

Brihan Mumbai Electric Supply & Transport Undertaking

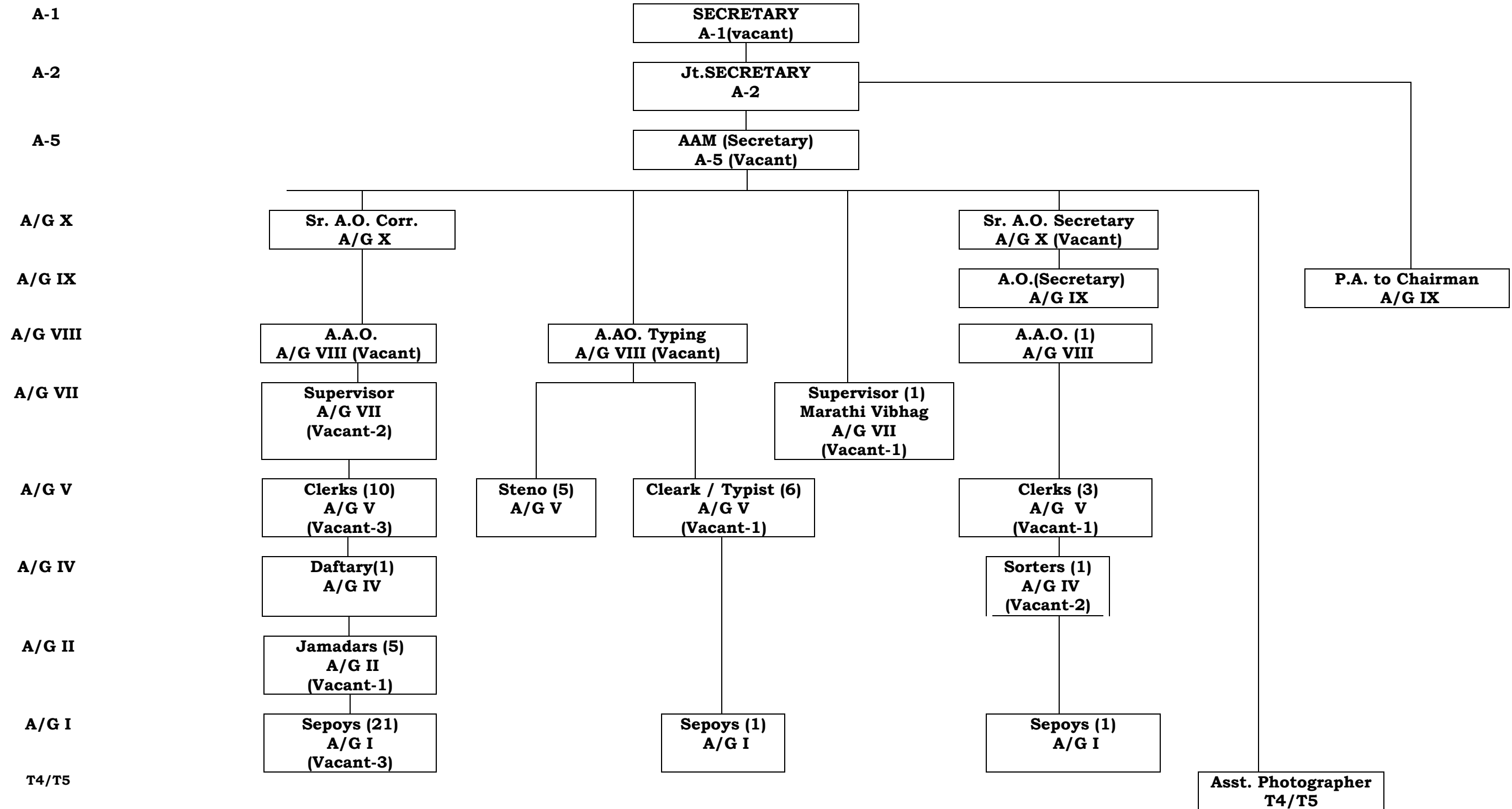
(OF THE BRIHAN MUMBAI MAHANAGARPALIKA)

INFORMATION OF THE

SECRETARIAL DEPARTMENT

(Information mandatory under section 4 of Chapter II of
Right to Information Act, 2005)

ORGANISATION CHART OF SECRETARIAL ESTABLISHMENT



MANUAL OF SECRETARIAL BRANCH

INTRODUCTION

The Secretarial department of the Undertaking Serves as a link between various departments of the Undertaking on one side and BEST Committee, Brihan Mumbai Municipal Corporation on the other side in all respects. It is a vital important wing in the organizational set-up of the Undertaking. The main task of this department is to pay prompt attention and to maintain overall vigil on various matters brought before the B.E.S. &T. Committee. The functions of this department are of vital importance, in as much as the same are to be carried out within the purview of various sections of MMC Act 1888 (as amended upto date) and the same are also time bound. They are correlated to each other for smooth and efficient functioning of Secretarial department. The Organizational set-up of this Branch is as under :-

SECRETARIAL DEPARTMENT

Secretarial Section	Marathi Vibhag	Correspondence Section	Typing Section	Establsih-Ment Section	Chairman's Office Section	Photo-graphy Section	Xerox Section
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The Secretarial department is under the overall control of the Secretary and He/She is directly responsible to the General Manager. He/She is assisted by the Asst. Admn. Manager(Secretarial) and other officers under his/her control, in discharging various activities in day to day functioning of the Secretarial department.

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

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

The particular of department :-

Name of the department	Secretarial Department
Address	1st floor, BEST Bhavan, Colaba, Mumbai-400 001
Contact No. (Tel)	22799322/22799328

The main Functions of Secretarial department:-

- 1) To arrange the BEST committee meetings in accordance with the provisions of Section 50D of Mumbai Municipal Corporation Act 1888 (as amended upto date) and as per the Corporation Procedure Rules applicable for the BEST Committee meetings.
- 2) To furnish the various types of information pertaining to the Undertaking, to the Chairman and Members of the B.E.S. & T. Committee with the approval of General Manager / Addl General Manager.
- 3) To make overall arrangement of conducting the business of B. E. S. & T. Committee meetings.
- 4) To send the letters to the members of the BEST Committee at their residence informing them the date and timing of the meeting of the BEST Committee alongwith other correspondence pertaining to the Undertaking.
- 5) To prepare Agenda (Marathi) for the B.E.S. & T. Committee meetings and forward the same to the residence of members of B.E.S.& T. Committee.

- 6) To prepare Minutes in Marathi of the previous meeting of the BEST Committee and to circulate the same to the residence of the members of the BEST Committee prior to the date of next Committee meeting and to place the same in the following meeting for confirmation of the BEST Committee (for Chairman's Signature).
- 7) To send the notes to the concerned Heads of Departments for their report/reply in connection with the discussions on items that took place during the meeting of the BEST Committee. To include the replies received from the Heads of Departments on the agenda of the BEST Committee, in connection with the items for their information/approval.
- 8) To make the resolutions in accordance with the decisions of the Committee and circulate the same amongst the concerned Heads of Departments for further necessary action. To forward the copies of the proposal to the Municipal Secretary, Brihan Mumbai Mahanagarपालिका, which requires Corporation's sanction/approval.
- 9) To place before the Committee, the letters received from the Municipal Councilors/members of the BEST Committee in respect of policy matters and to deal with the same in accordance with the decision of the Committee.
- 10) To furnish the information to the Municipal Councilors and Members of the State Legislative Assembly /Parliament pertaining to the BEST Undertaking with the approval of the Management.
- 11) To furnish the information to the Municipal Authorities in connection with Short Notice Questions raised / Notice of Motions moved by the Municipal Councilors.
- 12) To arrange the important functions viz. BEST Day, Shiv Jayanti, Ambedkar Jayanti, Independence Day, Republic Day.
- 13) To arrange inauguration functions viz. Receiving Station, Bus Depot, Cash collection Centers and Bus Station etc.

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

Sr.No.	Designation	On roll staff	Vacant Post
1.	Secretary	-	1
2.	Jt. Secretary	1	-
3.	Asst. Adm. Manager	-	1
4.	Sr. Adm. Officer (Secy.)	-	1
5.	Sr. Adm. Officer (Correspondence)	1	-
6.	Adm. Officer (Secy.)	1	-
7.	P.A. to Chairman	1	-
8.	Asst. A.O.	1	2
9.	Supervisor	1	3
10.	Supervisor (P) – Clerk	13	4
11.	Stenographer	4	-
12.	Clerk/Typist	6	1
13.	Assistant Photographer	1	-
14.	Daftary	1	-
15.	Jamadar	5	1
16.	Sorter	1	2
17.	Sepoy	23	3

1. The powers and Duties of Jt. Secretary in Grade A-2 :-

The Powers and duties of Secretary in Grade A-1 are delegated to Jt. Secretary in Grade A-2.

The Secretary is directly responsible to the General Manager and assist him in dealing with the Chairman, the B.E.S.&T. Committee, the Mayor of Brihan Mumbai Mahanagarpalika. In addition, He/She keeps overall control & supervision of the Sections of Secretary department.

Besides this above, he/she is also assigned with the following responsibilities:

- 1) To arrange the BEST committee meetings in accordance with the provisions of Mumbai Municipal Corporation Act 1888 (as amended upto date) and as per the Corporation procedure Rules for the BEST Committee meetings.
- 2) To furnish the various types of information pertaining to the Undertaking to the Chairman and Members of the B.E.S. & T. Committee with the approval of General Manager/Addl. General Manager.
- 3) To make overall arrangement of conducting the business of B. E. S. & T Committee meetings.
- 4) To send the letters to the members of the BEST Committee at their residence informing them the date and timing of the meeting of the BEST Committee alongwith other correspondence pertaining to the Undertaking.
- 5) To keep overall supervision while preparing Agenda (Marathi) for the B.E.S. & T. Committee meetings and forward the same to the residence of members of B.E.S. & T. Committee.
- 6) To prepare the Minutes of BEST Committee meeting in Marathi of the previous meeting **Of** the BEST Committee and to circulate the same to the residence of the members of the BEST Committee prior to the date of next Committee Meeting and to place the same in the following meeting for confirmation of the BEST Committee.
- 7) To send the notes to the concerned Heads of Departments for their report/reply in connection with the discussions on items that took place during the meeting of the BEST Committee. To include, the replies received from the Heads of Departments on the agenda of the BEST Committee.
- 8) To check the resolutions in accordance with the decisions of the Committee prepared by AAM(Secy.) and circulate the same amongst the concerned Heads of Departments for further necessary action. To forward the copies of the proposal to the Municipal Secretary, Brihan Mumbai Mahanagarpalika, which requires Corporation's sanction/approval.
- 9) To place before the Committee, the letters received from the Municipal councillors/members of the BEST Committee in respect of policy matters and to deal with the same in accordance with the decision of the Committee.

- 10) To furnish the information to the Municipal Councillors and Members of the State Legislative Assembly / Parliament pertaining to the BEST Undertaking with the approval of the Management.
- 11) To furnish the information to the Municipal Authorities in connection with Short Notice Questions raised/Notice of Motions moved by the Municipal Councillors.
- 12) To arrange the important function viz. BEST Day, Shiv Jayanti, Ambedkar Jayanti, Independence Day, Republic Day, farewell functions for Head of Branches (A2 & above officers etc.)
- 13) To arrange inauguration functions viz. Receiving Station, Bus Depot, Cash Collection Centers, Bus Station etc.
- 14) Verification of Committee notes, especially drafting, operative para, Annexures, Tables etc.
- 15) Signing various types of bills, signing of the agreement for the contracts entered into with various firms as approved by the BEST Committee.
- 16) To attend the Standing Committee meeting at the time of discussion on Budget Estimate 'C' and draw minutes in connection with the various suggestions made by the members of the BEST Committee and their observations on Budget Estimate 'C'. The direct replies with the remarks of the administration are required to be sent to the members of the BEST Committee later on.
- 17) To attend the Corporation meetings in case of important matters viz. Bus fare revision, discussion on Budget Estimate 'C' etc. To draw minutes of such meetings and to reply the Municipal Councilors after getting the reports from the administration.
- 18) To check the important resolutions, appreciation letters, condolence in case of death of prominent persons prepared by the AAM(Secy.).
- 19) To attend important meetings convened by the General Manager/Dy. General Manager and express the opinion in policy matters in the interest of the organization.
- 20) To attend the staff meetings of Heads of Departments of the Undertaking and put up the draft minutes for GM's approval.
- 21) To check the list of items approved, withdrawal, rejected, postponed, not taken for discussion etc. prepared by Sr. Administrative Officer (Secy.)

2. The powers and Duties of Asst. Admn. Manager (Secy.) in Grade A-5:-

The Asst. Admin. Manager (Secy.) He/She is assisting to Jt. Secretary in day to day working of the department. In addition He/She keeps overall control & supervision of all sections of the Secretarial department.

In addition to the above, He/She is assigned the following work :

- 1) To attend the BEST Committee meeting and draw the minutes of the meeting as and when required.
- 2) To attend the Standing Committee as well as the Corporation meetings at the time of discussion on Budget Estimate 'C' and important issues like bus fare revision, Ex-gratia payment in lieu of bonus and other important issues.
- 3) To make the resolutions in accordance with the discussion in the Committee, and circulate the same among the concerned Head of Departments so that the concerned department have to take further necessary action. To forward the copies of the proposal to Municipal Secy., MMC which requires corporation sanction/approval.
- 4) To carry out inter departmental correspondence with other department in respect of Secretarial dept.
- 5) To co-ordinate various types of activities and streamline the procedure in various sections of Secretarial Establishment.
- 6) To sanction various types of leave to the members of staff working in the Secretarial dept.
- 7) Assisting the Secretarial Section in preparation of minutes –
- 8) To supervise the staff posted in Xerox Section who attended the xerox machines, Risograph machines etc. Similarly to contact various firms in respect of procurement of material required for Xerox machine, Risograph machines and to carry out maintenance of such machines.
- 9) To prepare the annual administration report pertaining to Secretarial dept.
- 10) Sending the copies of the minutes of BEST Committee meetings to Committee members.

- 11) To prepare the important resolutions, appreciation letters, condolence in case of death of prominent persons.
- 12) To check the translation of English into Marathi Item received from various dept. for Committee's sanction.

3.The powers and Duties of Sr. Adm. Officer (Secy.) in Grade A/GX working in Secretary Section.

The Sr. Admn. Officer (Secy) is responsible to the Secretary/Jt. Secretary & assists him/her in day to day working.

In addition to above, He/She is also assigned with the following responsibilities:

- 1) To arrange the BEST committee meetings in accordance with the provisions of Mumbai Municipal Corporation Act 1888 (as amended upto date) and as per the Corporation procedure Rules for the BEST Committee meetings.
- 2) To send the letters to the members of the BEST Committee at their residence informing them the date and timing of the meeting of the BEST Committee alongwith other correspondence pertaining to the Undertaking.
- 3) After the meeting to prepare the Minutes in Marathi of the previous meeting **Of** the BEST Committee and to forward the same to Secretary/Jt. Secretary for approval.
- 4) To send the notes to the concerned Heads of Departments for their report/reply in connection with the discussions on items that took place in the previous meeting of the BEST Committee. To include, the replies received from the Heads of Departments on the agenda of the BEST Committee.
- 5) To furnish the information to the Municipal Councillors and Members of the State Legislative Assembly / Parliament pertaining to the BEST Undertaking with the approval of the Management.
- 6) To attend the Standing Committee meeting at the time of discussion on Budget Estimate 'C' and draw minutes in connection with the various suggestions made by the members of the BEST Committee and their observations on Budget Estimate 'C'. The direct replies with the remarks of the administration are required to be sent to the members of the BEST Committee later on.

- 7) To attend the Corporation meetings in case of important matters viz. Bus fare revision, discussion on Budget Estimate 'C' etc. To draw minutes of such meetings and to reply the Municipal Councillors after getting the reports from the administration.
- 8) Checking the minutes of BEST Committee meetings before sending for approved of GM/Chairman.

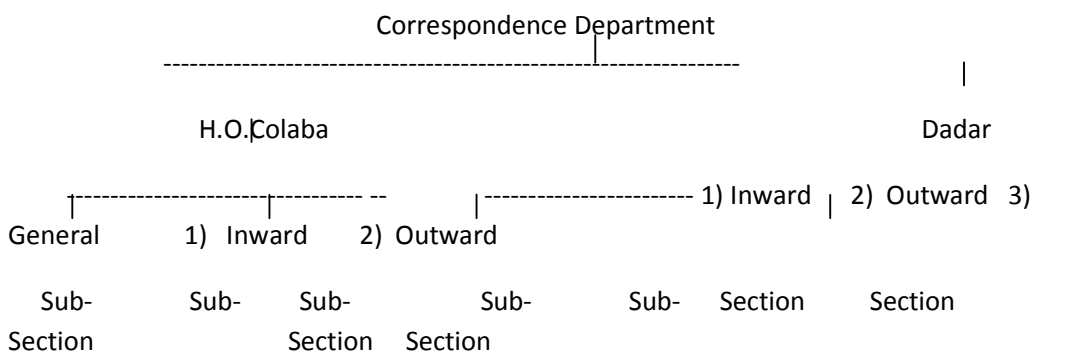
4. The powers and Duties of Sr. Adm. Officer (Correspondence) in Grade A/GX working in Correspondence section. :-

The Correspondence Section is placed under the direct control of the Secretary/Jt. Secretary. It is under the immediate control of office Superintendent Correspondence. The work/functions carried out in this Section are as under:

- 1) The Correspondence Section receives all the inward mail/letters through various modes such as post, registered post, by hand delivery, Courier, Parcels, Fax, etc.
- 2) It shall distribute these letters to the concerned departments by making entries in the respective dispatch books and through e-office.
- 3) It receives papers for inter-departmental transmission throughout the Undertaking & shall *sort*/distribute it for onward transmission to the departments concerned.
- 4) It mails/delivers the outgoing correspondence received from various departments by keeping its record as required.
- 5) It preserves/maintains record of important circulars, administrative orders, procedure orders, and proceedings/minutes of the BEST Committee meetings.
- 6) To allocate duties of Sepoys & posting to Various VIP cabins at G.M.'s Chamber, Chairman's Chamber etc.
- 7) To visit Correspondence section located at Dadar once in fortnight to supervise the work carried out by the Staff of Dadar Correspondence Section.
- 8) To attend the telephone & telephone enquiries to be solved from various department & outside parties.
- 9) He/She is responsible to deliver the agenda of the meetings of the BEST Committee at the residents of 17 Committee members situated at various locations in Brihan Mumbai Mahanagarpalika limits after office hours with the help of Sepoys/Jamadars.

- 10) Moreover He/She is also responsible to deliver the agenda pertaining to BEST Committee in the Municipal Commissioner Office, Chairman, Standing Committee etc.
- 11) To subscribe & renew various types of subscriptions & Journal for various head of branches at Colaba Head Office.
- 12) To maintain & upkeep Imprest Cash & to recoup the expenses incurred by the various Head of Branches towards tea, coffee, snacks and to recoup various administrative expenses upto Rs.3710/- per month incurred by various heads of branches those who do not maintaining Imprest cash. (i.e. Personnel, Accounts, Internal Audit, Secretarial, Medical, Time Keeping)
- 13) To purchase various stationary & books for Secretary Department & Budget department, to purchase Bare Acts required for Personnel department and an incurred expenditure of speed post of personnel department, to purchase Magzines and an incurred expenditure of Speed post & Courier Service for GM office through imprest cash.

For the smooth functioning, Correspondence Section is functioning from two places viz. Colaba & Dadar & divided into following sub-Sections :-



5. The Powers and duties of P.A. to Chairman in Grade A/GIX :-

The incumbent of the said post has to assist the Chairman, Secretary/Jt. Secretary/ Dy. Secretary (Sr.) etc. in carrying out the day-to-day work pertaining to Chairman's Office.

- 1) To maintain the record of appointments with the Chairman received from various parties.
- 2) To collect the information from various departments & to prepare draft replies to the letters received by the Chairman for his approval

- 3) To prepare draft of speeches to be delivered by the Chairman at various functions.
- 4) To receive the visitors approaching the Chairman.
- 5) To scrutinize/arrange the agenda copies/minutes of BEST Committee meetings, Corporation meetings & various Committees of Corporation, Group leaders meetings in the Corporation addressed to the Chairman.
- 6) To attend to any such work as instructed by the Chairman.
- 7) To receive telephone calls from outside parties and connect the same to the Chairman to convey the messages to the Chairman
- 8) To arrange visits of the Chairman to various Bus Depots, Bus Stations, Receiving Stations, and other prominent places and inform the Head of the Departments accordingly.
- 9) To arrange meeting in the Chairman's chamber in connection with various types of matters, grievances with Municipal Councillors and other dignitaries.
- 10) To arrange printing of letter heads, visiting cards, envelopes, Diwali Greetings, etc. for the official use of the Chairman.
- 11) To arrange press conference as well as TV interview after Chairman's election or any other such occasion in consultation with Secretary/Jt. Secretary, PRO & Management.
- 12) To draft the letters in English as well as in Marathi as desired by the Chairman in order to send the same to various dignitaries, Municipal Councillors of various parties etc.
- 13) To prepare the speeches of Chairman required for attending the functions.
- 14) To scrutinize the files received from various departments and put up the same to the Chairman for his perusal.
- 15) To maintain office records of files and important papers in the Chairman's office.

6. The powers and Duties of Admn. Officer (Secy.) in Grade A/GIX working in Marathi Section :-

- 1) Helping, assisting and guiding various departments in progressive use of Marathi Language in the Administration of the BEST Undertaking.

- 2) Translation of all important letters, notice of motion points of orders, rulings, etc. from English into Marathi & vice versa.
- 3) Translation of tender forms, registers, note books, notes, memos, memorandum, receipt books, designations of officers, notice boards, matters on rubber stamps, application forms, nameplates, statements, circulars, service regulations, standing orders, and various other forms received from departments of the Undertaking.
- 4) Translation of Establishment Schedule, Annual Budget Estimate, Committee Notes received from various departments of the Undertaking.
- 5) Assisting the Secretarial Sections in circulation of Agenda :
 - i) Translation of items received for inclusion on the Agenda of the Committee Meetings.
 - ii) Checking of English to Marathi translation
 - iii) Checking of Marathi Typed items
 - iv) Compilation of sets.
 - v) Checking of sets of Agenda copies
 - vi) Checking of Index of Agenda
- 6) Checking of agenda copies of Committee Members to be kept ready on the day of the meeting.
- 7) Suggesting appropriate words in Marathi for words in English language and vice versa; & when required
- 8) Supervising the staff working in Xerox Section.
- 9) Sending the reminders to the members of the BEST Committee for attending the Committee meeting.
- 10) Checking the minutes of BEST Committee meetings.
- 11) To initiate the proposal for binding of proceedings of the BEST Committee meeting, confidential minutes and dispatch the binding books and proceedings to various authorities.

7.The powers and Duties of Admn. Officer (Secy.) in Grade A/GIX working in Establishment Section:-

- 1) Preparation of Budget Estimates & Establishment Schedule of Secretarial dept. & GM's office.
- 2) Preparation of ID's required to be sent to the Heads of Departments in respect of creation, upgradation, abolition of posts, variation in Establishment Schedule pertaining to the Undertaking approved by the BEST Committee.
- 3) Preparation of Quarterly Report of vacancies regarding Schedule Caste employees.
- 4) To check submission of reports pertaining to letters received from the BEST Committee Members, Members of Legislative Assembly, members of Parliament, etc. as regards transfer/promotion/redressal of grievances of members of staff of the Undertaking.
- 5) Cheking the Dead stock register/inventory and initiating the proposal for equipment, stationery and consumables required for Digital Photocopier Xerox & Risograph machines.
- 6) Initiating the proposals for annual maintenance contract of Digital Photocopier machine, Xerox machine, computers, Risograph Machine etc.
- 7) Initiating the proposal in respect of repairing and maintenance of furniture and fixtures of the Secretarial department.
- 8) Initiating proposal for Acting combination of officer post.
- 9) To check all statements pertaining to overtime, monthly staff vacancy statements, various bills, etc.
- 10) To check Absentee Memo of 'A' & 'B' grade officers and other staff of the Secretary department.

- 11) To check L.T.A. forms, Scholarship forms, requisition form of monthly requirement of Stationary.
- 12) To check the letters to employees regarding superannuation, six months prior to the date of superannuation.
- 13) To check Service Certificate to employees regarding superannuation prepared by Supervisor.

8.The powers and Duties of Asst. Admn. Officer (Secy.) in Grade A/GVIII in Secretary Section :-

- 1) After the meeting AAO prepare the list of Items approved, withdrawal, rejected, postponed not taken for discussion for approval of Jt. Secretary.
- 2) To do the work of compilation of minutes of the BEST Committee meeting along with the resolution of each proposal with its respect to serial numbers.
- 3) A set of minutes to compile in all respect then forward to Jt. Secy. for checking verifying and further sent the same to the GM & Chairman for their approval.
- 4) To send the notes to the concerned Heads of Departments for their report/reply in connection with the discussions on items that took place in the previous meeting of the BEST Committee. To include, the replies received from the Heads of Departments on the agenda of the BEST Committee.
- 5) To furnish the information to the Municipal Councillors and Members of the State Legislative Assembly / Parliament pertaining to the BEST Undertaking with the approval of the Management.

9.The powers and Duties of Asst. Admn. Officer (Secy.) in Grade A/GVIII (2 nos.) in Marathi Vibhag :-

- 1) The incumbent of said post have to assist Admn. Officer (Secy.) in Marathi Section in carrying out day to day work pertaining to Marathi Section.
- 2) To translate the items received for inclusion on the Agenda of the Committee meetings.
- 3) Suggesting appropriate words in Marathi for words in English language and vice versa.

- 4) Checking of typed copies of draft proposed in Marathi.
- 5) Checking of English to Marathi translation.
- 6) Checking of Set of Agenda Copies.
- 7) Checking of Index of Agenda
- 8) Checking of Minutes copies.
- 9) Checking of copies sent for Corporation sanction.
- 10) Checking of Agenda copies of Committee members to be kept ready on the day of the meeting.
- 11) To attend the Corporation meeting as when required.

10.The powers and Duties of Assistant Adm. Officer (P) in Grade A/GVIII of Establishment Section.

The Asst. Admin. Officer is assisting Asst. Officer (Secy.) in day to day working of the department.

In addition to this He/She is assigned the following work. :-

- 1) Preparation of all statements pertaining to overtime, monthly staff vacancy statements, various bills, etc.
- 2) Preparation of Budget Estimates for Secretarial Establishment, GM's Office.
- 3) Preparation of quarterly report of vacancies regarding 'Scheduled Caste' employees.
- 4) Preparation of confidential reports, of officers & employees maintenance of superannuation registers, promotions, relieving notes etc.
- 5) Maintenance of service termination slips, final dues bills, vacancy requisitions, memo to staff regarding late attendance, absenteeism etc.
- 6) Issue of Bus passes to Municipal Councillors, non-councillor members, BEST Committee members, 'A' & "B' Grade officers etc.

- 7) Scrapping of bus passes of all the Employees of the Undertaking excluding Drivers & Conductors, Municipal Councillors.
- 8) Preparation of bills for payment of fees to non - municipal councillors, BEST Committee members for attending the BEST Committee meeting.
- 9) Renewal of bus passes issued to 'A' & 'B' Grade officers of the Undertaking every year.
- 10) Maintenance of service record files of all sections.
- 11) Fill up the scholarship forms of employees of Secretarial Establishment.
- 12) Maintenance of attendance register of officers and staff members of Secretarial Establishment.
- 13) To issue the letters to employees regarding superannuation, six months prior to the date of superannuation.
- 14) Arrangement of various functions. viz. inauguration of Bus Depot, Bus Station, Receiving station, Cash Collection centers, fare well function etc.
- 15) Preparation of invitation cards obtaining management sanction etc. for purchase of flower bouquets, mementos, etc

11.The powers and Duties of Assistant Adm. Officer (P) in Grade A/GVIII of Marathi Vibhag.

- 1) Translation English item into Marathi.
- 2) Checking set of Agenda copies
- 3) Checking of Minutes copies of Committee meetings.
- 4) Translate of English matters received from other departments.
- 5) Preparation of OT, preparation of Statement of Negative attendance of Marathi Vibhag, maintaining of attendance register of Marathi & Xerox Vibhag.
- 6) The Minutes approved by GM/Chairman are received in Marathi Section for taking out copies and preparing the necessary sets of minutes by giving so new serial number to the pages of minutes in confirmation at the earlier minutes in the registered book.

12.The Duties of Supervisor (P) in grade A/GVII and Clerk in grade A/GV of Establishment Section. :

- 1) Fill up all the engagement form in service records file service certificate and salary certificate.
- 2) Preparation of statement of leave records of last 3 years at the time of promotion
- 3) Arrangement of payment of stitching charges of Uniform for Sepoys.
- 4) Preparation of Confidential Report of 'A' & 'B' Grade officers every year.
- 5) To issue festival advance on four occasions in a year..
- 6) Preparation of medical reimbursement bills in respect of sickness of staff members & their families.
- 7) Procurement of consumables such as Master Roll, Ink-cartridges etc. in large quantity required for Risograph machine. Procurement of xerox papers and other materials for xerox machines.
- 8) Procurement of stationery items twice in a month and bring the same from Dadar Stores Department.
- 9) Making arrangement for scrapping the material and dead stock items and dispatch the same to Oshiwara Scrap yard.
- 10) Distribution of stationery items to all sections of Secretarial Department.
- 11) Non-stock items required to be purchased from the outside parties. For this purpose it is necessary to fill up the purchase form and obtain sanction from respective authorities.
- 12) To forward L.T.A. form to Time Keeping department.
- 13) To fill up requisition form and bring the monthly requirement of Stationary from Dadar Stores.
- 14) To issue Service Certificate to employees regarding superannuation.
- 15) To prepare Absentee Memo of 'A' & 'B' grade officers and other staff of the Secretary department.

13. Power and duties of Supervisor (p) in grade A/GVII- Clerk & Typist in grade A/GV working in Typing Section.

Typing Section is under the general supervision & control of the Secretary/Jt. Secretary/Dy. Secretary (Sr.) and is placed under the immediate charge of Admn. Officer (Secy.) Marathi Vibhag. In this Section, various types of letters, drafts, statements, circulars, Court orders, minutes, departmental letters, etc. are typed on computers in both English & Marathi languages. Only the correspondence of those departments where the typists are not posted is typed in this Section.

The main functions of this Section:

- 1) To receive typing work in English & Marathi languages from various departments of the Undertaking & to allocate the work amongst the Typists.
- 2) To maintain the registers/records of typing work carried out by the typists on day - to-day basis.
- 3) To look after the work pertaining to maintenance of allocated to Typists of Typing Section.
- 4) To look after the typing work of Agenda in Marathi, minutes of the BEST Committee meeting, etc.
- 5) Supervise the working of staff

14. Powers and Duties of Stenographers (P) in grade A/GV :

- 1) To take the dictation from Chairman & other Committee members, Secretary/Jt. Secretary/Dy. Secretary and the officers of Secretarial Department in grade A/GX and above and transcribes the same on computer.
- 2) To take the notes of all Committee meetings, conferences held by Chairman, Conferences and meetings held and arranged by the Secretary/Jt. Secretary.
- 3) To take the dictation during departmental enquiry cases conducted against the delinquent employees held in various departments at Colaba Depot whenever required and transcribes the same on Computer.
- 4) To type the inter-departmental letters, preparing the replies to letters received by Chairman. Letters to all Committee Members informing the date and time of Committee meeting and auction held at Oshiwara Scrap yard, whenever required.

- 5) To take the dictation from officers of other Department in absence of stenographer appointed in their department.

15. Stenographer in Grade A/GV (Marathi) in the Chairman's Office :-

- 1) To take the dictation from Chairman and other committee members and transcribe the same on computer.
- 2) To forward the condolence letters to the relatives of the diseased employees on account of the death of employees during the course of employment.
- 3) To type the letters in respect of various seasonal greetings and forward the same to various dignitaries on the behalf of Chairman.
- 4) To attend the meetings in Chairman's Chamber in connection with various subjects and to type the draft minutes of such meeting.
- 5) To receive the letters from various outside parties, Municipal Councillors etc. addressed to the Chairman.
- 6) To check the files of Marathi agenda required to be put up the Chairman.
- 7) To attend the telephone calls received from various outside parties as well as Government and Municipal Offices and connect the same to the Chairman, as and when required.

16) Powers and Duties of Daftary/Jamadars/Sepoys :-

- 1) The letters addressed to Materials Management are entered in the register and sent to AGM(M)
- 2) Various letters addressed to GM/Addl.GM are entered in the register and sent to Chairman/G.M./DGM after each hour.
- 3) Materials Management bills submitted by outside firms in respect of different tenders, purchase orders etc. are entered in the register & send to AGM(M).
- 4) **General Bills** :- received from outside firms viz. Telephone bills, Water bills, Advertisement bills. Bills pertaining to assessment of tax of Undertaking's property etc. are entered in the registers & send to the concerned departments.

5) **Complimentary Magazine Register** :- Some organisations, publishers sent complimentary magazines to the Undertaking, which are recorded in the register and sent to the concern department.

6) **G.M.'s Round** :- To bring the letters received by hand from outside parties received at Enquiry Counter at Ground Floor, BEST Bhavan and by post for GM, Chairman and to handover the same to Daftary. Similarly the outgoing dispatch is also required to be collected from these offices and to handover the same to Inward Supervisor every hour.

7) **BEST Round** :- To bring the dispatch from all departments situated at BEST House e.g. DGM(ES), Secretary, Jt. Secretary, AGM(TO), AGM(C), DGM(TE), Dy. Secretary (Sr.), AGM(P) & Customer Care department and to deliver the papers to these departments. In the morning he has to take 3 rounds and afternoon 3 rounds. Similarly he/she has to deliver the circulars regarding Committee meeting date & time to all dept. in BEST House & Electric House.

8) **Transport House Round**:- To bring and deliver the dispatch papers from all departments in Transport House including Cash & Legal Department, CEW, DEPM, DEPP, Power Management, PRO, Welfare.

9) **New Multistoried Building Round**:- To bring and deliver the papers from Welfare and Customer Care Dept. and other depts. Similarly he/she also helps Jamadar in sorting of letters, opening, dating, time marking on the letters of CGRF, MERC, APDRP, IT Project.

10) **Inward Despatch** :- To deliver the cheques received from various parties to Cash & Customer Care department, Accounts, Civil. In the morning they have to work pertaining to pasting & folding of letters. They have to deliver the letters of Customer Care, Traffic, PRO to that department. They have to deliver the telephone & Materials Management bill and Union letters received from Union office to concerned department.

11) **BMC Office /Post Office /Union Office** :- To deliver the letters received from various departments e.g. Traffic, AGM(C), Secretary, G.M., Chairman to BMC office. To bring the letters from BMC and to deliver the same to G.M., Chairman, Secretary and other concerned departments at Head Office.

The letters from GPO. P.B. No. 192 is also required to bring from GPO Post Office.

To deliver the letters received from Post Office and by hand from various parties to concerned department in Transport House and BEST House. To deliver the applications received from candidates after making entries in register to Personnel Department. To deliver the letters to BEST Workers Union Office received from various departments.

12) **Delivery of Office Copy, Yellow Copy, Other Despatch**:- To deliver the office copy and yellow copy in respect of letters addressed by Heads of Departments to outside parties to

various Heads of Departments. Similarly to deliver the vouchers to Cash Departments, Registered A.D. slips to various departments and other general despatch which includes Government Gazettes etc. to concerned department.

13) **Despatch boxes received from Dadar / Wadala / Kassara Offices** :- To receive despatch boxes from various departments situated at Dadar / Wadala / Kassara offices and open the same by taking out despatch. Similarly to keep the despatch addressed to various departments situated at Wadala / Dadar / Kassara. To deliver the despatch to various Heads of Departments in respect of the papers received from the despatch box from Dadar / Wadala. To mark the same of Registered A.D, pasting the letters which are required to be sent to Taj Mahal Post office etc.

14) **Used of Franking for delivery of letters**:- To deliver letters required to be sent to Taj Mahal Post Office, deliver Registered A.D. letters by used of franking machine. Similarly to bring the letters received from Taj Mahal Post office.

15) **Sorting of letters from Post Office** :- Sorting of letters undelivered by post office and returned back to BEST, opening of letters, marking, dating, to collect the despatch from counter after everyone hour and deliver the urgent letters to the concerned department.

It is necessary to make arrangement of minimum 2 Sepoys for outdoor work to send letters to Mantralaya, BMC, Electrical Inspector - Mohatta Market, MTNL **cheques**: - Colaba, Fort, Wadala, Dadar, Santacruz, Bandra, Byculla, Matunga, Prabhadevi, Worli, Dana Bunder, Vikhroli etc. MTNL, SBI -- Income Tax, Insecticide officer - Shivaji Market, telephone bil.Is of various exchanges, Union letters - BWU, Mhada Office, Bandra etc.

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

Not applicable.

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

Circulars, Procedure Order, Administrative Order, Standing Orders, Service Regulations and orders issued by time to time.

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

Circulars, Procedure Order, Administrative Order, Standing Orders, Service Regulations and orders issued by time to time.

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

Staff Record files of Officers and staff of Secretarial Department.

4.(b)(vii): 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): Statement of the boards, councils, committee and other bodies consisting of two or more persons constituted as its part of for the purpose of its advice and to whether meeting 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.

4.(b)(ix): Directory of its Officers and employees :-

SR. NO.	P.S NO.	CH. NO.	NAME	DESIG.	GRADE
1	00201	214411	APARNA SHANKAR PRABHUNE	JT.SECY	A-2
2	01301	212170	MABEL JOHN SOUZA	Sr.A.O.(Corr)	A/GX
3	00201	212311	JAYANT GANPAT SAWANT	PA TO CH	A/GIX
4	02/01	215046	SUNIL BALARAM VAIDYA	A.O.(Secy.)	A/GIX
5	01301	213300	BHALCHANDRA HARISHCHANDRA PANCHAL	ASST A.O.	A/GVIII
6	01201	215748	BALU ATMARAM KHARAT	SUPERVISOR	A/GVII
7	00201	214234	SAMIR DINESH RAUT	SUPERVISOR(P)	A/GVII
8	00201	215397	RASHMI RAJESH BHUSARE	SUPERVISOR(P)	A/GVII
9	01301	213136	VASANT DATTATRAYA GHADIGAONKAR	SUPERVISOR(P)	A/GVII
10	01301	213928	ROHIDAS ANNASAHEB SHENKAR	SUPERVISOR(P)	A/GVII
11	01301	214255	PARBATI LAXMAN JADHAV	SUPERVISOR(P)	A/GVII
12	01301	213645	MAHESH ANANT NAIK	SUPERVISOR(P)	A/GVII
13	01301	215662	PREETI DEVENDRA PANCHALE	SUPERVISOR(P)	A/GVII
14	01301	215745	ANAND NARAYAN KAKDE	SUPERVISOR(P)	A/GVII
15	01201	214458	RAJENDRA DHONDIBA PATIL	SUPERVISOR(P)	A/GVII
16	01201	215081	VAISHALI PRAMOD TAWDE	SUPERVISOR(P)	A/GVII
17	01201	215125	GIRIJA SHANKAR PARAB	SUPERVISOR(P)	A/GVII
18	01201	215128	BHARATI GIRISH NAIR	SUPERVISOR(P)	A/GVII
19	01201	215325	VIBHUTI VINOD GURSALE	SUPERVISOR(P)	A/GVII
20	01201	212437	JAYSHREE M. NASKAR	SR.STENO (P)	A/GVII
21	01201	212992	RAJIV RAJARAM PAWAR	SR.STENO (P)	A/GVIII
22	01201	215391	LALITA RAJENDRA RUMAO	SR.STENO (P)	A/GVIII
23	01201	215849	SHRADDHA RAJENDRA KHAMKAR	SR.STENO (P)	A/GVIII
24	01301	196025	DINESH HARISHCHANDRA MHATRE	SUPERVISOR(P)	A/GVII
25	01301	216185	CHHAYA GANESH LIKHAR	SUPERVISOR(P)	A/GVII
26	01301	291181	MOHAN GANPAT KADAM	CLERK	A/GV
27	01201	217279	NANDINI LAXMIKANT SANKHE	CLERK/TY	A/GV
28	00201	322566	PRASHANT SHANKAR MAYEKAR	ASST PHOTO	P1/T4- T5
29	01301	280679	UMESH JANARDAN BANSOLE	DAFTARY	AG/IV
30	01301	209386	GANESH GIGABHAI MARU	JAMADAR (P)	A/GII
31	01301	209446	MANOHAR RATILAL SOLANKI	JAMADAR (P)	A/GII
32	01301	209640	SHYAM HARI ZENDE	JAMADAR (P)	A/GII
33	01301	280455	VIPULKUMAR R. ACHARYA	JAMADAR (P)	A/GII
34	01302	280805	SMITA KISAN PATIL	JAMADAR (P)	A/GII
35	01301	280750	BHARATI SHIVAJI DESAI	JAMADAR (P)	A/GII

SR. NO.	P.S NO.	CH. NO.	NAME	DESIG.	GRADE
36	01301	280602	SHILA DHANANJAY SONAWANE	JAMADAR (P)	A/GII
37	01301	323777	RATILAL DADA KSHIRSAGAR	JAMADAR (P)	A/GII
38	01301	324243	RAMDAS ARJUN NAVGIRE	JAMADAR (P)	A/GII
39	01301	324484	RAJENDRA RAMCHANDRA GAIKWAD	JAMADAR (P)	A/GII
40	01302	280794	LATA JAGDISH KAMBLE	JAMADAR (P)	A/GII
41	01302	280764	SHOBHA BHARAT YADAV	JAMADAR (P)	A/GII
42	01302	280749	RATNA ASHOK KASABE	JAMADAR (P)	A/GII
43	01302	280799	SUVARNA SUNIL KAMBLE	JAMADAR (P)	A/GII
44	01301	280329	DATTARAYA JANARDAN SHITOLE	JAMADAR	A/GII
45	01301	280375	HARISHCHANDRA RAMA DINGANKAR	JAMADAR	A/GII
46	01301	280393	VINAYKUMAR KAMATAPRASAD DUBEY	JAMADAR	A/GII
47	01301	280421	DATTARAM DASHRATH BHUJBAL	JAMADAR	A/GII
48	01301	280430	SUDHIRCHANDRA SHANTARAM GHAG	JAMADAR	A/GII
49	00201	280460	P.K. KAMBLE	SORTER	A/GIV
50	00201	280919	PUSHPA NILKANTH GONNADE	SEPOY	A/GI
51	01301	280665	RAJESH RAMESHCHANDRA MEHTA	SEPOY	A/GI
52	01301	280887	SUREKHA CHANDRAKANT KHOPKAR	SEPOY	A/GI
53	01301	280890	BHARATI CHANDRAKANT VHATKAR	SEPOY	A/GI
54	01301	280920	SHILA BHIMRAO NALAWADE	SEPOY	A/GI
55	01201	280909	MANDAKINI VASANT WAGHMARE	SEPOY	A/GI
56	01301	280926	SUMAN S. NAIK	SEPOY	A/GI

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

SR. NO.	P.S NO.	CH. NO.	NAME	DESIG.	GRADE	BASIC	TOTAL
1	00201	214411	APARNA SHANKAR PRABHUNE	JT.SECY	A-2	100100	153118.62
2	01301	212170	MABEL JOHN SOUZA	Sr.A.O.(Corr)	A/GX	61900	91893.09
3	00201	212311	JAYANT GANPAT SAWANT	PA TO CH	A/GIX	60200	89850.21
4	00201		S.B. VAIDYA	Sr.A.O.(Secy)	A/GIX		
5	01301	213300	BHALCHANDRA HARISHCHANDRA PANCHAL	ASST A.O.	A/GVIII	46100	70111.32
6	01201	215748	BALU ATMARAM KHARAT	SUPERVISOR	A/GVII	37810	57291.69
7	00201	214234	SAMIR DINESH RAUT	SUPERVISOR(P)	A/GVII	39335	55937.33
8	00201	215397	RASHMI RAJESH BHUSARE	SUPERVISOR(P)	A/GVII	38565	62514.57
9	01301	213136	VASANT DATTATRAY CHADIGAONKAR	SUPERVISOR(P)	A/GVII	43425	53165.60
10	01301	213928	ROHIDAS ANNASAHEB SHENKAR	SUPERVISOR(P)	A/GVII	41740	59304.49
11	01301	214255	PARBATI LAXMAN JADHAV	SUPERVISOR(P)	A/GVII	40920	58170.76
12	01301	213645	MAHESH ANANT NAIK	SUPERVISOR(P)	A/GVII	42575	65459.32
13	01301	215662	PREETI DEVENDRA PANCHALE	SUPERVISOR(P)	A/GVII	35630	46661
14	01301	215745	ANAND NARAYAN KAKDE	SUPERVISOR(P)	A/GVII	37810	45222.69
15	01201	214458	RAJENDRA DHONDIBA PATIL	SUPERVISOR(P)	A/GVII	38565	47213.01
16	01201	215081	VAISHALI PRAMOD TAWDE	SUPERVISOR(P)	A/GVII	39335	56198.12
17	01201	215125	GIRIJA SHANKAR PARAB	SUPERVISOR(P)	A/GVII	37070	53024.89
18	01201	215128	BHARATI GIRISH NAIR	SUPERVISOR(P)	A/GVII	37070	50462.69

SR. NO.	P.S NO.	CH. NO.	NAME	DESIG.	GRADE	BASIC	TOTAL
19	01201	215325	VIBHUTI VINOD GURSALE	SUPERVISOR (P)	A/GVII	39335	56218.91
20	01201	212437	JAYSHREE M. NASKAR	SR.STENO (P)	A/GVII	43425	62994.94
21	01201	212992	RAJIV RAJARAM PAWAR	SR.STENO (P)	A/GVIII	41740	68044.05
22	01201	215391	LALITA RAJENDRA RUMAO	SR.STENO (P)	A/GVIII	38565	54268.64
23	01201	215849	SHRADDHA RAJENDRA KHAMKAR	SR.STENO (P)	A/GVIII	37810	58224.60
24	01301	196025	DINESH HARISHCHANDRA MHATRE	CLERK	A/GV	37810	58759.34
25	01301	216185	CHHAYA GANESH LIKHAR	CLERK	A/GV	30405	47544.61
26	01301	291181	MOHAN GANPAT KADAM	CLERK	A/GV	40515	61836.37
27	01201	217279	NANDINI LAXMIKANT SANKHE	CLERK/TY	A/GV	27810	39116.31
28	00201	322566	PRASHANT SHANKAR MAYEKAR	ASST PHOTO	P1/T4- T5	36810	52321.31
29	01301	280679	UMESH JANARDAN BANSOLE	DAFTARY	AG/IV	33585	47455.17
30	01301	209386	GANESH GIGABHAI MARU	JAMADAR (P)	A/GII	38095	60534.11
31	01301	209446	MANOHAR RATILAL SOLANKI	JAMADAR (P)	A/GII	34505	52724.69
32	01301	209640	SHYAM HARI ZENDE	JAMADAR (P)	A/GII	31875	39456.38
33	01301	280455	VIPULKUMAR R. ACHARYA	JAMADAR (P)	A/GII	35900	51222.36
34	01302	280805	SMITA KISAN PATIL	JAMADAR (P)	A/GII	30035	42213.03
35	01301	280750	BHARATI SHIVAJI DESAI	JAMADAR (P)	A/GII	31250	40143.30
36	01301	280602	SHILA DHANANJAY SONAWANE	JAMADAR (P)	A/GII	30635	44058.90
37	01301	323777	RATILAL DADA KSHIRSAGAR	JAMADAR (P)	A/GII	34505	59595.88
38	01301	324243	RAMDAS ARJUN NAVGIRE	JAMADAR (P)	A/GII	33830	42263.85
39	01301	324484	RAJENDRA RAMCHANDRA GAIKWAD	JAMADAR (P)	A/GII	32515	47941.29

SR. NO.	P.S NO.	CH. NO.	NAME	DESIG.	GRADE	BASIC	TOTAL
40	01302	280794	LATA JAGDISH KAMBLE	JAMADAR (P)	A/GII	30635	44042.77
41	01302	280764	SHOBHA BHARAT YADAV	JAMADAR (P)	A/GII	31250	44263.20
42	01302	280749	RATNA ASHOK KASABE	JAMADAR (P)	A/GII	31250	40305.52
43	01302	280799	SUVARNA SUNIL KAMBLE	JAMADAR (P)	A/GII	30635	44614.77
44	01301	280329	DATTARAYA JANARDAN SHITOLE	JAMADAR	A/GII	39345	49749.03
45	01301	280375	HARISHCHANDRA RAMA DINGANKAR	JAMADAR	A/GII	38095	51994.14
46	01301	280393	VINAYKUMAR KAMATAPRASAD DUBEY	JAMADAR	A/GII	37350	52625.74
47	01301	280421	DATTARAM DASHRATH BHUJBAL	JAMADAR	A/GII	35900	55620.59
48	01301	280430	SUDHIRCHANDRA SHANTARAM GHAG	JAMADAR	A/GII	35900	49517.69
49		280460	P.K. KAMBLE	SORTER	A/GIV		
50	00201	280919	PUSHPA NILKANTH GONNADE	SEPOY	A/GI	23885	33608.66
51	01301	280665	RAJESH RAMESHCHANDRA MEHTA	SEPOY	A/GI	33165	44926.95
52	01301	280887	SUREKHA CHANDRAKANT KHOPKAR	SEPOY	A/GI	14147	23262.16
53	01301	280890	BHARATI CHANDRAKANT VHATKAR	SEPOY	A/GI	24850	41043.05
54	01301	280920	SHILA BHIMRAO NALAWADE	SEPOY	A/GI	23885	38765.66
55	01201	280909	MANDAKINI VASANT WAGHMARE	SEPOY	A/GI	23885	39508.66
56	01301	280926	SUMAN S. NAIK	SEPOY	A/GI	23415	39113.79

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

(Rs.in lakhs)

Particulars	A/C Code	Actual For			Budget Estimates	Revised Estimates	Budget Estimates
		2017-18	2018-19	2019-20	2020-21	2020-21	2021-22
a) Establishment							
i) Salaries, Wages and allowance	1001	175.58	168.38	257.81	348.90	375.60	347.40
ii) Dearness Allowance	1002	180.18	177.00	127.30	61.69	59.30	79.00
b) Stationery & Printing	1030	6.85	13.95	13.28	10.00	10.00	15.00
c) Dead Stock (Furniture, Tools & Equip.)	1028	0.01	0.31	0.00	0.25	0.25	0.25
d) Cost of Bus Tokens & Passes	1005						
e) Provident Fund Contribution	1003	43.34	41.78	45.70	55.11	56.70	56.00
f) Contingencies	1032						
Total		405.96	401.42	444.09	475.95	501.85	497.65

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

program :-

Not applicable.

4.(b)(xiii): Particulars of recipients of concessions, permits or authorization 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 electronic form on the website www.bestundertaking.com

4.(b)(xv): The particulars of facilities available to citizen for obtaining information including the working hours or a library or

reading room if maintained for public use :-

Not applicable.

4.(b)(xvi): Names, designations and other particulars of the Public Information Officer as may be prescribed and thereafter undated these publications every year :-

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

Shri. S.B. Vaidya,
Public Information Officer
Sr. Admn. Officer (Secretarial)
B.E.S. & T. Undertaking,
Secretarial Department, 2nd Floor, BEST Bhavan,
BEST Marg, Mumbai – 400001.
Tel : 22799399; 22799328
Email : secretary@bestundertaking.com

1st Appellate Authority
Smt. A.S. Prabhune,
Jt. Secretary
B.E.S. & T. Undertaking,
Secretarial Department, 1st Floor, BEST Bhavan,
BEST Marg, Mumbai – 400001.
Tel : 22799399; 22799328
Email : secretary@bestundertaking.com

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

As already explained at 4(b)(i) above.