

B.E.S. & T. UNDERTAKING

INFORMATION OF THE TIME KEEPING DEPARTMENT

**(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	Time Keeping Department
Address	3 rd Floor, Parivahan Bhavan, Shahid Bhagat Singh Road, Colaba, Mumbai – 400 001.
Contact No.(Tel.)	22799384, 22799385, 22799386

RESPONSIBILITIES AND FUNCTIONS

The activities of the Time Keeping Department are classified as below:-

- 1) Establishment Section
- 2) Income Tax Section
- 3) Pay Roll Section

1) **Establishment Section** :- To maintain the Establishment wise record of staff members, Schedule & Sanction Strength, Engagements, Vacancies, On Roll Position, Attending Transfers, Confirmations (except BC & BD) and preparation of Promotion Forms of 'B' Grade Officers and Staff Members of the Undertaking.

The work of furnishing various information to various Authorities such as Regional Manager, Employment Exchange/ Director Industrial Safety & Health. To prepare monthly & yearly statement relating to Factory Act, BIR Act, MTW Act and submitted to concerned Government Authorities. Establishment Section also prepare Yearly Budget Statement for making provision of expenditure covered under Capital & Revenue Budget for entire Time Keeping Department and forwarded to Budget Department of the Undertaking.

Establishment Programme is yet to be computerized fully therefore, work of Establishment Section is carried out manually as well as through computerized system. A new web base software programme for maintaining Department wise Establishment Record such as Vacancies, Engagement, On Roll Position, Schedule Strength & Sanction Strength is under process.

2) **Income Tax Section** :- Income Tax Section of Time Keeping Department has to deduct Income Tax/Professional Tax Amount from the salaries of Officers & Staff members of the Undertaking and the same has to be remitted to Income Tax & Professional Tax Authorities. Income Tax Section of Time Keeping Department looks after the work as regards necessary Investment benefits of employees on Income Tax amount after verifying the investment proposal submitted by Officers & Staff Members of the Undertaking as per Income Tax Rules. The work of Filing of Quarterly Returns and remittance to Income Tax Authorities is also carried out by Income Tax Section.

The Income Tax Section also collects & prints the records of the PAN no. of each staff member of the Undertaking on Form No.16 and after filing of all Quarterly Returns, TDS Certificate Form No.16 is being issued to each staff members of the Undertaking by 31st May of every Financial Year.

Most of the work of Income Tax is Computerized, from F.Y.2015-16 onwards the TDS Certificates (i.e.Form No.16) is being issued to the staff members of the Undertaking through Online from our web site namely www.bestedp.co.in develop by IT Department of the Undertaking in TRACES format i.e.part 'A' & part 'B'. Every staff member of the Undertaking can take

print of Form No.16 from above web site by putting their Ch. No. as a user name and PAN no. as a password respectively.

3) **Pay Roll Section** :- Pay Roll Section of Time Keeping Department is responsible for computation of monthly salary, making their payments like overtime, bare time payments, addl. Weekly off payments, LTA, Encashment etc. to all staff members of the BEST Undertaking. Pay Roll section of Time Keeping Department also maintains leave records of all staff members of the Undertaking. Preparing Final Bill and Supplementary Final Bill of separated employees.

In order to carry out the paysheet work new web based Computerized Time Attendance System is being introduced w.e.f.01/04/2015. This new web based Computerized Time Attendance System designed on two levels, one software developed internally by IT Department and other software developed by M/s. Trimax Infrastructure & Service Ltd. Both software are inter depended and inter linked as far as monthly salary computation work of the entire staff of the Undertaking is concerned. This new web based Computerized Time Attendance System is developed and with the introduction of the system, the establishment cost of Time Keeping Department is reduced considerably.

As per directives of Management, for smooth functioning of the Time Keeping Department and to expedite the Computerization Program with the limited strength of manpower we have restructured Time Keeping Department in 10 Zonal Offices namely:

Sr. No.	TIME KEEPING ZONAL OFFICES	DEPOT COVERED UNDER ZONE	TELEPHONE NOS.
1	Colaba	Colaba, Backbay	8097584839
2	Wadala	Wadala, (M.Central & Worli) only Traffic paysheet	24182353
3	Mumbai Central	Mumbai Central, Worli	7208836157
4	Dadar(TK Bus)	Dadar(TK Bus)	24194387
5	Kussara	Kussara	7208972471
6	Bandra	Bandra, Oshiwara, Goregaon, S'cruz	7208835802
7	Anik	Anik, Kurla, Dharavi, Kalakilla, P. Nagar	8097585060
8	Majas	Majas, Dindoshi, Marol, Magathane	8097585275
9	Gorai	Gorai, Malad, Malvani, Poisar	7208835882
10	Mulund	Mulund, Deonar, Vikhroli, Ghatkopar, Shivaji Nagar	8097584905

4(b)(ii) : The Powers & Duties of its Officers & Employees

The Time Keeping Departed is headed by Assistant Administrative Manager & The Officers & Staff On Roll are as follows:-

Sr.No.	Designation	On Roll Staff (as on 1 st November 2022)
1	Assistant Administrative Manager TK	1
2	Senior Administrative Officer TK	1
3	Administrative Officer (Estb.) TK	1
4	Administrative Officer (Zonal)	1
5	Assistant Administrative Officer (Colaba)	1
6	Assistant Administrative Officer (General)	1
7	Assistant Administrative Officer (Wadala)	Vacant
8	Supervisor	10
9	Clerk	78
10	Jamadar	2
11	Sepoy	19
	Total	115

1) Duties & Responsibilities of Assistant Administrative Manager (TK) :

The Assistant Administrative Manager shall be responsible for the overall supervision of the various activities of Time Keeping Department.

- Overall control of the entire Time Keeping Activity in the Undertaking.
- To plan & implement various phases of development of Time Keeping in the Undertaking
- To Supervise Development of Payroll system & its Software along with co-ordination of Information Technology Department.
- To control Establishment & Income Tax Activities of Time Keeping Department.
- To formulate Budget provision and requirements.
- Assistant Administrative Manager TK is a 1st Appellate Authority of RTI matters relating to Time Keeping Department.

2) Duties & Responsibilities of Senior Administrative Officer (TK) :

The Senior Administrative Officer shall be responsible for the overall supervision of the various activities related Payroll of Time Keeping Department.

- Overall control of payroll system i.g. Salary Computation Work of all Officers & Staff of the Undertaking.
- To exercise Overall control of 10 zonal offices of Time Keeping.
- To assist Assistant Administrative Manager Time Keeping for development of Pay roll system & its software with the help of Information Technology Department.
- To control various sections of Time Keeping Department of Colaba zonal Office.

→ Senior Administrative Officer Time Keeping is a State Public Information Officer of RTI matters received in Time Keeping Department.

3) Duties & Responsibilities of Administrative Officer Establishment (TK) :

The Administrative Officer Establishment shall be responsible for the overall General Establishment & Staff matters of Time Keeping Department.

→ To responsible for the day to day management and Administration of the Time Keeping Department.

→ To maintain the overall record of total staff strength of various Departments of the Undertaking as per Establishment Schedule.

→ To Prepare of yearly statement such as Administrative Report, Variation in Establishment Scheduled and to frame Budget of Time Keeping Department.

→ To Maintain Inventory Register & Maintenance of PC's & Printers.

→ To supervise all activities related to Establishment matters of Time Keeping Department.

4) Duties & Responsibilities of Administrative Officer Zonal (TK) :

The Administrative Officer Zonal shall be responsible for the overall Supervision of All zonal Time Keeping Offices of Time Keeping Department.

→ To assist AAMTK & Sr.AOTK in regular activities related to salary computation work of staff members of the Undertaking.

→ To visit monthly to all zonal Offices of Time Keeping Department.

→ To suggest various measurers for improvement regarding activities related salary computation work .

→ To co-ordinate with all TK sectional heads and try to solve their difficulties regarding paysheet activities.

→ To attend enquiry of visitors physically/ telephonically regarding paysheet.

5) Duties & Responsibilities of Assistant Administrative Officer TK (Colaba) :

The Assistant Administrative Officer TK (Colaba) shall be responsible for the overall control of Pay Roll(salary computation work) of Time Keeping Department.

→ To assist Administrative Officer zonal for carrying out regular activities of salary computation work of all Officers & staff members of the Undertaking.

→ To co-ordinate with all Supervisors regarding new suggestions for improvement & development of Pay Roll system.

→ To supervise of all Leave Records & Grading Folio of staff members of the Undertaking generated through system.

→ To co-ordinate with Information Technology Department regarding difficulties faced by Time Keeping users and try to solve their difficulties.

→ To attend enquiries of all visitors visited to TK Colaba regarding paysheet activities.

6) Duties & Responsibilities of Assistant Administrative Officer TK (General) :

The Assistant Administrative Officer TK (General) shall be responsible for the overall control of Establishment Matters and activities of Income Tax Section of Time Keeping Department.

→ To assist Administrative Officer Establishment for carrying out regular activities related Establishment & Income Tax Section of Time Keeping Department.

→ To initiate various proposals related to activities of Establishment & Income Tax Section.

- To prepare yearly statement such as Administrative Report, Variation in Establishment Schedule & to frame Budget of Time Keeping Department.
- To supervise overall activities regarding Establishment & Income Tax.
- To assist State Public Information Officer of Time Keeping Department regarding regular work of RTI matters received in Time Keeping matters.

6) Duties & Responsibilities of Asst. Adm. Officer TK Wadala :

- To supervise overall activities regarding salary computation work of officer & staff of Wadala Depot.
- To assist Administrative Officer zonal for carrying out regular activities of salary computation work of all Officers & staff members of the Undertaking
- To co-ordinate with IT Department regarding ITMS project.

6) Duties & Responsibilities of TK Establishment Supervisor :

- To maintain attendance register of staff members of Time Keeping Department.
- To maintain service record file of all officers & staff members of Time Keeping Department.
- To prepare various monthly reports such as statistical summary report of On Roll staff strength of the Undertaking.
- To Prepare various yearly report such as annual return under Factory Act in Form No.27.
- Preparing monthly report regarding activities of Time Keeping Department.
- Maintaining proper filing system.
- Preparation of caste validity proposals.

→ To supervise all activities related to Establishment matters of Time Keeping Department.

7) Duties & Responsibilities of TK Establishment Clerks :

→ To maintain total staff strength of various Departments as per Establishment Schedule.

→ Maintaining records of ST Slips and new appointments of various Departments.

→ Necessary action of promotion/reversion & Time Bound promotion proposals.

→ Attending re-validation files of various Departments.

→ Necessary action regarding new appointment, transfers & confirmations and forward the same for further needful.

8) Duties & Responsibilities of Stationary & Inventory Clerk :

→ Maintaining inventory register and maintaining PC's & Printers of Time Keeping Department.

→ Removal of scrap.

→ Procurement of furniture & Office stationary.

→ Maintaining purchase register.

→ Preparation of stationary indent and purchase form.

→ Compilation monthly & yearly report of RTI received General Administrative Department and submitted to Lokshahi Din.

→ To scrutinize salary attachment order/prohibitory order received from various Courts, Patpedhi, Bank & Societies and after scrutinize to initiate bill voucher for making payment to various Courts, Patpedhi, Bank & Societies.

9) Duties & Responsibilities of Income Tax Clerk :

- Deduction of Income Tax & Professional Tax of regular employees from their salary and to be remitted Income Tax & Profession Tax Authority through online system.
- Filing monthly & quarterly return of Income Tax & profession Tax.
- Preparation of Form No.16 for every financial year and publish website with the help of IT Department.
- Preparing Journal entries of I.Tax & P. Tax to Cash Department & Accounts Department.
- To check monthly investment declaration of staff members of the Undertaking through online system.
- Re-conciliation of Account of Income Tax/Profession Tax after and end of every Financial Year.
- Verification of Investment proposals of all staff members of the Undertaking through online system.
- Preparing Guidelines for the information regarding changes in Income Tax Rules.
- Online correction of Income Tax queries through TRACES.
- Publishing various circulars regarding Income Tax for the information of Staff members.
- To given enquiry to staff members regarding their tax queries.

10) Duties & Responsibilities of Paysheet Supervisor :

- To supervise various activities regarding salary computation work of Staff members of Undertaking.

- To tally the control chart of 1st, 7th & 10th paysheet by going through the various transfer/promotion DL received from the different Heads of the Department.
- To check Final Bills, Supplementary Bills, P.F. Bills, Gratuity Bills of the separated staff of the Undertaking and same to be forward for further necessary action.
- The leave records of transfer/promoted staff from the date of joining are checked and sent to concerned TK Divisions through by hand delivery.
- On receipt of transfer/promotion/reversion from TK Establishment the same are thoroughly checked and confirmed from respective TK Divisions and thereafter entries are incorporated in the master control book & control chart.
- To check & forward the irregular attendance report of administrative staff of different paysheet quarterly the concerned Head's of the Department.
- To attend internal query & MCA query.
- To maintain inventory register of TK Division.
- To provide urgent information required by Time Keeping Head Office within specific time period.
- To explain the various circulars received from different Heads of the Department to paysheet Clerks.
- complains of all instructions received from AAMTK and explain to all paysheet Clerks.

11) Duties & Responsibilities of Paysheet Clerks :

- To carry out day to day paysheet activities regarding salary computation work of Officers & Staff members of the Undertaking.

- To initiate Final Bills, Supplementary Bills & Gratuity Bills and any other separated staff members of the Undertaking.
- To check all cases of payment & recoveries regarding paysheet activities.
- Day to day papers such as annual increment slips ST slips, LTA/Encashment forms etc. received & regularly attends.
- The promotion/reversion forms received from Establishment Section of Time Keeping are effected for payment/recovery and payroll advice, if required the same forwarded to IT Department.
- To maintain Grading folio & Leave Records with proper entries of all staff members of the Undertaking.
- To carry out any other paysheet related work assigned to him by his Supervisors from time to time.

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

There are Three Important Sections of Time Keeping Department

- a) Establishment Section :** All statistical activities regarding the Appointment, Confirmation, Transfer, Promotion, Reversion etc. of all Officers & Staff members of the Undertaking is noted by Establishment Section of Time Keeping Department in statistical register.
- b) Pay Roll Section :** All day to day work of salary computation of all Officers & Staff members of the undertaking is carrying out by Pay Roll Section of Time Keeping Department.
- c) Income Tax Section :** The month wise Income Tax & Profession Tax deducted from salary of the Officers & Staff members of the Undertaking and the same be submitted to Income Tax & Profession Tax Authority.

4(b)(iv) : The norms set by it for the discharged 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.

Service Regulation (S.R.)

Standing orders (S.O.)

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

A) Register maintained in Time Keeping Department.

- 1) Officers & Staff Attendance Register
- 2) Inventory Register
- 3) Stationary Register
- 4) Final Bill Register
- 5) LTA/Encashment Register
- 6) Control Register
- 7) MCA query & Internal Query Register
- 8) Service Termination Slip Register
- 9) Inward Register
- 10) Outward Register
- 11) Visit Book of Time Keeping zonal Officers

B) Files maintained in Time Keeping Department.

- 1) TK Establishment File

- 2) Instruction File
- 3) VIP Letters File
- 4) Minutes of the Meeting File
- 5) Union Matter File
- 6) Important Papers File
- 7) Confidential File
- 8) RTI File
- 9) Computer File
- 10) Pay roll File
- 11) Income Tax file
- 12) Subject wise files.

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 formulations 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 public.

N.A.

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

Division/Department/Designation wise No. of Staff					Month- Year :	01-11-2022
DIVISION	DEPT. CD / NAME	GRADE	GR.CD.	DESIG.CD	DESIGNATION	NO.OF STAFF
General. Admin	715 TIME KEEPING	A-5	5	67	A.A.M.T.K.	1
	213708		1501		PRABHAKAR YADU KAMBLE	
	P3/AGX	40	17		SR A.O.T.K.	1
	214134		1501		RAVINDRA BABU BHOIR	
	P3/AGIX	39	67		A.OFFICER T.K.	2
	199210		1501		SHANTARAM VITTHAL BAMBALE	
	214759		1501		VANDAN VISHWANATH GHOSALE	
	P3/AGVIII	38	68		A.ADMIN.OFFICER	2
	213967		1501		SAYLEE PARAG KUSURKAR	
	215637		1501		SACHIN BABI SAWANT	
	P3/AGVIII	38	125		A.A.OFFICER(P)	5
	213034		1503		ABDULRASHID UMAR BEBJI	
	213066		1509		SITARAM RAMCHANDRA BERDE	
	213921		1519		VIJAY VITHAL MAYEKAR	
	213989		1537		JANHAVI JITENDRA POL	
	215747		1501		MADHAVI MAHENDRA MOHITE	
	P3/AGVII	37	25		SUPERVISOR	5
	213693		1502		SANDEEP GANGARAM CHAVAN	
	214181		1501		USHA RAJU HANDE	
	214200		1501		SATISH PANDURANG SHINDE	
	214218		1501		SANJAY SHRIDHAR SAWANT	
	215851		1502		ANITA SATISH SHINDE	
	P3/AGVII	37	125		SUPERVISOR (P)	66
	215994		1501		SHILA MORESHWAR PATIL	
	188159		1502		SHIVKUMAR PANDURANG BHOSALE	
	193675		1509		MOHAN BHIVA JETHE	
	193691		1502		BALASAHEB RAMCHANDRA RAUT	
	193804		1503		LAXMAN VASUDEV SAWANT	
	194524		1501		BHANUDAS PARSHURAM SHINDE	
	195737		1526		SHANTARAM NAMDEV SHELKE	
	196615		1501		SUBHASH RAJARAM BENDRE	
	212611		1526		SMITA SUNIL GUNDE	
	213515		1504		MRS LORETTA SANTANO REBELLO	
	213591		1502		MOHAN RAMCHANDRA KAPSE	
	213600		1537		ARJUN PANDURANG MOHITE	
	213638		1501		GOPINATH R DAKRE	
	213656		1526		ATMARAM MAHADEO SHEDGE	
	213849		1502		JITENDRA SADANAND SAWANT	
	213854		1501		JAYWANT DATTARAM BRID	
	214075		1533		GLENA XAVIER DIAS	
	214077		1519		VEENA VIVEK NAIK	
	214078		1502		JAGANNATH ANTOO CHAVAN	
	214081		1502		DINKAR WAMAN VAITY	
	214102		1526		VINAYAK NARAYAN KHAPARE	
	214146		1537		SUNITA MOHAN HIMANE	
	214187		1526		PRAKASH CHANDRAKANT MAHADIK	
	214189		1503		RAJENDRA MANOHAR SAWANT	
	214190		1526		DEEPAK RAOSAHEB PAWAR	
	214192		1537		SUNIL SHIVRAM MAHANGADE	
	214194		1501		RAVIKANT LAXMAN PATIL	
	214195		1533		SANJAY VASANT NALAVADE	
	214197		1501		RAVINDRA SHRIDHAR SHIRODKAR	
	214202		1503		VILAS BABAN AUTI	
	214263		1519		ASMITA ANANT AMBRE	
	214265		1537		MANGESH NAMDEO MALAVADE	
	214280		1501		ANUPRIYA UDAY RANE	
	214282		1501		ARCHANA SANIL SAMEL	
	214290		1534		ANAGHA ANAND GOTHANKAR	
	214291		1519		SUPARNA SUNIL TAMBDE	
	214298		1504		VARSHA CHANDRASHEKHAR RANE	
	214299		1503		RAKESH ANANT BERDE	
	214304		1533		NAKUL VITHAL DESAI	
	214353		1534		VIVEKANAND MAHADEO RANE	

DIVISION	DEPT. CD / NAME	GRADE	GR.CD.	DESIG.CD	DESIGNATION	NO.OF STAFF		
General. Admin	715 TIME KEEPING	214391		1501	KRISHNA BHAU LOKHANDE			
		214397		1502	ABHAY PRABHAKAR DABKE			
		214406		1501	PRAVIN JANARDAN PARAB			
		214467		1534	MOHAN DHARMA KOLI			
		214539		1501	APPASAHEB JIJABA GAIKWAD			
		214556		1533	SATISH PRABHAKAR MANDRE			
		214561		1519	NILIMA VASANT KADAM			
		214582		1526	VASIM NOORMOHAMMAD POTRICK			
		214602		1502	ALKA MADHUSUDAN PEDNEKAR			
		214730		1502	KARUNA PRABHAKAR WAST			
		214781		1509	RAMKRISHNA KASHIRAM HATGE			
		214828		1534	LEENA DHARMESH BATHIYA			
		214856		1537	VARSHA SANJAY RAJVIR			
		214858		1533	RACHANA RAVINDRA SALVI			
		214887		1501	RAGINI RAJENDRA SHELAR			
		214889		1509	RAM KISAN BHADALE			
		215054		1519	POOJA PANDURANG SAWANT			
		215594		1501	SARITA SUNIL WAGHMARE			
		215682		1509	APPASAHEB ABA MANE			
		215884		1504	NEETA GANESH KENY			
		215903		1502	NANDINI NANDKUMAR KAMBLE			
		215999		1534	MRS BHAVANA VIJAY JADHAV			
		322802		1501	ANILKUMAR INDRAMANI PANDEY			
		323500		1537	SHAILESH YASHWANT RANE			
		324131		1502	SUBODH SHANTARAM MASURKAR			
		324190		1501	SAMIR RAGHUNATH HINDLEKAR			
		P3/AGV	35	28	CLERK	12		
		5461		1509	ABA BHAGAWAN GORAD			
		6224		1519	BALU MURLIDHAR KANGANE			
		97552		1533	CHANDRAKANT BHAGUJI AVHAD			
		196369		1533	RAOSAHEB BHAGWANT SHELKE			
		197191		1501	MARUTI R GARJE			
		197583		1502	HANUMANT CHIMAJI DHENGALE			
		197596		1504	NANDU CHANDU TALAPE			
		197798		1526	VIVEK LAXMAN VARNE			
		217267		1501	SUBHASH BALKRISHNA UGHADE			
		217280		1526	YATIN NANDKUMAR TONAPE			
		217298		1501	PRASHANT MAHADEO GHAYTADKE			
		217558		1501	DINESH SHANKAR KAMBLE			
		P3/AGIV	34	153	SR JAMADAR(P)	2		
		280290		1502	VIJAY SHANKAR TAMBE			
280796		1501	KUSUM TUKARAM GHODKE					
P3/AGII	32	159	JAMADAR (P)	12				
280390		1501	DILIP SHAMRAO SURVE					
280701		1533	MANGAL GORAKH POMAN					
280744		1504	SUJATA SHIVRAM WALUNJ					
280745		1537	SANJEEVANI SANJAY JAMBHALE					
280760		1526	CHITRA GULAB RAUT					
280768		1526	SUNITA PRAMOD PAWAR					
280783		1501	CHHAYA HINDURAO CHAVAN					
280784		1501	USHA SHANKAR PASALE					
280792		1519	PRATIBHA SUNIL GAMRE					
280840		1537	ARTI WAMAN AEER					
280845		1503	NANDA BALIRAM KAWADE					
280855		1509	BABITA AJIT PAWAR					
P3/AGI	31	59	SEPOY	7				
280896		1533	JIJABAI BHIKA RAYKAR					
280911		1502	PRATIKSHA PRAMOD SHELAR					
280924		1519	RATNA SUSHILKUMAR ACHAREKAR					
280953		1504	KAVITA MAHESH CHAVAN					
280954		1534	TRUPTI SUDHIR SALVI					
280955		1502	MAMATA RAJESH SINGH					
280960		1501	JAYASHRI SUBHASH JADHAV					

**TIME
KEEPING(715)
TOTAL STAFF**

115

115

4(B)(X) : The Monthly remuneration received by each of its officers & employees including the system of compensation as provided in its regulations.

Sr no	PsNo	Chk.No.	Name	Designation	Depanment	Basic Pay	Gross Salary
1	1501	213708	PRABHAKAR YADU KAMBLE	A.A.M.T.K.	TIME KEEPING	60750.00	91187.47
2	1501	214134	RAVINDRA BABU BHOIR	SR A.O.T.K.	TIME KEEPING	55250.00	87838.83
3	1501	199210	SHANTARAM VITHHAL BAMBALE	A.OFFICER T.K.	TIME KEEPING	41800.00	65134.33
4	1501	214759	VANDAN VISHWANATH GHOSALE	A.OFFICER T.K.	TIME KEEPING	47950.00	75929.40
5	1501	215637	SACHIN BABI SAWANT	A.ADMIN.OF FICER	TIME KEEPING	43050.00	72647.20
6	1501	213967	SAYLEE PARAG KUSURKAR	A.ADMIN.OF FICER	TIME KEEPING	46100.00	58179.79
7	1501	215747	MADHAVI MAHENDRA MOHITE	A.A.OFFICER(P)	TIME KEEPING	38400.00	58230.64
8	1503	213034	ABDULRASHID UMAR BEBBI	A.A.OFFICER(P)	TIME KEEPING	48250.00	73924.26
9	1509	213066	SITARAM RAMCHANDRA BERDE	A.A.OFFICER(P)	TIME KEEPING	50500.00	77218.84
10	1519	213921	VIJAY VITHAL MAYEKAR	A.A.OFFICER(P)	TIME KEEPING	45050.00	69916.44
11	1537	213989	JANHAVI JITENDRA POL	A.A.OFFICER(P)	TIME KEEPING	47150.00	72882.98
12	1502	213693	SANDEEP GANGARAM CHAVAN	SUPERVISOR	TIME KEEPING	43425.00	55321.33
13	1501	214181	USHA RAJU HANDE	SUPERVISOR	TIME KEEPING	42575.00	63993.63
14	1502	215851	ANITA SATISH SHINDE	SUPERVISOR	TIME KEEPING	14530.00	61676.16
15	1501	214200	SATISH PANDURANG SHINDE	SUPERVISOR	TIME KEEPING	42575.00	70113.38
16	1501	214218	SANJAY SHRIDHAR SAWANT	SUPERVISOR	TIME KEEPING	40920.00	47617.60
17	1501	194524	BHANUDAS PARSHURAM SHINDE	SUPERVISOR()	TIME KEEPING	40120.00	60281.72
18	1501	196615	SUBHASH RAJARAM BENDRE	SUPERVISOR()	TIME KEEPING	38565.00	58004.66
19	1501	213638	GOPINATH R DAKRE	SUPERVISOR()	TIME KEEPING	43425.00	56396.38
20	1501	213854	JAYWANT DATTARAM BRID	SUPERVISOR()	TIME KEEPING	43425.00	65238.38
21	1501	214194	RAVIKANT LAXMAN PATIL	SUPERVISOR()	TIME KEEPING	40920.00	61526.16
22	1501	214197	RAVINDRA SHRIDHAR SHIRODKAR	SUPERVISOR()	TIME KEEPING	40920.00	61526.16
23	1501	214280	ANUPRIYA UDAY RANE	SUPERVISOR()	TIME KEEPING	40920.00	51812.10
24	1501	214282	ARCHANA SANIL SAMEL	SUPERVISOR()	TIME KEEPING	42575.00	63993.63
25	1501	214391	KRISHNA BHAAU LOKHANDE	SUPERVISOR()	TIME KEEPING	42575.00	63993.63
26	1501	214406	PRAVIN JANARDAN PARAB	SUPERVISOR()	TIME KEEPING	42575.00	65518.63
27	1501	214539	APPASAHEB JIJABA GAIKWAD	SUPERVISOR()	TIME KEEPING	41740.00	62770.91
28	1501	214887	RAGINI RAJENDRA SHELAR	SUPERVISOR()	TIME KEEPING	39335.00	59227.38
29	1501	215594	SARITA SUNIL WAGHMARE	SUPERVISOR()	TIME KEEPING	36345.00	53813.52
30	1501	215994	SHILA MORESHWAR PATIL	SUPERVISOR()	TIME KEEPING	35630.00	52914.42
31	1501	322802	ANILKUMAR INDRAMANI PANDEY	SUPERVISOR()	TIME KEEPING	43425.00	65187.08
32	1501	324190	SAMIR RAGHUNATH HINDLEKAR	SUPERVISOR()	TIME KEEPING	40920.00	61475.17
33	1502	188159	SHIVKUMAR PANDURANG BHOSALE	SUPERVISOR()	TIME KEEPING	43425.00	64432.99
34	1502	193691	BALASAHEB RAMCHANDRA RAUT	SUPERVISOR()	TIME KEEPING	40120.00	60281.72
35	1502	213591	MOHAN RAMCHANDRA KAPSE	SUPERVISOR()	TIME KEEPING	43425.00	65238.38
36	1502	213849	JITENDRA SADANAND SAWANT	SUPERVISOR()	TIME KEEPING	43425.00	65238.38
37	1502	214078	JAGANNATH ANTOO CHAVAN	SUPERVISOR()	TIME KEEPING	42575.00	63993.63
38	1502	214081	DINKAR WAMAN VAITY	SUPERVISOR()	TIME KEEPING	40120.00	55435.66
39	1502	214397	ABHAY PRABHAKAR DABKE	SUPERVISOR()	TIME KEEPING	42575.00	63993.63
40	1502	214602	ALKA MADHUSUDAN PEDNEKAR	SUPERVISOR()	TIME KEEPING	40920.00	61570.22
41	1502	214730	KARUNA PRABHAKAR WAST	SUPERVISOR()	TIME KEEPING	40920.00	61570.22
42	1502	215903	NANDINI NANDKUMAR KAMBLE	SUPERVISOR()	TIME KEEPING	36345.00	53721.52
43	1502	324131	SUBODH SHANTARAM MASURKAR	SUPERVISOR()	TIME KEEPING	40920.00	61518.92
44	1503	193804	LAXMAN VASUDEV SAWANT	SUPERVISOR()	TIME KEEPING	40120.00	52116.72
45	1503	214189	RAJENDRA MANOHAR SAWANT	SUPERVISOR()	TIME KEEPING	40920.00	61526.16
46	1503	214202	VILAS BABAN AUTI	SUPERVISOR()	TIME KEEPING	42575.00	63993.63
47	1503	214299	RAKESH ANANT BERDE	SUPERVISOR()	TIME KEEPING	40920.00	61526.16

4(B)(X) : The Monthly remuneration received by each of its officers & employees including the system of compensation as provided in its regulations.

Sr no	PsNo	Chk.No.	Name	Designation	Depanment	Basic Pay	Gross Salary
48	1504	213515	MRS LORETTA SANTANO REBELLO	SUPERVISOR()	TIME KEEPING	43425.00	67565.50
49	1504	214298	VARSHA CHANDRASHEKHAR RANE	SUPERVISOR()	TIME KEEPING	42575.00	63993.63
50	1504	215884	NEETA GANESH KENY	SUPERVISOR()	TIME KEEPING	36345.00	55928.01
51	1509	193675	MOHAN BHIVA JETHE	SUPERVISOR()	TIME KEEPING	40120.00	60281.72
52	1509	214781	RAMKRISHNA KASHIRAM HATGE	SUPERVISOR()	TIME KEEPING	40920.00	61570.22
53	1509	214889	RAM KISAN BHADALE	SUPERVISOR()	TIME KEEPING	40120.00	60398.80
54	1509	215682	APPASAHEB ABA MANE	SUPERVISOR()	TIME KEEPING	38565.00	56972.35
55	1519	214077	VEENA VIVEK NAIK	SUPERVISOR()	TIME KEEPING	40120.00	60332.71
56	1519	214263	ASMITA ANANT AMBRE	SUPERVISOR()	TIME KEEPING	40920.00	61526.16
57	1519	214291	SUPARNA SUNIL TAMBDE	SUPERVISOR()	TIME KEEPING	42575.00	65778.20
58	1519	214561	NILIMA VASANT KADAM	SUPERVISOR()	TIME KEEPING	40120.00	60354.74
59	1519	215054	POOJA PANDURANG SAWANT	SUPERVISOR()	TIME KEEPING	39335.00	58099.71
60	1526	212611	SMITA SUNIL GUNDE	SUPERVISOR()	TIME KEEPING	45180.00	59132.02
61	1526	213656	ATMARAM MAHADEO SHEDGE	SUPERVISOR()	TIME KEEPING	43425.00	67017.54
62	1526	214102	VINAYAK NARAYAN KHAPARE	SUPERVISOR()	TIME KEEPING	42575.00	65238.38
63	1526	214187	PRAKASH CHANDRAKANT MAHADIK	SUPERVISOR()	TIME KEEPING	40920.00	63993.63
64	1526	214190	DEEPAK RAOSAHEB PAWAR	SUPERVISOR()	TIME KEEPING	42575.00	61526.16
65	1526	214582	VASIM NOORMOHAMMAD POTRICK	SUPERVISOR()	TIME KEEPING	41740.00	63993.63
66	1533	214075	GLENA XAVIER DIAS	SUPERVISOR()	TIME KEEPING	42575.00	62770.91
67	1533	214195	SANJAY VASANT NALAVADE	SUPERVISOR()	TIME KEEPING	40920.00	63993.63
68	1533	214304	NAKUL VITHAL DESAI	SUPERVISOR()	TIME KEEPING	42575.00	61526.16
69	1533	214556	SATISH PRABHAKAR MANDRE	SUPERVISOR()	TIME KEEPING	41740.00	63993.63
70	1533	214858	RACHANA RAVINDRA SALVI	SUPERVISOR()	TIME KEEPING	40120.00	125645.28
71	1534	214290	ANAGHA ANAND GOTHANKAR	SUPERVISOR()	TIME KEEPING	42575.00	60398.80
72	1534	214353	VIVEKANAND MAHADEO RANE	SUPERVISOR()	TIME KEEPING	42575.00	63993.63
73	1534	214467	MOHAN DHARMA KOLI	SUPERVISOR()	TIME KEEPING	38565.00	63993.63
74	1534	214828	LEENA DHARMESH BATHIYA	SUPERVISOR()	TIME KEEPING	40920.00	54491.87
75	1534	215999	MRS BHAVANA VIJAY JADHAV	SUPERVISOR()	TIME KEEPING	35630.00	61570.22
76	1537	213600	ARJUN PANDURANG MOHITE	SUPERVISOR()	TIME KEEPING	43425.00	52674.42
77	1537	214146	SUNITA MOHAN HIMANE	SUPERVISOR()	TIME KEEPING	42575.00	65238.38
78	1537	214192	SUNIL SHIVRAM MAHANGADE	SUPERVISOR()	TIME KEEPING	40920.00	63993.63
79	1537	214265	MANGESH NAMDEO MALAVADE	SUPERVISOR()	TIME KEEPING	40920.00	61526.16
80	1537	214856	VARSHA SANJAY RAJVIR	SUPERVISOR()	TIME KEEPING	40120.00	61526.16
81	1537	323500	SHAILESH YASHWANT RANE	SUPERVISOR()	TIME KEEPING	42575.00	60420.83
82	1526	195737	SHANTARAM NAMDEV SHELKE	SUPERVISOR()	TIME KEEPING	39335.00	63942.33
83	1501	217267	SUBHASH BALKRISHNA UGHADE	CLERK	TIME KEEPING	28930.00	58597.61
84	1501	217298	PRASHANT MAHADEO GHAYTADKE	CLERK	TIME KEEPING	28930.00	42863.39
85	1501	217558	DINESH SHANKAR KAMBLE	CLERK	TIME KEEPING	27265.00	33295.03
86	1501	197191	MARUTI R GARJE	CLERK	TIME KEEPING	38940.00	40425.19
87	1502	197583	HANUMANT CHIMAJI DHENGALE	CLERK	TIME KEEPING	37425.00	56401.12
88	1504	197596	NANDU CHANDU TALAPE	CLERK	TIME KEEPING	37425.00	56401.12
89	1509	5461	ABA BHAGAWAN GORAD	CLERK	TIME KEEPING	31940.00	40882.85
90	1519	6224	BALU MURLIDHAR KANGANE	CLERK	TIME KEEPING	31940.00	40882.85
91	1526	197798	VIVEK LAXMAN VARNE	CLERK	TIME KEEPING	37425.00	56401.12
92	1526	217280	YATIN NANDKUMAR TONAPE	CLERK	TIME KEEPING	28930.00	42863.39
93	1533	97552	CHANDRAKANT BHAGUJI AVHAD	CLERK	TIME KEEPING	37425.00	55302.72
94	1533	196369	RAOSAHEB BHAGWANT SHELKE	CLERK	TIME KEEPING	38940.00	58597.61

4(B)(X) : The Monthly remuneration received by each of its officers & employees including the system of compensation as provided in its regulations.

Sr no	PsNo	Chk.No.	Name	Designation	Depanment	Basic Pay	Gross Salary
95	1501	280796	KUSUM TUKARAM GHODKE	SR JAMADAR(P)	TIME KEEPING	32280.00	47848.57
96	1502	280290	VIJAY SHANKAR TAMBE	SR JAMADAR(P)	TIME KEEPING	40935.00	60927.59
97	1501	280390	DILIP SHAMRAO SURVE	JAMADAR (P)	TIME KEEPING	38855.00	57791.65
98	1501	280783	CHHAYA HINDURAO CHAVAN	JAMADAR (P)	TIME KEEPING	31250.00	41590.57
99	1501	280784	USHA SHANKAR PASALE	JAMADAR (P)	TIME KEEPING	31250.00	46370.57
100	1503	280845	NANDA BALIRAM KAWADE	JAMADAR (P)	TIME KEEPING	27750.00	41335.53
101	1504	280744	SUJATA SHIVRAM WALUNJ	JAMADAR (P)	TIME KEEPING	32515.00	49836.06
102	1509	280855	BABITA AJIT PAWAR	JAMADAR (P)	TIME KEEPING	27750.00	41215.53
103	1519	280792	PRATIBHA SUNIL GAMRE	JAMADAR (P)	TIME KEEPING	31250.00	47840.57
104	1526	280760	CHITRA GULAB RAUT	JAMADAR (P)	TIME KEEPING	31875.00	41210.80
105	1526	280768	SUNITA PRAMOD PAWAR	JAMADAR (P)	TIME KEEPING	31875.00	
106	1533	280701	MANGAL GORAKH POMAN	JAMADAR (P)	TIME KEEPING	33165.00	51618.57
107	1537	280745	SANJEEVANI SANJAY JAMBHALE	JAMADAR (P)	TIME KEEPING	32515.00	48275.06
108	1537	280840	ARTI WAMAN AEER	JAMADAR (P)	TIME KEEPING	27750.00	43834.30
109	1501	280960	JAYASHRI SUBHASH JADHAV	SEPOY	TIME KEEPING	20380.00	30343.18
110	1502	280911	PRATIKSHA PRAMOD SHELAR	SEPOY	TIME KEEPING	24850.00	37028.90
111	1502	280955	MAMATA RAJESH SINGH	SEPOY	TIME KEEPING	20380.00	30553.18
112	1504	280953	KAVITA MAHESH CHAVAN	SEPOY	TIME KEEPING	20380.00	30763.18
113	1519	280924	RATNA SUSHILKUMAR ACHAREKAR	SEPOY	TIME KEEPING	23885.00	30988.77
114	1533	280896	JIJABAI BHIKA RAYKAR	SEPOY	TIME KEEPING	24850.00	37238.90
115	1534	280954	TRUPTI SUDHIR SALVI	SEPOY	TIME KEEPING	20380.00	30643.18

4(b)(xi) : The Budget allocated to each of its agency, indications the particulars of all plans, propose expenditures and reports on disbursements made.

The Budget allocations:

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

The plan thereof:

The information in respect of plane propose 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 each 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, reduce in an electronic form.

N.A.

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 9.00 a.m. to 5.00 p.m. (with 45 minutes lunch recesses from 13.00 p.m. to 13.45 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 R.B. Bhoir, Senior Administrative Officer
(State Public Information Officer)

2. Shri P.Y. Kamble, Assistant Administrative 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 & or the staff of the department.