

INFORMATION OF THE

Review Committee-I office

BES&T UNDERTAKING

(Information mandatory under Section 4 of Chapter II of

Right to Information Act, 2005)

**INFORMATION OF THE
REVIEW COMMITTEE - I OFFICE
B.E.S & T UNDERTAKING**

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CHAPTER II – (Right to information and obligations of public authorities)

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

The particulars of department:-

Name of department	REVIEW COMMITTEE – I OFFICE
Address	7 th Floor Multistoreyed Building, Accommodation Road, BEST Marg, Colaba, Mumbai - 400001
Contact No.(Tel)	22799732

The Functions and duties of department:-

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

Designation	On roll staff
1.Dy. Chief Engineer	1
2. Superintendent	1
3. Asst. Engineer	-
4. Deputy Engineer	-
5. Sub Engineer	-
6. A.A.O.	-
7. Supervisor (P)	2
8. Clerk	-
9. Jamadar (P)	1

1. The powers and Duties of Dy. Chief Engineer:-

- 1.1 He is a representative of Supply Branch and responsible for technical aspect of claim.
- 1.2 Each and every proposal put up for Review Committee – I is signed for sanction of DGM(ES) and for the overall Adm. & smooth working of the department.
- 1.3 To attend mediation proceedings of Vigilance cases in various courts as the Authorized Officer of the Undertaking and settle the cases.
- 1.4 Conduct Review Committee – I meetings.

2 The powers and Duties of Superintendent:-

- 2.1 Issue Provisional Claim, issue final assessment orders, preparation of MIS every month, attending appeal cases, hearing at Electrical Inspector's office and according to decision issue FA order, Draft reply to VIP consumers.
- 2.2 Attend Review Committee- I meeting every week with DCE, Legal representative, Audit representative.
- 2.3 To attend the consumers coming with contentions.
- 2.4 To go through the submission submitted by the consumer and putting up the submission in the Review Committee meetings.
- 2.5 Preparation of MIS.

3. The powers and Duties of Dy.Engineer:-

- 3.1 To assist Assessing Officer (Supdt.) in day to day work of giving initial claims, preparation of draft final assessment, etc.
- 3.2 Visiting sites for confirmation of contention and evidence submitted by consumer.

4. **A.A.O. :-** Supervise all the administrative works as well as day to day routine establishment works and Maintain the Imprest Cash. Preparing capital estimate & Revenue Estimates for current & Revised Budget provisions, Dispatch work. Presently AAO CEPL has been given additional charge of Review Committee-I office.

5.The Duties of Supervisors:-Dispatch work, maintaining stationary, sending PF to Audit department, providing information for monthly MIS to Superintendent, maintaining records of Vigilance files, filling contentions, maintaining consumers visit record, etc.

6. **Sepoy :-** All the work of Sepoy.

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

4.(b)(iv) : the norms set by it for the discharge of its functions:-As per Administrative Order 353 and provisions of section 126 of Electricity Act 2003. As specified in Office Order 172.

4.(b)(v) : the rules, regulations, manuals and records held by it or under its controls or used by its employees for discharging functions :-As per different Administrative, Procedure Orders.

4.(b)(vi) : the statement of the categories of documents that are held by it or under its control:-Vigilance case files after 16.08.2010.

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 :-NIL

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:-NIL

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

Sr. No	Name of officer/staff	Designation	Grade	Ch.No.	P.S.No.
1.	Shri V.M.Kamat	Dy. Chief Engineer (Review Committee)	A-2	213076	106/01
2.	Shri R.S.Kadam	Superintendent	A-4	212775	106/01
3.	Smt. S.S.Parab	Supervisor (P)	AGVII	215344	111/01
4.	Shri G.G. Ghole	Supervisor (P)	AGVII	215886	112/02
5.	Smt.S.S.Walunj	Jamadar (P)	AGII	280744	15/04

4.(b)(x) : the monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations :-

As on 21.10.2022

Sr. No.	Name of office/staff	Designation	Basic Pay (Rs.)	Monthly remuneration (Basic + Allowances) (Rs.)
1.	Shri V.M.Kamat	Dy. Chief Engineer (Review Committee)	100100/-	100100/- Basic + DA + Other Allowance
2.	Shri R.S.Kadam	Superintendent	74350/-	74350/- Basic + DA + Other Allowance
3.	Smt. S.S.Parab	Supervisor (P)	37810/-	37810/- Basic + DA + Other Allowance
4.	Shri G.G. Ghole	Supervisor (P)	34930/-	34930/- Basic + DA + Other Allowance
5.	Smt.S.S.Walunj	Jamadar (P)	32515/-	32515/- Basic + DA + Other 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:-

The plan proposed:-As per the ES organizational plan.

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

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

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 citizens for obtaining information, including the working hours or a library or reading room. If maintained for public use:-

Working Hours of the department –	9.00 to 17.00 Hrs. (Except Saturday, Sunday and Holiday)
Lunch Time	12.30 to 13.15

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

The Information of Public Information Officer: Smt.S.E.Gawade
PA to CEPL

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