

INFORMATION OF THE
MATERIAL TESTING AND STANDARDS
DEPARTMENT

B.E.S. & T. Undertaking

(Information mandatory under section 4 of Chapter II of
Right To Information Act, 2005)

MATERIAL TESTING AND STANDARDS DEPARTMENT

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INTRODUCTION

Introduction:

Material Testing and Standards (MTS) Department, an ISO 9001:2008 Certified (since 2010) department of the BES&T Undertaking was formed in the year 1969 with a view to Test and ensure the quality of various materials procured for activities of Electric Supply Branch of the Undertaking in order to have adequate stock of quality material conforming to relevant Indian Standards (I.S.) and/or BEST Undertaking's Specifications. This chapter describes the organizational setup of the MTS department and lays down the duties and responsibilities of the Officer/staff of the department. As per Administrative Order No.220 dtd. 2.5.1995, Testing of electrical materials utilised by Building Department (now Electrical Works department) was started in September 1995.

The Certificate of Registration for ISO 9001:2008 of Material Testing and Standards department is valid upto March 2016.

The MTS department is also going ahead for NABL (National Accreditation Board for Testing and Calibration Laboratories) Accreditation. The pre-assessment audit was conducted on 05.01.2013 by Lead Assessor appointed by NABL.

4.(b)(i) : The Particulars of Organization, Functions and Duties

Name of the department	MATERIAL TESTING AND STANDARDS
Address	Divisional Engineer, Material Testing & Standards Department, 1 st Floor, Bijlee Bhavan, Kussara Bunder Road, Mazgaon, Mumbai - 400 010.
Contact No. (Tel)	Tel.No.022-23719753, 022-23716126 Extn.841, Telefax. No. 022-23719753.
Contact Person	Mr.S.Y.Gaikwad(DEMTS)

The Functions and duties of department:-

Objective:

The objective of the department is to test & check the quality of materials procured in the Electric Supply Branch & certain electrical items used in electrification of Undertaking's premises by Electrical Works department and confirm whether these materials are supplied as per the required

specifications with respect to Indian Standards and/ or BEST Undertaking's Specifications.

Functions:

Following are the functions carried out by the MTS department to achieve the following objectives.

To carry out testing of tender sample of materials procured for the Electric Supply Branch received so as to help the recommending authority to scrutinise the offer & make tender recommendations.

To carry out sample testing from the lot supplies referred against Inspection Memos (IMs) to decide on their acceptance.

To carry out testing of samples received from the Electrical Works department referred against their Departmental Letters (D.Ls) & declare their conformity with the relevant I.S.(or otherwise).

To carry out testing of in-service materials requested vide their D.L.s by various divisions of Electric Supply Branch.

To procure testing equipment required for Material Testing Laboratory.

To maintain the testing equipment of Material Testing Laboratory & get them periodically calibrated from accredited laboratories.

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

Designation	On roll staff
1. Divisional Engineer	1
2. Superintendent	1
3. Asst. Engineer	1
4. Deputy Engineer	3
5. Sub Engineer	1
6. Charge Engineer	6
7. Assistant Administrative Officer	1
8. Shoprecorder	1
9. Stenographer	1
10. Testing Assistant	2
11. Nawghany	09

1. The powers and Duties of Divisional Engineer :-

The Divisional Engineer Material Testing and Standards (DEMTS) shall be responsible for this smooth and efficient working of the Material Testing & Standards Department. He shall endeavour to achieve the objectives of the department by supervision and control of both the sections.

2. The powers and Duties of Superintendent :-

The Duties and responsibilities of the Superintendent C.I.C.

The Superintendent (Supdt.CIC), in grade A4 has been appointed as Management Representative (MR) for the purpose of ISO 9001:2008 and as

Quality Manager (QM) for the purpose of NABL as per ISO 17025:2005. Accordingly he shall generally assist the DEMTS in the performance of his duties. In particular he shall:

- i) deal with staff matters of the cell.
- ii) deal with all matters connected with calibration of the equipment of department.

Supdt.CIC generally assists the DEMTS in the performance of his duties, to achieve objective:

- iii) He is responsible for all the Functions of the CIC section.

He shall:

- iv) overall supervise the section activities.
- v) frequently inspect materials already inspected by the subordinate.
- vi) ensure that inspection of material are carried out as per standards laid down.
- vii) ensure that no delay is caused in inspection of the materials.
- viii) suggest changes in existing specification if required.
- ix) put up the proposal for change in inspecting/recommending authority for existing and newly procured materials if required .
- x) keep liaison with manufacturers towards development of better products;
- xi) keep all concerned officers informed about the drawbacks/improvements in materials used in supply section.
- xii) ensure periodical records of inspection results maintained as per prescribed method.
- xiii) submit the progress of inspection forms and major tender references dealt with various divisions of electric supply branch.

3. The powers and Duties of Asst. Engineers:-

The Assistant Engineer (AEMTS), in grade A5 has been appointed as Technical Manager (TM) for the purpose of NABL as per ISO 17025:2005. shall generally assist the DEMTS in the performance of his duties.

In particular he shall:

- i) deal with all staff matters of the department;
- ii) deal with all matters connected with installation, Commissioning & maintenance of equipments of the department.

- iii) be responsible for the submission of Annual Report and Budget Estimates of the department.

3.1 AEMTS generally assists the DEMTS in the performance of his duties, to achieve objective:

- i) He is responsible for all the functions of the Material Testing and Standards Laboratory.

He shall:

- ii) overall supervise the Material Testing Laboratory.
- iii) frequently inspect materials already inspected by the other staff;
- iv) ensure that all the tests are carried out as per standards laid down;
- v) ensure that no delay is caused in testing of the materials;
- vi) submit correct analysis of the samples received;
- vii) develop methods of tests for various materials and prepare draft standards, where National Standards do not exist.
- viii) plan and follow up development activities;
- ix) plan and execute research activities;
- x) arrange for testing of materials at various other laboratories where such tests are not feasible in M.T.S. Laboratory.
- xi) keep liaison with other laboratories and other facilities.
- xii) keep liaison with manufacturers towards development of better products;
- xiii) visit and keep liaison with manufacturers for testing of supplies;
- xiv) keep in touch with all the latest testing methods and procedures;
- xv) contribute towards development of National Standards;
- xvi) keep all concerned officers informed about the drawbacks/ improvements in methods and materials used in supply section;
- xvii) maintain safety of personnel and equipments, in his charge;
- xviii) keep himself informed with the BEST Committee proceedings regarding Tender transactions and recommendations therefore;
- xix) ensure that all the personnel are properly trained in the correct use of testing equipments;

- xx) ensure that the equipments used for testing are calibrated by Government agencies/ manufacturers with adequate traceability Certificate.
- xxi) ensure accuracy of testing equipments by comparison to National or International standards.
- xxii) justify and convince the accuracy of test results to other officers and suppliers if need be.
- xxiii) clarify such test results as required by any other officer;
- xxiv) arrange for overtime working of the department, sanction of the management when necessary.
- xxv) keep himself in touch with the proceedings of Supply Branch Conference, particularly regarding items of testing and problems regarding items of testing and materials.
- xxvi) keep the cost of testing as low as possible by multiple batch testing and increase in variety and efficiency.
- xxvii) update and maintain the Deadstock and Capital inventory records of equipments/materials pertaining to the department.

4. The powers and Duties of Dy. Engineers 1 :-

The Deputy Engineer-I, shall be in charge of Testing of Inspection forms References of the Material Testing Laboratory, and shall be responsible to AEMTS for inspection, testing and certification of materials.

He shall:

- i) carry out inspection of materials;
- ii) test materials as per standard methods;
- iii) in consultation with AEMTS, develop jigs and fixtures and alternative methods for testing materials and equipments;
- iv) prepare and check the test reports;
- v) ensure that all equipments are in working condition
- vi) ensure that all safety precautions are observed while using the equipments for testing.
- vii) report about the tests carried out, to the concerned department after approval of AEMTS.
- viii) keep record of the Test Reports;
- ix) plan tools and equipments for tests.
- x) maintain harmony and discipline in the laboratory.

- xi) To clear Inspection Forms within stipulated period of 7 days.
- xii) Prepare monthly reports as per standard procedure and submit to AEMTS by 5th of every month. The report should mention the major events and justification for exceeding clearance of references beyond stipulated period.
- xiii) Ensure that Standard's documents and Testing Procedure of various type of materials are kept updated, alongwith relevant BEST's Specifications and also arrange to procure various IS/BIS booklets National/ International Publications referred in laboratory or amendments /revisions etc.
- xiv) Be responsible for maintaining the instruments/equipments, cleanliness etc. for following laboratories.
 - i) Schering Bridge Laboratory
 - ii) Energy Meter Testing Laboratory
 - iii) Illumination Laboratory.

For carrying out the above activities, he will be normally assisted by the following staff

One Sub-Engineer in grade G/GV
 Two Charge Engineers in grade T8
 One Test Asst. in grade T5

4.1 The powers and Duties of Dy. Engineers 2 :-

The Deputy Engineer-II, is in charge of the testing against Tender References of the Material Testing Laboratory and is responsible to AEMTS.

He shall:

- i) test the samples received against Tender References.
- ii) bring to the notice of AEMTS variations required in specifications of the items.
- iii) prepare specifications of plant and equipment required to be purchased for the Material Testing and Standards Laboratory.
- iv) maintain plant and equipment of the laboratory for performance and safety.
- v) prepare draft standards for methods of tests of various materials, under instructions of AEMTS.
- vi) keep the record of Technical Literature and I.S/B.I.S/BEST Specifications.
- vii) develop and arrange the fabrication of jigs and fixtures required for all testing facilities, in consultation with AEMTS.

- viii) train all junior staff in the proper and safe use of testing equipments.
- ix) assist AEMTS to prepare Annual Reports, Budget Estimates etc. of Material Testing Laboratory Section.
- x) maintain discipline, cleanliness and harmony in the department.
- xi) Complete the testing of samples received vide Tender Reference and samples received vide DL from Electric Works Department within stipulated period of 15 days. Samples received vide DL from Supply Branch Departments are to be tested within 21 days.
- xii) Prepare monthly reports of the testing, carried out on materials of above References and submit to AEMTS by 5th of every month. The report should mention the major events during the month and justification for exceeding the stipulated period of clearing References.
- xii) Ensure that Standard's documents and Testing Procedure of various types of materials, are kept updated, alongwith relevant BEST's specifications and also arrange to procure various IS/BIS booklets, National/International Publications referred in department on amendment/revision.
- xii) Be responsible for maintenance of instruments/equipments, cleanliness etc. for following laboratories of the department.
 - i) Heat run Testing Laboratory
 - ii) H.V. Testing Laboratory
 - iii) Chemical Laboratory
- xiii) Be responsible for implementing the programme of calibration of all the instruments/equipments of the Department as per sanction obtained from the management and submit monthly report to AEMTS.

For carrying out the above activities, he will be normally assisted by the following staff

One Sub-Engineer in grade G/GV
 Two Charge Engineers in grade T8
 One Test Asst. in grade T5

4.2 The powers and Duties of Dy. Engineers CIC :-

The Deputy Engineer-CIC, shall be in charge of Testing and Inspection of Inspection forms and Tender References of the Material pertaining to CIC section, and shall be responsible to Supdt.CIC for inspection, testing and certification of materials.

He shall,

- i) inspect materials received against Inspection Forms and Tender References as per standards laid down.
- ii) be responsible for carrying out calibration of the equipments of department according to their annual schedule.

- iii) prepare the progress report of inspection forms and major tender references dealt with various divisions of electric supply branch.
- iv) check the existing specifications and suggest any necessary changes, if required, and bring to the notice of Supdt.CIC.
- v) to ensure that no delay is caused in inspection of the materials.
- vi) to bring to the notice of Supdt.CIC , for change in inspecting / recommending authority for existing and newly procured materials if required .
- vii) be assisting Supdt.CIC to keep liaison with manufacturers towards development of better products;
- viii) be assisting Supdt.CIC to keep all concerned officers informed about the drawbacks/improvements in materials used in supply section.
- ix) be assisting Supdt.CIC to ensure periodical records of inspection results maintained as per prescribed method.
- x) maintain plant and equipment of the laboratory for performance and safety.
- xi) maintain discipline, cleanliness and harmony in the department.

5 The powers and Duties of Sub Engineer :-

The Sub-Engineer, shall be in charge of Testing of Inspection forms References of the Material Testing Laboratory, and shall be responsible to Deputy Engineer MTS for inspection, testing and certification of materials.

He shall:

- i) carry out inspection of materials;
- ii) test materials as per standard methods;
- iii) in consultation with Dy.E MTS, develop jigs and fixtures and alternative methods for testing materials and equipments;
- iv) prepare and check the test reports;
- v) ensure that all equipments are in working condition
- vi) ensure that all safety precautions are observed while using the equipments for testing.
- vii) report about the tests carried out, to the concerned department after approval of AEMTS.

- viii) keep record of the Test Reports;
- ix) plan tools and equipments required for tests.
- x) maintain harmony and discipline in the laboratory.
- xi) To clear Inspection Forms within stipulated period of 7 days.
- xii) Be responsible for maintaining the instruments/equipments, cleanliness etc. for following laboratory.
 - i) High Voltage Laboratory

6 The powers and Duties of Charge Engineer : -

The Charge Engineer, shall be in charge of Testing of Inspection forms, Tender References of the Material Testing Laboratory, and shall be responsible to Deputy Engineer MTS for inspection, testing and certification of materials.

He shall:

- i) carry out inspection of materials;
- ii) test materials as per standard methods;
- iii) in consultation with Dy.E MTS, develop jigs and fixtures and alternative methods for testing materials and equipments;
- iv) prepare and check the test reports;
- v) ensure that all equipments are in working condition
- vi) ensure that all safety precautions are observed while using the equipments for testing.
- vii) report about the tests carried out, to the concerned department after approval of AEMTS.
- viii) keep record of the Test Reports;
- ix) plan tools and equipments required for tests.
- x) maintain harmony and discipline in the laboratory.
- xi) To clear Inspection Forms within stipulated period of 7 days.

7 The powers and Duties of Assistant Adm. Officer:-

Assistant Administrative Officer, (AAOMTS) in grade A/GVIII shall look after all the Administrative and Establishment work and report to Divisional Engineer (MTS).

He shall:-

- i) prepare various periodical statements (monthly/quarterly/half yearly and yearly) to be forwarded to various levels of management (Appendix "C").
- ii) Supervise the work of clerical staff of the Department.
- iii) Assist DEMTS to deal with internal and external correspondence/follow up of departmental proposals.
- iv) Prepare and control Budget Estimates of the department.
- v) Update and maintain the Deadstock and Capital inventory records of the equipments used in the department.
- vi) Amend, revise and update the departmental manual.
- vii) Ensure proper records of test reports and to dispatch them to proper acceptance authority/Inspecting Authority within time.
- viii) Arrange for the payment of Incentive Bonus/OT payments if any, to the staff and subsequently to obtain Management's sanction whenever required.
- ix) Keep follow up of various proposals, reply Audit queries, check all the incoming and outgoing departmental files & put up position as Internal MIS to DEMTS before 10th of every month.
- x) Maintain and arrange to reimburse, from time to time, the departmental Imprest cash.
- xi) Assist DEMTS in repairing/calibrating work of various equipments installed in laboratory for testing various materials.
- xii) Assist DEMTS in putting up proposals of scrapping replacement/ New purchase of equipments, required in Laboratory from time to time.
- xiii) Ensure proper records of various IS/BIS booklets, other Indian Publications/International Publications purchased by department.
- xiv) Arrange various test reports forms, other stationery items used in department by printing / xeroxing.
- xv) Deal with all the staff matters as regards to Establishment/ Administrative work.

8. Duties of Shop-Recorder :-

He shall:

- i) Receive dispatch like IMs, Tender files, D.Ls of other department for inspection of materials and dispatch test reports to the concerned department.
- ii) Keep note of date of clearing of IMs, Tender files, D.Ls in IM register. maintain Inward Outward register.

- iii) maintain staff leave record.
- iv) Preparing of bills for recoupment of imprest cash etc.
- v) recoup departmental requirements of Stores materials;
- vi) issue stationery and clothing;
- vii) maintain various general registers.
- viii) scrutinise outgoing papers.
- ix) maintain equipment files.
- x) assist in maintaining registers.
- xi) review filing system, files, etc

9 Duties of Stenographer : -

The stenographer shall:

- i) take dictation and transcribe it on a personal computer;
- ii) type from drafts, typewritten matter etc;
- iii) checking of e-mails received for MTS Department.

10 Duties of Testing Assistant :-

The Testing Assistant, shall be in charge of Testing of Inspection forms, Tender References of the Material Testing Laboratory, and shall be responsible to Deputy Engineer MTS for inspection, testing and certification of materials.

He shall:

- i) carry out inspection of materials;
- ii) test materials as per standard methods;
- iii) in consultation with Dy.E MTS, develop jigs and fixtures and alternative methods for testing materials and equipments;
- iv) prepare and check the test reports;
- v) ensure that all equipments are in working condition
- vi) ensure that all safety precautions are observed while using the equipments for testing.

- vii) report about the tests carried out, to the concerned department after approval of AEMTS.
- viii) keep record of the Test Reports;
- ix) plan tools and equipments required for tests.
- x) maintain harmony and discipline in the laboratory.
- xi) To clear Inspection Forms within stipulated period of 7 days.

11 Duties of Nawghany :-

The Nawghany shall:

- i) assist Deputy Engineer/Sub-Engineer/Charge Engineer/Testing Assistants in their testing work ;
- ii) loading / unloading of testing materials, Instruments, Tools & Equipments etc;
- iii) cleaning of tools and equipments used by testing Engineers ;
- iv) clean laboratory instruments, floors in case of spills;
- v) carrying materials to testing sites;
- vi) carryout any other work as per the instructions of his superior.

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

Sub-Engineer, Charge Engineer & Testing Assistants are directly involved in testing. Normally testing staff draw the samples as per the sampling plan given in relevant Indian Standard or BEST Specification. Testing job is supervised by concerned Deputy Engineer. Test reports are prepared by respective testing staff which is checked by Deputy Engineer and verified by Assistant Engineer. Divisional Engineer is the final authority to authenticate the test report. Test reports are forwarded to concerned accepting authority. In case the supplier doubts the test result there is a provision to witness the test after approval of higher authority and payment of necessary charges.

Tenders and Inspection Memo of CIC section are cleared by Superintendent Centralised Inspection Cell(CIC). Reports are forwarded to Material Management Department.

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

Material for testing is received in the department in following ways

1. Tender Samples
2. Inspection Memo
3. Departmental Letters from other departments

For tender sample testing stipulated norms/days are 15 days, for Inspection Memo stipulated norms/days are 7 days and for Departmental Letters stipulated norms/days are 15 days.

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

For discharging day to day activities following documents are referred :-

1. Service regulation
2. Standing orders
3. Indian electricity act 2003
4. Indian electricity rules 1956
5. BEST Safety code
6. Different Indian standards
7. Best specification
8. Equipments manuals
9. Testing procedures
10. Test report files
11. Calibration certificates

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

Various documents are categorized as under

1. Inward Register
2. Outward Register
3. Leave Register
4. Imprest Cash Register

5. Attendance Register
6. Inspection Memo/Tender/D.L (Sup) Register
7. Building Dept. D.L. Register
8. C.I.C. Inspection/Tender Register
9. Inventory Capital Item
10. Inventory Deadstock Items
11. Testers log register
12. Various test report copies are documented

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:-

When new products are received from Outside parties or other departments for testing and for procurements of new equipments, we carry out technical discussions with supplier / manufacturer (members of public) if required. We carry out witness test on demand with the approval of the management, if the product has failed and necessary representation is made. Test report is formulated and finalized as per the witness test results.

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 :-

Fortnightly meetings in the department are held same are made accessible to public if demanded.

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

Sr. No.	Name of officer/staff S/Shri	Designation	Grade	Ch. No.	P.S. No. of March, 2013
1.	S.Y. Gaikwad	Divisional Engineer	A3	215272	123-09
2	S.P. Sontakke	Superintendent	A4	214688	123-09
3	P.K. Prabhu	Assistant Engineer	A5	215386	142-01
4	S.A. Kulkarni	Dy. Engineer	GGVI	213336	123-09
5	N.A. Deshmukh	Dy. Engineer	GGVI	217061	123-09
6	N.D. Chavan	Dy. Engineer	GGVI	217261	123-09
7	G.D.Vanu	Sub Engineer	GGV	213797	123-09
8	K.G. Ghonge	Charge Engineer	T-8	216839	123-09
9	V.M. Sapkal	Charge Engineer	T-8	215588	123-09
10	I.A.H. Khan	Charge Engineer	T-8	216945	123-09
11	S.H.N. Ansari	Charge Engineer	T-8	215544	123-09
12	Ms. A.F. Kamble	Charge Engineer	T-8	404296	123-09
13	Mrs. S.A. Satpute	Charge Engineer	T-8	217263	123-09
14	V.A. Karkera	Asst.Adm.Officer	AGVIII	211194	123-09
15	N.K. Inamdar	Testing Assistant	T-5	325548	423-09
16	P.J. Mandavkar	Testing Assistant	T-5	404112	423-09
17	H.N. Chavan	Shoprecorder	AGV	192291	123-09
18	Mrs.S.S. Vanjare	Stenographer	AGV	217008	123-09
19	U.B. Palkar	Nawghany	T-1	409708	423-09
20	N.K. Mhatre	Nawghany	T-1	410174	423-09
21	C.D.Patel	Nawghany	T-1	410863	423-09
22	U.K. Gawas	Nawghany	T-1	410868	423-09
23	A.S. Birmole	Nawghany	T-1	410959	423-09
24	S.R. Jadhav	Nawghany	T-1	411126	423-09
25	S.C. Bhuvad	Nawghany	T-1	411979	423-09
26	S.R.Kolhe	Nawghany	T-1	412156	423-09
27	S.V. Aswale	Nawghany	T-1	413533	423-09

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

As on January 2013

Sr. No.	Name of officer/staff	Designation	Basic PAY (in Rs)	Monthly remuneration (Basic+Allowances) (in Rs)
1.	S.Y. Gaikwad	Divisional Engineer	22550.00	65,835
2.	S.P. Sontakke	Superintendent	20825.00	59,980
3.	P.K. Prabhu	Assistant Engineer	18340.00	58,867
4.	S.A. Kulkarni	Dy. Engineer	19775.00	47,954
5.	N.A. Deshmukh	Dy. Engineer	13685.00	35,498
6.	N.D. Chavan	Dy. Engineer	13400.00	38,770
7.	G.D.Vanu	Sub Engineer	17895.00	46,449
8.	K.G. Ghonge	Charge Engineer	12400.00	35,146
9.	I.A.H. Khan	Charge Engineer	12165.00	31,273
10.	S.H.N. Ansari	Charge Engineer	13400.00	39,013
11.	Ms. A.F. Kamble	Charge Engineer	12165.00	34,568
12.	Mrs. S.A. Satpute	Charge Engineer	11930.00	33,985
13.	V.A. Karkera	Asst.Adm.Officer	17450.00	39,564
14.	N.K. Inamdar	Testing Assistant	10505.00	25,009
15.	P.J. Mandavkar	Testing Assistant	11450.00	27,084
16.	H.N. Chavan	Shoprecorder	12690.00	29,348
17.	Mrs.S.S. Vanjare	Stenographer	6805.00	16,606
18.	U.B. Palkar	Nawghany	11450.00	27,153
19.	N.K. Mhatre	Nawghany	10875.00	25,894
20.	C.D.Patel	Nawghany	10330.00	24,702
21.	U.K. Gawas	Nawghany	10330.00	24,697
22.	A.S. Birmole	Nawghany	10330.00	24,680
23.	S.R. Jadhav	Nawghany	9815.00	20,904
24.	S.C. Bhuvad	Nawghany	8450.00	20,586
25.	S.R.Kolhe	Nawghany	8450.00	20,586
26.	S.V. Aswale	Nawghany	5555.00	14,247

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

We obtain management sanction for procurement of new equipments, calibration of equipments as per requirement. Reports of Disbursement made are available in the annual budget reports 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): the particular of recipients of concessions, permits or authorizations granted by it :-

N.A.

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

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

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

We have displayed the notice board of information containing various details at the entrance of the building premises and also at the entrance of the department. The working hours of the department are as follows.

9.00 a.m. to 5.30 p.m. with 30 minutes lunch break from Monday to Friday.

8.30 a.m. to 2.00 p.m. on Saturday without lunch break.

The Administrative office staff shall observe working between 9.00 a.m. to 5.00 p.m. on Weekdays (i.e. from Monday to Friday) with 45 minutes lunch break.

Unless warranted by situation, the department shall observe weekly-off on Sunday & non working on Holidays declared under Negotiable Instrument Act.

There is no any library or reading room maintained for public use in the MTS Department.

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

The Information of Public Information Officer is as under.

Name of the officer	Designation	Contact no.
Shri. S.Y. Gaikwad	Divisional Engineer	022-23719753.

We do necessary changes / corrections as and when transfers take place.

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

1. The department of MTS is an ISO:9001-2008 Certified Department from 15.03.2010 onwards. Certification is valid upto 15.03.2016.
2. The department is also under the final stage of obtaining certification under ISO 17025:2005 and National Accreditation Board for Calibration Laboratories, NABL accreditation.