

BRIHAN MUMBAI ELECTRIC SUPPLY AND TRANSPORT

INFORMATION OF THE

DCE (HUMAN RESOURCES AND SAFETY) OFFICE

(Information under section 4 of Chapter II of RTI Act, 2005)

CHAPTER II - (Right to information and obligation of public authorities)

4. (b) (i): The particular of its organization, function and duties

The particular of department:

Name of the department	DCE(Human Resources & Safety) Office, BEST Undertaking DETIE is looking after DCE(HR&S) Office.
Address	3rd Floor, Club Road Building, Near Jagjeevan Ram Hospital, Maratha Mandir Marg, BEST's Mumbai Central Depot, Mumbai-400008.
Contact No.	022-23077670, 23097698, 8657518138

The function and duties of department:

Human Resources:

Human Resources Cell mainly working for **Implementation** of Common Promotion Policy (CPP) formulated for tradesmans of Electric Supply Branch. As per requirement of staff, and management directives, recruitment/ internal promotions of tradesmans from grade P1/T2 to P1/T7 are being carried out. To carry out the said activity works/jobs done are as follows:

- 1) Preparation of Common Seniority list of tradesman's from grade T2 to T7.
- 2) To Prepare and update monthly list of vacancies of tradesmans in grade from T2 to T7.
- 3) To maintain the ratio of internal / relaxed qualification and external / prescribed qualification as mentioned in CPP.
- 4) For filling vacancies in promotional Quota, after obtaining waiting list from respective Vice Panel Chairman, proposal is put up for management approval.
- 5) For filling vacancies in recruitment Quota at entry-level grade T4, recruitment process is carried out by inviting applications from external candidate through newspaper /online advertisement & intimation to employment exchange.
- 6) Forwarding data of 100 Point Roster to BC Cell annually for verification by Government Officials.
- 7) To forward quarterly data regarding Employment Position to Establishment office of Electric Supply, which forwards consolidated data to Local Employment Exchange.

- 8) To forward necessary data such as staff position of tradesmans up to grade P1/T7 to Establishment Office of Electric Supply Branch in order to reply to various letters/notes obtained from Government Officials.

Safety Cell:

Safety Cell conducts quarterly meetings with Union Representatives & departmental officers for discussing safety aspects/norms to be observed during execution of the work. Suggestions are also given for preventing accidents. For improving safety environment of BEST Undertaking as envisaged under safety regulations formulated by Central Electricity Regulatory Authority (CEA) procurement of safety shoes, safety hand gloves, insulating rubber mats for Distribution substations/Receiving Substations, Safety Jackets, Safety goggles, safety helmets etc. is being done. In addition, periodic returns are being sent to the statutory bodies as required under various Acts & rules within stipulated time.

Administrative Work:

DCE (HR&S) Office follows all the administrative orders/procedures. Necessary office work is being carried out such as reply to letters from Honorable MP's/MLA's/Member of MCGM/ BEST Committee etc.

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

Sr. no.	Designation	On roll staff
1	Deputy Chief Engineer	0
2	Superintendent	0
3	Asst. Engineer	0
4	Charge Engineer	0
5	Assistant Administrative Officer	1
6	Supervisor	1 (on Loan)
7	Shop Recorder	0

4. (b) (ii) 1) Power and duties of Deputy Chief Engineer:

Dy. Chief Engineer is overall in-charge of the office and he is responsible for the smooth and efficient functioning of the office.

He shall supervise overall work done by his Assistant officers /staff of HR & Safety Cell and TIE Dept. He shall monitor the staff position so that adequate tradesman from grade P1/T2 to P1/T7 and officers of grade T-8, G/GV and G/GVI are available for smooth functioning of Undertaking and shall give necessary instructions to his immediate subordinate officers for initiating proposals for filling in vacant posts in time.

Being a Chairman of Joint Safety Committee, he shall conduct meeting with authorized union representatives. He shall give suggestions to maintain safety environment in the Electric Supply Branch of the BEST Undertaking. He shall monitor and recommend various safety gadgets & give necessary instructions to his subordinates for procurement of safety gadgets for the officers and staff of Electric Supply Branch.

4. (b) (ii) 2) Power and duties of Superintendent Engineer:

He is directly working under DCE(HR&S) and in-charge of Safety Cell. He shall responsible for arranging quarterly Joint Safety Committee meetings. He shall also responsible for procurement of safety gadgets. Such as safety shoes, safety helmets, safety jackets, safety goggles, safety gloves, insulating rubber mats. He shall also follow instructions given by DCE(HR&S) from time to time.

4. (b) (ii) 3) Power and duties of Assistant Engineers:

2 no's of Assistant Engineers are directly working under DCE(HR&S) and they shall be responsible for implementation of Common Promotion Policy (CPP) for the streams allocated to them. For the smooth implementation of CPP, every assistant engineer shall abide all the administrative orders and government resolutions regarding direct recruitment and promotion policy. He shall also follow instructions given by DCE(HR&S) from time to time.

4. (b) (ii) 4) Power and duties of Charge Engineer:

He is working under Assistant Engineer. He assists for:

Departmental works such as market survey for procurement of safety gadgets, visits to accident sites.

He shall also follow instructions given by his superiors and DCE(HR&S) from time to time.

4. (b) (ii) 5) Power and duties of Assistant Administrative Officer (AAO)

AAO is directly working under DCE(HR&S) and she/he shall responsible for administrative work of the office. She/he shall also follow instructions given by 'A' Grade Officers & DCE(HR&S) from time to time.

4. (b) (ii) 6 Power and duties of Supervisors:-

2 no's of supervisor and 3 shop recorders shall carry out the specific duties allocated to them. Maintaining data of tradesman in grade P1/T2 to P1/T7. Preparing of proposals for filling in vacant posts of the tradesman. In addition, any other duties/responsibilities that may be assigned by the AAO, and or any other senior officer of the department from time to time.

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

As per DCE(HR&S) 'A' Grade Officers follow instructions for preparing various proposals related with promotion and recruitment of tradesman of Electric Supply Branch and proposals related with administrative work is prepared by Assistant Administrative Officer. Accordingly, DCE(HR&S) put up those proposals for management approval. After the approval, the proposals are executed under the overall supervision of Dy. Chief Engineer. Every officer in stage is accountable for the work executed.

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

The norms will be as per the procedure orders, Adm. Orders, Office orders and circulars issued by management from time to time.

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

- 1) I. E. Rule 1956
- 2) I.E. Act 2003
- 3) CEA Regulation 2011
- 4) Safety Code of BEST
- 5) BIR Act 1946
- 6) Accident Reports (Electrical)

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

A category documents ---	Perpetual.
B category documents ---	5 yrs.
C category documents ---	3 yrs.
D category documents ---	1 yr.

4. (b) (vii): The particulars of any arrangements that exist for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof:

NOT APPLICABLE

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 advise 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:

NOT APPLICABLE

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

Sr.No.	Name of officer/staff	Design.	Grade	Ch.No.	P.S.No.
1	Mrs. P.V. Raghatwan	AAO	AG-VIII	217312	114/01
2	Shri. B.R. Garje	Sup.	A/GVII	193970	134/03

4. (b) (x): The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulation: (Feb , 2021)

Sr. No.	Title	Name of officer/staff	Designation	Basic Pay (Rs)	monthly remuneration (Basic+Allowances)
1	Mrs.	P.V. Raghatwan	AAO	38400	38400+ Variable Allowance
2	Shri	B.R. Garje	Sup.	41740	41740 + Variable Allowance

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:- **N.A.**

The plan proposed:- **N.A.**

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

Not applicable.

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

Not applicable

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

The information in respect of the department and officers and staff is available in the form of electronic on the website viz. **www.bestundertaking .com**

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

Not applicable.

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

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

Nil