

**INFORMATION OF THE**

**DEPUTY CHIEF ENGINEER**  
**(DISTRIBUTION NORTH)'S OFFICE**

**B.E.S.& T. Undertaking**

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

**4. (b)(i) : The particulars of its organization, functions and duties.**

**The particulars of department :**

Name of the Department	<b>Deputy Chief Engineer (Distribution North)'s Office</b>
Address	BEST Undertaking, 2 <sup>nd</sup> Floor, Dadar Workshop Building, TilakRoad, Dadar, Mumbai 400031
Contact No. (Tel.)	

**The functions & duties of the Deputy Chief Engineer (Distribution North)'s office**

DCEDN is overall incharge of O&M (Central North), O&M (North West) and O&M (North East) Divisions which is in the Northern part of Mumbai City.

DCEDN shall be directly responsible to Chief Engineer (Maintenance & Works).

To guide and instruct to O&M Divisions for quick restoration of electric supply whenever there is an interruption.

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

Sr. No.	Designation	On roll Staff
1	Deputy Chief Engineer	1
3	(Supervisor (P)	1
5	Nawghany (On loan from CC(SIMHA) Dept.)	1

**The Powers and duties of its officers and employees**

**1. The Powers and Duties of Deputy Chief Engineer (Distribution North) :**

- i. DCEDN shall be directly responsible to Chief Engineer (Maintenance & Works).
- ii. To assist him in performing his duties, he is provided necessary staff as mentioned in 4(b)(ii).
- iii. DCEDN has to approve/give comments on departmental schemes put up by concerned O & M Divisions.
- iv. DCEDN is also required to give comments/approve the scheme proposals put up by Planning Department.
- v. To enforce all Regulations, Standing Orders, Safety Rules and other departmental and Statutory rules, instructions issued from time to time.
- vi. DCEDN is required to give comments/approval to proposals put up by Divisional Engineers and forward to higher authorities.
- vii. To certify attendance of Divisional Engineers and 'B' Grade officers working under him.

- viii. To approve / sanction leaves of Divisional Engineers and 'B' Grade officers working under him.
- ix. Detail reports of all major interruption off supply of serious nature or any breakdown of equipments put up by Divisional Engineers are to be scrutinized, approved and forward to higher Management.
- x. To constantly keep under review of all the activities of O&M departments and introduce any changes that will improve the efficiency of O&M departments. This is subjected to the approval of competent authority.
- xi. He shall be responsible for inspection of all important activities like failure of major equipments in Receiving Stations, repairs of failure of 22 kV/33 kV cables etc.
- xii. He shall conduct Hearings of cases under RTI Act 2005 as Public Information Officer.

## **2. The Powers and Duties of Supervisor (P):**

- i. The Supervisor (P) shall be directly responsible to the DCEDN.
- ii. Prepare and maintain records of departmental staff.
- iii. To maintain Imprest Cash, bills and recoup the same.
- iv. Certifying monthly and quarterly statements.
- v. Attending to general correspondence.
- vi. Follow up with concerned authorities for files as and when required by DCEDN.
- vii. To prepare administrative reports, variation in establishment schedule, capital, revenue budget.
- viii. To maintain departmental inventory register.
- ix. Maintaining S.R Files.
- x. To maintain RTI Register and to send replies to the applicant.
- xi. To make inward/outward dispatch entry in the respective registers, scrutinize outgoing papers. Inward V.I.P. letters & outside parties (Customers Complaints) letters, sort out the letters and forward to DCEDN.
- xii. To send monthly absentee memo of 'A' Grade officer and staff and to maintain leave record in the Attendance Register.
- xiii. To prepare Budget Estimate and maintain the record.
- xiv. To fill up the Purchase Form for procuring cartridges for Computer printers, Air fresheners etc.
- xv. To dispatch Leave Forms, Provident Fund Forms, LTA/Encashment forms of staff & officer to STK/DIA.
- xvi. To prepare and maintain record of inventory.
- xvii. To prepare statement for payment of allowances like of Distribution Loss and EDEI.
- xviii. To recoup stationery/material for departmental use.
- xix. To prepare statement of Festival Advance.

- xx. To put up proposal for requirement of yearly diaries to Administrative Managers (ES) / MM Department.
- xxi. To maintain attendance, leave record

**3. The Powers and Duties of Nawghany:**

- i. To open the department doors, windows in the morning and closing the same in the evening by collecting/depositing the keys from Security Post.
- ii. To clean the tables and chairs of the Officers/Staff.
- iii. To attend bell of Cabins and calls of the staff.
- iv. To make arrangements of tea, coffee, water etc.
- v. Forwarding the dispatch to various departments.
- vi. To bring stationery items and other materials such as Toilet Soaps, Napkins etc. from Dadar/Kussara stores.
- vii. To take out xerox of the documents from outside whenever required.
- viii. To clear the waste paper basket/dust bin and dispose at proper place.
- ix. To bring imprest cash from Colaba, Cash Department with proper authorisation.
- x. To keep all the files and stationery items at their proper places every day.

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

To make any new decision or change in any existing procedure, a meeting is called with Divisional Engineers and his concerned 'A' grade officers. Each Divisional Engineer is having 'A' grade officers either Superintendent or Assistant Engineer. Under each 'A' Grade officers there are Deputy Engineers/ Sub Engineers who are responsible for execution of schedule job/breakdown job. He is accountable for safe and proper execution of the job. Deputy Engineers is assisted by Sub Engineers/Charge Engineers and the tradesman.

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

The norms for preventive maintenance of electrical equipments are as prescribed by the Electric Supply Management. The norms for breakdown maintenance are as per the guidelines from MERC which may change from time to time.

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

The work is carried out as per the rules and regulations provided in Indian Electricity Act 2003, Indian Electricity Rules 1956, Departmental Manual, Service Regulations, Standing Orders, Safety Rules etc. All the records are maintained as per the different Administrative orders and Procedures orders. All the assets are maintained in Asset Management

Modules. In addition to this, the work is carried out as per the procedure orders issued by Management from time to time.

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

As per Note No. EA/42084/68-69 dated 23.10.1968, the categories of documents are classified into four i.e. 'A', 'B', 'C' and 'D'. The details of the same are as under :-

'A'	:	To be preserved for an indefinite period.
'B'	:	To be preserved for 5 years.
'C'	:	To be preserved for 3 years.
'D'	:	To be preserved for 1 year.

**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 :**

There is no such arrangement in this department.

**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 :**

There is no such arrangement in this department.

**4(b)(ix) : A directory of its officers and employees :**

Sr. No.	Name of officer/staff	Designation	Grade	Ch. No.	P.S. No. of March, 2015
1	Girish G. Chandankar	DCEDN	A2	215556	145/02
2	Indrajit S Kamble	S.R (Sup P)	AGVII	215743	145/02

**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 October 2022

Sr. No	Title	Name of officer/staff	Design.	Basic PAY (in Rs.)	Monthly remuneration (Basic+Allowances) (in Rs.)
1	Shri.	Girish G. Chandankar	DCEDN	85400.00	122992.80
2	Shri.	Indrajit S Kamble	S.R. (Sup P)	35630.00	47830.00

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

There is separate Budget allocation for this department. The amount disbursed for the year 2020-21 is Rs. 19,17,283.42/- which includes establishment cost, Administration & General Expenses, Repairs & Maintenance cost & other costs etc.

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

There is no Subsidy Programme in this department.

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

Not Applicable.

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

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

There is no Library for citizens in this department.

**4(b)(xvi) : The names, designations and other particulars of the public information office as may be prescribed : and thereafter updating this information every year:**

1) Public Information Officer : Deputy Chief Engineer Distribution North

**4(b)(xvii) : Other information as may be prescribed :**

NIL