

Information under section 4 of chapter II of Right to information Act,2005

Chapter II - (Right to Information and Obligation of Public Authorities)

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

The particulars of department :-

Name of the department	Public Relations
Address	2nd floor , BEST Bhavan, Colaba , Mumbai - 400001
Contact No. (Tel.)	22856262 Ext. 395,396,398
E - mail Id.	probestundertaking@gmail.com

4.(b)(ii) : The powers and duties of its Officers and Employees

Sr.No.	Designation	Grade	No.of Post
1.	Public Relations Officer	A-4	1
2.	Dy.Public Relations Officer	A-5	1
3.	Asst.Public Relations Officer	A-GX	1
4.	Asst.Administration Officer	AG VIII	1
5.	Asst.Administration Officer(P)	AG VIII(P)	1
6.	Supervisor	AG VII	1
7.	Supervisor (On Loan)	AG VII	1
8.	Clerk/Supervisor (P)	AG VII (P)	1
9.	Clerk-cum-Typist/Supervisor(p)	AG V (P)	1
10.	Jamadar (On Loan)	AG II	1
11.	Sepoy	AG I	1

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I- The duties of Public Relations Officer (Shri.H.K.Gophane)

The Public Relations Officer is the Head of Department. He is responsible for all the Administrative duties as may be delegated to him by the Management from time to time. Public Relations Department is under overall control of PRO and he is directly responsible for the General Manager. He is assisted by Dy.PRO, APRO, AAO and other staff under his control is discharging various activities in day to day functioning.

1. Act as a channel for Media to provide information in respect of the Undertaking's activities;
2. Prepare justification on the criticism or any negative news appearing elsewhere against the Undertaking. On basis of the information submitted by the respective departments;
3. Scrutinizes the complaints/suggestions received from the Press/public and replies sent by the various departments and make suggestions in the matter of the language and the contents of such replies;
4. He has absolute control on the arrangement of 'Press Conference'
5. Edits the Undertaking's House Journal, (BEST VARTA) which is quarterly;
6. To assists the preparation of Press Note and publication of various press notes highlighting the activities of the Undertaking;
7. Keeps contacts with press representative and members of public and explains to them the undertaking's point of view on important issues relating to the business and activities of the Undertaking;
8. Complies and printing of Administration Report of Undertaking.
9. Performs all administrative functions relating to the Public Relations Department such as sanctioning of leave, dealing with disciplinary action matters etc.;

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- 10.Ensure the cordial relation between the Management and the employees of the Undertaking;
- 11.To arrange interview of Chairman/GM and other Officers/Staff and furnish the required information to the Press;
- 12.Supervision of the day to day activities of department;
- 13.Directing and managing all Public Relations activities;
- 14.Overall control of the functioning of the department;
- 15.Carrying out assignments given by the Chairman/GM of the Undertaking;
- 16.Interacting with Sr. Officers of the Undertaking, officials of other organization and prominent people in the various fields;
- 17.Developing Press and Media relations as also establishing channel of communication with target audience;
- 18.Attending visitors, delegates, Media representative;
- 19.Publication of Undertaking advertisements;
- 20.To attend the all BEST Committee Meetings and on few occasion to attend corporation Meetings i.e. Budget of BEST;
- 21.To attend important meeting concerned by the GM and to express the opinion in regard to policy matter (for example Collector of Mumbai City (Election) / DGIPR Office, BMC etc.)
- 22.To read newspaper and take out press cutting related to BEST and forward the same to Chairman/GM.
- 23.To attend important functions/programmes with Chairman/GM Heads of the department of the Undertaking on various issues.

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- 24.To supervise the release of payment of newspaper bill and put up the proposal to the Management's suggestion to take the measures to reduce the expenses on advertisement;
- 25.To put up the proposal to the Management for inclusion of newspapers in approved list;
- 26.Checking/verifying all matter put up for PRO signature;
- 27.Arrangement of printing of Special News item (Feature about Undertaking) in the newspaper;
- 28.To conduct enquiry and recommend special leave with pay and allowances/payment of compensation under S.R.No.4.4.5(V) (a) and (b) to A and B Grade Officers and staff not covered by the employees compensation Act 1923, employees state insurance Act 1948 or any social security scheme. This power was delegated for Officers/Staff working in G.M.'s office, Secretarial, personnel, security, medial, public relations, legal departments only.
- 29.To print special BEST VARTA issues on BEST Day Diwali or as directed by the Management;
- 30.To receive the VIP, Guest if directed by Management;
- 31.To attend Disaster Management Meeting at Mantralaya;
- 32.To put up newspapers advertising bills of Undertaking;
- 33.To put up letters to editors for clarifications;
- 34.To call press reporters for Press Conference, Committees meetings and Functions;
- 35.To issue concessional bus pass to Press Reporters who cover Mantralaya, BMC and BEST.

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36. With a view to have better rapport with the PRESS, PRO take the following steps in the situation indicated below :-

Sr.No.	Situation	Action called for
1.	In the event of Morchas, Strikes, Bandhs etc.	To post one Officer in the Traffic Control Room at Wadala and give required information to Police, Press Reporter, TV Channels.
2.	In the event of major changes effected in the Traffic Operation	To communicate all information about new routes, diversion of routes, etc. at least 7 days in advance for wider publicity through Press and other Media. To obtain information from Traffic Department and communicate the same to the press so that the commuters are informed about diversion/curtailment of operation.

37. To attend telephone enquiries, providing information regarding Bus operation, Accident and Electric Supply. Moreover, attending the public complaints received through their personal visit to Public Relations department. To follow up such complaints and see the passenger/consumers is satisfied.
38. To attend the telephone calls and give information during Strike, Bandh period, accident and off supply, to all journalists of Print and Electronic Media.
39. Comparing and first proof reading of Administration Report of some of departments.
40. To read newspapers in Marathi, Hindi and English languages, in case of short staff position.

41. To read all newspaper cuttings received in newspapers related to BEST.
42. To attend telephone calls of Media persons and give information in off duty i.e. Saturday, Sunday, Holidays and in overnight.
43. Signing of cheques for the BEST Undertaking.

II) Duties of Dy.Public Relations Officer (Shri.S.V.Bhatkar)

Dy.PRO is assigned with the following responsibilities

1. To assist the PRO for managing all Public Relations activities;
2. To carry out any assignment given by the PRO;
3. To read the newspapers in languages Marathi, Hindi, English, Gujrati and Urdu allotted and ensure the timely submission of newspaper cutting to Chairman/G.M.
4. Editing of BEST VARTA
5. Preparation of G.M., Hitguj, write special articles etc;
6. To supervise the work of BEST Varta;
7. Timely recommending Leave and Outdoor forms of staff members;
8. To supervising the work of Administration Report and checking Marathi version of Administration as per English version;
9. To attend Telephone enquiries, providing information regarding Bus operation Accidents and Off Electric Supply. Moreover, attending the public complaints received through personal visits. To follow up such complaints and see that the passenger/consumer is satisfied;
10. Complete arrangement of Press Conference under the guidance of PRO
11. Issue clarification of News Articles published in various newspapers, replies to Press complaints, suggestions etc;
12. Supervision of the day-to-day activities of the department;
13. Distribution of BEST Diaries to all Newspaper Editors, Chief Reporters, PRO's of various organizations, important personalities and signing of cheques of the Undertaking.

- 14.To put up various proposals for sanction of Management including name of newspapers in the approved list after confirming the same from MCGM;
- 15.To put up proposal to the Management for permission for shooting ;
16. Checking/verifying all the matters put up for the signature of Dy.PRO;
- 17.To supervise the overall cleanliness and beautification of the department;
- 18.Giving information to the students for their project work;
- 19.To receive VIP, Guest if directed by the PRO;
- 20.To attend telephone calls and give information during Strike , Bandh period, Accident and Off Supply to all Journalists of Print & Electronic Media;
- 21.To interact with Sr.Officers of the Undertaking and other officials from other institutes and prominent people in the various fields in the absence of PRO;
- 22.To develop Media relations with the Print as well as Electronic Media. Establishing channels of communication in order to boost up the image of the Undertaking in the absence of the PRO.
- 23.To attend to the visitors, delegates and Media representatives as per the directives of the PRO;
- 24.To attend various Meetings/Conferences in the absence of the PRO;
- 25.Send e-mails to Media in case of any accident or Off-Supply incident on Saturdays, Sundays, Holidays and after duty hours;
- 26.Provide information through Whats App group about BEST Committee Meeting, Press Conferences and other events;
- 27.Arranging events for Chairman, G.M. as per instructions of PRO;
- 28.Attend BEST Committee Meetings, other events of BEST;
- 29.Comparing and first proof reading of Administration Report of some of departments;
- 30.Any work allotted by the G.M./PRO

III) **Duties of Assistant Public Relations Officer** (Shri. B.A. Zodage)

1. To issue circular to All Head of Department for Administration Report of their department on 1st April every year;
2. To keep continuous follow up with all the Departments for submitting information for Administration Report;
3. To send reminders if information is not received in time, compile information received from various departments;
4. Comparing Administration Report of Marathi version as per English version an handover the same to the Dy.PRO for checking and then submit to the printer’;
5. To keep follow up with the Printer for getting proof;
6. Get the 1st proofs compared from the staff of the Public Relations Department;
7. To send 1st proof of Administration Report to concern department for confirmation;
8. To handover confirmed draft of Administration Report received from concerned department to printer and obtain 2nd proof;
9. To carry out proof reading of Administration Report till finalization of proof of English and Marathi version;
10. Get the graphs and relevant photographs etc. from the department;
11. Arrange of inserting them in the Administration Report through Printer;
12. Get the layout of the cover page of Administration Report prepared in consultation with PRO;
13. To prepare Review page and index;
14. To get the Committee Members Group photo from Secretary Department;

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15. To put up Dummy Administration Report for Management /Committee sanction and make necessary arrangement to publish the Administration Report as per the provision of the BMC Act;
16. To distribute Administration Report to various authority and various departments of the Undertaking;
17. To maintain the record of distribution of Administration Report in register;
18. To prepare material requisition note and submit it along with challans and bill for making payment;
19. To put up purchase form to DMM(G) for appointment of Printer for Administration Report;
- 20.i) To perform duties as PIO of the Public Relations Department;
ii) To maintain RTI register and make entries of RTI applications and appellate authority's orders etc.
21. Timely recommending Leave & Outdoor forms in Absence of Dy.PRO
22. To read the newspapers allotted and put up cuttings;
23. Xerox copies of press cuttings to be sent to concerned department for information and clarifications under control;
24. To supervise the work of sale of BEST story books and maintaining the records of the same;
25. To supervise the work of AAO (establishment)
26. To collect the information from Heads of Department required by Press Reporters;
27. Releasing of advertisement to the newspaper, checking of advertisement bills etc;
28. To attend functions/programmes as per instructions of PRO and arrange to send press release to newspapers/electronic media;

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29. Any other work assigned by the PRO/Dy.PRO;
30. To carry out the job of proof reading till getting errorless final proof of English as well as Marathi version of Administration Report;
31. Signing of cheques for the BEST Undertaking;
32. To collect information from Transport & Electric Supply Division and compile the same for giving it to Secretary of BMC for publication of year Book as required by them;
33. To attend Telephone enquiries providing information regarding Bus Operations, Accidents and Off Electric Supply. To follow up such complaints and see that the passenger/consumers is satisfied;
34. To put up various proposals for obtaining sanction of Management;
35. To give information of Principal Officers of BEST Undertaking to BMC's Diaries;
36. Comparing and first proof reading of Administration Report of some of departments;

IV) Duties of Assistant Administrative Officer (Shri. S.T. Ithape)

1. Preparation of Budget Estimates of the Public Relations Department;
2. Preparation of Establishment schedule, variation in Establishment schedule etc;
3. To forward the Absentee Memo of 'A' and 'B' Grade Officer- information of Backward Class position and on roll position of staff;
4. To look after the work pertaining to Establishment such as Leave particulars, Taking over duties, renewal of bus passes;
5. To supervise and control use of stationary in the department. To put up the proposal for stationary item;
6. To maintain Service Record files of Officers and Staff Members;

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7. To maintain the account of Imprest Cash of the department. Maintaining the register and preparing the bills and replies to queries, if any from Audit etc;
8. To maintain acting arrangement and maintain inventory control register;
9. To checking of Newspaper bills, their rates, space etc. and then forward it to Dy.PRO/PRO;
- 10.To attend the telephone enquiries regarding the complaints/suggestions in the absence of PRO and Dy.PRO;
- 11.To arrange the vehicle for PRO for attending the function, programme and any other work;
- 12.To monitor the dispatch work and attend the office during emergency;
- 13.To prepare imprest cash bills and tea bills for recoupment;
- 14.To read the newspapers and cut the news items to be marked to GM/Chairman;
- 15.Sale of BEST story Books and maintaining records of the same;
- 16.To prepare various reports such as Festival Advance, Finance Advance, Clothing & Stitching Uniforms and Scholarship Statements for the staff of PRO Department;
- 17.To supervise and control scrapping of newspapers and other related material and to take follow up to sent it to scrap yard;
- 18.To punch the monthly attendance and others of the staff members on newly operated web. Base CITAS System;
- 19.To put up proposal of purchasing/scrapping items;
- 20.Comparing and first proof reading of Administration Report of some of departments.
21. To put up a circular related to Martyr's Day i.e. 30 January (Hutatma Din)
- 22.To perform all the works related to e-office.

V) Duties of Supervisor (Advertisement) (Shri. R.D.Khanolkar)

1. Entries in the Advertisement Register ;
2. Checking covering letters of Advertisement/Advertisement matter given to newspaper offices, which is received from various departments;
3. Checking of Advertisement Agency Bills;
4. Reading Newspaper for taking out Press Cutting/Advertisement;
5. Assistant to AAO for preparation of Budget;
6. Comparing and first proof reading of Administration Report of some of departments;
7. To contact newspaper offices and existing agency regarding Advertisement work ;
8. To distribute BEST Diaries to Media person & other Government Organizations and Outdoor work of department.
9. Send Advertisement cuttings to other department;
10. Sending letters to Advertising Agency for correction in Advertisement Bills;
11. To check the matter and details of advertisement;
12. To follow up with Audit/Cash for release of advertisement bills;
13. To withdraw the advertisement if necessary;
14. The work assigned by PRO/Dy.PRO/APRO/AAO to be performed in case of urgency;
15. To prepare the advertisement rate circular and put up proposals of rate-revision from time to time with the help of APRO;

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16. To prepare the draft replies to the complaints appeared in the newspapers in English as well as in Marathi (Letters to editors)
17. To follow up with typist for getting all the letter to Editor;
18. To follow up with the concerned department the reply urgently;
19. After receiving the reply to check and verify whether the reply is proper or there is any dispute;
20. Preparation of letters to Editor with proof reading/drafts

VI) Duties of Supervisor(Gr.A/GVIII(P)) (Smt. P. P. Rane) & 1 clerk/ Supervisor(P)[Gr.A/GVII(P)] (Shri.A.N. Musale)

1. To report to the Officer in the morning at 9.00 a.m. and enter all the newspapers received from the vendor in the register;
2. To read the allotted newspapers and take out the cuttings;
3. To distribute the newspapers to all the Officers and Staff Members for reading.
4. To arrange to get all newspaper reports pasted. Compile them and write the name of the newspaper and date on it;
5. Preparation of press cutting lot for Chairman/GM;
6. To take out the Xerox copies of the important press cuttings, complaints and suggestion on Traffic/Supply be forwarded to C.M.(Tr.) and regarding Electric Supply to DGM(ES);
7. To arrange to circulate the important news item to the concerned Heads of Departments;
8. To sent Press Note copy to Chairman/GM./Secretary.
9. To edit the material received from respective departments and for BEST VARTA;

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- 10.To call any matter regarding function held in the Undertaking and not received for BEST VARTA publication;
- 11.After reading the material, if there is any matter that requires clarification, to contact the concerned person to get that information;
- 12.To visit personally to the photography section to select the photographs for BEST VARTA;
- 13.To return the photograph to the concerned person if so required;
- 14.After editing the material, the same is to be required to be put up to the Dy.PRO/PRO;
- 15.If Dy.PRO/PRO suggest any alteration in a matter or photograph, the same is to be carried out;
- 16.The material is required to be sent to the Printer after entry in the register;
- 17.Photographs to be published on all colour pages and also Black/white pages;
- 18.To sent note to joint secretary for Chairman's " Manogat".
- 19.To compare and forward "HITGUZ" for G.M.'s approval;
- 20.A proof reading of the BEST VARTA material is required to be checked thrice along with the original matter;
- 21.Sometime the urgent matter is required to be published in BEST VARTA and the same is to be forwarded to the printing press on urgent basis, to correct the proof after receiving the same as per the directives of the Dy.PRO/PRO.
- 22.Preparation of Artwork of cover page in co-ordination with printer;
- 23.To go to the press for final set up of BEST VARTA such as page making updating the filters etc;
- 24.Releasing circular for SSC/HSC/Degree/Scholarship students and listing thereof for publication of photographs in BEST VARTA;

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25. Arrangement of felicitation function of the Toppers –To put up file to GM to confirm the date of function, confirmation/convenience of the Chairman in connection with the date of function, written and telephonic invitation to all parents, to get prepare appreciations letters, with the signatures of Chairman and GM, to be given to the toppers. Conference Hall booking to prepare bill and withdraw the amount for expenditure and other necessary arrangements.

BEST DIN Special Issue

Preparation of BEST DIN Special Issue and publication of the issue in the scheduled period.

DIWALI SPECIAL ISSUE

1. To issue of circular to all Heads of Department for information of the employees to submit their KATHA KAVITA for competition for Diwali Special Issue;
2. After receiving the KATHA KAVITA i.e. story and poetry whether the person who has sent this to our department whether he has written name/designation/check no. properly or not at initial stage;
3. To ensure that all Rules and Regulations have been fulfilled by the competitor;
4. To submit the proposal after getting the information from PRO for selection of the examiner;
5. To prepare the letter to the examiner after approval of the General Manager;
6. To scrutinize all the stories/poetries received from the respective competitor, to write a name on the reverse of the photographs, to prepare file of stories and poetries;
7. On instructions from official, the file of story and poetries to be handed over to the examiner;
8. To follow up with examiner whether the result is ready, if ready the same is to be brought back;

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9. After showing a result to the official to segregate the story and poetry which is received the 1st proof, 2nd proof, 3rd proof consequently and which has not received the prize and forward the same to the printing press along with the "MANOGAT "of examiner;
10. Proof reading of BEST VARTA special issue also contact thrice, some more proof is required to be checked;
11. To go to the press for final set up of BEST VARTA such as page making , updating the fillers etc;
12. To arrange the function for prize distribution as per the convenience of the General Manager/Examiner as per the directives of the PRO;
13. To prepare/purchase the trophies for prize distribution of winner of stories/poetry; to prepare bill and withdraw the amount for purchasing the Trophies;
14. To enquire where the trophies can be get ready at economy rate within our time limit;
15. To prepare the matter to be incorporate on trophy, take the approval of PRO;
16. To send the invitation to the all Heads of Department to see all the arrangement of function, hall tea and snacks to the part participants/VIP's to arrange vehicle for examiner, to bring the examiner from his residence/ work place to the function place etc;
17. To verify whether all prize winners have received letter from PRO, to get acknowledgement from the prize winner;
18. Any special issue other than the normal BEST VARTA issue and Diwali special issue, sometime special issue of any important event is required to be taken out such as BEST DIN Special issue etc.
19. After publishing the BEST VARTA Distribution of BEST VARTA and allied work to be done;
20. Public Relations Department receives 1,500 copies, copies have to be counted and acknowledgement is to be given;

21. On receipt of the copies of the challans of total 7,200 copies of BEST VARTA and after distribution of BEST VARTA requisition to be prepared and send it to the Material Management department;
22. GSM of BEST VARTA is required to be checked;
23. After receiving the BEST VARTA, same is required to be forwarded immediately to Hon'ble Mayor, Dy. Mayor, Municipal Councilors, Commissioner, Addl. Commissioner, Chairman, General Manager, DGM all other heads of Department initially including BEST Committee Members;
24. To send the message on telephone to other Heads of Department regarding collection of the BEST VARTA copies from PRO Department;
25. To forward the BEST VARTA to all Libraries, Mantralaya, PRO of Chief Minister, Government Organization including 34 Libraries in Mumbai;
26. To read newspapers in the morning and take out the press cutting of BEST, any other work assigned by the PRO from time to time.
27. To process the work of BEST Varta Declaration – To make enquiry in Esplanade Court, Mumbai, to get sanction of G.M. for expenditure of declaration, to prepare bill and withdraw the amount, purchase stamp papers or franking on papers from Bank, purchase court fee stamps, prepare the documents, to take an appointment for submitting declaration from the office of Esplanade Court;
28. Comparing and first proof reading of Administration Report of some of departments;
29. Outdoor work assigned by Sr. Officers.

VI) Functions and Duties of Clerk-cum-Typist / Sup(P) in Grade A/GV

(Smt. N.N.Shinde)

1. To check day to day e-mail and forward the same to the concerned officials or department i.e. Transport, Electric Supply etc;
2. To type the matters of all Officers/Clerks/ Supervisors in day to day typing work of PRO dept;

3. To type reply to Editors of Newspapers in English, Hindi and Marathi.
4. To type English and Marathi notes to be sent to Chairman/G.M., CM(Tr.)/DGM(ES) and other Head of the departments;
5. To type correspondence of BEST VARTA Magazine work;
6. To type /SCAN/E-MAIL Press Notes and intimate to Print/Electronic Media;
7. Intimate to various Print/Electronic Media for Committee Meeting and Press Conference in English and Marathi;
8. To type the letters to be given to the Reporters for Bus pass
9. Typing work regarding Administration Report/Budget;
- 10.To type BMC information – Yearly Book;
- 11.To type BMC information Diary work;
- 12.Scan-Press Notes, Photographs, complaints letters published in newspapers;
- 13.To prepare/update the list of Reporters and their E-mail ID, Mobile Nos.etc.
- 14.To send photographs of the functions organized in the Undertaking, to print and electronic media through E-mail and to the printing press of BEST VARTA
- 15.Any others typing work assigned by PRO/Dy.PRO/APRO/AAO.

VII) Functions and duties of Supervisor in Gr. A/G VIII (On loan)

A) In relation with Face Book page

- 1) To Monitor official Face Book page of the Undertaking
- 2) Reporting the negative/adverse posts/remarks regarding business of the Undertaking;
- 3) Pursuing the matter with respective departments;

- 4) Uploading photographs, Videos, texts about events and success stories of the Undertaking;
- 5) Disseminating updated information to the commuters and electricity consumers about new schemes of the Undertaking;

B) Other works allotted.

- 1) To arrange to circulate the important news item to the concerned Heads of Departments;
- 2) To note in the register the press cuttings appeared in the newspapers on the day it is published;
- 3) To note in the register important news item, date etc. so that it will be easy to find the news item when required;
- 4) To receive the inward papers and sent outward papers with entry in register(Dispatch work) assist for dispatch work and to look after in absence of the dispatch clerk;
- 5) To enter in the register complaint received from passenger appeared in the newspapers, to file all the replies properly in the file.
- 6) Any other work allotted by Senior officials

VIII) Functions and Duties of Jamadar in Grade A-GII

1. To report to the office 9.15 a.m.
2. To segregate the newspaper English/Marathi/Hindi/Gujarati/Urdu date wise and keep in the rack;
3. To tie up the newspapers after a month and keep the newspapers ready for scrapping.

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4. To attend, to bring the urgent Xerox and help pasting of newspaper cutting.
5. To dispatch the urgent papers to the various departments;
6. To attend to the various jobs given by the Officers/Staff;
7. To dispatch the papers to the various Heads of Department;
8. To see the cleanliness is maintained in the Department.
9. To arrange to distribute the BEST VARTA bundles to the various departments;
10. To arrange to deliver the Administration Report copies to the Secretarial Department;
11. To attend to the jobs assigned by PRO/Dy.PRO/APRO/AAO from time to time;
12. To tie up the BEST VARTA bundles etc.
13. To lock the department after end of the office hours in the evening;
14. To stay at the office even after office work for urgent work if necessary.
15. To carry the Cash Box from Ticket & Cash department to PRO office then T & C department.
16. To assist for making of newspapers cutting in the absence of Clerks;
17. To attend Dadar/Wadala for urgent dispatch work regarding stationary and other related papers.

IX) Functions and Duties of Sepoy in Grade A-GII

1. To report to the office 8.30 a.m.
2. To open the department and keep all the newspapers received from vendor properly.
3. To clean all the tables of the department.

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4. To assist all Officers and Staff Members, to take out Xerox copies of the important papers;
5. To handover the urgent newspaper cuttings to the various Heads of Department;
6. To dispatch the press cutting lot to the Chairman/GM;
7. To dispatch the important papers to the various Heads of Department;
8. To paste the newspapers cuttings in the morning for Chairman/G.M. lot;
9. To prepare lots of BEST VARTA as department wise and deliver the same to various departments;
- 10.To dispatch the copies of Administration Report to Heads of Department;
- 11.To take out the Xerox of press cuttings;
- 12.To attend the bell of Officers;
- 13.All other work assigned by PRO/Dy.PRO/APRO/AAO and other staff members;
- 14.To handover the backdated newspaper whenever required by any department;

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

Not applicable.

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

Circulars , procedure order, administrative order, standing order , service regulations and orders issued by time to time.

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

Circulars , procedure order, administrative order, standing order , service regulations and orders issued by time to time.

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

Staff Record Files of Officers and staff members of Public Relations Department.

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 :-

Not applicable.

4.(b)(viii) :- a statement of the boards , councils , committee and other bodies consisting of two or more person constituted as its part or for the purpose if its advice and to whether meetings of those boards , councils , committee and other bodies are open to the public or the minutes of such meetings are accessible for public :-

Not applicable.

b) (ix) Directory of its Officers and Employees

Sr.No.	Name of Officers/Staff	Designation	Grade	Ch.No.	P.S.No.
1.	Shri H.K.Gophane	Public Relations Officer	A- 4	213982	17/01
2.	Shri M.S.Varade	Dy.PRO	A- 5	212725	17/01
3.	Shri B.A.Zodage	Asst.PRO	AGX	213719	17/01
4.	Shri S.T.Ithape	Asst.Admn.Officer	AG VIII	214370	17/01
5.	Smt.P.P.Rane	Asst.Admn.Officer(P)	AG VIII(P)	213569	17/01
6.	Shri R.D.Khanolkar	Supervisor	AG VII	213777	17/01
7.	Shri V.N.Waghmare	Supervisor (On Loan)	AG VII	195573	137/02
8.	Shri A.N.Musale	Clerk/Sup(P)	A/GVII(P)	212157	17/01
9.	Smt.N.N.Shinde	Clerk-cum-Typist/Supervisor(p)	AG V (P)	215131	17/01
10.	Shri S.K.Sawant	Jamadar (On Loan)	AG II	280320	13/01
11.	Shri S.S.Shinde	Sepoy	AG I	280867	17/01

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4(b) (x) Monthly remuneration received by each of its Officers and employees including the system of compensation as provided in its regulations

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Sr.No.	Name of the Officer/Staff	Designation	Grade	Basic Pay (Rs.)	Monthly Remuneration(Basic + Allowances) for August.2017 (Rs.)
1.	Shri H.K.Gophane	Public Relations Officer	A4	21,380/-	70,284/-
2.	Shri M.S.Varade	Dy.PRO	A5	23,165/-	74,658/-
3.	Shri B.A.Zodage	Asst.PRO	AGX	19,775/-	59,001/-
4.	Shri S.T.Ithape	Asst.Admn.Officer	AG VIII	15,200/-	43,935/-
5.	Smt.P.P.Rane	Asst.Admn.Officer(P)	AG VIII(P)	15,910/-	45,912/-
6.	Shri R.D.Khanolkar	Supervisor	AG VII	14,530/-	40,047/-
7.	Shri V.N.Waghmare	Supervisor (On Loan)	AG VII	13,580/-	39,003/-
8.	Shri A.N.Musale	Clerk/Sup(P)	A/GVII(P)	16,050/-	44,412/-
9.	Smt.N.N.Shinde	Clerk-cum-Typist/Supervisor(p)	AG V (P)	13,580/-	37,085/-
10.	Shri S.K.Sawant	Jamadar (On Loan)	AG II	13,815/-	41,139/-
11.	Shri S.S.Shinde	Sepoy	AG I	6,555/-	17,974/-

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4(b)(xi) Budget allocated to each of its agency indicating the particulars of all plans, proposed expenditure and reports on disbursements made:-

Particulars	A/C Code	Actual for Rs.(In Lacs)			Budget Estimates Rs.(In Lacs)	Revise Estimates Rs.(In Lacs)	Budget Estimates Rs.(In Lacs)
		2012-13	2013-14	2014-15	2015-16	2015-16	2016-17
a) Establishment							
i) Salaries, Wages and allowances	1001	24.43	35.92	34.90	28.59	30.23	30.96
ii) Dearness Allowances	1002	15.67	18.99	21.15	26.73	27.37	32.04
b) Stationary & Allowance	1002	6.19	7.47	2.65	7.50	7.50	7.50
c) Dead Stock (Furniture , Tools and equipment)	1028	0.00	0.18	0.02	0.20	0.20	0.20
d) Provident Fund contribution	1003	3.58	4.73	5.15	5.48	5.71	6.31
e) Contingencies	1032	0.00	0.00	0.00	0.01	0.00	0.00
Total -		49.87	67.29	63.87	68.51	71.01	77.01

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

Not applicable.

4.(b)(xiii):- particular of recipients of concessions , permits of authorization by it:-

Not applicable.

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

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

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

Not applicable.

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

The name of the Public Information Officer for Public Relations Department is as below:

Shri. Balasaheb A. Zodage,

Public Informations Officer,

Asst. Public Relations Officer,

BES&T Undertaking,

2nd floor, BEST Bhavan,

Colaba, Mumbai - 400001.

E-Mail - probestundertaking@gmail.com

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

Already explained in 4(b)(i) above.

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