

INFORMATION OF THE
INFORMATION TECHNOLOGY 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

Note : 1. Vide ref.no. Dy.CPM/A/2015 dated 16.12.2015 (BCR No. 326 dated 20.11.2015), nomenclature of Electronic Data Processing Department is changed as " Information Technology Department" alongwith change in designations of officers/staff of said department.

2. Revision of qualification, experience criteria, duties and responsibilities for various posts in Data Center and Support Section is proposed. After receipt of managements approval necessary changes will be made.

The particulars of Department:

Name of the Department	Information Technology Department
Address	3rd Floor, Traffic Administrative Building, Backbay Bus Depot, Cuffe Parade, Colaba, Mumbai - 400 005.
Contact No. (Tel.) – PA to CMIT	7208972443

The Functions and Duties of Information Technology 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 item is 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 department shall be responsible for distributing payslip, PF slip, Form-16 etc. to all the employees of Undertaking through respective department. 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 Information Technology Department is headed by Chief Manager Information Technology and the officers and staff on roll are as follows:

Sr. No.	Designation	On Roll Staff (as on 1st Oct. 2021)
1	Chief Manager (Information Technology)	0
2	Dy. Chief Manager (Information Technology)	0
3	Senior Project Manager (Information Technology)	3
4	Project Manager (Information Technology)	1
5	Network Manager (Information Technology)	0
6	Data Center Manager (Information Technology)	0
7	Assistant Administrative Manager (Information Technology)	0
8	Assistant Project Manager (Information Technology)	9
9	Assistant Data Center Manager	1
10	Senior Data Center Officer	1
11	Senior Support Officer (Information Technology)	1
12	Project Officer (Information Technology)	39
13	Senior Administrative Officer	1
14	Data Center Officer	4
15	Support Officer (Information Technology)	1
16	Support Co-ordinator (Information Technology)	0
17	Data Center Supervisor	5
18	Support Supervisor Information Technology	1
19	Data Entry Supervisor (P) / Computer Assistant	37
20	Supervisor	0
21	Stenographer / Sr. Stenographer (P)	1
22	Clerk / Typist / Supervisor (P)	12
23	Sepoy / Jamadar (P)	3
24	Muccadam	0
25	Nawghany	2
26	Miscellaneous	0
27	M.V. Driver	1*
28	Total	123
* Proposed to transfer/abolish the post		

1. Duties and Responsibilities of Chief Manager (IT)

The Chief Manager (IT) shall be responsible for the overall supervision of the various activities of Information Technology Department. The various activities include :

- Overall control of the entire Information Technology activity in the Undertaking.
- To plan and implement various phases of development of Information Technology in the Undertaking.
- To evaluate profitability of Information Technology 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 Chief Manager (IT)

The Deputy Chief Manager (IT) shall be responsible to the Information Technology Department for the specific duties allotted to him/her out of the following :

- To exercise control on the Information Technology 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 Information Technology Department.
- To exercise check for making necessary budget provision and requirement.
- Preparation of various report pertaining to the Information Technology Department such as Administration Report, Economy measures, achievements etc.
- To examine the feasibility reports and cost benefit analysis submitted by the Sr. Project Manager (IT).
- 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 Chief Manager (IT) in implementing latest technological advancements.
- To assist Chief Manager (IT) in the other activities of Information Technology Department and entrusted from time to time by the Chief Manager (IT).

SOFTWARE SECTION :

1. Duties and Responsibilities of Senior Project Manager (Information Technology)

The Senior Project Manager (IT), under the technical guidance of Deputy Chief Manager (IT) 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 Project Manager (IT) and/or the Asst. Project Manager (IT) 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 Project Manager (IT).
- To ensure the maintenance and development of various systems.
- To co-ordinate all activities of Information Technology 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 C.M.(IT) / G.M.

2. Duties and Responsibilities of Project Manager (IT)

- To assist the Sr. Project Manager (IT) in :-
 - Identifying new applications for computerization
 - Preparing feasibility reports and

- Working out cost benefit analysis
- To will hold discussion with Officers/Staff of the User departments.
- To assist the Sr. Project Manager (IT) 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 Asst. P.M.(IT) / Staff in their work relating to software or run time.
- To guide Data Center 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 Asst. PM(IT)/ 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 Asst.PM(IT)/ Staff.
- To assist Sr.PM(IT) in exercising effective control over their officers / staff.
- Any other assignments that may be entrusted to him/her from time to time by the Dy.CM(IT) / Sr. P.M.(IT)

3. Duties and Responsibilities of Assistant Project Manager (IT)

- To 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 have 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 desired 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 PM(IT)/ SPM(IT) 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 PM(IT)/ SPM(IT).

4. Duties and Responsibilities of Project Officer (IT)

- To assist APM(IT) in designing and preparing the specifications of the system/application.
 - To develop the system/application in consultation with his superiors which includes preparing data structure, preparing flow-chart and writing program and meeting etc.
 - To thoroughly test the individual program and system as such along with the PO(IT).
 - 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 APM(IT).
 - 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.
- **Program Writing** : The main work of the Programmer is to write programs as per specifications handed over to him/her by the Sr.PM(IT)/PM(IT)/ APM(IT) 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 progress 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 not only works to defined specifications, but is also easy to maintain by which it is meant that any other Programmer should be able to understand the program logic and change it if necessary, in case the original Programmer is not available. 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.
 - FORTRAN Language
 - Assembly Language
 - Screen Management Language
 - Data-Base Management
 - Transaction Processing
 - Communication Systems
 - Sort, Merge and other utilities
- **Personal Qualities** : ‘Programming’ has been described as an art as well as a science. It is a science because the Programmer must have thorough technical knowledge of computer hardware and software. Acquisition of such knowledge needs a high standard of education background, intelligence and aptitude. Program writing is also a ‘Precision’ job, as precise as a machine design. A single error or, say, an omission of a ‘full stop’, will render the program unworkable. Since any program is an individual part of a system as a whole, the functioning of the system depends on every individual program within that system. To produce an accurate program, the qualities of logical thinking, concentration, dedication, neatness, scrupulous attention to details etc. are all vital. Finally, what makes a good program a work of art is its originality, its conceptual design, its flexibility and its structure, all based on careful pre-planning.

DATA CENTER SECTION :

Note : Revision of qualification, experience criteria, duties and responsibilities for various posts in Data Center and Support Section is proposed. After receipt of managements approval necessary changes will be made.

1. Duties and Responsibilities of Assistant Data Center Manager

- To check the daily data entry/processing report, submitted by Sr. Support Officer will discuss/guide Sr. Support Officer 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. DCO or Sr. SO.
- To check the monthly or quarterly payments made to maintenance contractor. To withhold the payments, if unsatisfactory reports received from Sr. DCO or Sr. SO.
- To check the day to day position of DVR system and will directly find out the input and required output.
- To participate in joint inspection for OLTAS, LAN and Time Attendance System 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 Sr.PM(IT), Sr.PM(IT), Dy.CM(IT) and CM(IT).
- 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 IT 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 in the IT Department.
- To check the daily production and breakdown report, submitted by Sr.DCO and will be discussed/guided by Sr.DCO 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 IT Department, and will check the annual Inventory of such Hardware, taken by Sr.DCO.
- 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.DCO.
- To check the monthly and quarterly payments made to maintenance contractor. He will withheld the payment in case of unsatisfactory performance reported by Sr. DCO.
- To check daily production report to monitor the output and check various registers maintained by Sr. DCO.
- 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.DCO.
- 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 Sr.PM(IT), Dy. CM(IT) and CM(IT).

2. Duties and Responsibilities of Senior Data Center 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 Data Center Supervisor, 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. To Monitor incoming lots of DVR jobs and then after processing Sr.DCO will keep in touch with Zonal Computer Centre. To guide Support Co-ordinators regarding smooth working, staff problems, other Administrative related problems. To discuss with ATC/STO, 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 Data Center Supervisors in day to day work, and in preserving/scratching backup media. He will help the Data Center Supervisor 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. CM(IT).

- To recoup various stationery and other items and monitor its consumption, suitability and movement. He will submit the weekly recoupment report to ADCM.
- 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 Data Center Officers/Data Center Supervisors. He will frame the duty schedule of the Data Center operating staff, and make necessary arrangement of their relief for their lunch recess in different shifts. He will also guide the Data Center staff in their work to obtain better results.
- To co-ordinate with Software Section, Support Section and Administration Section to facilitate the smooth working of Data Center 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 Data Center 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 Data Center 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 Data Center messages;
- To look after Data Center Supervisor'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 Data Center 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 ADCM 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 Data Center Supervisor

- 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 ADCM/Sr. DCO/DCO or as the job demanded;
- To attend Terminal settings, whenever disturbed and complained by Computer Assistant;
- To load and restore data files as per instructions of ADCM/Sr. DCO/DCO;
- 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 DCO/Sr. DCO/ADCM regularly;
- To keep himself up-to-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;

SUPPORT SECTION :

Note : Revision of qualification, experience criteria, duties and responsibilities for various posts in Data Center and Support Section is proposed. After receipt of managements approval necessary changes will be made.

1. Duties and Responsibilities of Senior Support Officer

- Overall incharge of the Support Section.
- To Supervise and Control the activities in the Support Section through Support 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 system.
- 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 monthly cycle wise billing schedule, meter reading 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 Support Officers and Support Supervisors in case of difficulties.
- To look after 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 see E-mailing jobs are done in time.
- To sanction the leave of Support Supervisors and Computer Assistants. To recommend the leave of Support Officer.

2. Duties and Responsibilities of Support 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 Terminals/Machines, etc. and will ensure that the machines are kept in working order. 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 the Data Center Unit; Tape Library and other sections of the IT Department, for the smooth running of the System.
- To get in regular touch with the Systems/Programming Staff for processing of the jobs, etc. He will get the specifications like card-format, processing instructions, upto edit-run and creation of input transaction files for different systems from these offices and explain and train the Support Supervisors/Computer Assistants.
- 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 in the department's Motor Vehicle to Wadala IT Office and other Departments at Colaba and Dadar properly 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 billing cycle readings and pay-roll programmes etc. every month in time and send the same to the concerned Departments and Sections.

- To watch the operations by the Computer Assistants for any new direct data entry operation, obtain their views/suggestions, check-up on their feasibility and convey the same to the Systems Officers for necessary changes, etc., if possible.
- 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 account of the diskettes and other items of the units.
- 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 Computer Assistants in the unit, 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 Support Co-ordinator

- To be 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 ADCM for the smooth running of the system.
- To regularly get in touch with systems/programming staff for problems in processing of jobs, modification in programs etc.
- To get the specifications like card format, processing, installation edit runs and creation of input transaction files for different systems from these officers and explain and train the Support Supervisor/Computer Assistants.
- 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.
- To be responsible for Good House Keeping and cleanliness operations in the Terminal/Computer Room and System/Terminal therein.
- To maintain proper account of diskettes, printer ribbons, stationery and other items of the unit.
- To requisition required items from IT 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 ensure to take daily backups from system and proper environment of the Computer Room i.e. ensuring working of air conditioners, UPS System, voltage stabilizer.
- To 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 Support Supervisor IT

- 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 and number the lots;
- To distribute work amongst the Computer Assistant/Punch Operators and other staff working under him/her during the shift duty;
- To arrange for the checking of Exception Reports, etc.;
- To process various jobs, such as Tkt, DVR, Payroll, etc.;
- To attend to conversion jobs and do S.E.O. on various files for correctness and make files okay and send the jobs for further processing on the system;
- To keep liason with Programming, Input/output and Console Staff, so also the staff of IT Cells of other Departments posted here. So as to co-ordinate the work for timely execution of different jobs;
- To keep in contact with IT Unit, on 3rd floor and ensure timely punching/processing of various jobs;
- To will check the work of staff;
- To put-up productions reports;
- To prepare and put up Computer Assistants output reports;
- To guide the staff 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 preparing communication cable layout for depot.
- To monitoring communication cable laying work.

- To attending computerization related calls of the depots attached to the zone or otherwise.
- To checking complete inventory of the delivered computerization related items of the depot and report to ADCM.
- To take backup of the data of the depot once in a week.
- To reporting of the matters related to problems with hardware or problems related with software of depot computerization or otherwise to the Sr.PM(IT).
- To load the application software, data files under the guidance of software officers as and when required.
- To backup of the data files required from depot to be sent to IT 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 Computer Assistant / Support Supervisor IT (P)

- To attending computerization related calls of the depots attached to the zone or otherwise.
- 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 Sr.PM(IT).
- To load the application software, data files under the guidance of software officers as and when required.
- To backup of the data files required from depot to be sent to IT 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

- To responsible for the day-to-day management and administration of the department.
- To responsible for controlling large complement of personnel working in the Data Entry Section and Establishment Section.
- To responsible for the General Establishment and Staff matters of the department.

- To 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.
- To 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.
- To 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 IT department as required under provisions of B.M.C. Act, 1888.
- To responsible for the format designing and timely procurement/ recoupment of the Computer stationery items required for processing and printing of the various jobs, so also the Computer spares, etc.
- To responsible for the proper up-keep, maintenance of machines and systems, good house keeping etc.
- To familiarize himself with the various preventive/protective measures such as fire-fighting etc., systems.
- Any other assignments that may be entrusted to him from time to time by the Supervisors.

2. Duties and responsibilities of Senior Administrative Officer

Under the guidance of AAM supervise and control the establishment matter to be completed in scheduled period, supervise and control the exception/dispatch work of system related documents.

The following are the duties and responsibilities of Sr.A.O.(IT).

- To supervise and control all actions in respect of procurement of continuous stationery as regards various types of computer stationeries, etc. and take timely actions in respect of the same.
- To look after, supervise and control in respect of award of maintenance contracts pertaining to various computer systems, UPS, PCs, printers, 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 PO(IT)

which are carried out by Administration section, in consultation with A.A.M.(IT) and Personnel Department.

- Promotion – To manage, control, supervise the necessary actions in respect of promotion of Support Officer, Data Center Officer, Support Co-ordinators, Support Supervisor, Data Center Supervisor, 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 the printouts etc.
- 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 recoument of amount spent.
- To supervise and look after the work in respect of Leave Records, Acting/Combination of Appointment etc. of more than 60 A and B Grade Officers.
- Zonal Computer Centres requirements pertaining to space, furniture, telephone etc.
- To supervise the works pertaining to telephone requirements, etc. pertaining to all IT Centres, Head Office and officers provided with telephone facility.
- To prepare with the help of other subordinate officers and the superiors the annual budget.
- To look after and manage the Budgetary 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 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 Supervisor

- Imprest Cash – Maintaining Register and Accounts of Imprest Cash of Rs.30,000/-
- Casual Labourers attendance posting in Web Based System and NTracker Portal.
- Deputation report.
- Officers Motor Cars report.
- Renewal of membership fees of CSI.
- Maintaining deputation register updated.

- Maintaining cash remittance register.
- Maintaining O.B. Memo register.
- 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 assist Sr.A.O. as and when required.
- 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.

4. Duties and responsibilities of Imprest Clerk

- Contractors bills and maintenance and service certificate.
- Preparing imprest cash bills, medical reimbursement, advance bill, T.A., D.A. bills etc.
- Preparing requisitions for office stationery.
- Maintaining attendance register for staff and C.L.
- Maintaining casual labour register.
- Filing the sanction papers in subjectwise file.
- Follow-up various proposal regarding, 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.

5. Duties and responsibilities of Stationery Clerk

- Maintaining Purchase Register.
- Preparation of Stationery Indent.
- Preparation of Purchase forms.
- Checking of Art works with help of officer.
- Maintaining imprest cash purchase form register.
- Preparation of monthly continuous stationery stock statement.
- Preparation of monthly pending case statement.
- Auditing purchase forms from Audit Department (Colaba).
- 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.

- Issuing payment advice towards uniforms, umbrella and jersey to the staff and maintaining concerned register.
- Issue stationery to the Zonal Computer Centres.
- Cash purchase of stationery and other items.
- Maintaining of annual stationery inventory from all departments.
- Filling of subject file papers and original sanction papers in concerned file.
- Preparation of annual budget with the help of officers.
- Preparation of confirmatory of stationery and other items.
- Preparation note of servicing, maintenance of fire fighting alarm system (monthly).
- Preparation of duty list of casual labour, sweeper and nawghany in the absence of concerned officer with the help of Sr.A.O.(IT).
- Issue of stationery to console and other staff.
- Maintaining Capital and Revenue Budget sanction register.
- Receive stationery and other items.
- Any other work that may be assigned to him by his superiors from time to time.

6. Duties and responsibilities of Establishment Clerk-1

- Promotions/ transfers/ taking over IDs.
- Filling in vacancies in all categories.
- Superannuation.
- Roster – SC, ST, DT-NT, monthly report.
- Scholarship matters.
- V.I.P. Cases.
- Quarterly statement.
 - Expenditure incurred on SC, ST
 - On-roll
- Monthly statement – On-roll.
- Zonal Centre work.
- Filling – S.R. papers and Entry, Administrative Order, important circulars etc.
- Updating entries in registers maintained by Sr.A.O.
- To assist Sr.A.O. in establishment matters.
- Staff On-roll – B.C. – Quarterly.
- Salary Certificate.

- Any other work that may be assigned to him/her by superiors from time to time.

7. Duties and responsibilities of Establishment Clerk-2

- Overtime statement.
- Monthly statement of Pending cases.
- Financial Assistance Rs.1000/-
- Final Dues monthly statement.
- Acting arrangements / Combinations (timely drafts).
- Festival advance.
- Meal allowance.
- Casual Labourer Bus Pass Register.
- Maintaining record of staff lockers.
- Verification of Interest Subsidy application form and Medical Reimbursement form
- Change in address.
- Preparation of various bills.
- Leave without pay.
- Quarterly Employment Exchange Statement
- Filling papers (General & S.R.)
- Staff Quarters (Reserved quota of IT Department)
- RTI Work
- Any other work that may be assigned by superiors from time to time.

8. Duties and responsibilities of Muccadam

- To keep proper attention on incoming cyclewise bills and bring to the notice of AAM(IT)/Sr.AO(IT) for any delay in receipt of the same from relevant sections.
- To have command to control Nawghanies given under his control in respect of job allocated to them in the exigencies of the work accordingly.
- To exercise a thorough monitoring / supervision over the works / jobs allocated to the Nawghanies under him.
- In the absence of Nawghanies, carry on the work of Nawghanies in addition to his own.
- Any other work assigned to him by his superiors in exigency.
- Supervision over the duties / job allocated to the Scavengers.

9. Duties and responsibilities of Nawghany

- Collection of printed material from Computer / Terminal room, binding. Taking the despatch to Colaba / Dadar and bringing despatch from Dadar.
- Data Center Section- Bringing continuous stationery, putting it into printer for printing.
- Attending Data Center Section – bringing stationery, putting it to printer for printing.

PAYROLL SECTION

1. Duties and responsibilities of Supervisor

- Attending discrepancies received from other departments on phone.
- Filing papers received from PM(IT) / APM(IT)
- Any other work related with Payroll section.

2. Duties and responsibilities of Clerk / Supervisor (P) (Adjustment)

- Receiving despatch.
- Checking of punched lots / listing with lots.
- Any other work related with Payroll section.
- Attending discrepancies received on phone from various depots (Tr. Dept./T.K.).

3. Duties and responsibilities of Clerk / Supervisor (P) (Amendment)

- Any discrepancy found may be informed to concerned T.K. or Tr. Department.
- To attend various queries received (telephonic or personally) related to payments/recoveries.

5. Duties and responsibilities of Inventory Clerk

Inventory and Labour Work

- **Work related to Labour jobsheets**
 - Collecting despatch from Stores and Accounts department and send it to Terminal Section for punching.
 - To check punching wrong and send it to back to Terminal Section for correction.
 - To collect monthly report, compile and send it back to concerned department with original job sheet.
- **Inventory Work**
 - To Collect inventory despatch (SRN, Adjustment, Reconciliation, deletion, S.V. Sheets and other inventory) from Stores and Accounts department.
 - To post Inventory Register, scrutinized.

- To prepare lot register and send it to Terminal Section for punching.
- To check punching work with original inventory and send back to terminal section for correction, if any.
- To collect monthly report from console section and send to concerned department with original inventory.

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

Procedure followed in decision making process.

The chapter is intended to give a general idea of the overall working of IT 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.
 - 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 IT 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, 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 initial run, editing the data, final processing etc. of each system are as per pre-decided schedule.
2. Each step's completion is confirmed either by inbuilt automatic checks or manual checks by pre-decided authority.
3. After final processing decided files data 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 IT 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 IT 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 IT 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	VACANT	C.M.(IT)	A-1		
2	VACANT	Dy.C.M. (IT)	A-2		
3	SMT. CHANDARANI RAJESH JAGDALE	Sr. P.M. (IT)	A-3	216357	06/16
4	SMT. MEENA NISHIRAJ DONGARE	Sr. P.M. (IT)	A-3	211923	06/16
5	SHRI SANDEEP YADU KALE	Sr. P.M. (IT)	A-3	216209	06/16
6	VACANT	P.M. (IT)	A-4		
7	VACANT	P.M. (IT)	A-4		
8	SHRI VIVEK KACHARDAS KASBE	P.M. (IT)	A-4	216212	06/16
9	VACANT	Network Manager(IT)	A-4		
10	VACANT	D.C.M.(IT)	A-4		
11	SMT. SMITA SUBHASH JADHAV	A.P.M. (IT)	A-5	212193	06/16
12	SMT. SUNITA NITIN DALVI	A.P.M. (IT)	A-5	212887	06/16
13	SHRI NIMESH JAYANTILAL PANCHAL	A.P.M. (IT)	A-5	216330	06/16
14	SMT. RAJASHREE TUSHAR PORE	A.P.M. (IT)	A-5	212883	06/16
15	SHRI NAZIR MAINUDDIN KHAN	A.P.M. (IT)	A-5	211770	06/16
16	SMT. PRATIBHA RAVINDRA PATIL	A.P.M. (IT)	A-5	214041	06/16
17	SHRI JAGDISH PRATAP AHIRE	A.P.M. (IT)	A-5	216322	06/16
18	SHRI RAJESH RAMCHANDRA GAWADE	A.P.M. (IT)	A-5	214047	06/16
19	SHRI RAMESH GUNAJI SURVE	A.P.M. (IT)	A-5	213983	06/16
20	VACANT	A.P.M. (IT)	A-5		
21	VACANT	A.A. MANAGER	A-5		
22	SHRI SHEKHAR C.GAMBRE	A.D.C.M.I.T.	A-5	216586	06/16
23	VACANT	A.D.C.M.I.T.	A-5		
24	SMT. ANUJA KRISHNAKANT SURVE	P.O. (IT)	P4/GGVI	214048	06/16
25	VACANT	P.O. (IT)	P4/GGVI		
26	SHRI DIGAMBER R SARANGLE	P.O. (IT)	P4/GGVI	215668	06/16
27	SMT. KARUNA PRASHANT MHATRE	P.O. (IT)	P4/GGVI	215670	06/16
28	SHRI VISHAL PRATAPSIKH LINGERIA	P.O. (IT)	P4/GGVI	215704	06/16
29	SHRI DATTATRAYA L.CHOUDHARI	P.O. (IT)	P4/GGVI	215581	06/16
30	SHRI JAYESH RAMAKANT SURVE	P.O. (IT)	P4/GGVI	216204	06/16
31	SHRI SUNIL SITARAM YADAV	P.O. (IT)	P4/GGVI	215518	06/16
32	SHRI RAJESH GANGARAM PADAVE	P.O. (IT)	P4/GGVI	216205	06/16
33	SHRI KETAN MANOHAR BAVALE	P.O. (IT)	P4/GGVI	216206	06/16
34	SHRI A C SHIWALKAR	P.O. (IT)	P4/GGVI	216208	06/16
35	SHRI NITIN H WALAWALKAR	P.O. (IT)	P4/GGVI	216211	06/16
36	SHRI AMOL KAMLAKANT PEDNEKAR	P.O. (IT)	P4/GGVI	216267	06/16
37	SHRI SANJAY SADANAND BALGI	P.O. (IT)	P4/GGVI	212471	06/16
38	SHRI NILESH EKNATH HOLMUKHE	P.O. (IT)	P4/GGVI	323680	06/16
39	SHRI SANTOSH RAGHUNATH DALVI	P.O. (IT)	P4/GGVI	213626	06/16
40	SHRI S I ANTHONY	P.O. (IT)	P4/GGVI	215200	06/16
41	SHRI RAJIV VISHWANATH MODAK	P.O. (IT)	P4/GGVI	214566	06/16
42	SHRI PRASHANT LAXMAN RASAL	P.O. (IT)	P4/GGVI	324609	06/16
43	SHRI SANTOSH DHAKU SAWANT	P.O. (IT)	P4/GGVI	321722	06/16
44	SHRI VIJAY PANDURANG KHOT	P.O. (IT)	P4/GGVI	214204	06/16
45	SHRI ARVIND GANESH SAWANT	P.O. (IT)	P4/GGVI	217523	06/16
46	SHRI GITESH C. ADARKAR	P.O. (IT)	P4/GGVI	217699	06/16
47	SHRI VISHAL K. FULSUNDAR	P.O. (IT)	P4/GGVI	217700	06/16
48	SMT. ASHWINI GURUNATH BANDBE	P.O. (IT)	P4/GGVI	217701	06/16
49	SHRI PANKAJ YASHWANT MATE	P.O. (IT)	P4/GGVI	217907	06/16
50	SMT. SAUDAMINI SUDAM PALWE	P.O. (IT)	P4/GGVI	217908	06/16
51	SMT. HARSHALA MANGESH BASARE	P.O. (IT)	P4/GGVI	217909	06/16
52	SMT. SUPRIYA SANJAY DALVI	P.O. (IT)	P4/GGVI	217911	06/16
53	SHRI CHETAN C. SAGWEKAR	P.O. (IT)	P4/GGVI	217912	06/16
54	SMT. ANUPRITA M. MANGALE	P.O. (IT)	P4/GGVI	217913	06/16
55	SMT. NAMITA VISHAL PATIL	P.O. (IT)	P4/GGVI	217914	06/16

56	SHRI SANKET VIJAY AMBEKAR	P.O. (IT)	P4/GGVI	217915	06/16
57	SHRI AKASH ASHOK YELGIRE	P.O. (IT)	P4/GGVI	217916	06/16
58	SHRI SHANTARAM P. KHATEKAR	P.O. (IT)	P4/GGVI	217917	06/16
59	SHRI KHANDERAO G. KHOLASE	P.O. (IT)	P4/GGVI	217918	06/16
60	SMT. VARSHA R.SAKHARPEKAR	P.O. (IT)	P4/GGVI	217919	06/16
61	SHRI NITIKESH ANIL SHETE	P.O. (IT)	P4/GGVI	217937	06/16
62	SHRI MANNAN S.M. KADRI	P.O. (IT)	P4/GGVI	217949	06/16
63	SHRI HEMANT MANGAL BHERE	P.O. (IT)	P4/GGVI	217961	06/16
64	VACANT	P.O. (IT)	P4/GGVI		
65	VACANT	P.O. (IT)	P4/GGVI		
66	VACANT	P.O. (IT)	P4/GGVI		
67	VACANT	P.O. (IT)	P4/GGVI		
68	VACANT	P.O. (IT)	P4/GGVI		
69	VACANT	P.O. (IT)	P4/GGVI		
70	VACANT	P.O. (IT)	P4/GGVI		
71	SHRI PRABHAKAR YADU KAMBLE	SR.A.O.(IT)	A/GX	213708	06/16
72	SHRI RAJU NARAYAN HEGDE	SR.S.O.(IT)	P4/GGVI	216740	06/33
73	SHRI BHIMRAO UMAJI KHANDAGALE	SR.D.C.O.	P4/GGVI	214025	06/16
74	VACANT	SR.D.C.O.	P4/GGVI		
75	SHRI SUNIL DIGAMBAR SURVE	D.C.O.	P4/GGV	213009	06/16
76	SHRI SANJAY WASUDEO PATIL	D.C.O.	P4/GGV	213640	06/16
77	SHRI SANDEEP NARAYAN DOMBALE	D.C.O.	P4/GGV	216842	06/16
78	SMT. ANUSHREE ARUN PEVEKAR	D.C.O.	P4/GGV	217219	06/16
79	VACANT	D.C.O.	P4/GGV		
80	VACANT	D.C.O.	P4/GGV		
81	VACANT	D.C.O.	P4/GGV		
82	SMT. SUPRIYA SATTESH JADHAV	S.O.(IT)	P4/GGV	216585	06/16
83	VACANT	S.COORDINATOR	P4/GGV		
84	VACANT	S.COORDINATOR	P4/GGV		
85	SHRI RAHUL SURENDRA VAIDYA	D.C. SUPERVISOR	P4/GGIV	212339	06/16
86	SHRI BALU KISAN BHALERAO	D.C. SUPERVISOR	P4/GGIV	197361	06/16
87	SHRI SHASHIKANT V. NAGWEKAR	D.C. SUPERVISOR	P4/GGIV	213124	06/16
88	SHRI PARESH RAGHUNATH PARKAR	D.C. SUPERVISOR	P4/GGIV	214692	06/19
89	SHRI SUMUKH MOHAN KERKAR	D.C. SUPERVISOR	P4/GGIV	214701	06/16
90	VACANT	D.C. SUPERVISOR	P4/GGIV		
91	VACANT	SUPPORT SUP (IT)	P4/GGIV		
92	SMT. SHUBHANGI R KARANDE	SUPPORT SUP (IT)	P4/GGIV	211278	06/16
93	VACANT	SUPPORT SUP (IT)	P4/GGIV		
94	VACANT	SUPPORT SUP (IT)	P4/GGIV		
95	SMT. JYOTI PRABHAKAR PARAB	DATA E.SUP (P)	P4/GGIV	212360	06/16
96	SHRI DINESH RAJARAM MHATRE	DATA E.SUP (P)	P4/GGIV	213010	06/16
97	SHRI NILESH BHASKAR SALGAONKAR	DATA E.SUP (P)	P4/GGIV	213115	06/19
98	SHRI ARVIND DINKAR DAREKAR	DATA E.SUP (P)	P4/GGIV	213123	06/16
99	SHRI DAYANAND MANOHAR SAWANT	DATA E.SUP (P)	P4/GGIV	213148	06/16
100	SHRI YOGESH VASANT SAWANT	DATA E.SUP (P)	P4/GGIV	213341	06/33
101	SHRI SANTOSH BHAGWAN SAWANT	DATA E.SUP (P)	P4/GGIV	213340	06/33
102	SHRI PRASAD BALKRISHNA KADAM	DATA E.SUP (P)	P4/GGIV	213345	06/16
103	SHRI ANIL THEROTH BHASKARAN	DATA E.SUP (P)	P4/GGIV	213592	06/33
104	SHRI DNYANESH S.CHAVAN	DATA E.SUP (P)	P4/GGIV	213614	06/16
105	SHRI UDAY GANPAT BHUTE	DATA E.SUP (P)	P4/GGIV	213639	06/33
106	SMT. SUCHITA ANIL SHAHANE	DATA E.SUP (P)	P4/GGIV	213965	06/33
107	SHRI SUNIL VINAYAK KARANJEKAR	DATA E.SUP (P)	P4/GGIV	213973	06/16
108	SMT. SAPANA GAJANAN CHAVAN	DATA E.SUP (P)	P4/GGIV	214030	06/16
109	SMT. JYOTI ANIL TAWDE	DATA E.SUP (P)	P4/GGIV	214056	06/16
110	SHRI JAYANT SAKHARAM JOSHI	DATA E.SUP (P)	P4/GGIV	214412	06/33
111	SHRI MEENA SANJAY BUTKAR	DATA E.SUP (P)	P4/GGIV	214690	06/16
112	SHRI SUNIL ANANT CHAVAN	DATA E.SUP (P)	P4/GGIV	214711	06/16
113	SMT. NAMRATA N NIRAWADEKAR	DATA E.SUP (P)	P4/GGIV	214714	06/16
114	SMT. SWATI GOVIND JADHAV	DATA E.SUP (P)	P4/GGIV	215211	06/16

115	SMT. SUSHMA MILIND SHIKRAPURKAR	DATA E.SUP (P)	P4/GGIV	215525	06/16
116	SHRI HARISHCHANDRA B JATEKAR	DATA E.SUP (P)	P4/GGIV	215571	06/19
117	SMT. POOJA PRASAD PARAB	DATA E.SUP (P)	P4/GGIV	215742	06/16
118	SHRI DILIP DADA RASKAR	DATA E.SUP (P)	P4/GGIV	215812	06/33
119	SMT. NEHA DNYANESHWAR PRABHU	DATA E.SUP (P)	P4/GGIV	215816	06/16
120	SHRI BHASKAR M CHELEVERI	DATA E.SUP (P)	P4/GGIV	216321	06/19
121	SHRI VIKAS VISHNU PARAB	DATA E.SUP (P)	P4/GGIV	216323	06/16
122	SHRI SAHADEV L. DEVKAR	DATA E.SUP (P)	P4/GGIV	216327	06/16
123	SMT. SARIKA HARESH MANE	COMP.ASSISTANT	P4/GG2-GG3	217424	06/16
124	SMT. JYOTI NITIN PATIL	COMP.ASSISTANT	P4/GG2-GG3	217423	06/16
125	SHRI PRAVIN PANDURANG KAMBLE	COMP.ASSISTANT	P4/GG2-GG3	217427	06/16
126	SMT. KOMAL RAMESH BHALERAO	COMP.ASSISTANT	P4/GG2-GG3	217429	06/16
127	SMT. VAISHNAVI GANESH YELWE	COMP.ASSISTANT	P4/GG2-GG3	217441	06/16
128	SMT. SONALI PRAKASH PAWAR	COMP.ASSISTANT	P4/GG2-GG3	217445	06/16
129	SMT. POONAM DEEPAK SUMRA.	COMP.ASSISTANT	P4/GG2-GG3	217454	06/16
130	SMT. PRATIBHA SUNIL KHATELE.	COMP.ASSISTANT	P4/GG2-GG3	217522	06/16
131	SMT. BHARATI P. DHAMANKAR	COMP.ASSISTANT	P4/GG2-GG3	217540	06/19
132	VACANT	SUPERVISOR	P3/AGVIII		
133	VACANT	SUPERVISOR	P3/AGVII		
134	SMT. MOHINI SUDHAKAR SANJAN	SR STENO.(P)	P3/AGVII	215097	06/16
135	SHRI ASHOK R. KALANTRE	SUPERVISOR (P)	P3/AGVII	214784	06/16
136	SMT. USHA RAVINDRA NALAWADE	SUPERVISOR (P)	P3/AGVII	215078	06/16
137	SHRI GOKUL SUKALAL KOLI	SUPERVISOR (P)	P3/AGVII	215512	06/16
138	SHRI SUBHASH LAXMAN GURAV	SUPERVISOR (P)	P3/AGVII	215780	06/16
139	SHRI RAVINDRA BHIKAJI YADAV	SUPERVISOR (P)	P3/AGVII	214538	06/16
140	SMT. MANGALA MOHAN JADHAV	SUPERVISOR (P)	P3/AGVII	213525	06/16
141	SHRI SHIVAJI N DHAKANE	CLERK	P3/AGV	95359	06/16
142	SHRI NILESH S.JANAVALEKAR	CLERK	P3/AGV	325507	06/16
143	SHRI RUPESH NARAYAN PATIL	CLERK	P3/AGV	324985	06/16
144	KUM. NEHA DILIP POKHARKAR	CLERK	P3/AGV	218058	06/16
145	SHRI SAURABH UTTAM PALAVE	CLERK	P3/AGV	218068	06/16
146	SHRI ANIL VITTHAL KODAG	CLERK	P3/AGV	218073	06/16
147	SMT. SEEMA PRAKASH RANE	JAMADAR (P)	P3/AGII	280780	06/16
148	SMT. SHOBHA VIJAY MAHADIK	JAMADAR (P)	P3/AGII	280649	06/16
149	SMT. CHHAYA KONDIBA KHADE	SEPOY	P3/AGI	280891	06/16
150	VACANT	SEPOY	P3/AGI		
151	VACANT	MUCCADAM	P1/T2		
152	SHRI A H A R SHAIKH	Sr NAWGHANY(P)	P1/T2	411183	53/16
153	SHRI PRABHAKAR B. GAWALI	NAWGHANY	P1/T1	411272	53/16
154	VACANT	MISCELLANEOUS	T1		
155	SHRI 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.	Check No.	P.S. No.	Name	Designation	Basic Pay	Monthly Remuneration
1	216357	006/16	CHANDARANI RAJESH JAGDALE	SR P M (IT)	71,750.00	1,09,192.50
2	211923	006/16	MEENA NISHIRAJ DONGARE	SR P M (IT)	1,02,950.00	1,60,417.76
3	216209	006/02	SANDEEP YADU KALE	SR P M (IT)	67,050.00	1,02,468.30
4	216212	006/16	VIVEK KACHARDAS KASBE	P M (IT)	59,350.00	79,663.58
5	211770	006/02	NAZIR MAINUDDIN KHAN	ASST P M (IT)	81,500.00	1,23,300.60
6	212193	006/16	SMITA SUBHASH JADHAV	ASST P M (IT)	76,150.00	1,17,257.40
7	212883	006/16	RAJASHREE TUSHAR PORE	ASST P M (IT)	72,800.00	1,13,602.20
8	212887	006/02	SUNITA NITIN DALVI	ASST P M (IT)	76,150.00	1,19,699.20
9	213983	006/02	RAMESH GUNAJI SURVE	ASST P M (IT)	54,250.00	84,108.60
10	214041	006/16	PRATIBHA RAVINDRA PATIL	ASST P M (IT)	65,000.00	91,825.30
11	214047	006/16	RAJESH RAMCHANDRA GAWADE	ASST P M (IT)	59,400.00	79,506.60
12	216322	006/16	JAGDISH PRATAP AHIRE	ASST P M (IT)	49,550.00	76,018.80
13	216330	006/16	NIMESH JAYANTILAL PANCHAL	ASST P M (IT)	51,850.00	74,443.56
14	216586	006/16	SHEKHAR CHANDRAHAS GAMBRE	ASST D C M	47,350.00	72,561.97
15	212471	006/16	SANJAY SADANAND BALGI	PROJ.OFFICER-IT	66,250.00	98,046.50
16	213626	006/02	SANTOSH RAGHUNATH DALVI	PROJ.OFFICER-IT	60,500.00	91,070.30
17	214048	006/16	ANUJA KRISHNAKANT SURVE	PROJ.OFFICER-IT	57,800.00	79,504.80
18	214204	006/02	VIJAY PANDURANG KHOT	PROJ.OFFICER-IT	44,000.00	66,407.90
19	214566	006/16	RAJIV VISHWANATH MODAK	PROJ.OFFICER-IT	48,200.00	72,854.20
20	215200	006/16	STANNY INAS ANTHONY	PROJ.OFFICER-IT	52,800.00	67,203.10
21	215518	006/16	SUNIL SITARAM YADAV	PROJ.OFFICER-IT	46,050.00	67,928.90
22	215581	006/16	DATTATRAY LAHANU CHOUDHARI	PROJ.OFFICER-IT	49,300.00	63,063.20
23	215668	006/02	DIGAMBER RAMCHANDRA SARANGLE	PROJ.OFFICER-IT	54,000.00	79,922.40
24	215670	006/02	KARUNA PRASHANT MHATRE	PROJ.OFFICER-IT	54,000.00	73,372.40
25	215704	006/16	VISHAL PRATAPSIKH LINGERIA	PROJ.OFFICER-IT	54,000.00	73,372.40
26	216204	006/02	JAYESH RAMAKANT SURVE	PROJ.OFFICER-IT	51,600.00	65,783.80
27	216205	006/02	RAJESH GANGARAM PADAVE	PROJ.OFFICER-IT	51,600.00	65,783.80
28	216206	006/16	KETAN MANOHAR BAVALE	PROJ.OFFICER-IT	51,600.00	76,103.80
29	216208	006/16	AVADHOOT CHANDRAKANT SHIWALKAR	PROJ.OFFICER-IT	51,600.00	65,783.80
30	216211	006/16	NITIN HARISHCHANDRA WALAWALKAR	PROJ.OFFICER-IT	51,600.00	65,783.80
31	216267	006/02	AMOL KAMLAKANT PEDNEKAR	PROJ.OFFICER-IT	50,450.00	74,513.50
32	217523	006/16	ARVIND GANESH SAWANT	PROJ.OFFICER-IT	39,250.00	50,175.70

33	217699	006/16	GITESH CHANDRASHEKHAR ADARKAR	PROJ.OFFICER-IT	40,150.00	51,240.40
34	217700	006/02	VISHAL KASHINATH FULSUNDAR	PROJ.OFFICER-IT	40,150.00	51,240.40
35	217701	006/16	ASHWINI GURUNATH BANDBE	PROJ.OFFICER-IT	40,150.00	51,240.40
36	217907	006/16	PANKAJ YASHVANT MATE	PROJ.OFFICER-IT	38,350.00	49,111.30
37	217908	006/16	SAUDAMINI YOGESH PHAD	PROJ.OFFICER-IT	38,350.00	49,111.30
38	217909	006/02	HARSHALA MANGESH BASARE	PROJ.OFFICER-IT	38,350.00	56,781.30
39	217911	006/16	SUPRIYA SANJAY DALVI	PROJ.OFFICER-IT	38,350.00	56,781.30
40	217912	006/02	CHETAN CHANDRAKANT SAGWEKAR	PROJ.OFFICER-IT	38,350.00	49,111.30
41	217913	006/16	ANUPRITA MANGESH MANGALE.	PROJ.OFFICER-IT	38,350.00	56,781.30
42	217914	006/16	NAMITA VISHAL PATIL	PROJ.OFFICER-IT	38,350.00	49,111.30
43	217915	006/02	SANKET VIJAY AMBEKAR	PROJ.OFFICER-IT	38,350.00	49,111.30
44	217916	006/02	AKASH ASHOK YELGIRE	PROJ.OFFICER-IT	38,350.00	49,111.30
45	217917	006/16	SHANTARAM PRAKASH KHATEKAR	PROJ.OFFICER-IT	38,350.00	56,781.30
46	217918	006/16	KHANDERAO GORAKH KHOLASE	PROJ.OFFICER-IT	38,350.00	49,111.30
47	217919	006/16	VARSHA ROHIT SAKHARPEKAR	PROJ.OFFICER-IT	38,350.00	49,111.30
48	217937	006/16	NITIKESH ANIL SHETE	PROJ.OFFICER-IT	38,350.00	56,781.30
49	217949	006/02	SAYYAD MANNAN SAYYAD MAHAMAD KADRI	PROJ.OFFICER-IT	38,350.00	49,111.30
50	217961	006/16	SHRI HEMANT MANGAL BHERE	PROJ.OFFICER-IT	38,350.00	49,111.30
51	321722	006/16	SANTOSH DHAKU SAWANT	PROJ.OFFICER-IT	48,200.00	62,134.80
52	323680	006/16	NILESH EKNATH HOLMUKHE	PROJ.OFFICER-IT	48,200.00	72,854.20
53	324609	006/16	PRASHANT LAXMAN RASAL	PROJ.OFFICER-IT	45,000.00	57,477.20
54	213708	006/16	PRABHAKAR YADU KAMBLE	SR. A.OFFICER	57,800.00	82,108.64
55	216740	006/16	RAJU NARAYAN HEGDE	SR S O (IT)	45,000.00	57,477.20
56	214025	006/16	BHIMRAO UMAJI KHANDAGALE	SR D C OFFICER	46,050.00	69,311.90
57	213009	006/16	SUNIL DIGAMBAR SURVE	DATA C OFFICER	47,950.00	74,547.40
58	213640	006/16	SANJAY WASUDEO PATIL	DATA C OFFICER	45,800.00	70,197.00
59	216842	006/16	SANDEEP NARAYAN DOMBALE	DATA C OFFICER	35,600.00	45,358.50
60	217219	006/16	ANUSHREE ARUN PEVEKAR	DATA C OFFICER	36,450.00	46,363.90
61	216585	006/02	SUPRIYA SATTESH JADHAV	S O (IT)	41,800.00	61,551.90
62	197361	006/16	BALU K BHALERAO	DATA C SUPER.	37,915.00	57,314.80
63	212339	006/16	RAHUL SURENDRA VAIDYA	DATA C SUPER.	45,315.00	68,626.50
64	213124	006/16	SHASHIKANT VASUDEO NAGWEKAR	DATA C SUPER.	42,700.00	57,096.30
65	214692	006/16	PARESH RAGHUNATH PARKAR	DATA C SUPER.	40,240.00	62,612.12
66	214701	006/16	SUMUKH MOHAN KERKAR	DATA C SUPER.	40,240.00	57,195.80
67	211278	006/16	SHUBHANGI RAVINDRA KARANDE	SUPPORT SUP(IT)	48,090.00	73,528.80

68	212360	006/16	JYOTI PRABHAKAR PARAB	SUPPORT SUP(P)	44,425.00	62,801.22
69	213010	006/02	DINESH RAJARAM MHATRE	SUPPORT SUP(P)	42,700.00	59,885.30
70	213115	006/19	NILESH BHASKAR SALGAONKAR	SUPPORT SUP(P)	42,700.00	59,885.30
71	213123	006/19	ARVIND DINKAR DAREKAR	SUPPORT SUP(P)	42,700.00	59,885.30
72	213148	006/19	DAYANAND MANOHAR SAWANT	SUPPORT SUP(P)	42,700.00	59,885.30
73	213340	006/33	SANTOSH BHAGWAN SAWANT	SUPPORT SUP(P)	43,555.00	61,081.40
74	213341	006/33	YOGESH VASANT SAWANT	SUPPORT SUP(P)	42,700.00	59,885.30
75	213345	006/19	PRASAD BALKRISHNA KADAM	SUPPORT SUP(P)	42,700.00	59,885.30
76	213592	006/33	ANIL THEROTH BHASKARAN	SUPPORT SUP(P)	42,700.00	60,618.20
77	213614	006/16	DNYANESH SHANTARAM CHAVAN	SUPPORT SUP(P)	41,865.00	59,442.80
78	213639	006/33	UDAY GANPAT BHUTE	SUPPORT SUP(P)	43,555.00	61,821.20
79	213965	006/33	SUCHITA ANIL SHAHANE	SUPPORT SUP(P)	41,045.00	58,309.10
80	213973	006/19	SUNIL VINAYAK KARANJEKAR	SUPPORT SUP(P)	41,045.00	58,309.10
81	214030	006/16	SAPANA GAJANAN CHAVAN	SUPPORT SUP(P)	41,045.00	58,309.10
82	214056	006/16	JYOTI ANIL TAWDE	SUPPORT SUP(P)	41,045.00	58,309.10
83	214412	006/33	JAYANT SAKHARAM JOSHI	SUPPORT SUP(P)	41,865.00	59,484.50
84	214690	006/02	MEENA SANJAY BUTKAR	SUPPORT SUP(P)	40,240.00	62,645.80
85	214711	006/33	SUNIL ANANT CHAVAN	SUPPORT SUP(P)	42,700.00	60,680.60
86	214714	006/16	NAMRATA NANDKISHOR NIRAVADEKAR	SUPPORT SUP(P)	39,450.00	57,628.50
87	215211	006/16	SWATI GOVIND JADHAV	SUPPORT SUP(P)	41,045.00	58,391.90
88	215525	006/16	SUSHMA MILIND SHIKRAPURKAR	SUPPORT SUP(P)	38,675.00	53,980.70
89	215571	006/19	HARISHCHANDRA BUDHAJI JATEKAR	SUPPORT SUP(P)	37,170.00	51,899.60
90	215742	006/16	POOJA PRASAD PARAB	SUPPORT SUP(P)	38,675.00	46,245.70
91	215812	006/33	DILIP DADA RASKAR	SUPPORT SUP(P)	38,675.00	53,980.70
92	215816	006/16	NEHA DNYANESHWAR PRABHU	SUPPORT SUP(P)	37,170.00	51,899.60
93	216321	006/19	BHASKAR MARKANDEYA CHELEVERI	SUPPORT SUP(P)	35,725.00	42,756.30
94	216323	006/16	VIKAS VISHNU PARAB	SUPPORT SUP(P)	35,725.00	42,756.30
95	216327	006/16	SAHADEV LALCHANDRA DEVKAR	SUPPORT SUP(P)	35,725.00	49,901.30
96	217423	006/16	JYOTI NITIN PATIL	COMPUTER ASST.	28,325.00	39,668.60
97	217424	006/02	SARIKA HARESH MANE	COMPUTER ASST.	28,325.00	34,003.60
98	217427	006/16	PRAVIN PANDURANG KAMBLE	COMPUTER ASST.	28,325.00	39,668.60
99	217429	006/16	KOMAL RAMESH BHALERAO	COMPUTER ASST.	28,325.00	34,003.60
100	217441	006/02	VAISHNAVI GANESH YELWE	COMPUTER ASST.	28,325.00	34,003.60
101	217445	006/16	SONALI PRAKASH PAWAR	COMPUTER ASST.	28,325.00	39,668.60
102	217454	006/16	POONAM DEEPAK SUMRA	COMPUTER ASST.	28,325.00	34,003.60
103	217522	006/02	PRATIBHA SUNIL KHATELE	COMPUTER ASST.	28,325.00	39,668.60

104	217540	006/16	BHARATI PRASHANT DHAMANKAR	COMPUTER ASST.	28,325.00	39,668.60
105	215097	006/16	MOHINI SUDHAKAR SANJAN	SR STENO.(P)	40,120.00	57,994.15
106	213525	006/16	MANGALA MOHAN JADHAV	SUPERVISOR (P)	40,920.00	58,129.10
107	214538	006/16	RAVINDRA BHIKAJI YADAV	SUPERVISOR (P)	40,920.00	48,461.11
108	214784	006/16	ASHOK RAMCHANDRA KALANTRE	SUPERVISOR (P)	40,120.00	57,064.40
109	215078	006/16	USHA RAVINDRA NALAWADE	SUPERVISOR (P)	38,565.00	58,518.60
110	215512	006/16	GOKUL SUKALAL KOLI	SUPERVISOR (P)	38,565.00	53,828.60
111	215780	006/16	SUBHASH LAXMAN GURAV	CL/TY(SUP)	37,070.00	52,001.30
112	95359	006/16	SHIVAJI N DHAKANE	CLERK	39,720.00	56,483.60
113	218058	006/16	NEHA DILIP POKHARKAR	CLERK	22,810.00	32,042.30
114	218068	006/16	SAURABH UTTAM PALAVE	CLERK	22,810.00	32,042.30
115	218073	006/16	ANIL VITTHAL KODAG	CLERK	22,810.00	32,042.30
116	324985	006/16	RUPESH NARAYAN PATIL	CLERK	13,815.00	42,678.70
117	325507	006/16	NILESH SURYAKANT JANVALEKAR	CLERK	33,230.00	46,451.30
118	280649	006/16	SHOBHA VIJAY MAHADIK	JAMADAR (P)	32,515.00	39,808.30
119	280780	006/16	SEEMA PRAKASH RANE	JAMADAR (P)	30,635.00	42,942.70
120	280891	006/02	CHHAYA KONDIBA KHADE	SEPOY	24,850.00	34,943.20
121	411183	053/16	ABDUL HAMID ABDUL RASHID SHAIKH	SR NAWGHANY(P)	30,635.00	36,802.70
122	411272	053/16	PRABHAKAR BHANUDAS GAWALI	SR NAWGHANY(P)	30,035.00	36,097.20
123	326021	053/16	RAJENDRA KAMALAKAR PIMPALKAR	DRIVER M V	25,960.00	36,482.00

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 P.Y. Kamble, Senior Administrative Officer
(State Public Information Officer)
2. Smt. C.R. Jagdale, Ag. Deputy Chief Manager (Information Technology)
(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.

