



BRIHANMUMBAI MAHANAGARPALIKA

AS per provision of RTI Act 2005, section 4, 17
Manuals of 'S' Ward

ADMINISTRATIVE OFFICER (School) 'S' WARD

Address - Office of ADMINISTRATIVE
OFFICER (School) 'S' WARD, M.V.R. Shinde
marg, mun. school premises, first floor,
Eshwar nagar, Bhandup(E.), Mumbai-400 078.

Year - 2016-17

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Section 4 (1) (B) (i)

Manual No. 1

Year 2016-17

Information of Duties & Delegation of Powers of Administrative Officer (School)/S-Ward

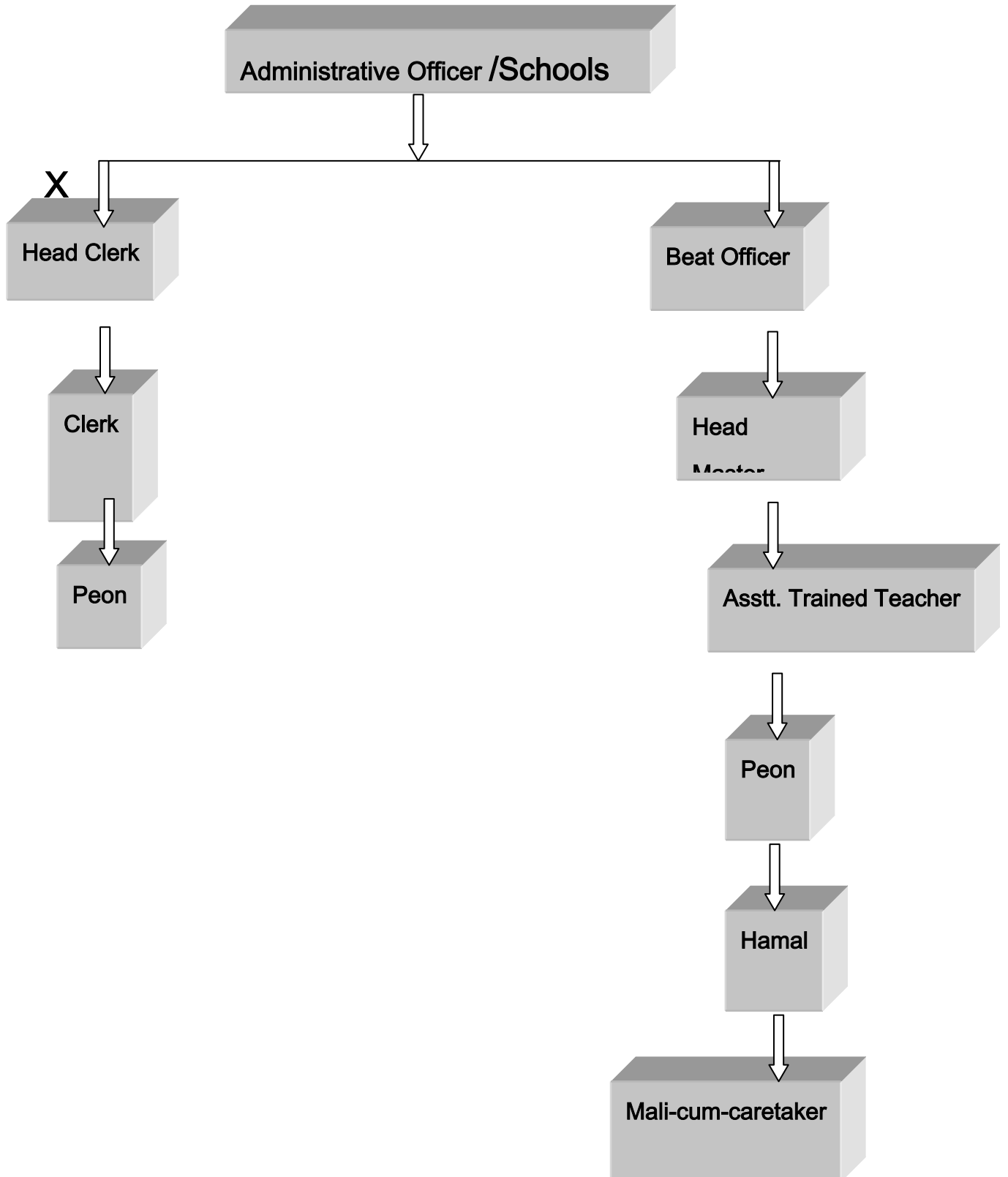
1	Name of the Department	Administrative Officer (School) S-Ward
2	Address	Office of ADMINISTRATIVE OFFICER (School) 'S' WARD, M.V.R. Shinde marg, mun. school premises, first floor, Eshwar nagar, Bhandup(E.), Mumbai-400 078
3	Name of the Head of Office	Smt. Malati Madhukar Tonape, Administrative Officer (Schools) S-Ward
4	Office time , Phone No. & E-mail for urgent work	Monday to Saturday :10.30am to 5.30pm (Lunch Time 1.00 to 1.30pm) 2 nd and 4 th Saturday holiday Ph no. 022-25948100. Email : aossward@gmail.com
5	Head of the Department	Education Officer
6	Reporting office	Dy. Education Officer (Zone-6), E.S.
7	Geographical Jurisdiction	S-Ward is bounded by the Vikhori in South, Mulund aisianpaint in North Side, Bhandupgaon in East side and Powai Sakivihar in West Side.
8	Vision	Establishment and progressive functioning and effective management of all the schools of Education Department of Municipal Corporation of Greater Mumbai as per RTE Act-2009.
9	Mission	Effective and progressive functioning and management of all the schools of Education Department of Municipal Corporation of Greater Mumbai as per the RTE Act-2009.
10	Aims and objectives	
11	Functions	To give visit to the schools and keep check on the functioning and management of schools, smooth day to day operations and maintenance of school buildings.

12	Section Duties	<p>1 To supervise andControl over the work of employees of the office of Administrative Officer (Schools) –S Ward.</p> <p>2 To inspect the attendance and attendance register of the employees.</p> <p>3 Check records.</p> <p>4 To Keep checks on important papers/documents received from Municipal commissioner and deputy commissioner.</p> <p>5 To Keep & updates records of audit note made by auditors and clear the audit note.</p> <p>6 Maintain office discipline.</p> <p>7 To give the answers to the questions raised by labour unions.</p> <p>8 To guide the employees and grant their leaves.</p> <p>9 To provide information and give answers to the letters received under RTI Act-2005.</p>
10	Details of Services provided to Public (in brief)	<p>To grant permission to use Municipal School Halls for marriages, engagements, thread ceremony etc. and providevacant class rooms for Social & Educational programmes on rental basis.</p> <p>.</p>
11		<p>1. Office time 10.30 a.m. to 5.30 p.m. कार्यालयाचीवेळ – सकाळी 10.30 तेसांय. 5.30</p> <p>2. Phone No. – 022-25948100. E-mail aossward@gmail.com</p>
12	Weekly Holidays	Sunday and public holidays.

Chapter-2 (MANUAL)-I

DESIGN OF ORGANIZATIONAL SET UP

Administrative and Academic Set up



Section 4 (1) (B) (ii)

Manual 2

Year 2016-17

Powers of the employees under the of the office of the Administrative
Officer (Schools) S-ward

Sr. No	Designation	Powers	Under related law/act/rule/order/ G.R.	Remarks
1.	Administrative Officer	1. Financial Powers : To Sanction the bills uptoRs. Five Thousand Only.	Municipal Service Rules-1989	
		2. Administrative Powers : 1 To approve/grant the leaves of the employees of the A.O. (Schools). 2 To sanction the financial demands of junior employees. 3 Take information compliance made by staff. 4 To check the portfolios of the employees under this office. 5 To set the primary/departmental enquiries against employee if it is necessary. 6 To sanction the paysheets, Effectives, and contingencies and other bills of the schools working under this office. 7 To transfer or depute Peons and Hamals in The schools running under this office. 8 To keep the statistical information of Schools. 9 To expedite the matter of physical facilities	Municipal Service Regulation Act 1989	

	<p>of schools such as getting the repairs done to municipal Owned, rented, rent free school buildings.</p> <p>10 To communicate/correspondence with various bodies of the government, semi-Government and with public.</p> <p>11 To issue the salary and service certificates to the employees.</p> <p>12 To finalize and approve the school contingency amount.</p> <p>13 To place indents with the controller of Stores for annual requirements, Clothing, Water-proof Coats etc. & to place indents with the Stores articles to schools and school staff</p>	<p>Municipal Service Regulation Act 1989</p>	
	3 Magisterial rights : ----Nil----		
	4 Quasi- Judicial Rights ; -----Nil----		
	5 Judicial Rights : -----Nil -----		

Section 4 (1) (B) (iii)

Manual-3

Year 2016-17

The procedure followed in the decision-making process, including channels of supervision and accountability in the office of the Administrative officer (Schools) –S -Ward.

Administrative Officer (Schools) S -Ward does not take/involve any decision related to public affairs.

1. Nature of the work :-
2. provisions
3. Related laws/Act:
4. Rules:
5. Government Resolutions:
6. Circulars ;
7. Office orders;

Sr. no.	Nature of the work	Steps involved	Time limit	The role and responsibilities of the officers and employees with respect to given work	Remark
-	-	-	-	-	-

Section 4 (1) (B) (iv)

Manual- 4

Year 2016-2017

**Financial and physical aims/objectives set for discharge of its functions
in the office of the Administrative Officer (schools) S ward.**

Monthly /Quarterly/Half yeary Objectives/Targets : --Nil--

Sr. No. .	Designation	Work	Physical Aims	Financial Aims	Period	Remarks
1.	Administrative Officer (school)	Administrative work	NIL	NIL	NIL	NIL

Section 4 (1) (B) (v)

Manual-5

Year 2016-2017

The General Rules & Regulations held by it or under its control or used by the employees while discharging duties.

1 Administrative officer (Schools)

Sr.no.	Subject	G,R./circulars/office orders/Rules/ Notifications issued wide no. and date	Remark
1.		<ol style="list-style-type: none">1. Municipal Service Rules2. Provident Fund Act3. Pension Act4. Industrial Dispute Act5. Right to Information Act	

1) Expenditure

Sr. no.	Subject	G,R./circulars/office orders/Rules/ Notifications issued wide no. and date	Remark
1	To sign on bills	To sign on certificates & bills which are sent from the dept.of Engineer before sending it to Chief auditor.	
2	Renewal of railway passes of employees	To sanction the renewal of railway passes. To seek the permission from commissioner while allotting new passes of Railway.	
3	To set the question papers,conduct final /annual examination & to declare results		

2) Revenue

Sr.n o.	Subject	G,R./circulars/office orders/Rules/ Notifications issued wide no. and date	Remark
	-----Nil---	-----Nil---	-----Nil---

3) Inward- Outward

Sr.no.	Subject	G,R./circulars/office orders/Rules/ Notifications issued wide no. and date	Remark
	-----Nil---	-----Nil---	-----Nil---

4) Citizen Facilitation centre

Sr.no.	Subject	G,R./circulars/office orders/Rules/ Notifications issued wide no. and date	Remark
	-----Nil---	-----Nil---	-----Nil---

Section 4 (1) (B) (vi)

Manual No. 6

Year 2016-2017

Statement of categories of documents that are held and under the control of the office of the Administrative officer (schools) at the office of the Assistant commissioner- S Ward

1. Education Department

Sr. No.	Subject	Type of Document/File/ Register	File No. / Register No.	Particulars Record Class	Period/ Duration of preservation
1)	1. Employee's attendance Muster & Paysheets 2. Confidential Report 3. Authorization Letters 4. Service Seniority List 5. Service books of employees	Documents		Record Class 'A'	
2)	1 Bills and claims (Leave Encashment, Exgratia, provident fund claims) 2 Appointments/Transfer/Promotions/Confirmation	Documents		Record Class "B"	
3)	1. Leave applications 2 Over time Allowances Register 3. Correspondence with employees	Documents		Record Class "C-2"	
4)	1. Documents of Enquiry 2 Documents of Disciplinary actions taken 3. Income Tax Register 4. Advance Loan from Provident fund	Documents Files		Record Class "C-1"	
5)	1. Temporary Appointment	Documents		Record Class "C"	
6)	1 Leave applications 2. Complaints and others	Documents		Record Class "D"	

2. Expenditure

Sr. No.	Subject	Type of Document/File/ Register	File No. / Register No.	Particulars Record Class	Periodi/ Duration of preservation
---Nil---	---Nil---	---Nil---	---Nil---	---Nil---	---Nil---

3. Revenue

Sr. No.	Subject	Type of Document/File/ Register	File No. / Register No.	Particulars Record Class	Periodi/ Duration of preservation
---Nil---	---Nil---	---Nil---	---Nil---	---Nil---	---Nil---

4. Inward- Outward

Sr. No.	Subject	Type of Document/File/ Register	File No. / Register No.	Particulars Record Class	Periodi/ Duration of preservation
---Nil---	---Nil---	---Nil---	---Nil---	---Nil---	---Nil---

5. Citizen Facilitatiopncentre

Sr. No.	Subject	Type of Document/File/ Register	File No. / Register No.	Particulars Record Class	Periodi/ Duration of preservation
---Nil---	---Nil---	---Nil---	---Nil---	---Nil---	---Nil---

Categories of documents that are held by Education Deptt

Wide circular No.Commissioner No. – 16 (1965-66)

MLG/9586, Dated19-4-65.

Class	Duration
A	Permanent
B	30 years
C 1	5 years
C 2	10 years
D	1 Year

The details of the above classification of record are available in Education Department, Hindu Colony, Dadar (East)

Section4 (1) (B) (VII)

Manual. VII

Year 2016-17

Particulars of any arrangement that exists for consolation with the members of public in relation to the formulation of policy and implementation of in the office of the Administrative officer (schools) /S-Ward.

No decision has been taken regarding the policy making in the office of the Administrative Officer (Schools) S -ward. Therefore question does not arise regarding the policy making and its implementation at the office of the administrative Officer (schools) S-ward.

Section 4 (1) (B) (VIII)

मॅन्युअलक्र. VIII

Year 2016-17

A statements of the boards, councils, committees and other bodies consisting of two or more members constituted as its part or far the purpose of its advise ,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.

1 M.C.G.M. has created a prabhagsamiti (ward committee) to address grievances of citizens, to provide basic services at T-ward and S-ward

as below:

Sr. No.	Name of the committee/ board/council /other bodies	Composition of committee /board/councils/other bodies	Objectives /ppurpose of committee/board/council	Frequency of meeting	Whether meeting open to public or not	Wheth er Minutes of meeting are available for public or not	Minutes available at
1	S & T Ward PrabhagCommittee	Councillors in S & T Wards Chairman ; Members Prabhag no. Councillors of "S" Ward 1. Shri Suresh Harishchandra Koparkar (104) 2. Shri Mangesh Narayan Pawar (105) 3. Shri Ramesh Gajanan Korgaonkar (106) 4. Smt. Anisha Amol Majgaonkar (107)	To provide basic civic facilities to the citizens.	Once in a month or on notice of President	No	Yes. Minutes of the meetings are available on web site	Asstt. Munl. Secretary/T Ward

- | | | | | | | |
|--|--|--|--|--|--|--|
| | | <p>5. Shri Rupesh
Vayagankar (108)</p> <p>6. Smt. Vaishnavi Vijay
Sarfare (109)</p> <p>7. Shri Dhananjay Pisal
(110)</p> <p>8. Shri Ashok Patil (111)</p> <p>9. Smt. Priyanka
Shrungare (112)</p> <p>10. Shri Tavji Sahadeo
Gorule (113)</p> <p>11. Shri Vishwas Tukaram
Shinde (114)</p> <p>12. Shri Chandan
Chittaranjan Sharma
(115)</p> <p>13. Shri Avinash Bhaskar
Sawant (116)</p> | | | | |
|--|--|--|--|--|--|--|

Councillors of "T" Ward

- | | | | | | | |
|--|--|---|--|--|--|--|
| | | <p>1. Smt. Samita Vinod
Kamble (98)</p> <p>2. Smt. Bhavna Bhavin
Jobanputra (99)</p> <p>3. Shri Nandkumar
Atmaram Vaity (100)</p> <p>4. Smt. Sujata Rajesh
Pathak (101)</p> <p>5. Shri Prakash Kashinath
Gangadhare (102)</p> <p>6. Shri Manoj Kishorbhai
Kotak (103)</p> | | | | |
|--|--|---|--|--|--|--|

1. Meetings are held to resolves the complaints of sexual harassment

Sr. No.	Name of the committee/ board/council/ other bodies	Composition of committee /board/councils/other bodies	Objectives /purpose of committee/board/council	Frequency of meeting	Whether meeting open to public or not	Whether Minutes of meeting are available for public or not	Minutes available at
1	Committee for the prevention of sexual harrasment	Chairman:SmtJhanvi Joshi Members ; 1. Smt. Ujwala Kondolika 2. 2 Smt. Kalpana Pholte 3. Smt. Nilima Nagaonkar 4. Shri Tanuj Mohite 5. Shri Ashish Kumbhar	Tostop/prevent the sexual harrasment at work place/offic e	Monthly or as per the directive of the chairman of the committe e	none	Yes. Minutes of the meetings areavaila ble on web site	Asstt. Muni. Secretary /T Ward

Section 4 (1) (B) (IX)**Manual- IX****Year 2016-17**

**Directory of officers and employees at the office of the Administrative officer
(Schools) S -Ward**

The details of the Employees, their contact no. Pay and pay Scales

Sr. No.	Designation	Name of the Officer /Employees	Class	Date of joining the service	Contact No.	Basic Pay	D.A.
1	Administrative Officer (Schools)	Smt. Malti Madhukar Tonape	BII	11.11.1992	022-25948100. 8879211960	18730+ 5100	29788
2	Beat Officer	1- Smt. Veena Sonavane 2- Smt. Kunda Puri.	BII	23.03.2009	8879337232 9969390111	17570+ 4800 21110+ 4800	27963 32388
3	Head Clerk	Shri. Dnyaneshwar Ramdas Potkule	CIII	29.12.1999	9272448735	14420+ 4200	23275
4	Clerk	Smt. Priya Sudhir Bhave	CIII	07.01.1994	9969000880	14460+ 2000	20575
5	Clerk	Smt. Suvarna Rathod	CIII	07.05.1992	9702570545	15140+ 2000	21425
6	Clerk	Vacant Dt. 17.05.2016.	CIII				
7	Clerk	Smt. Rajashri Sudhir Manjare.	CIII	01.06.2015	7208477036	6720+ 2000	10900
8	Peon	Shri. Ratnakar S. Jadhav	D	15.12.1986	7506079305	12850+ 1900	18438
9	Peon	Smt. Surekha Bhandare	D	28.10.1999	9225122439	10990+ 1850	16050

Section 4 (1) (B) (X)

Manual- X

Year 2016-17

**Pay, Pay Scale and allowances of Employees and officers at the office of the
Administrative Officer (Schools) S -ward**

**The detail information of Pay, Pay Scales and Allowances are given Section 4 (1)
(B) (IX) , Manual- IX**

Section 4 (1) (B) (XI)
Manual- XI
Year 2016-17

**The budget allocated to the office of the Administrative officer (Schools) –S
Ward at the Assistant Commissioner S -ward indicating the particulars of all
allocation and expenses amount for the period of 01.04.2016 to 31.03.2017.**

Section 4 (1) (B) (XII)

Manual- XII

Year 2016-17

**The system for the disbursement at the office of Administrative Officer
(Schools) S -Ward at the Assistant Commissioner S -ward**

**No grants has been disburse at the office of the Administrative Officer
(Schools) S -Ward and there is no provision of disbursement of grants at the office of
the Administrative officer (Schools) S -ward for the Financial Year 2016-17.**

Section 4 (1) (B) (XIII)

Manual- XIII

Year 2016-17

The particulars of recipients of concession, permits or authorizations granted by the office of Administrative officer (Schools) at the Assistant Commissioner S-ward

From the office of the administrative officer (schools) at the Assistant commissioner S-ward, No concessions, permissions or authorization letters has been issued to any citizen. The detail is Nil.

Section 4 (1) (B) (XIV)

Manual- XIV

Year 2016-17

Details with respect to the information available/held/reduced in an Electronic form.

1.)

Sr. No.	Type of Documents/File/ Register	Sub Topic	In which electronic format it is kept	Person in-charge
1	Nil	Nil	1 tape 2 Photafith (Film) 3 CD 4 Floppy 5 Others As above any information is not in record .	

2. Expenses

3. Revenue

4. Inward- outward

5. Civic Facilities

Section 4 (1) (B) (XV)

Manual- XV

Year 2016-17

सहाय्यक आयुक्त एस विभाग येथील प्रशासकीय अधिकारी (शाळा) विभाग या सार्वजनिक प्राधिकरणात उपलब्ध असणारी माहिती नागरिकांना पुरविण्यासाठी उपलब्ध असलेल्या सुविधा.

1. Visiting days/hours for public	Tuesday & Friday during Office hours
2. Information of website	NIL
3. Information of Call centre	NIL
4. Information regarding checking of records	Time 10.30 a.m. to 5.30 p.m.
5. Information regarding checking of works	Time 10.30 a.m. to 5.30 p.m.
6. To get the forms and formats	Time 10.30 a.m. to 5.30 p.m.
7. Information regarding Notice Board	Available at display board at the office of the Administrative Officer (Schools) S-Ward
8. Information about Liabrary	NIL
9. Information about Enquiry /Reception	NIL
10. Information regarding contact nos. after office hours	Mobile No. – 8879211690
11. Information regarding Emergency Contact	Tel No. 022-25948100.

Section 4 (1) (B) (XVI)

Manual- XVI

Year 2016-17

Information of Public Information Officer , Assistant Public Information Officer & First Appellate Officer for the office Administration Officer (School)/S -Ward at the office of Assistant Commissioner S-ward

Format "C"

Public Information Officer No.	Name of Public Information Officer	Designation	Jurisdiction of PIO under RTI	Address & Phone No.	E mail ID	First Appellate Officer
1	Smt. Malati madhukar Tonape.	Administrative Officer (School)	Administrative Officer (School)	Office of ADMINISTRATIVE OFFICER (School) 'S' WARD, M.V.R. Shinde marg, mun. school premises, first floor, Eshwar nagar, Bhandup(E.), Mumbai-400 078, landline No.25948100.	aossward@gmail.com	Smt. ChandaJadhav Asstt. Munl. Commissioner/ S Ward

Format "D"

First Appellate Officer

Sr. No.	Name of the First Appellate Officer	Designation	Jurisdiction of First Appellate Officer	Address & Phone Nos.
1	Smt. Chanda Jadhav Asstt. Munl. Commissioner/ S Ward	Asstt. Munl. Commissioner/ S Ward	Office of the Assistant Commissioner S-ward	S-Ward Mun. Office Bldg. BrihanmumbaiMahanagarpalika, First floor, L.B.S. Road, Mangatram petrolpamp, Bhandup (E), Mumbai-400078. Phone No. 022- 25947571/74.

Section 4 (1) (B) (XVII)

Manual- XVII

Year 2016-17

Such other information as may be prescribed at the office of Administrative Officer (Schools) at the Assistant Commissioner S-ward

The information related to this office is Nil at the office of Administrative Officer (Schools) at the Assistant commissioner S-ward.