good House Keeping in the Console Tape Library and Terminal Section.
- To familiar with Printronix Printers settings like CPP, LPP, various Fonts, Interfaces etc. To guide to Console Operator, in case of printer's setting problem.

- To familiar with Unix (SCO, AIX), System utilities like SMIT, Novell 6.5/2003/Window 95/98, 2000 server, MS Office etc. He will study and develop efficient console operating system.
- To familiar with printing through PC, remote Log-in, copy, file transfer through network.
- To update various Registers and files day to day in such a way, that anyone can get a information at a glance. To check Daily production Reports, Register, System breakdown Register and prepare report. Sr.CO will keep in touch with Zonal Computer Centre. To guide Co-ordinators regarding smooth working, staff problems, other Administrative related problems and discuss the same with concerned, if required.
- To responsible for the inventory of the computer and its peripherals. He will keep the record of various backup media. He will guide the Console Operator in day to day work, and in preserving/scratching backup media. He will help the Console Operator in annual Inventory (physical stock checking). He will also arrange for disposal/scrapping of unusable Tapes/Cartridges etc. as and when necessary with the approval of Dy. EDPM.
- To recoup various stationery and other items and monitor its consumption, suitability and movement. He will submit the weekly recoupment report to CCO.
- To monitor the system performance, response to the users and availability of space in various file Systems. In case of problem in performance or response, he will take corrective measures on system files or directories like root, var, spool etc. and delete unwanted files in consultation with system/programming staff.
- To exercise proper control and supervision over the Console Officers/Operators. He will frame the duty schedule of the console operating staff, and make necessary arrangement of their relief for their lunch recess in different shifts. He will also guide the Console staff in their work to obtain better results.
- To will co-ordinate with Software Section, Terminal Section and Administration Section to facilitate the smooth working of Console operation.
- To maintain liason/co-ordination and contacts with System control for power supply problem, with the maintenance agencies and with various sections of the departments for smooth working of the section.
- To do the console operating work in case of emergencies.
- To do such other work that may be assigned to him by his superiors from time to time.

3. Duties and Responsibilities of Console Officer

- To start system operations, after checking temperature, frequency etc. as per procedure and monitor the same during the shift.
- To continuously monitor system performance, especially Response on terminals vis-à-vis system load and take corrective action as required;

- To monitor availability of disk space, to delete files after consulting System Officers;
- To load and restore data files;
- To take daily, weekly and monthly back-ups of various file systems of different Computer Systems.
- To bring up and shut down system in an orderly manner and as per procedure.
- To bring down the system after a 'Hang' and take corrective action to bring up the system.
- To control print-out formats;
- To attend to Console messages;
- To look after Console Operator's duties during his recess time or absence
- To call Maintenance Engineers in case of System break down
- To be thoroughly familiar with Application Systems, directory formats, back-up procedures, systems utilities and commands;
- Communication - To look after the proper working of the Network equipments, so as to ensure proper communication among the various computer system.
- To maintain the systems defect register and scheduling and Monitoring preventive and corrective maintenance of the Systems.
- Monitoring, daily scheduled sweeping and cleaning in Console Room and Tape Library Room.
- Consumers Information System(CIS) jobs to be executed namely downloading of output files on PC, to execute further CIS jobs on PC take backup on backup device and update the data on PC's at respective sections of user Department; periodically and maintain the statistical report.
- To attend problems of field allowances/ common allowance applications from various departments.
- To recoup the stationery items daily as per requirement.
- Sending and receiving the files through E-mail.
- To assists CCO in inspection of Hardware/Software procured or to carry out the same in his absence.
- To do such other work that may be assigned to him by his superiors from time to time.

4. Duties and Responsibilities of Console Operator

- To familiarize himself with the Application System, Directory formats, system commands, Back-up procedures, etc.
- To handle the System and the Peripherals properly and with due care;
- To execute production jobs through Terminal and monitor progress thereof;

- To operate printers, change continuous stationery forms as required and to watch for printing errors. To change Printer ribbon whenever necessary;
- To sort-out printouts and other jobs and arrange for dispatch;
- To load and unload data from cartridge, Dat Diskettes and whenever required by Chief Console Officer/Senior Console Officer/Console Officers or as the job demanded;
- To attend Terminal settings, whenever disturbed and complained by Data Entry Operator;
- To load and restore data files as per instructions of chief Console Officer/Senior Console Officer/Console Officers;
- To bring up and shut-down the system in an orderly manner and as per procedure;
- To bring down the system after a 'Hang'.
- To control print-out formats;
- To monitor Master Console, observe System Console message, attend to them and take appropriate action on the same;
- To call Maintenance Engineers in case of System Hardware break downs;
- To carry out regular production jobs as per schedules;
- To keep the various Registers maintained in the Section update and submit the same, so also the production reports, etc. to the Console Officer/Senior Console Officer/Chief Console Officer regularly;
- To keep himself up-do-date with working procedures of Console Operation and to study the operators Reference Manuals and various Office Order/Instructions etc., issued in this behalf from time to time;
- Any other allied work or the jobs that may be assigned to him by his Superiors from time to time, in connection with his work.
- To monitor the Temperature, frequency and voltage during the shift;

TERMINAL SECTION :

1. Duties and Responsibilities of Senior Data Entry Officer

- He/She is overall incharge of the Data Entry Section.
- To Supervise and Control the activities in the Data Entry Section through Data Entry Officer.
- To assess the Data Entry Load and decide the job priorities while preparing the job schedule.
- To ensure the proper allocation of man hours to the various jobs so that the job are completed in Scheduled time.

- To ensure the duty schedule is prepared judiciously, so as to make optimum use of the machines available and work flow is also optimized.
- To co-ordinate with the console section and the software section for smooth running of various application systems.
- To keep good liaison with various user departments to solve problems and to monitor scheduled in flow of the source documents.
- To be responsible for preparing daily/monthly/yearly job schedule, punching program, payroll schedule and send them to concerned departments and sections.
- To keep himself well informed of the circulars, office orders and various acts applicable to the department and latest procedures.
- To guide Data Entry Officers and Data Entry Supervisors in case of difficulties.
- To monitor the functioning of the Payroll and Input/Output Section.
- Any other work that may be assigned to him by the Superiors from time to time.
- To monitor E-mailing jobs are done in time.
- To sanction the leave of D.E. Supervisors and D.E. Operators. To recommend the leave of Data Entry Officers.

2. Duties and Responsibilities of Data Entry Officer

- To be incharge of and responsible for the working of the Data Entry operations and Input/Output units.
- To exercise supervision and control over the workforce of operators, supervisors and the Clerical/Sorting staff of different units.
- To be responsible for the proper data entry operations and control over I/O jobs.
- To be responsible for the proper allocation of work, distribution of diskettes/tapes and allotment of machines to the operators for smooth working of the unit.
- To be responsible for the proper handling, security, upkeep and maintenance of the computer hardware and will ensure that the computer hardware are kept in working condition. He will keep in contact with the maintenance Agency regularly for the preventive, as well as, the break-down maintenance of the machines;
- To ensure that Punching/Data Entry work including conversion, S.E.D., Processing etc. is done properly and in time;
- To assess the punching work-load in advance and prepare job schedules well in time.
- To plan job priorities and time-allocation for the punching and processing of the various jobs and ensure that the time bound jobs are processed and completed within the specified time frames.
- To prepare duty schedules of the operating staff judiciously, so that the work force and the machines availability is fully utilized.

- To co-ordinate with the staff of other sections of the EDP Department, for the smooth running of the System.
- To get in regular touch with the software officers of EDP department for processing of the jobs. He will get the specifications like file format, processing instructions upto edit-run and creation of input transaction files for different systems. Explain and train the Data Entry Supervisors/Operators.
- To ensure that the work regarding control sheets and reconciliation and checking etc. of various jobs such as Cash, Payrolls, Billing etc. is done properly and in time by the I/O Staff.
- To ensure that all the dispatch of source documents, I/O papers and print-outs and general dispatch of the Department is sent to concerned Departments. and that the vehicle leaves in time as per time schedules. In case of non-availability of vehicle, he will arrange to contact the Motor Vehicle Department and get the vehicle.
- To prepare punching and processing programmes every month and send the same to the concerned Departments/Sections.
- To monitor the operations for any data entry operation, check-up on their feasibility and convey the same to the Systems Officers for necessary changes, if required.
- To maintain liaison with the User Departments for the timely receipt of the source documents for the purpose of punching/processing and due completion of various jobs.
- To be responsible for good house-keeping and cleanliness operations in his Terminal Room and the Terminals/Machines therein.
- To maintain proper inventory of the section under him/her.
- To keep himself well informed of the circulars, office orders, provisions of various Acts applicable to the Department and the latest procedures about the Data Entry/Processing etc.
- To arrange training courses for operators in the section, whenever required by the department.
- Any other work that may be assigned to him by his superiors from time to time.

3. Duties and Responsibilities of EDP Co-ordinator

- He/She is responsible for the proper handling, security, upkeep and maintenance of the system and peripherals and ensure that they are kept in working order.
- In the event of breakdowns/maintenance of the system, UPS and Window AC units etc., to keep contact with maintenance agencies regularly.
- To prepare duty schedule of the operating staff judiciously so that the work force and the terminals availability is fully utilized.
- To co-ordinate with Chief Console Officer for the smooth running of the system.

- To get in touch with systems/programming staff for problems in processing of jobs, modification in programs etc.
- To get the specifications like file format, processing, installation edit runs and creation of input transaction files for different systems from software officers. Explain and train the Data Entry Supervisor/Operators in the data entry job.
- To ensure that work regarding reconciliation and checking etc., of various jobs is done properly and in time and also ensure all the dispatch of source documents, input/output papers, printouts and general dispatch of the department is sent to user departments properly.
- He/She is responsible for Good House Keeping and cleanliness operations in the Terminal/Computer Room and System/Terminal therein.
- To maintain inventory of computer consumable items of the section.
- To recoupe required items from EDP Department, Backbay Depot from time to time and monitor the usage of these items.
- To arrange training courses for operator/supervisor in the unit whenever required by the department.
- To take daily backups from systems.
- To ensure proper environment of the Computer Room i.e. ensuring working of air conditioners, UPS System, voltage stabilizer.
- He/She is responsible for preventive maintenance of the systems and peripherals installed at Ticket and Cash, Traffic and Transportation Engg. Department in the depot assigned to them, as per schedule.
- Any other allied work assigned from time to time by the superiors.

4. Duties of Data Entry Supervisor

- To exercise effective control and supervision over the operating and other staff working during his/her shift duty.
- To be responsible for proper handling, upkeep and maintenance of Terminals/Machines etc. and keep in contact with the maintenance agency and have the machines break-downs attended to, urgently;
- To receive source documents from various department, for data punching.
- To distribute work amongst the Data Entry Operators/Punch Operators and other staff working under him/her during the shift duty;
- To arrange for the checking of Exception Reports.
- To process various jobs.
- To convert, edit data files if required and send for further processing.;
- To keep in contact with all the concerned to ensure timely punching/processing of various jobs;

- To check the work of staff under him/her;
- To submit productions reports;
- To prepare and submit data entry operators output reports;
- To guide the staff under him/her and solve their difficulties, if any;
- To keep himself/herself well-informed of the Circulars, Office Orders, provisions of various Acts applicable to the Department and the latest procedures about the Data Entry Processing, etc.
- To prepare communication cable layout for depot.
- To monitor communication cable laying work.
- To attend computerization related calls of the depots attached to the zone or otherwise.
- To check inventory of the delivered computerization related items of the depot and report to CCO.
- To take backup of the data of the depot once in a week.
- To report of the matters related to problems with hardware or problems related with software of depot computerization or otherwise to the SEDP
- To load the application software, data files under the guidance of software officers as and when required.
- Take backup of the data files required from depot to be sent to EDP Department in schedule time.
- To collect User's pending requirements or software bug, if any, in the given format.
- Any other work that may be assigned to him/her by his/her superiors, from time to time.

5. Duties of Data Entry Operator

- To attend computerization related calls of the depots attached to the zone or otherwise.
- Take backup of the data of the depot once in a week.
- To report the matters related to problems with hardware or problems related with software of depot computerization to the seniors.
- To load the application software, data files under the guidance of software officers as and when required.
- Take backup of the data files required from depot to be sent to EDP Department in schedule time.
- To collect User's pending requirements or software bug, if any, in the given format.

ADMINISTRATION SECTION

1. Duties and responsibilities of Assistant Administrative Manager

- He/She is responsible for the day-to-day management and administration of the department.
- He/She is responsible for controlling large complement of personnel working in the Data Entry Section and Establishment Section.
 - He/She is responsible for the General Establishment and Staff matters of the department.
 - He/She is responsible for ensuring compliance with the provisions of various Acts applicable to the department, viz. B.I.R. Act, Minimum Wages Act, Payment of Wages Act, etc.
 - To enforce discipline and take suitable disciplinary action under Standing Orders in case of misconduct committed by Staff/Officers reporting to him.
 - He/She is responsible for day-to-day functions, including the data entry work pertaining to various computerized applications. To ensure receiving the required inputs/documents from User departments and dispatching the Computer outputs along with related documents to User departments.
 - He/She is responsible for framing the Budget (Revenue and Capital) and Establishment Schedules.
 - To submit draft notes to B.E.S.& T. Committee on contracts/matters pertaining to E.D.P. department as required under provisions of B.M.C. Act, 1888.
 - He/She is responsible for the format designing and timely procurement/recoument of the Computer stationery items required for processing and printing of the various jobs, so also the Computer spares, etc.
 - He/She is responsible for the proper up-keep, maintenance of computer hardware and systems, etc.
 - To familiarize himself with the various preventive/protective measures such as fire-fighting system etc.
 - Any other assignments that may be entrusted to him from time to time by the Seniors.

2. Duties and responsibilities of Senior Administrative Officer

- To control and supervise the work of Machine Section i.e. the work of bursting, shuffling, cutting, sorting, etc. of various types of computer stationary and ensure the timely dispatch of the same to the concerned User departments after carrying out the said work.

- He/She is incharge of Administration and Machine Sections of E.D.P. Department
- To supervise and control all actions in respect of procurement of computer stationery.
- To supervise and control in respect of award of maintenance contracts pertaining to various computer systems, UPS, PCs, printers, cutting machine, bursting machine etc.
- To supervise and control the actions taken in respect of award of maintenance contract of fire fighting, its maintenance etc.
- Recruitment – To manage, supervise, control the necessary actions taken in respect of inviting applications, scrutinization, recruitment etc. for the post of Programmers and A.Sy.O. which are carried out by Administration section, in consultation with A.A.M.(EDP) and Personnel Department.
- Promotion – To manage, control, supervise the necessary actions in respect of promotion of Data Entry Officer, Console Officer, Co-ordinators, Data Entry Supervisor, Console Operator, etc. which are handled by the Administrative section in consultation with the Personnel Department.
- To take necessary actions in respect of daily/weekly scrapping of waste papers, carbons, ribbons etc. and to send it to Oshiwara scrapyard.
- To supervise and control the actions in respect of maintaining daily despatch schedule of all printouts etc. through department's vehicle. To make necessary arrangement of driver, van etc. as per the exigency.
- To supervise, control and manage the handling of Imprest Cash for daily expenditure on xerox, tea/coffee, urgent computer spare parts, casual labourer's engagement etc. and related works of recoupmnt of amount spent.
- To supervise and look after the work in respect of Leave Records, Acting/Combination of Appointment etc. of A and B Grade Officers.
- To supervise, manage and control the work in respect of overtime proposals of all the sections and zonal computer centres are carried out every month.
- To supervise, control and manage Zonal Computer Centres requirements pertaining to space, furniture, telephone etc.
- To supervise the works pertaining to telephone requirements, recoupmnt of telephone bills etc. pertaining to all E.D.P. Centres, Head Office and officers provided with telephone facility.
- To prepare annual budget with the help of other subordinate officers and the superiors.
- To look after and manage the Budgetory provisions pertaining to Furniture, Fire Alarm System, UPS Systems, In House Computer Systems, etc.
- To keep constant touch with the supplier of Computer Stationery, Computer spare parts, etc. for urgent solution of problems in connection with the materials availability, replacement, etc.

- To ensure smooth functioning of Zonal Despatch System through material van of Transportation Engineering Department.
- To monitor the duties of Sorters, Nawghanies, Muccadam, Scavengers of Machine Section which are mostly related with the removal of carbons, cutting, bursting, shuffling, sorting, etc. of various important printouts, time cards, payslips, workout cards, computer statements, etc.
- To follow up various proposals and establishment matters.
- To supervise, manage and control the maintenance of House Keeping with the help of his subordinates.
- Any other work that may be assigned by his superiors from time to time.

3. Duties and responsibilities of Assistant Administrative Officer

The A.A.O. generally looks after the procurement of continuous stationery, preventive maintenance of sophisticated Computer Machinery, PC systems, Fire Alarm System etc. The duties and responsibilities of the A.A.O. are mainly as under :

- To take necessary actions for procurement as regards various types of continuous computer stationeries, payslips, time cards, workout cards, conductor's attendance cards, MR folios, etc.
- To take necessary actions and to supervise and control the activities in respect of awarding of maintenance contracts pertaining to various computer systems, UPS, PCs, printers, cutting machine, bursting machine, etc.
- To take necessary actions in respect of awarding the maintenance contract of fire fighting, its maintenance etc.
- To take necessary actions in respect of supply of continuous stationery items, computer consumable items etc., to all the departments of the Undertaking.
- To supervise manage and control the work in respect of Library of software officers, periodicals/magazines, e-mails, internet etc.
- To take necessary actions for fulfilling the requirements of Zonal Computer Centres pertaining to computer stationery, furniture, telephone etc.
- To arrange for Budgetary provisions pertaining to Furniture, Fire Alarm systems, UPS Systems, In house Computer Systems, etc.
- To ensure smooth functioning of Zonal Despatch System through material van of Transportation Engineering Department.
- In the absence of Sr.A.O.(EDP), to manage the duties carried out by Sorters, Nawghanies, Muccadam, Scavengers of Machine Section are mostly related with the removal of carbons, cutting, bursting, shuffling, sorting etc., of various important printouts, time cards, payslips, workout cards, computer statements, etc. which are the time bound jobs.
- To prepare the stationery indents for procurement of various types of continuous stationery, follow up with the Material Management Department for timely

procurement of the material, checking Art Work supplied by the firm and to follow up for the supply of the material.

- To follow up with the Materials Management Department and Head Office Colaba for concerned cases, i.e. tender files and proposals.
- To help Sr.A.O.(EDP) in preparing the annual budget.
- To prepare the Confirmatory requisitions of the stationery and other items.
- To prepare the note of servicing maintenance of Fire Alarm System (monthly).
- Preparation of duty list of casual labourers, sweepers, nawghanies etc. with the help of Sr.A.O.(EDP).
- Maintain Capital and Revenue Budget sanction register.
- Receive stationery and other item and record the same in Inventory register.
- To prepare the monthly statement of outstanding cases, stock position statement etc.
- Any other work that may be assigned to him by his superiors from time to time.

4. Duties and responsibilities of Supervisor

- Imprest Cash – Maintaining Register and Accounts of Imprest Cash.
- Casual Labourers payment, Deputation report and Officers Motor Cars report.
- Renewal of membership fees of CSI, Express Computer and other computer institution.
- Maintaining cash remittance register, O.B. Memo register and preparing J.E. bill for liquidating of advances
- Follow up various proposals and Establishment matters.
- To maintain the House Keeping with the help of Scavengers/Nawghanies/Casual Labourers.
- To manage the duties of Nawghanies / Scavengers/ Casual Labourers.
- Any other work that may be assigned to him by his superiors from time to time.

5. Duties and responsibilities of Imprest Clerk

- Contractors bills and maintenance and service certificate.
- Monthly 'B' Grade officers absentee memo report and Vehicle monthly statement – report.
- Preparing imprest cash bills, medical reimbursement, advance bill, C.L. payment bills, T.A., D.A. bills etc.
- Preparing requisitions for office stationery.
- Maintaining attendance register for staff and C.L.

- Filling the sanction papers in subjectwise file.
- Follow-up various proposal regarding administration work, deputation, cheques, imprest bill, advance bill, T.A., D.A. etc., recoupment of bills.
- Any other work that may be assigned to him by his superiors from time to time.

6. Duties and responsibilities of Stationery Clerk

- Preparation of Purchase forms and maintaining Register.
- Preparation of Stationery Indent.
- Checking of Art works with the help of concerned software officer.
- Maintain imprest cash purchase form register regarding stationery & other items.
- Preparation of monthly continuous stationery stock statement.
- Preparation of monthly pending case statement.
- Follow ups at Head Office Colaba and DMM(G), Dadar for concerned cases i.e. tender file and proposals.
- Keeping records of woolen sweaters, socks and slippers, maintaining register and issue cards and auditing same from Audit Department.
- Payment advices of uniforms, umbrella and jersey and to maintain register.
- Issue stationery to the Zonal Computer Centres and concerned departments and receive stationery and other items.
- Maintaining of annual stationery inventory from all departments.
- Filling papers in concerned file.
- Preparation of annual budget with the help of officers.
- Preparation of requisition of stationery and other items.
- Prepare note of servicing, maintenance of fire fighting alarm system (monthly).
- Maintaining Capital and Revenue Budget sanction register.
- Any other work that may be assigned to him by his superiors from time to time.

7. Duties and responsibilities of Establishment Clerk-1

- Promotions/ transfers/ taking over IDs.
- Filling in vacancies in all categories.
- Superannuation Statement, VIP Cases Statement, Monthly On-roll Statement
- Roster – SC, ST, DT-NT, monthly report.
- Scholarship matters.
- Quarterly statement.
 - Expenditure incurred on SC, ST

- On-roll
- Staff On-roll – Backward Class.
- Zonal Centre work.
- Filling – S.R. papers and Entry, Administrative Order, important circulars etc.
- Updating entries in registers maintained by Sr.A.O.
- General Salary Certificate, Service Certificate.
- Any other work that may be assigned to him by his superiors from time to time.

8. Duties and responsibilities of Establishment Clerk-2

- Monthly statement of Pending cases, Final Dues monthly statement.
- Financial Assistance, Festival advance, Meal allowance.
- Acting arrangements / Combinations (timely drafts).
- Casual Labourer Bus Pass Register, RFID Bus Pass Register.
- Maintaining record of staff lockers.
- Verification of Interest Subsidy application form and Medical Reimbursement form
- Proposals - Change in address , Leave without pay, Staff Quarters (EDP Quota), Overtime statement.
- Preparation of various bills.
- Quarterly statement to Employment Exchange
- Filling papers (General & S.R.)
- RTI Work
- Any other work that may be assigned to him by his superiors from time to time.

9. Duties and responsibilities of Dispatch Clerk

- All dispatch work of Inward/Outward, papers, files.
- Preparing gate pass, pending files statement.
- Updating inward/outward entries on PC.
- Any other work that may be assigned to him by his superiors from time to time.

10. Duties and responsibilities of Clerk/Typist

- Preparing drafts and fairs.
- Any other work that may be assigned to him by his superiors from time to time.

11. Duties and responsibilities of Stenographer

- Taking dictation from senior officers and draft the same.
- Carried out duties of PA to EDPM.
- Day to day Typing work in English
- Any other work specifically allotted by superiors.

12. Duties and responsibilities of Sorter

Daily / Monthly jobs

- Running multipart i.e. 2 part / 3 part continuous stationery on the carbon deleaver machine for separating the carbon that is interleaved in such multi part stationery, making separate lots of original and copies of the multipart printouts.
- Bursting of payslips forms.
- Arranging the payslips in paysheetwise / check numberwise ascending order.
- Manually tearing/cutting time cards and workout cards of the entire staff of the Undertaking separately for each payroll.
- Arranging and tying them in paysheetwise / check numberwise lots.
- Sorting and checking, Electricity / Notice Bills, amendments, New connections with Computer printouts and then despatching them to Consumers Department.

Annual jobs

- Delevering, Bursting, arranging, cutting and despatching of pay packets/payslips and other documents as per pre-decided norms.

13. Duties and responsibilities of Muccadam

- To keep proper attention on incoming cyclewise bills and bring to the notice of concerned officers for any delay in receipt of the same from relevant sections.
- To responsible for timely despatch of Pay slips etc. to concerned depots / departments.
- To exercise a thorough monitoring / supervision over the works / jobs allocated to the Nawghanies and Scavengers under him.
- In the absence of Nawghanies, carry on the work of Nawghanies in addition to his own.

14. Duties and responsibilities of Nawghany

- Collection of printed material from Computer / Terminal room, binding, loading the Van. Taking the despatch alongwith the Van to Colaba / Dadar and bringing despatch of Meter Reading files from Dadar.

- To collect printout, loading / unloading Van. Collecting Meter Reading files, putting them into bags and taking them to the Van for loading.
- DVR / EDP Cell for despatch taking the despatch to the Van of Traffic Department
- Console Room – Bringing continuous stationery, putting it into printer for printing. Watch the performance, bringing tapes for Tape Library / Conference Hall.

PAYROLL SECTION

1. Duties and responsibilities of Supervisor (Payroll)

- Sorting of advices – receive documents of assigned work document as per the system requirement Recoveries.
- Marking on advices as Payment / Recovery and Payroll Code (Ch. No., P.S. No., Code No., Amt.)
- Preparing lots as per the transaction type.
- Attending Exception Reports of the assigned systems.
- Distribute exception for checking with master files.
- Highlighting discrepancy in Exception Report.
- Preparing advices.
- Attending discrepancies received from other departments on phone.
- Filing papers received from concerned higher authorities.
- Any other work related with the section.
- Any other work that may be assigned to him by his superiors from time to time.

2. Duties and responsibilities of Supervisor (Inventory)

- He will exercise effective control and supervision over the working of the section and the staff working in labour/inventory, P1P2.
- He will distribute work amongst the Clerks and other staff working under him.
- He will check the work of the staff working in labour/inventory, P1P2.
- He will put up all the administration requirements of various stationery/material required for the working of the section to concerned officers.
- He is responsible for sending/receiving dispatch from to/from other departments.
- He is required to look after the work of Supervisor Payroll in his absence.
- He will guide the staff and solve their difficulties if any.

- He will get himself well informed of the circulars, office orders, provision of various Acts applicable to the department and the latest procedure pertaining to the work of EDP Department.
- Any other work that may be assigned to him by his superiors from time to time.

3. Duties and responsibilities of Clerk (Adjustment)

- Receiving despatch.
- Checking of punched lots / listing with lots.
- Correction if any be sent for Screen Editing Done and check listing after SED is done.
- Attending exception reports of all cycles marking correct P.S. No., Check no. etc.
- Checking names, Ch.No. on PC with lots are correct or not.
- To send Not in Paysheet to concerned departments.
- To send codewise exception report to concerned departments.
- Filing of payroll advices documents, printouts.
- Attending invalid listing.
- Any other work related with Payroll section.
- Attending discrepancies received on phone from various depots (Tr. Dept./T.K.).
- Any other work that may be assigned to him by his superiors from time to time.

4. Duties and responsibilities of Clerk (Amendment)

- To receive payroll amendment advices for further action.
- Compare Advices received from Tr. Department with last months payslips on PC.
- Arrange amendment advices depotwise and prepare lots for punching.
- Marking payroll advices (Ch. No., P.S.).
- Checking punched lots of amendments after punching and send for Screen Editing.
- Any discrepancy found may be informed to concerned T.K. or Tr. Department.
- Check payment of annual increment with payslips.
- To send various codes for punching i.e. Sports Club membership and check all Ch.No. and P.S.
- Checking SED done.
- To attend exception report (amendment) / P-09 invalid transaction and correct them.
- Checking payslips after closing of cycles of 'A' Grade officers, GM and AGM(A) carefully.
- To attend various queries received (telephonic or personally) related to payments/recoveries.
- File printouts, Amendment papers and lots, exception reports monthwise.
- Any other work that may be assigned to him by his superiors from time to time.

5. Duties and responsibilities of Clerk (Control Sheet)

- Receiving control sheet from Time Keeping.
- Sorting of control sheets depotwise / paysheet wise.
- Attending inter cycle transfers given in control sheet.
- Checking printouts of control sheets.
- Filing of control sheets / printouts.
- Receiving payroll despatch of all cycles (printouts) codewise and send to concerned departments.
- To inform amount of inspection charges of all cycles to OSPF through DL.
- To inform PF members in the month by taking figures.
- To inform amount of code 100 and 107 to Supdt. Cash through DL.
- To inform Income-Tax Statement (code 103 and 108) to STK through DL.
- Any other work that may be assigned to him by his superiors from time to time.

INPUT/OUTPUT SECTION

1. Duties and responsibilities of Clerk-1

- Work related to billing adjustments, billing amendment, disconnection and cash-stubs.
- To receive daily cash billing printout from console section to check and tally all the billing amendments and billing adjustment to tally, compare the figures with the printout of earlier dates to give correction and file the printouts kept for the purpose.
- To check the amount of disconnection slips.
- To give cash stub correction for punching and to see that it is correctly punching and to file the all related papers.
- To keep the leave record of D.E. Operators/Supervisors.
- Any other work that may be assigned to him by his superiors from time to time.

2. Duties and responsibilities of Clerk-2

- To receive LTA/Encashment from Audit on Thursday to get them punched to read the floppy and process the job and to get printout, to check the printout for accuracy, to check names, paysheets, check nos., departmental codes etc. to ensure these are correctly punched if any error to rectify and correct it on the screen to process the job on to take copy of the file on floppy and send the floppy and document to OS (Cash) and printout of payments.
- To receive PF Loan particulars (refundable/non-refundable) on floppy, to read the floppy, process the job, to check the printouts, make corrections and to sent the printouts and floppy to PF Department and additional floppy to Cash Department.

- To tally the monthly payroll file summary.
- Any other work that may be assigned to him by his superiors from time to time.

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

The chapter is intended to give a general idea of the overall working of EDP department. It shall serve as guidelines and may not be deemed to be complete in all respect.

▪ System Design, Implementation and Maintenance.

User department propose computerization of activities of respective department. Requirement of application software is studied taking into account the features of activities, availability of resources, techno economic feasibility, increase in efficiency and reduction in man-hours, availability of quick MIS for decision making etc.

The system is designed on the following parameters-

1. Hardware
 2. System software
 3. Network design
 4. Manpower
 5. Capital outlay
- Hardware - is accessed on the basis of requirements to be fulfilled. The decision of hardware specification preparation depends on changes in technology and techniques, availability of the equipment and suitability for the project. Before deciding the equipment, necessary information of the existing location and resources is collected for deciding the techno commercial suitability.
 - System software – Operating systems, Antivirus software, Software for document generation and E-mail and Software development tool etc. are decided on the basis of availability and suitability of the same. Open source system software is preferred.
 - Network design - Network is decided taking into consideration the geographical location of user department(s) at various offices of Undertaking. It also depends on the expected and implemented security features and integrations with application systems of other departments.
 - The economy and disaster management is also worked out for the application systems.
 - Manpower –On the basis of functions or activities manpower for operating various modules is decided.
 - Capital Outlay – Item wise procurement cost and maintenance cost for 6 years is prepared for hardware, system software, networking etc. The requirement of project's capital for Hardware, Software and Networking is estimated at the prevailing rates allowing for variation in rates. Its specification and quantity is finalized after joint concurrence by User

Department, Material Management Department, Audit department and EDP department.

- Procurement of IT equipment - IT expenditure proposed in the budget of every financial year is collected from various departments. It is then consolidated to forecast itemwise IT equipment quantity for procurement during the year. Specification of each item is then finalized to maintain uniformity in the IT equipment during the year.
- Inspection of IT equipment - Delivery of the hardware is inspected by audit software and confirmed for suitability as per placed purchase order.
 - After installation of system software, it is tested for suitability of required all the features.
- Data Entry Work - is done as per the fixed formats. Quota is decided for each job to complete the work in schedule period on the basis of quality of document, design of document, size of font on the document, quality of hand-writing to be punched, permitted key depression per hour per person, availability of document etc.
- Processing of various systems - is done on the basis of
 1. Processing steps such as collection of data from various resources, compiling data for initial run, editing the data to remove punching error, final processing etc. of each system are as per pre-decided schedule.
 2. Each steps completion is confirmed either by inbuilt automatic checks or manual checks by pre-decided authority.
 3. After final processing decided data files is backed up for disaster management or any other need.
 4. The report generated through the centralized processing is printed, sorted and dispatched as per the pre-decided schedule to the concerned, to point out anomaly in processing.

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

N.A.

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

1. Service Regulation (S.R.)
2. Standing Orders (S.O.)

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

- (A) Registers maintained in EDP Department
1. Inward Register
 2. Outward Register
 3. Leave Register
 4. Imprest Register
 5. Officer and Staff Attendance Register
 6. Officer and Staff Index
- (B) Files maintain in EDP Department
1. Election Training File
 2. Co-ordinator file (Proposal & OC file)
 3. Surprise visit by Pannel of Officers
 4. Important Papers File
 5. VRS Scheme file
 6. Minutes of the Meeting file
 7. Occupational-cum-Educational profile of Employees
 8. Instruction file
 9. Introduction of Additional Shift
 10. Confidential file
 11. Staff Quarters reserved for EDP quota file
 12. Entire promotional policy
 13. Special Extra Ordinary Leave Scheme
 14. Confirmation file
 15. Variation of other departments

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 Officers/Staff (S/Shri)	Designation	Grade	Ch.No.	P.S. No.
1	UDAY BALKRISHNA JAMBHEKAR	E.D.P.M.	A-1	215938	06/16
2	MRS SNEHLATA PAWAN KHAITAN	DY. EDPM	A-2	210750	06/16
3	SMT VILINA VILAS VETKAR	S.E.D.P.	A-3	211258	06/16
4	SMT CHANDARANI RAJESH JAGDALE	S.E.D.P.	A-3	216357	06/16
5	S D DHAVALIKAR	P. SY. A.	A-4	210504	06/16
6	MEENA NISHIRAJ DONGARE	P. SY. A.	A-4	211923	06/16
7	SANDEEP YADU KALE	P. SY. A.	A-4	216209	06/16
8	M H MANOHAR	A.A. MANAGER	A-5	211800	06/16
9	NITIN SHANKAR DALVI	SY. O.	A-5	211930	06/16
10	S D BAGUL	SY. O.	A-5	211022	06/16
11	S S MALVANKAR	SY. O.	A-5	211308	06/16
12	MRS SMITA SUBHASH JADHAV	SY. O.	A-5	212193	06/16
13	SUNITA NITIN DALVI	SY. O.	A-5	212887	06/16
14	VIVEK KACHARDAS KASBE	SY. O.	A-5	216212	06/16
15	NIMESH JAYANTILAL PANCHAL	SY. O.	A-5	216330	06/16
16	SHEKHAR CHANDRAHAS GAMBRE	C.C.O.	A-5	216586	06/16
17	SHRI P N NIMKAR	C.C.O.	A-5	211313	06/16
18	RAJASHREE TUSHAR PORE	A.SY. OFR.	P4/GGVI	212883	06/16
19	NAZIR MAINUDDIN KHAN	A.SY. OFR.	P4/GGVI	211770	06/16
20	PRATIBHA RAVINDRA PATIL	A.SY. OFR.	P4/GGVI	214041	06/16
21	JAGDISH PRATAP AHIRE	A.SY. OFR.	P4/GGVI	216322	06/16
22	RAJESH RAMCHANDRA GAWADE	A. SY. OFR	P4/GGVI	214047	06/16
23	SMT ANUJA KRISHNAKANT SURVE	A. SY. OFR	P4/GGVI	214048	06/16
24	SMT VIJAYA BHAGWAN SAHAJRAO	A. SY. OFR	P4/GGVI	215666	06/16
25	SMITA SACHIN RANE	A. SY. OFR	P4/GGVI	215667	06/16
26	DIGAMBER R SARANGLE	A. SY. OFR	P4/GGVI	215668	06/16
27	KARUNA PRASHANT MHATRE	A. SY. OFR	P4/GGVI	215670	06/16
28	VISHAL PRATAPSINH LINGERIA	A. SY. OFR	P4/GGVI	215704	06/16
29	DATTATRAYA LANANU CHOUDHARI	A. SY. OFR	P4/GGVI	215581	06/16
30	JAYESH RAMAKANT SURVE	A. SY. OFR	P4/GGVI	216204	06/16
31	RAMESH GUNAJI SURVE	A. SY. OFR	P4/GGVI	213983	06/16
32	SUNIL SITARAM YADAV	A. SY. OFR	P4/GGVI	215518	06/16
33	N. J. KINALEKAR	SR. A.O.	P3/AGX	204327	06/16
34	RAJESH GANGARAM PADAVE	PROGRAMMER	P4/GGV	216205	06/16
35	KETAN MANOHAR BAVALE	PROGRAMMER	P4/GGV	216206	06/16
36	A C SHIWALKAR	PROGRAMMER	P4/GGV	216208	06/16
37	NITIN H WALAWALKAR	PROGRAMMER	P4/GGV	216211	06/16
38	SHRI AMOL KAMLAKANT PEDNEKAR	PROGRAMMER	P4/GGV	216267	06/16
39	SANJAY SADANAND BALGI	PROGRAMMER	P4/GGV	212471	06/16
40	SANTOSH RAGHUNATH DALVI	PROGRAMMER	P4/GGV	213626	06/16
41	S I ANTHONY	PROGRAMMER	P4/GGV	215200	06/16
42	RAJIV VISHWANATH MODAK	PROGRAMMER	P4/GGV	214566	06/16
43	PRASHANT LAXMAN RASAL	PROGRAMMER	P4/GGV	324609	06/16
44	SANTOSH DHAKU SAWANT	PROGRAMMER	P4/GGV	321722	06/16
45	NILESH EKNATH HOLMUKHE	PROGRAMMER	P4/GGV	323680	06/16
46	VIJAY PANDURANG KHOT	PROGRAMMER	P4/GGV	214204	06/16
47	ARVIND GANESH SAWANT.	PROGRAMMER	P4/GGV	217523	06/16
48	CHANDRASHEKHAR D JADHAV	CON. OFR.	P4/GGV	211382	06/16
49	SUNIL DATTARAM NAIK	CON. OFR.	P4/GGV	211383	06/16
50	UMESH SHANKAR LUKTUKU	CON. OFR.	P4/GGV	211342	06/16
51	JAGDISH PRABHAKAR MHATRE	CON. OFR.	P4/GGV	211339	06/16
52	BHIMRAO UMAJI KHANDAGALE	CON. OFR.	P4/GGV	214025	06/16
53	SUNIL DIGAMBAR SURVE	CON. OFR.	P4/GGV	213009	06/16
54	SUPRIYA SATTESH JADHAV	DATA.E.OFR	P4/GGV	216585	06/16
55	RAJU NARAYAN HEGDE	EDP CO-ORD	P4/GGV	216740	06/33

56	SMT N N SAWANT	EDP CO-ORD	P4/GGV	211277	06/16
57	SHRI S R DAMLE	EDP CO-ORD	P4/GGV	211314	06/19
58	SHRI R J JADHAV	EDP CO-ORD	P4/GGV	211315	06/16
59	SATISHKUMAR V DHOKALE	ASST. A. O.	P3/AGVIII	210195	06/16
60	ARUN SHIVA GAJINKAR	CONSOLE OP	P4/GGIV	213092	06/16
61	SANJAY WASUDEO PATIL	CONSOLE OP	P4/GGIV	213640	06/16
62	SANDEEP NARAYAN DOMBALE	CONSOLE OP	P4/GGIV	216842	06/16
63	AMOL ANANT PITALE	CONSOLE OP	P4/GGIV	212338	06/16
64	RAHUL SURENDRA VAIDYA	CONSOLE OP	P4/GGIV	212339	06/16
65	SANJAY SAKHARAM SARDAL	CONSOLE OP	P4/GGIV	213069	06/16
66	SHRI N V SULE	DATA E.SUP	P4/GGIV	211320	06/16
67	ANUSHREE ARUN PEVEKAR	DATA E.SUP	P4/GGIV	217219	06/16
68	SUHALI ABHINAV PARWATKAR	DATA E.SUP	P4/GGIV	211368	06/16
69	KHYATI DATTATRAY DALVI	DATA E.SUP	P4/GGIV	211344	06/16
70	UDAY MANOHAR DAREKAR	DATA E.SUP	P4/GGIV	211343	06/16
71	MRS AMITA DEVIDAS SHIRSAT	DATA E.SUP	P4/GGIV	211341	06/16
72	SHRI S A A SHAIKH	DATA E.SUP (P)	P4/GGIV	211321	06/33
73	CHANDRAKANT KESHAV KANADE	DATA E.SUP (P)	P4/GGIV	211337	06/33
74	SMT SAVITA SUDHIR KULKARNI	DATA E.SUP (P)	P4/GGIV	211374	06/16
75	SMT AVANI SUHAS NAVGHARE	DATA E.SUP (P)	P4/GGIV	211390	06/16
76	SMT MINAL PRADEEP GORE	DATA E.SUP (P)	P4/GGIV	211580	06/16
77	SMT SHUBHANGI R KARANDE	DATA E.SUP (P)	P4/GGIV	211278	06/16
78	MADHURI RAMBHAU ZARKAR	DATA E.SUP (P)	P4/GGIV	211415	06/16
79	HARISH LAXMAN TULSULKAR	DATA E.SUP (P)	P4/GGIV	211416	06/19
80	SANDEEP PRABHAKAR KADAM	DATA E.SUP (P)	P4/GGIV	212337	06/16
81	MRS SHEETAL S HALDANKAR	DATA E.SUP (P)	P4/GGIV	212345	06/16
82	JYOTI PRABHAKAR PARAB	DATA E.SUP (P)	P4/GGIV	212360	06/16
83	ASHOK GOVIND MHATRE	DATA E.SUP (P)	P4/GGIV	212974	06/19
84	DINESH RAJARAM MHATRE	DATA E.SUP (P)	P4/GGIV	213010	06/16
85	VILAS BHAU NAIK	DATA E.SUP (P)	P4/GGIV	213099	06/33
86	MRS DEEPA KISHOR MATHKAR	DATA E.SUP (P)	P4/GGIV	211371	06/16
87	MUKESH CHAMPAKLAL JOSHI	DATA E.SUP (P)	P4/GGIV	211506	06/19
88	NILESH BHASKAR SALGAONKAR	DATA E.SUP (P)	P4/GGIV	213115	06/19
89	AMOD YESHWANT DAWNE	DATA E.SUP (P)	P4/GGIV	213117	06/16
90	SHASHIKANT VASUDEO NAGWEKAR	DATA E.SUP (P)	P4/GGIV	213124	06/16
91	ARVIND DINKAR DAREKAR	DATA E.SUP (P)	P4/GGIV	213123	06/16
92	DAYANAND MANOHAR SAWANT	DATA E.SUP (P)	P4/GGIV	213148	06/16
93	YOGESH VASANT SAWANT	DATA E.SUP (P)	P4/GGIV	213341	06/33
94	SANTOSH BHAGWAN SAWANT	DATA E.SUP (P)	P4/GGIV	213340	06/33
95	SANDESH H DANDEKAR	DATA E.SUP (P)	P4/GGIV	213344	06/16
96	PRASAD BALKRISHNA KADAM	DATA E.SUP (P)	P4/GGIV	213345	06/16
97	ANIL THEROTH BHASKARAN	DATA E.SUP (P)	P4/GGIV	213592	06/16
98	MANOJKUMAR C MADHAVAN NAIR	DATA E.OPR	P4/GG2-GG3	213596	06/16
99	DNYANESH SHANTARAM CHAVAN	DATA E.SUP (P)	P4/GGIV	213614	06/16
100	UDAY GANPAT BHUTE	DATA E.SUP (P)	P4/GGIV	213639	06/16
101	PRAMOD KRISHNA GOLATKAR	DATA E.SUP (P)	P4/GGIV	213964	06/16
102	SUCHITA ANIL SHAHANE	DATA E.SUP (P)	P4/GGIV	213965	06/16
103	SUNIL VINAYAK KARANJEKAR	DATA E.SUP (P)	P4/GGIV	213973	06/16
104	SMT SAPANA GAJANAN CHAVAN	DATA E.SUP (P)	P4/GGIV	214030	06/16
105	JYOTI ANIL TAWDE	DATA E.SUP (P)	P4/GGIV	214056	06/16
106	JAYANT SAKHARAM JOSHI	DATA E.SUP (P)	P4/GGIV	214412	06/16
107	MILIND SHANTILAL PATEL	DATA E.SUP (P)	P4/GGIV	214413	06/16
108	MEENA SANJAY BUTKAR	DATA E.SUP (P)	P4/GGIV	214690	06/16
109	PARESH RAGHUNATH PARKAR	DATA E.SUP (P)	P4/GGIV	214692	06/19
110	SUMUKH MOHAN KERKAR	DATA E.SUP (P)	P4/GGIV	214701	06/16
111	SUNIL ANANT CHAVAN	DATA E.SUP (P)	P4/GGIV	214711	06/16
112	MRS NAMRATA N NIRAWADEKAR	DATA E.SUP (P)	P4/GGIV	214714	06/16
113	SWATI GOVIND JADHAV	DATA E.SUP (P)	P4/GGIV	215211	06/16
114	SUSHMA MILIND SHIKRAPURKAR	DATA E.SUP (P)	P4/GGIV	215525	06/16

115	HARISHCHANDRA B JATEKAR	DATA E.SUP (P)	P4/GGIV	215571	06/19
116	POOJA PRASAD PARAB	DATA E.SUP (P)	P4/GGIV	215742	06/16
117	DILIP DADA RASKAR	DATA E.SUP (P)	P4/GGIV	215812	06/33
118	SMT NEHA DNYANESHWAR PRABHU	DATA E.SUP (P)	P4/GGIV	215816	06/16
119	BHASKAR M CHELEVERI	DATA E.SUP (P)	P4/GGIV	216321	06/16
120	VIKAS VISHNU PARAB	DATA E.SUP (P)	P4/GGIV	216323	06/16
121	SAHADEV LALCHANDRA DEVKAR	DATA E.SUP (P)	P4/GGIV	216327	06/16
122	SARIKA PRABHAKAR KAMBLE	DATA E.OPR	P4/GG2-GG3	217424	06/16
123	JYOTI RAMESH KSHIRSAGAR	DATA E.OPR	P4/GG2-GG3	217423	06/16
124	PRAVIN PANDURANG KAMBLE	DATA E.OPR	P4/GG2-GG3	217427	06/16
125	KOMAL RAMESH BHALERAO	DATA E.OPR	P4/GG2-GG3	217429	06/16
126	VAISHNAVI GANESH YELWE	DATA E.OPR	P4/GG2-GG3	217441	06/16
127	SONALI PRAKASH PAWAR	DATA E.OPR	P4/GG2-GG3	217445	06/16
128	POONAM DEEPAK SUMRA.	DATA E.OPR	P4/GG2-GG3	217454	06/16
129	MRS.PRATIBHA SUNIL KHATELE.	DATA E.OPR	P4/GG2-GG3	217522	06/16
130	BHARATI PRASHANT DHAMANKAR	DATA E.OPR	P4/GG2-GG3	217540	06/16
131	ASHOK KESHAV JADHAV	ASST. A.O. (P)	P3/AGVIII	212083	06/16
132	SANJAY SONU AMBERKAR	SUPERVISOR	P3/AGVII	213717	06/16
133	PRAMOD CHANDRAKANT PATANGE	ASST. A.O. (P)	P3/AGVIII	212224	06/16
134	MRS MOHINI SUDHAKAR SANJAN	SR STENO.(P)	P3/AGVII	215097	06/16
135	ASHOK RAMCHANDRA KALANTRE	SUPERVISOR (P)	P3/AGVII	214784	06/16
136	SMT USHA RAVINDRA NALAWADE	SUPERVISOR (P)	P3/AGVII	215078	06/16
137	JAYASHREE SHEKHAR PATOLE	SUPERVISOR (P)	P3/AGVII	214897	06/16
138	GOKUL SUKALAL KOLI	SUPERVISOR (P)	P3/AGVII	215512	06/16
139	SUBHASH LAXMAN GURAV	SUPERVISOR (P)	P3/AGVII	215780	06/16
140	RAVINDRA BHIKAJI YADAV	SUPERVISOR (P)	P3/AGVII	214538	06/16
141	BHAGWAN SOPANRAO KEDAR	SUPERVISOR (P)	P3/AGVII	215746	06/16
142	MRS MANGALA MOHAN JADHAV	SUPERVISOR (P)	P3/AGVII	213525	06/16
143	PRAMOD BHASKAR RANE	SUPERVISOR (P)	P3/AGVII	214268	06/16
144	DATTATRAY SUKHDEO PINGALE	CLERK	P3/AGV	195786	06/16
145	SANDEEP RAMKRISHNA SATPUTE	CLERK	P3/AGV	324157	06/16
146	MRS. MINAKSHI SMBHAJI POKALE.	CLERK	P3/AGV	217321	06/16
147	PRAKASH KASHINATH PAWAR	CLERK	P3/AGV	191965	06/16
148	SHIVAJI N DHAKANE	CLERK	P3/AGV	95359	06/16
149	VIKAS CHANDRAKANT POL	CLERK	P3/AGV	324860	06/16
150	NILESH SURYAKANT JANAVALLEKAR	CLERK	P3/AGV	325507	06/16
151	RUPESH NARAYAN PATIL	CLERK	P3/AGV	324985	06/16
152	HEMCHANDRA C SONAR	SUPERVISOR (P)	P3/AGVII	215529	06/16
153	MAHENDRA ATMARAM GAIKWAD	SHOP REC.	P3/AGV	217340	06/16
154	SHRI BALU MAHADEO POTE	SHOP REC.	P3/AGV	5155	06/16
155	SHEKHAR ASHOK WARANG	SHOP REC.	P3/AGV	217617	06/16
156	ARUN SUDAM KAMBLI	SORTER	P3/AGIV	280221	06/16
157	UDAY BHAGURAM MORE	SORTER	P3/AGIV	280270	06/16
158	MD FAHIM A S SHAIKH	SORTER	P3/AGIV	280281	06/16
159	PRAVINKUMAR BALUBHAI BAROT	SORTER	P3/AGIV	280360	06/16
160	SEEMA PRAKASH RANE	JAMADAR (P)	P3/AGII	280780	06/16
161	SHOBHA VIJAY MAHADIK	JAMADAR (P)	P3/AGII	280649	06/16
162	CHHAYA KONDIBA KHADE	SEPOY	P3/AGI	280891	06/16
163	HARISHBHAI MADABHAI RATHOD	SEPOY	P3/AGI	209433	06/16
164	SHRI UDAY S VICHARE	MUCCADAM	P1/T2	407137	53/16
165	CHANDRAKANT KRISHNA MAHADIK	Sr NAWGHANY(P)	P1/T2	409689	53/16
166	AVINASH YASHWANT MINDE	NAWGHANY	P1/T1	410612	53/16
167	A H A R SHAIKH	Sr NAWGHANY(P)	P1/T2	411183	53/16
168	PRABHAKAR BHANUDAS GAWALI	NAWGHANY	P1/T1	411272	53/16
169	BIRJU SUKHPAL JEENWAL	SCAVENGER	P1/T1	413353	53/16
170	RAJENDRA K PIMPALKAR	DRIVER M V	P2/GIII	326021	53/16

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	Monthly Remuneration (Basic + Allowances)
1	UDAY BALKRISHNA JAMBHEKAR	E.D.P.M.	39260	98432.77
2	MRS SNEHLATA PAWAN KHAITAN	DY. EDPM	36155	117116.58
3	SMT VILINA VILAS VETKAR	S.E.D.P.	33260	103144.98
4	SMT CHANDARANI RAJESH JAGDALE	S.E.D.P.	22550	65372.53
5	S D DHAVALIKAR	P.SY.A.	30575	116405.97
6	MEENA NISHIRAJ DONGARE	P. SY. A.	30575	111113.71
7	SANDEEP YADU KALE	P. SY. A.	20270	58194.47
8	M H MANOHAR	A.A. MANAGER	21380	61655.43
9	NITIN SHANKAR DALVI	SY.O.	28100	83271.43
10	S D BAGUL	SY. O.	23780	96405.19
11	S S MALVANKAR	SY. O.	28100	80336.39
12	MRS SMITA SUBHASH JADHAV	SY. O.	23780	70578.23
13	SUNITA NITIN DALVI	SY. O.	23780	84378.14
14	VIVEK KACHARDAS KASBE	SY. O.	17450	55306.32
15	NIMESH JAYANTILAL PANCHAL	SY. O.	16660	46674.97
16	SHEKHAR CHANDRAHAS GAMBRE	C.C.O.	14885	51577.73
17	SHRI P N NIMKAR	C.C.O.	23780	72068.75
18	RAJASHREE TUSHAR PORE	A.SY. OFR	21935	73770.32
19	NAZIR MAINUDDIN KHAN	A.SY. OFR	24465	83256.29
20	PRATIBHA RAVINDRA PATIL	A.SY. OFR	19280	50647.41
21	JAGDISH PRATAP AHIRE	A.SY. OFR	14885	49644.74
22	RAJESH RAMCHANDRA GAWADE	A. SY. OFR	18340	58585.31
23	SMT ANUJA KRISHNAKANT SURVE	A. SY. OFR	18340	43501.14
24	SMT VIJAYA BHAGWAN SAHAJRAO	A. SY. OFR	17055	46023.55
25	SMITA SACHIN RANE	A. SY. OFR	17055	51058.86
26	DIGAMBER RAMCHANDRA SARANGLE	A. SY. OFR	17055	56090.35
27	KARUNA PRASHANT MHATRE	A. SY. OFR	17055	44460.02
28	VISHAL PRATAP SINH LINGERIA	A. SY. OFR	17055	51169.40
29	DATTATRAYA LANANU CHOUDHARI	A. SY. OFR	15555	43538.50
30	JAYESH RAMAKANT SURVE	A. SY. OFR	15910	46712.52
31	RAMESH GUNAJI SURVE	A. SY. OFR	16660	51361.61
32	SUNIL SITARAM YADAV	A. SY. OFR	14255	37695.05
33	N. J. KINALEKAR	SR. A.O.	23165	57848.11
34	RAJESH GANGARAM PADAVE	PROGRAMMER	15200	50518.52
35	KETAN MANOHAR BAVALE	PROGRAMMER	15200	47533.96
36	AVADHOOT CHANDRAKANT SHIWALKAR	PROGRAMMER	15200	45834.83
37	NITIN HARISHCHANDRA WALAWALKAR	PROGRAMMER	15200	45834.83
38	SHRI AMOL KAMLAKANT PEDNEKAR	PROGRAMMER	15200	43216.43
39	SANJAY SADANAND BALGI	PROGRAMMER	19775	68411.96
40	SANTOSH RAGHUNATH DALVI	PROGRAMMER	17895	60674.63
41	S I ANTHONY	PROGRAMMER	15910	43655.59
42	RAJIV VISHWANATH MODAK	PROGRAMMER	14255	48876.89
43	PRASHANT LAXMAN RASAL	PROGRAMMER	13685	38526.84
44	SANTOSH DHAKU SAWANT	PROGRAMMER	15200	51045.71
45	NILESH EKNATH HOLMUKHE	PROGRAMMER	14570	47364.01
46	VIJAY PANDURANG KHOT	PROGRAMMER	13970	46278.55
47	ARVIND GANESH SAWANT	PROGRAMMER	9780	25122.18
48	CHANDRASHEKHAR DINKAR JADHAV	CON. OFR.	20270	59703.38
49	SUNIL DATTARAM NAIK	CON. OFR.	17895	59520.41
50	UMESH SHANKAR LUKTUKE	CON. OFR.	17895	59080.48
51	JAGDISH PRABHAKAR MHATRE	CON. OFR.	17895	74604.90
52	BHIMRAO UMAJI KHANDAGALE	CON. OFR.	13970	42967.43

53	SUNIL DIGAMBAR SURVE	CON. OFR.	15200	53413.47
54	SUPRIYA SATTESH JADHAV	DATA.E.OFR	13400	35149.03
55	RAJU NARAYAN HEGDE	EDP CO-ORD	13685	35817.66
56	SMT N N SAWANT	EDP CO-ORD	17895	72349.53
57	SHRI S R DAMLE	EDP CO-ORD	17895	46132.86
58	SHRI R J JADHAV	EDP CO-ORD	17895	51548.12
59	SATISHKUMAR VASANTRAO DHOKALE	ASST. A. O.	20270	56658.01
60	ARUN SHIVA GAJINKAR	CONSOLE OP	15530	41259.54
61	SANJAY WASUDEO PATIL	CONSOLE OP	13815	44916.97
62	SANDEEP NARAYAN DOMBALE	CONSOLE OP	11060	24495.50
63	AMOL ANANT PITALE	CONSOLE OP	15530	53501.64
64	RAHUL SURENDRA VAIDYA	CONSOLE OP	15020	51098.96
65	SANJAY SAKHARAM SARDAL	CONSOLE OP	14530	63683.64
66	SHRI N V SULE	DATA E.SUP	16855	48152.24
67	ANUSHREE ARUN PEVEKAR	DATA E.SUP	7805	18222.00
68	SUHALI ABHINAV PARWATKAR	DATA E.SUP	16580	60914.22
69	KHYATI DATTATRAY DALVI	DATA E.SUP	16580	45450.91
70	UDAY MANOHAR DAREKAR	DATA E.SUP	16580	55232.72
71	MRS AMITA DEVIDAS SHIRSAT	DATA E.SUP	16580	55452.44
72	SHRI S A A SHAIKH	DATA E.SUP (P)	16855	56953.09
73	CHANDRAKANT KESHAV KANADE	DATA E.SUP (P)	16855	56204.72
74	SMT SAVITA SUDHIR KULKARNI	DATA E.SUP (P)	16580	44908.01
75	SMT AVANI SUHAS NAVGHARE	DATA E.SUP (P)	16855	47571.35
76	SMT MINAL PRADEEP GORE	DATA E.SUP (P)	16580	48076.48
77	SMT SHUBHANGI RAVINDRA KARANDE	DATA E.SUP (P)	16315	45498.91
78	MADHURI RAMBHAU ZARKAR	DATA E.SUP (P)	16315	45733.43
79	HARISH LAXMAN TULSULKAR	DATA E.SUP (P)	16050	62001.95
80	SANDEEP PRABHAKAR KADAM	DATA E.SUP (P)	15020	39446.94
81	MRS SHEETAL SHANTARAM HALDANKAR	DATA E.SUP (P)	15020	51345.56
82	JYOTI PRABHAKAR PARAB	DATA E.SUP (P)	15020	43331.79
83	ASHOK GOVIND MHATRE	DATA E.SUP (P)	14530	69004.75
84	DINESH RAJARAM MHATRE	DATA E.SUP (P)	14530	53670.79
85	VILAS BHAU NAIK	DATA E.SUP (P)	14530	53184.60
86	MRS DEEPA KISHOR MATHKAR	DATA E.SUP (P)	16315	44647.58
87	MUKESH CHAMPAKLAL JOSHI	DATA E.SUP (P)	16315	50138.06
88	NILESH BHASKAR SALGAONKAR	DATA E.SUP (P)	14530	64318.96
89	AMOD YESHWANT DAWNE	DATA E.SUP (P)	14530	48245.02
90	SHASHIKANT VASUDEO NAGWEKAR	DATA E.SUP (P)	14530	43472.01
91	ARVIND DINKAR DAREKAR	DATA E.SUP (P)	14530	37952.92
92	DAYANAND MANOHAR SAWANT	DATA E.SUP (P)	14530	43717.56
93	YOGESH VASANT SAWANT	DATA E.SUP (P)	14285	47477.52
94	SANTOSH BHAGWAN SAWANT	DATA E.SUP (P)	14775	41525.33
95	SANDESH HARISHCHANDRA DANDEKAR	DATA E.SUP (P)	14285	46112.37
96	PRASAD BALKRISHNA KADAM	DATA E.SUP (P)	14285	39564.44
97	ANIL THEROTH BHASKARAN	DATA E.SUP (P)	14285	46794.49
98	MANOJKUMAR C MADHAVAN NAIR	DATA E.OPR	13355	3374.34
99	DNYANESH SHANTARAM CHAVAN	DATA E.SUP (P)	13815	46733.86
100	UDAY GANPAT BHUTE	DATA E.SUP (P)	14285	37101.83
101	PRAMOD KRISHNA GOLATKAR	DATA E.SUP (P)	13815	38569.76
102	SUCHITA ANIL SHAHANE	DATA E.SUP (P)	13815	39449.29
103	SUNIL VINAYAK KARANJEKAR	DATA E.SUP (P)	13815	46211.54
104	SMT SAPANA GAJANAN CHAVAN	DATA E.SUP (P)	13815	38994.70
105	JYOTI ANIL TAWDE	DATA E.SUP (P)	13580	51120.10
106	JAYANT SAKHARAM JOSHI	DATA E.SUP (P)	14050	44744.20
107	MILIND SHANTILAL PATEL	DATA E.SUP (P)	14050	51376.94
108	MEENA SANJAY BUTKAR	DATA E.SUP (P)	13355	41279.10
109	PARESH RAGHUNATH PARKAR	DATA E.SUP (P)	13355	39564.74
110	SUMUKH MOHAN KERKAR	DATA E.SUP (P)	13355	35718.28
111	SUNIL ANANT CHAVAN	DATA E.SUP (P)	14285	44143.51

112	MRS NAMRATA N NIRAWADEKAR	DATA E.SUP (P)	13355	36131.87
113	SWATI GOVIND JADHAV	DATA E.SUP (P)	13815	36755.59
114	SUSHMA MILIND SHIKRAPURKAR	DATA E.SUP (P)	12905	31109.31
115	HARISHCHANDRA BUDHAJI JATEKAR	DATA E.SUP (P)	12475	40404.29
116	POOJA PRASAD PARAB	DATA E.SUP (P)	12690	30440.35
117	DILIP DADA RASKAR	DATA E.SUP (P)	13130	42037.66
118	SMT NEHA DNYANESHWAR PRABHU	DATA E.SUP (P)	12475	32193.10
119	BHASKAR MARKANDEYA CHELEVERI	DATA E.SUP (P)	12055	32343.76
120	VIKAS VISHNU PARAB	DATA E.SUP (P)	12055	34835.11
121	SAHADEV LALCHANDRA DEVKAR	DATA E.SUP (P)	12055	35592.46
122	SARIKA PRABHAKAR KAMBLE	DATA E.OPR	6930	16859.69
123	JYOTI RAMESH KSHIRSAGAR	DATA E.OPR	6930	18732.69
124	PRAVIN PANDURANG KAMBLE	DATA E.OPR	6930	18277.20
125	KOMAL RAMESH BHALERAO	DATA E.OPR	6930	20548.64
126	VAISHNAVI GANESH YELWE	DATA E.OPR	6930	14366.00
127	SONALI PRAKASH PAWAR	DATA E.OPR	6930	17594.47
128	POONAM DEEPAK SUMRA.	DATA E.OPR	6930	16459.24
129	MRS.PRATIBHA SUNIL KHATELE.	DATA E.OPR	6805	19072.12
130	BHARATI PRASHANT DHAMANKAR	DATA E.OPR	6805	18402.70
131	ASHOK KESHAV JADHAV	ASST. A.O. (P)	16265	45628.61
132	SANJAY SONU AMBERKAR	SUPERVISOR	13580	41882.36
133	PRAMOD CHANDRAKANT PATANGE	ASST. A.O. (P)	15910	49957.97
134	MRS MOHINI SUDHAKAR SANJAN	SR STENO.(P)	13355	40970.43
135	ASHOK RAMCHANDRA KALANTRE	SUPERVISOR (P)	13355	43384.70
136	SMT USHA RAVINDRA NALAWADE	SUPERVISOR (P)	12690	32748.48
137	JAYASHREE SHEKHAR PATOLE	SUPERVISOR (P)	12475	33467.03
138	GOKUL SUKALAL KOLI	SUPERVISOR (P)	12690	41454.05
139	SUBHASH LAXMAN GURAV	SUPERVISOR (P)	12260	35896.91
140	RAVINDRA BHIKAJI YADAV	SUPERVISOR (P)	13580	39678.60
141	BHAGWAN SOPANRAO KEDAR	SUPERVISOR (P)	12475	34144.94
142	MRS MANGALA MOHAN JADHAV	SUPERVISOR (P)	13815	47606.72
143	PRAMOD BHASKAR RANE	SUPERVISOR (P)	13815	44432.54
144	DATTATRAY SUKHDEO PINGALE	CLERK	12475	33147.89
145	SANDEEP RAMKRISHNA SATPUTE	CLERK	13130	38665.80
146	MRS. MINAKSHI SMBHAJI POKALE.	CLERK	6680	15663.96
147	PRAKASH KASHINATH PAWAR	CLERK	13355	37702.08
148	SHIVAJI N DHAKANE	CLERK	13130	38624.18
149	VIKAS CHANDRAKANT POL	CLERK	11060	29588.41
150	NILESH SUR YAKANT JANAVALLEKAR	CLERK	11060	30153.04
151	RUPESH NARAYAN PATIL	CLERK	12260	31574.23
152	HEMCHANDRA CHANDRAKANT SONAR	SUPERVISOR(P)	11850	38287.71
153	MAHENDRA ATMARAM GAIKWAD	SHOP REC.	6680	14721.74
154	SHRI BALU MAHADEO POTE	SHOP REC.	10505	26671.92
155	SHEKHAR ASHOK WARANG	SHOP REC.	6305	14715.04
156	ARUN SUDAM KAMBLI	SORTER	13580	41059.49
157	UDAY BHAGURAM MORE	SORTER	13130	34766.06
158	MD FAHIM A S SHAIKH	SORTER	13130	34816.21
159	PRAVINKUMAR BALUBHAI BAROT	SORTER	12905	33061.41
160	SEEMA PRAKASH RANE	JAMADAR (P)	10330	33866.76
161	SHOBHA VIJAY MAHADIK	JAMADAR (P)	11060	44373.44
162	CHHAYA KONDIBA KHADE	SEPOY	5680	19301.14
163	HARISHBHAJI MADABHAI RATHOD	SEPOY	11255	25942.71
164	SHRI UDAY S VICHARE	MUCCADAM	12905	54245.81
165	CHANDRAKANT KRISHNA MAHADIK	Sr NAWGHANY(P)	11645	30045.97
166	AVINASH YASHWANT MINDE	NAWGHANY	10330	23904.40
167	ABDUL HAMID ABDUL RASHID SHAIKH	Sr NAWGHANY(P)	10330	26936.06
168	PRABHAKAR BHANUDAS GAWALI	NAWGHANY	9980	28025.98
169	BIRJU SUKHPAL JEENWAL	SCAVENGER	5930	14544.48
170	RAJENDRA KAMALAKAR PIMPALKAR	DRIVER M V	6055	15834.41

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:

All information in respect to the budget allocation to the department is given in the budget estimate of the Undertaking.

The plan proposed:

The information in respect of plan proposed is available in the budget estimate of the Undertaking.

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) : Particulars 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:

Prepare Payroll up to date and Electricity supply billing data up to December, 2010

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

The working hours on a weekdays from Monday to Friday excluding Bank Holidays of the department are from 09.00 a.m. to 5.00 p.m. (with 45 minutes lunch recess from 12.30 p.m. to 2.30 p.m.)

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

1. Shri M.H. Manohar, Assistant Administrative Manager
(State Public Information Officer)
2. Smt. S.P. Khaitan, Deputy Electronic Data Processing Manager
(Appellate Authority)

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

The information pertaining to the department can be available with the officers and or the staff of the department.