SJE/ 00950
Date: 28 AUG 2017.

Functioning Chart / Work allocation

Corporate office (Security & Enforcement Department) w.e.f. 22.08.2017

Name	Designation	Responsibility
P T Kale	Executive Engineer (Enforcement)	1. Administrative supervision over the daily work of complete S&E dept. 2. Assistance to Executive Director (S&E) in daily technical matters. 3. Analysis of performance of all FS Units. 4. Arranging program of special drives in enforcement activity as a special task. 5. All (S&E) dept Proposals review and its movement. 6. Tracking of FS activities / police cases/ FIR/ Court Matters etc. 7. Providing of data of crime register to all offices for its authenticity. 8. Forwarding proposals for Reward to outside informers. 9. Forwarding reward proposals of best performers in FS units. 10. Technical advises to all FS units as well as vigilance units. 11. Work as a first Appellate authority in RTI. 12. Letter to all FS units related to enforcement activities. 13. Problem dealing & providing possible/ feasible solutions pertaining to FS units. 14. All policy related proposals to be framed and got approved from ED(S&E) 15. Meeting related information /data to be kept ready. 16. Supervise the replies prepared in LAQ / LCQ matters or other important issues. 17. Preparation of circulars to circulate information of special issues/ instructions/ guidelines etc inthe field offices/ FS units/ S&E units/ region S&E offices
D. D.Sangalikar	Assistant Director/ Enforcement officer	1. Monitor activities of vigilance cadre working at corporate office. 2. Prepare schedule for pending enquiry proposals for disposal. 3. Organise planning to monitor vigilance / enquiry cases for its speedy movement. 4. Dealing with complaints against departmental employees. 5. Monitoring correspondences with other offices related to vigilance activity. 6. Work as Information officer in RTI work (PIO) 7. Final scrutiny of the proposals after scrutiny by DySEO/ ASEO at Corporate Office 8. Complaint handling of frauds / Misuse/ malpractices etc 9. Enquiries ordering/ noting there of after approval from Competent Authority. 10. Gathering of intelligence from outside / inside informers. 11. Annual Inspections of FS units / vigilance cadre. 12. Arrange activities to issue identity cards to employees working in (S&E) dept. 13. RTI related activities, will work as PIO. **(If post of VO is not vacant)** 14. Dealing with OT payments to security staff/ watchman/ ward staff working at Prakashgad, HSBC building, Dharavi office. 15. Confidential record keeping / marking/ its correspondences etc. 16. Security control / audit at Prakashgad, HSBC building & Dharavi office through DySEO security incharge. 17. Reply in LAQ / LCQ matters or other important issues in Mantralaya related to vigilance/ enquiry issues.

P.Gramopadhye	Add Exe Engineer (Enforcement)	1. All activities involved in Police stations works. 2. Theft cases amounting more than Rs. 1 Lakhs to be monitored/ scrutinised. 3. Supervision on RAW activities of all regions and Corporate Office. 4. Holding of Permanent/Temporary Imprest handling for specific works in (S&E) dept. 5. Dealing of Vehicle issues pertaining to all FS units if any. 6. Dealing of Stationary / T&P related issues of all FS units if any. 7. Necessary actions on the complaints / information related to theft of energy received from all sources. 8. RTI related activities, will work as PIO. **(If post of VO is vacant)** 9. Tracking and Monitoring on high loss making feeders, DTCs from the support of IT data and planning to organise special inspection programs centrally to curb the losses. 10. Handling of Mantralaya issues / its related correspondences in co ordination with EE (Enf) 11. All other Issues to deal related to Enforcement activity which is not specified in this work list. 12. All the activities to look after of EE Enforcement in his absence.
U M Patil	Dy SEO	1. Updating daily progress report of FS units working in Kokan region. 2. Scrutiny of enquiry reports received from region office in vigilance point of view and initiate further suitable /necessary actions in the matter. 3. Preparation of proposal according to crime reports/ complaints received from region office as well as outside complainant to get approval from Competent Authority. 4. Maintaining registers like complaint/ enquiry/ID card etc 5. Compilation / consolidation of proactive vigilance activities of all regions. 6. RTI related activities (APIO) 7. Correspondences with IT centres working in respective region for raw data collection 8. Generation of intelligence from IT source data as well as outside informers. 9. Telephonic discussions with FS units in region about progress review 10. Preparation of LAQ/ LCQ/ other Mantralaya issue replies related to vigilance / enquiry cases. 11. Planned / surprise Inspection of FS unit/ (S&E) unit / region office to review enquiry cases. 12. Monitoring of security execution and dealing of its issues in MSEDCL. 13. Verification on primary stage of MPR reports prepared by ASEO. 14. Activities to be performed of ASEO in his/ her absesnce. 15. Emails verification on daily basis and follow up for important issue mails. 16. Chargesheet related follow up / correspondence to employees working in Kokan region.
S C Rajput	Dy SEO	1. Updating daily progress report of FS units working in Nagpur region. 2. Scrutiny of enquiry reports received from region office in vigilance point of view and initiate further suitable /necessary actions in the matter. 3. Preparation of proposal according to crime reports/ complaints received from region office as well as outside complainant to get approval from Competent Authority. 4. Maintaining registers like complaint/ Enquiry etc. 5. Compilation / consolidation of proactive vigilance activities of all regions. 6. RTI related activities (APIO) 7. Correspondences with IT centres working in respective region for raw data collection

		8. Generation of intelligence from IT source data as well as outside informers. 9. Telephonic discussions with FS units in region about progress review 10. Preparation of LAQ/ LCQ/ other Mantralaya issue replies related to vigilance / enquiry cases. 11. Planned / surprise Inspection of FS unit/ (S&E) unit / region office to review enquiry cases. 12. Monitoring of security execution and dealing of its issues related to Corporate Office. 13. Verification on primary stage of MPR reports prepared by ASEO. 14. Activities to be performed of ASEO in his/ her absence. 15. Emails verification on daily basis and follow up for important issue mails. 16. Chargesheet related follow up / correspondence to employees working in Nagpur region.
Vacant	ASEO	1. Updating daily progress report of FS units working in Pune region. 2. Scrutiny of enquiry reports received from region office in vigilance point of view and initiate furthersuitable /necessary actions in the matter. 3. Preparation of proposal according to crime reports/ complaints received from region office as well as outside complainant to get approval from Competent Authority. 4. Maintaining registers like complaint/ Enquiries etc 5. Compilation / consolidation of proactive vigilance activities of respective allotted region. 6. Correspondences with IT centres working in respective region for raw data collection 7. Generation of intelligence from IT source data as well as outside informers. 8. Telephonic discussions with FS units in region about progress review 9. Preparation of LAQ/ LCQ/ other Mantralaya issue replies related to vigilance / enquiry cases. 10. Planned / surprise Inspection of FS unit/ (S&E) unit / region office to review enquiry cases. 11. DMS letter/ proposal forwarding to concern offices related to security & vigilance. 12. Consolidation of MPR about enquiries / proactive vigilance activity of S&E units. 13. Chargesheet related follow up / correspondence to employees working in Pune region.
Ku P S Surywanshi	ASEO	1. Updating daily progress report of FS units working in Aurangabad region. 2. Scrutiny of enquiry reports received from region office in vigilance point of view and initiate further suitable /necessary actions in the matter. 3. Preparation of proposal according to crime reports/ complaints received from region office as well as outside complainant to get approval from Competent Authority. 4. Maintaining registers like complaint/ Enquiries etc 5. Compilation / consolidation of proactive vigilance activities of respective allotted region. 6. Correspondences with IT centres working in respective region for raw data collection 7. Generation of intelligence from IT source data as well as outside informers. 8. Telephonic discussions with FS units in region about progress review 9. Preparation of LAQ/ LCQ/ other Mantralaya issue replies related to vigilance / enquiry cases. 10. Planned / surprise Inspection of FS unit/ (S&E) unit / region office to review enquiry cases. 11. DMS letter/ proposal forwarding to concern offices related to security & vigilance. 12. Consolidation of MPR about enquiries / proactive vigilance activity of S&E units. 13. Chargesheet related follow up / correspondence to employees working in Aurangabad region.

S S Vatkar	UDC	1. Reward proposal for better performing FS units 2. Preparation of Presentations for the various meeting as per agenda. 3. Consolidation of MPR and its analysis of FS units and Poilce Stations. 4. All activities to be performed related to Permanent / Temporary Imprest 5. DMS letter/ proposal forwarding to concern offices related to enforcement activity. 6. Dealing the disputes / complaints received over the issues of assessments / FIRs. 7. Preparation of LAQ/ LCQ/ other Mantralaya issue replies related to theft of energy cases. 8. All Web complaints and its follow up. 9. Correspondences with other offices and managing activities related to Various Meetings. 10. Dealing of other important issues which are not covered in this specific work list. 11. Preparation of quarterly/ biannually/ annual progress reports. 12. Assistance to AEE (Enf) and EE (Enf) in daily routine works. 13. Updation of MD review meeting portal by collecting all required/ related data from all sections. 14. Supply and monitoring availability of DVS booklets region wise/ FS unit wise, 15. Marinating register FS unit wise with information of allotted DVS booklets.
S U Lahange	ASEO	1. Reward proposal for outside informer. 2. Telephonic and individual postal compliant forwarding and its follow up. 3. All Meeting related correspondences with all other departments/ offices. 4. Preparation of Special drive letters and its follow up. 5. Police station related correspondence, maintenance of police vacancy and vehicle position. 6. DMS letter/ proposal forwarding to concern offices related to enforcement activity. 7. H.T. Consumer, special compliant correspondence and follow up. 8. Handling/ maintain record of Legal issues/ Legal matters. 9. Maintaining office files related with enforcement. 10. Preparation of LAQ/ LCQ/ other mantralaya issue replies related to theft of energy cases. 11. Any other work related to enforcement activities which is not listed in this work list. 12. Presentations for the various meeting agenda in absence of UDC 13. Maintaining registers like complaint and reward of informer. 14. Correspondence with I.T. Department.
C B Mahajan	Manager HR	1. Holding of Permanent/ Temporary imprest for meeting expenses of office activities/ purchases. 2. Monitoring / maintaining of Stationary items, its requirement/ its utilisation for ED (S&E) office. 3. Monitoring of HR related all activities. 4. Preparation of KRA for online ACR uploading. 5. Monitoring of ACRs, tracking for forwarding of ACRs to higher authorities, reminding if any pendency 6. Monthly monitoring of Vacancy positions in (S&E) dept and follow up with HR section. 7. Maintaining record of all employees (name / designation/ contact number/ Working location) 8. Keeping leave records of all S&E dept employee. 9. Put up emergency letters/ proposals/ correspondences received from outside / other offices directly to ED(S&E). 10. Preparation of proposals in respect of manpower deployment/ transfers/ punishments. 11. Charge sheet related letters and its follow up in r/o employees working in S&E department.

S P Thorat	UDC	12. Mobile bills / TA bills / any Claims related correspondences to respective sections. 1. Maintaining record of inward / Outward letters in absence of LDC. 2. Record maintaining / Filing of documents related to enquiry / Confidential reports. 3. Drafting & preparation of confidential correspondences to be followed up. 4. Upkeeping daily attendance muster and get tallied with biometric data. 5. Maintaining leave record of employees working in ED(S&E) office
A Y Gayatri	LDC	1. Drafting & preparation of confidential correspondences to be followed up. 2. DMS letter/ proposal forwarding to concern offices related to HR activity. 3. All activities to be performed related to Permanent / Temporary Imprest. 4. Inward / outward of daily correspondence/ letters etc. 5. Keeping record of postal stamps/ franking machine. 6. Preparation of tapal to be sent to outside offices. 7. Tapal to be received and maintaining its record upto its distribution. 8. Preparation of LAQ/ LCQ/ other Mantralaya issues replies related to HR activity.
R R Mungekar	Steno / typist	1. Typing of letters / dictations from ED(S&E) & staff. 2. Drafted letters to be got approved from EE Enforcement. 3. Marathi and English Typing letters in ISM software specifically LAQ/LCQ replies. 4. Intimation of important mails to EE (Enf) / AD (S&E)/ EO/AdEE (Enf) 5. Preparing separate files for important issues
P S Pol	Typist (outsourcing)	1. Typing of letters / dictations from ED(S&E) 2. Draft to be got approved from EE Enforcement. 3. Marathi and English Typing letter in ISM software.
Y Y Mirza	ASEO	1. Security maintenance at Prakashgad / HSBC/ Dharavi office. 2. CCTV maintenance and its data upkeepment 3. All activities involved in security point of view at Prakashgad / HSBC/ Dharavi office. 4. Deployment of security guards as per urgent requirement at any office Prakashgad / HSBC/ Dharavi office. 5. Supervision on the working staff of security guard and its functioning.

Please note that undersigned have full powers to make any changes in above allotted functional activities, so there might be possible for any changes regarding functional chart without any prior notice.

Executive Director (S&E)