

NO.CIDCO/SE(HQ)/2014/110

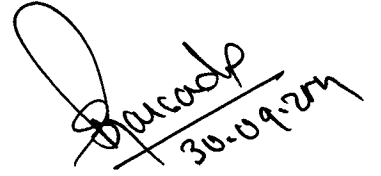
Date : 30.09.2014

Sub : Information required for preparation of presentation on existing staff position

Ref : M(P)'s circular No.CIDCO/M(P)/2014/276 dtd. 05.08.2014

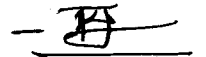
With reference to the above circular, please find enclosed herewith the information required for preparation of presentation on existing staff position of SE(HQ) department.

This is for your information and necessary action please.

  
(S.G.Rokade),  
S.E.(HQ)  
Emp.No.22783

To,  
M(P)

c.c.to EE(NM) for information pl.

  
30/09/14



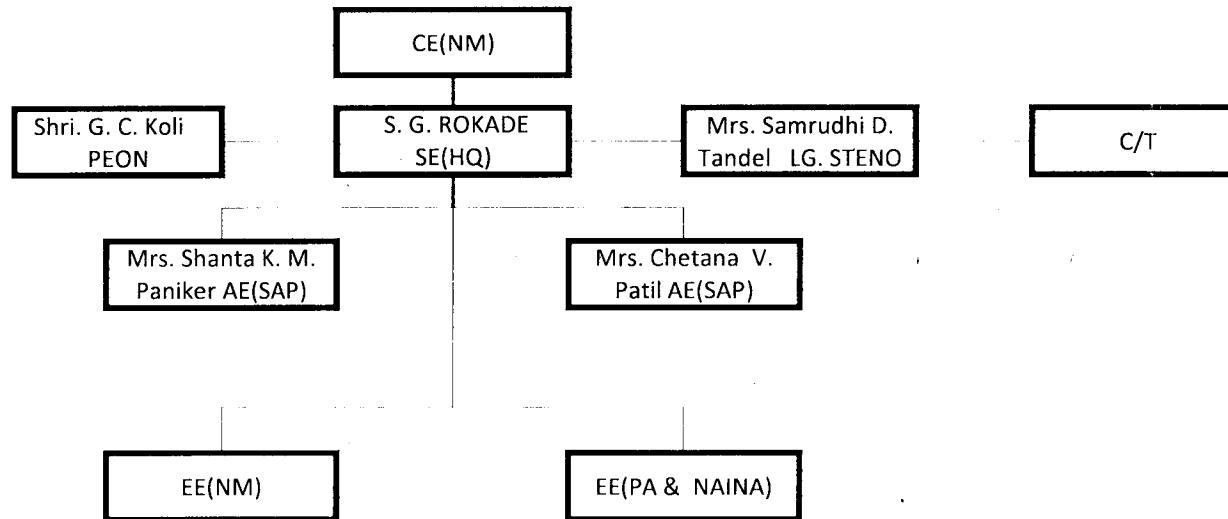
Name :	S. G. Rokade
Designation:	SE(HQ)
Department:	ENGINEERING
Date:	10/06/14
Work Activities Performed	
<ol style="list-style-type: none"><li>1. Inviting tender for interior work of CIDCO Bhavan, 6th floor, 1st floor and Raigad Bhavan 3rd floor.</li><li>2. Inviting tender for interior work of NAINA office, 7th floor, Belapur Railway station.</li><li>3. Empanelment of professional consultant's in various departments of CIDCO</li><li>4. Inviting request for proposals for consultancy for the work of environmental impact assessment and physical infrastructure assessment study due to various construction of EWS &amp; LIG houses in Navi Mumbai with higher FSI.</li><li>5. Interior work of ACE(I) and C.S.</li><li>6. The work of RTI &amp; Appeal</li><li>7. The work related to Dispute Settlement</li><li>8. Proposal Files, attending meetings etc.</li></ol>	

Name :	Mrs. SHANTA K M PANICKER
Designation:	AE
Department:	ENGINEERING
Date:	23.09.2014
Work Activities Performed	
<ol style="list-style-type: none"><li>1. Creation of Master data in SAP ie vendor , customer , material</li><li>2. Creation of transactional data in SAP ie sales order, purchase order, invoice, service entry sheets And down payment requests</li><li>3. Printing of allotment letter, corrigendum, agreements etc.for CIDCO related projects.</li><li>4. Providing support to end users for SAP related entries.</li><li>5. Creation of configuration data for specific schemes ie material pricing group , payment terms, G/L accounts, condition types for taxes in calculation schema</li><li>6. Creation of condition values floor wise and type wise for base rate, EMD and taxes for housing schemes</li><li>7. ABAP programming for scheme related allotment letter and agreement formats</li><li>8. Changes in SAP settings at start of month, January 1 and start of financial year</li><li>9. Creation of query for MIS reports</li><li>10.Data upload for mass preparation of customer, sales order, invoice and EMD upload for housing schemes</li><li>11.Preparation of presentation, flowcharts and documents as per instructions of SE(HQ)</li></ol>	

Name :	Mrs. Chetana V Patil
Designation:	AE(SAP)
Department:	ENGINEERING
Date:	23.09.2014
Work Activities Performed	
<ol style="list-style-type: none"><li>1. Creation of Vendor master record.</li><li>2. Creation new material for plot , residential &amp; commercial purpose</li><li>3 Creation new customer</li><li>4. Creation of sales orders, booking of property.</li><li>5 Creation of down payment request , invoice sales order.</li><li>6 Printing of allotment letter, corrigendum, agreements etc. for CIDCO related projects.</li><li>7 Creation of service entry sheet. Helping end users for SAP ralated entries.</li></ol>	

Name :	Mrs. Samrudhi D. Tandel		
Designation:	L.G. (Steno)		
Department:	ENGINEERING	SE(HQ)	
Date:	23.09.2014		
Work Activities Performed			
1. Taking down dictation & typing work. Attending phone calls & other correspondence work relevant to this section.			

# ORGANIZATION CHART FOR SE(HQ)



### 1. Job Chart

Sr. No.	Name	Designation		Date of joining Current Designation	Cadre	Department		Nature of Employment			Current Salary
		Current Designation	Previous Designation			Current Department	Previous Department	Permanant	Contractual	Adhoc	
1	Shri. S. G. Rokade	SE(HQ)	EE(NM)	10/06/14	SE	Engg CE(NM)	Engg. CE(NM)	Yes	No	-	85147/-
2	Mrs.Shanta K M Panicker	AE	AE	04/01/94	AE	Engg.SE(HQ)	Engg.SE(HQ)	Yes	No	-	68154/-
3	Mrs. Chetana V Patil	AE (SAP)	AE (SAP)	10/11/2008	AE (SAP)	Engg.SE(HQ)	EE (KH-IV)	Yes	No	-	45547/-
4	Mrs.Samrudhi D.Tandel	L.G.Steno	L.G.Steno	21/06/93	L.G.Steno	Engg SE(HQ)	EnggEE(OROS)	Yes	No	-	56277/-
5	Shri.G.C.Koli	Peon	Peon	02/10/77	Peon	Engg SE(HQ)	Engg ACE(I)	Yes	No.		27863/-
6	Shri.Vaibhav A.Thakur	C/T	C/T	28/08/13	C/T	Engg SE(HQ)	-	No	Yes		6000/-

## 2.Designation Wise Function Chart

<b>Department: - ENGINEERING</b> <b>Head of</b> <b>Department:- S. G. Rokade</b> <b>Total Headcount:-</b> <b>01</b>			
<b>Name</b>	<b>Designation</b>	<b>Department</b>	<b>Detailed Functions</b>
<b>Shri.S. G. Rokade</b>	SE(HQ)	ENGINEERING	Technical scrutiny of the proposals/final bills received, compilation of various reports for CE(NM)/Engg. section, Registration of civil & electrical contractor, product approval , Training of Engg. Staff, evaluation of various technical & policy issues, Preparation of CIDCO Rate Schedule, assistance to CE for RTI, issuing office orders & various circulars, grievance cell, preparation of budget of Engg. Section, M&R works of CIDCO Bhavan Raigad Bhavan & Nirmal & Various guest houses, Third party quality audit, Monitoring of SAP & e-tendering for ENGG section
<b>Mrs Shanta K M Panicker</b>	AE	ENGINEERING	Creation of , master , transactional and configuration data in SAP for work in Engineering and Marketing departments. Creation of queries for reports. Creation of documents, presentations and flowcharts as instructed by SE(HQ)
<b>Mrs. Chetana V. Patil</b>	AE (SAP)	ENGINEERING	Creation of Vendor master record. Creation new material for plot , residential & commercial purpose. Creation of new customer. Creation of sales orders, booking of property. Creation of down payment request , invoice sales order. Create billing documents. Printing of allotment letter, corrigendum, agreements etc. for CIDCO related projects. Creation of purchase order. Creation of service entry sheet. Helping end users for SAP related entries.
<b>Mrs. Samrudhi D.Tandel</b>	L.G. Steno	ENGINEERING	Taking down dictation & typing work. Attending phone calls & other correspondence work relevant to this section.
<b>Shri.Vaibhav A.Thakur</b>	C/T	ENGINEERING	Maintaining of administrative approved files and board note files, Attendance & Leave Records
<b>Shri. G. C. Koli</b>	Peon	ENGINEERING	Dispatch