



# **BRIHANMUMBAI MAHANAGARPALIKA**

AS per provision of RTI Act 2005, section 4, 17 Manuals of  
**‘S’ Ward**

## **ASSISTANT COMMISSIONER ‘S’ Ward**

Address - Office of Assistant Commissioner,  
Municipal Corporation of Greater Mumbai  
1<sup>st</sup> Floor, ‘S’ Ward, Near Mangatram Petrol Pump  
Lal Bahadur Shastri Marg,  
Bhandup (West), Mumbai – 400 078

Year -2024-25

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## Introduction

The right to information is implicitly guaranteed by the Constitution. However, with a view to set out a practical regime for securing information, the Indian Parliament enacted the Right to Information Act, 2005 and thus provided a powerful tool to the citizens to get information from the Government as a matter of right. This law is very comprehensive and covers almost all matters of governance and has the widest possible reach, being applicable to Government at all levels- Union, State and Local as well as recipients of government grants.

The basic object of the Right to Information Act is to empower the citizens, promote transparency and accountability in the working of the Government and make our democracy work for the people in real sense. The Act is a big step towards making the citizens informed about the activities of the Government.

The Act requires the Government authority to compile a handbook in easily comprehensible form and to update it from time to time under **Section 4(1) b** sub clauses i to xvii (17 Manuals). The objective of publishing 17 Manuals is the proactive disclosure of the information/records held by Govt. Authority for the information seekers. The office of Assistant Engineer, Building & Factory, 'S' Ward is hereby publishing the Handbook for 17 Manuals as required under RTI Act 2005 to promote transparency and accountability in the working of the department & to give easy access to the information seekers to the information & records held by this office.

This handbook contains introduction about the department along with particulars of its functions, duties, objectives & vision. It further elaborates about the duties, powers delegated to its officers & employees. The procedure followed in decision-making process, accountability of concerned officers, norms set for discharge of its function along with Acts, related rules/regulations are further described in detail. It also contains the Statement of Categories of documents held by this office, directory & remuneration of its officers and employees. The details of budget allocation & its disbursement, particulars of permits issued, facilities available for citizens & details of PIO/Appellate authority is also published for information.

This consolidated updated handbook on 17 Manuals of the Act would help all the information seekers in getting information. The procedure and fee structure for getting information is as per the provisions of RTI Act, 2005.

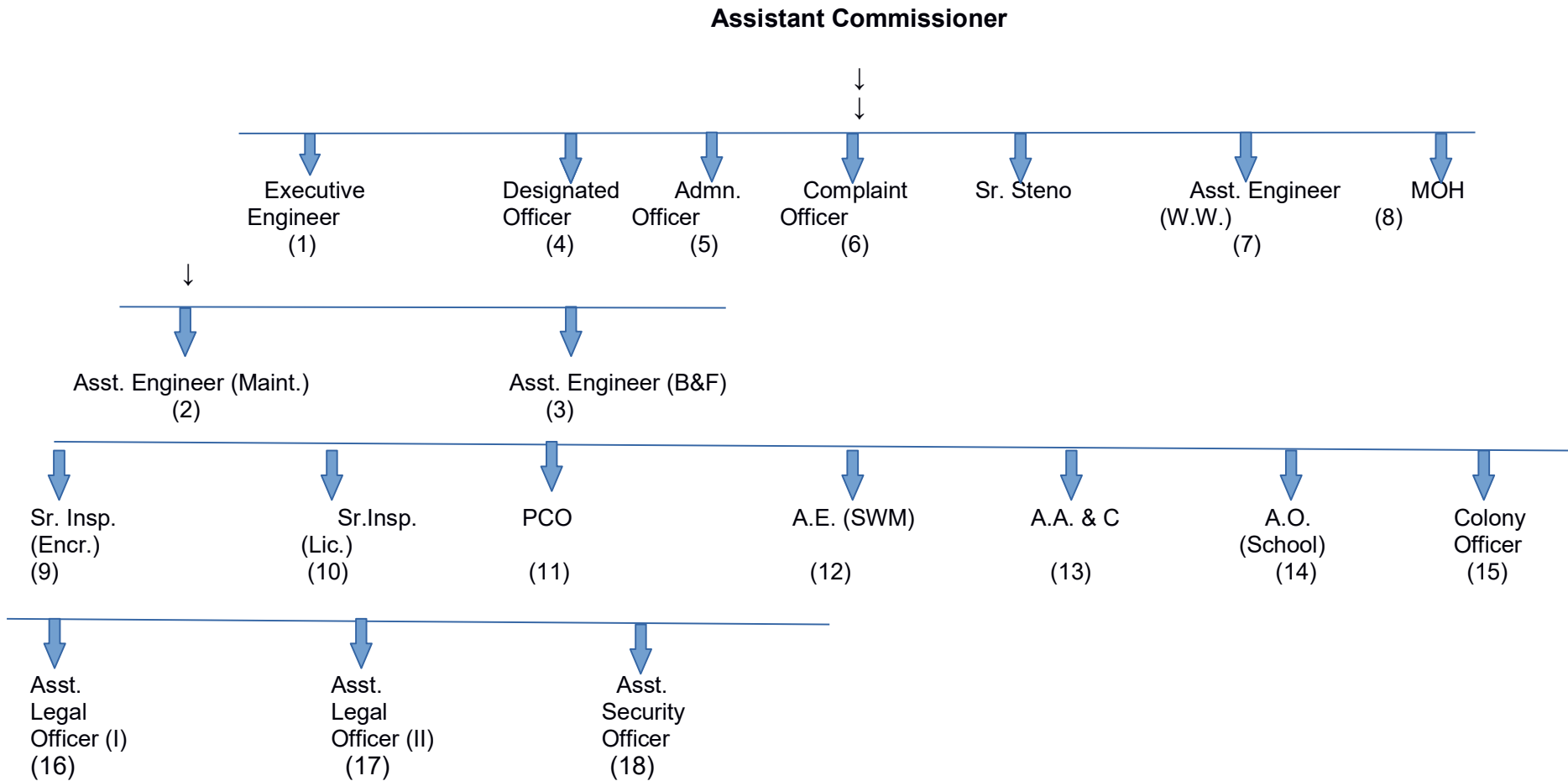
The corporation has decentralized most of the main departments functioning at the city central level under Departmental Heads, and placed the relevant sections of these Departments under the Assistant Commissioner. Administrative Officer 'S' Ward is under administrative control of Assistant Commissioner.

## ASSISTANT COMMISSIONER

Assistant Commissioner is administrative head of Ward Office, whose office is situated at first floor at above mentioned address. A chart showing Head of the departments working under Assistant Commissioner is attached herewith. For important decisions regarding policy matters and day to day working, there is an administrative chain of Municipal Commissioner/Additional Municipal Commissioner (Eastern Suburbs)/Zonal Deputy Municipal Commissioner. A time of 3.00 p.m. to 5.00 p.m. of every Monday and Friday is reserved for citizens to meet the Assistant Commissioner for their grievances/complaints and suggestions. For administration convenience, there are 6 zones of Municipal Corporation at Dy. Commissioner's level and 'S' Ward comes under Zone-VI. Deputy Municipal Commissioner (ZVI)'s office is situated at 3rd floor, of N/Ward Officer Building, Ghatkopar (East), Mumbai-400 075 A 'Lokshahi Din' is arranged on 3rd Monday of every month at Deputy Municipal Commissioner's office for redressal of citizens complaints. On this day, Deputy Municipal Commissioner listens to citizens complaints and instructs Assistant Commissioner/Head of Departments for quick redressal of complaints. To supervise and check technical aspects of development and maintenance work of Ward office, a post of Executive Engineer exists which comes under Assistant Commissioner. Office of Executive Engineer is situated at 2nd floor of 'S' Ward office Building. Accounts Officer, Head Clerk, Clerk and Auditor coming under purview of Chief Accountant, work at Ward office. The Accounts department staff look after to establishment, booking liability of proposals, revenue audit and sanctioning of all types of bills.

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The Chart showing officers/staff in the Ward Office



Note: Department/Designation wise Hierarchy Chart is given separately in respective document..

## **ASSISTANT COMMISSIONER**

Municipal Commissioner is Supreme Administrative Officer of autonomous body of Brihanmumbai Mahanagarpalika. Mumbai Mahanagarpalika is divided in 6 Zones and 24 Wards for Administrative Facility. These 6 zones are supervised by Addl. Municipal Commissioner, Assistant Commissioner Controlled by D.M.C. The Assistant Commissioner looks after the administrative work of ward independently with discussion and advice of D.M.C. and Addl. Commissioner. Initially, Assistant Commissioner is responsible to M.C./A.M.C./D.M.C. in executing his duties. As shown on page no.5 in adherence to post wise tree chart of all 18 Head of the Departments work under the control of Assistant Commissioner. However, Head of the Departments are shown at Sr. No.6 to 18 are looked after the work under the administrative control of Assistant Commissioner and submit the report to him time to time and for policy matters they are working under the jurisdiction of their Head of Departments. Generally, working hours of Assistant Commissioner from Monday to Friday are Morning 8.00 a.m. to Afternoon 12.00 p.m. and in the afternoon 2.30 p.m. to 5.30 p.m. On Saturday Morning 8.00 p.m. to afternoon 12.00 p.m. In emergency i.e. Collapse of Bldg., Higher flooding, Fire and flooding, etc. Assistant Commissioner is available for 24 hours. Assistant Commissioner can enjoy all Sundays and Holidays. He has to remain present for emergency call for Meeting by M.C./A.M.C./D.M.C. and plantation of trees, cleanliness for any other special programs. Assistant Commissioner can take necessary action to solve all the problems of Citizens of concerned ward. People should not be suffered with any problems regarding shortage of water, garbage and other civic amenities, for which proper action and care is taken from Assistant Commissioner.

### **Office Work**

The Assistant Commissioner has two types of works i.e. administrative and fieldwork. His/ Her Office duties are as under:

- 1) To remain present in the office and attend councilor to hear their complaints and solve the same. To keep the time for the Citizens Grievances, to hear their complaints and solve their problems twice in a week in the afternoon on fixed days. If he/she is busy in some other urgent works then to give instruction to the Competent Officer such as Assistant Engineer (Maintenance), Assistant Engineer (Building & Factory) to attend the Citizens.
- 2) Generally, Telephonic complaints received by concerned head of the departments or Complaint Officer. However, to accept the complaints and solve the same.
- 3) To take personal follow to clear the Notice of Motion or corresponds received from M.C./A.M.C./D.M.C. and other seniors.
- 4) To sort out the papers submitted by various head of the departments and if necessary, to modify the same and send report to the seniors.
- 5) To sanction the leaves of head of the departments, the certain sanction amount to purchase from Office Impress Account.
- 6) To attend visitors.
- 7) To discuss and consult with head of the departments.
- 8) To supervise all the departments in the ward whether work is going on smoothly and neatly by employees. The employees are present on their places, and to check cleanliness of the office.
- 9) To visit being a Planning Officer of the ward to put up proposal for Budget Provision and necessary action for improvement of the ward.

### **Field Work**

Being a Field Officer Assistant Commissioner, he has to supervise the field work. His Office duties are as under:

- 1) Supervision / inspection of routine works.
- 2) To check the pre-monsoon anti flooding works, and low leveling areas, etc.
- 3) To check the concerned School, Dispensaries, Stores, Chowkies and Gardens and Municipal Properties viz. Refuse Controlling Centers, Latrines, etc. to take proper steps to continue this services.

- 4) To see whether the materials are not wasted, while working in various places. To see the Municipal Employees are present to their duties. If any obstacles, to take necessary action and get the work done.
- 5) To visit slum colonies.
- 6) To visit with Local Councilor/D.M.C./ A.M.C./M.C. to particular areas. To prepare minutes and sent to concerned head of the department for further completion of work.
- 7) To visit the certain places as per request from Citizens. As per request from head of the departments to take decision or to give proper solution.
- 8) To inspire the Private Institution for beautification of Footpath, Gardens, Transport I-lands and Cleanliness facility.
- 9) To supervise the cleanliness of ward as to keep cleanliness and health is one the main duty. Hence, to get the work done i.e. removal of Garbage, mud, stones, etc time to time through Solid Waste Management Department.

### **Meetings**

Assistant Commissioner has to attend the following meetings:

- 1) To give instruction to Complaint Officer/ Assistant Engineer (Maintenance)/ Assistant Head Supervisor/ Medical Officer Health in respect of Civic Amenities day to day meetings held by Assistant Commissioner.
- 2) To take Review Meeting once in a month for head of the department.
- 3) Monthly Review Meeting of D.M.C.(Zone).
- 4) Monthly Review Meeting of D.M.C.(Zone) with Councilor. The Minutes of the Meeting with sanction of D.M.C. is to be sent to all the head of the departments and Councilor.
- 5) M.C.'s meeting with A.M.C./D.M.C./Head of the departments and Assistant Commissioner.
- 6) Meeting called by Mayor, Ward Committee time to time.
- 7) Monthly Meeting of Ward Committee.
- 8) Time to time the meeting called by M.C. /A.M.C./D.M.C. for specific reason.
- 9) Meeting with various necessity institutions.
- 10) Monthly Grievance Meeting with Labour Union representatives.

### **RESPONSIBILITY**

- 1) To collect the reports from all head of the departments.
- 2) To scrutinize the report received from all head of the departments and submit to seniors/ D.M.C./A.M.C./M.C.
- 3) To solve the problems of Citizens received from Councilors and Citizens in respect of Civic Amenities.
- 4) To take out solution of employees problems. i.e. Scarcity of equipment and to take out help from Central Agency, demolition of work in large scale and to make arraignment of Police and Transport facility, etc.
- 5) To check the departmental work done by small work contractors.
- 6) To keep watch on the works done by Budget Provision and to take sanction for funds and maintain the liability.
- 7) To make provision in Budget and make planning for future period.
- 8) To keep watch on outstanding audit notes and take action for disposal.
- 9) To confirm all works are done satisfactorily.
- 10) To supervise and control of works in all departments in wards

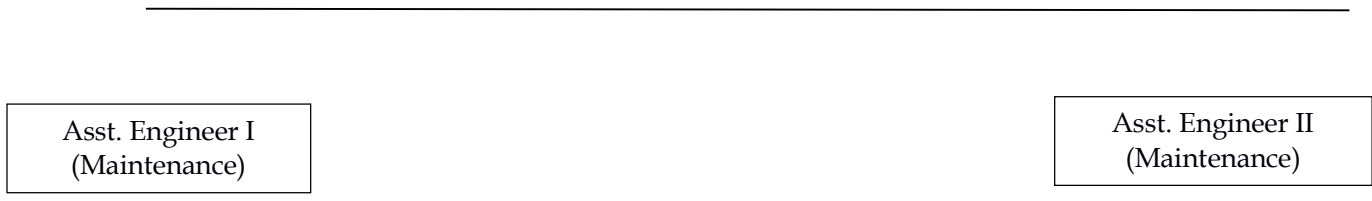
## EXECUTIVE ENGINEER S WARD

- 1) The Executive Engineer to be posted for ward will be designated as Ward Executive Engineer.
- 2) He will be technical head in respect of all civil works except water works in the ward.
- 3) He will work under the Assistant Commissioner.
- 4) He will co-ordinate with various central agencies carrying out works without the ward limit.
- 5) He will get prepared the budget with proper scheme and planning to that only required repairs to the damaged amenities is carried out.
- 6) He will ascertain that the quality and quantity of works carried are maintained.
- 7) He will scrutinize the estimates of various works of ward including slums after verifying 25% of measurements for its corrections.
- 8) He will sign/certify the measurement of the works carried out.
- 9) He will submit the proposal for time extension as and when required to zonal D.M.C. through Assistant Commissioner.
- 10) The power of sanctioning the extra/excess occurring during execution of various works will be governed as per the circular bearing no. CE/30149/I dated 1.4.2003 or any subsequent circular in this regard.
- 11) He will review and monitor the progress of the works and take proper action for delays and discrepancies in works.
- 12) He will prepare schemes and plan the various works to be carried out in consultation with Assistant Commissioner/Ward councilors/concerned department.
- 13) He will get maintained the quarterly appraisal report of C.W.C.'s.
- 14) He will get maintained pre work order register and post work order register so as to review and control the works and issue the work orders timely after getting estimates prepared with due sanction.
- 15) The Ward Executive Engineer will scrutinize the unauthorized work/repair works, proposal etc. in accordance with various policies and will submit the report pertaining in this regards to A.C.'s proposing suitable action.
- 16) He will be responsible to carry out the departmental works timely.
- 17) He will inspect the dilapidated buildings private as well as Municipal himself and will take proper action like propping and evacuating etc. as the case may be and he will maintain record of the same.
- 18) He will give special attention to the departmental school repair. Works/house keeping works and he will monitor the Maintenance etc. He will inform the Central Agency to carry out major repair works of various properties/road/S.W.D.



**Organization's structural Chart of Office of Executive Engineer 'S' Ward**

**Executive Engineer**



Note: Department/Designation wise Hierarchy Chart is given separately in respective document

## **ADMINISTRATIVE OFFICER 'S' Ward.**

Administrative Officer is important post in the office of Assistant Commissioner 'S' Ward .

Administrative officer is the head of internal clerical staff and he/she is responsible for administrative works to the Assistant Commissioner. Under the administrative officer the following department is worked.

- 1) Establishment (Superior )
- 2) Establishment (S & L)
- 3) Establishment (Labour)
- 4) Expenditure
- 5) Revenue
- 6) Dispatch
- 7) Civic Facility Centre (CFC)
- 8) Complaint Officer
- 9) Telephone Operator

### **Qualifications and appointment :-**

Administrative officer is appointed from head clerk who is completed his minimum seven years tenure as a head clerk. The merits and seniority is considered for the appointment.

The Administrative work of A.O. is done through A) Establishment (Superior)

B) Establishment (S & L), C) Establishment (Labour) D)Expenditure E) Revenue

F) Dispatch and

**G) Civic Facility Centre (CFC),** With the help of head clerk and clerks and establishment under the supervision and guidance of Assistant commissioner

### **Work Procedure :-**

#### **A) Establishment section :-**

In the Establishment section the salaries of officers, employees, and labors are charged every month. The administrative work in progress as per provision of Mumbai Municipal Corporation Act 1888, Municipal service rules1989, provident fund rules1924, pension rules and as per provision of industrial dispute act 1948, minimum wages act, employee's compensation act and gratuity act 1978. The main works of establishment section are as follows:-

Establishment Schedule: - To prepare necessary yearly establishment schedule by taking into the account increase and decrease of different post and make necessary budget provision for the year on the account of expenditure for wages and allowances.

- 1) To maintain attendance of staff (Muster)
- 2) To scrutiny of leave applications for certifications and sanctions
- 3) To get the approval for yearly increments
- 4) Monthly Wages Pay sheets – As per the establishment date provided by the establishment clerk within specific time period the required monthly pay sheets of the respective staff Section wise / Pay sheet code wise prepared on Computer (by taking into account of time to time leave, transfer, promotion and reservation) by Master creating forms.
- 5) employee is getting his monthly payment through his respective bank account After receipt of monthly pay sheets from Computer Department before allowing actual payment those pay sheets are sent to respective Account Office along with effective reports where in instruction for withholding or allowing payment to the respective employee are given. Accordingly, respective.
- 6) The monthly pay bills of Suspended employees, part time employees & khada badalee employees are being prepared manually by the Establishment Staff of Ward.
- 7) Preparing monthly effective report of the staff on duty, by taking note of their transfer, removal, reversion or promotion etc.
- 8) On proper sanction to prepare pay sheets for Advance Leave Salary, Encashment of Leave, Leave Travel Assistant etc.
- 9) Making correspondence in case of enquiry of the respective staff as per guidance of the Administration / Sectional head or Enquiry Officer as the case may be.
- 10) To maintain service record of the respective staff and get the same audited as and when required.
- 11) To work out claim under Workman Compensation Act as and when required.
- 12) To make correspondence with Laborer Officer whenever required.
- 13) To prepare overtime wages bills whenever applicable.
- 14) To prepare final claims of the employee such as Superannuation Pension Claim, Voluntary Retirement Claim, Provident Fund Claim to get necessary payment to the ex-employee as early as possible.

The work of pay fixation is done time to time as per pay fixation agreement and arrears from such fixation are given to the employees.

## **B) Expenditure Section**

The main work of this section is to certify the bills and pay the amount. The procedure is as follows –

- 1) To make provision in the Budget Estimate. This provision is recurring and non-recurring both.
- 2) To make liability for the indent for purchase of proposed works.
- 3) To submit indent and give work order.
- 4) To certify bills, abstract.
- 5) To maintain record of departmental work. To make abstract of expenditure of labour, material and supervision.
- 6) To prepare proposal for supplementing fund.
- 7) To work in consultation with Asstt. Engineer (Maintenance) and Asstt. Accountant about departmental work and P.W.C. Work.
- 8) Table of expenditure of liability register.
- 9) To keep balance sheet of last year's expenditure and current year recurring expenditure of telephone and electricity, so that the double payment will be avoided.

## **C) Revenue Section**

- 1) Revenue department receive and maintain the record of revenue collections receipts of the License, Maintenance, Building & Factory Department from the CFC.
- 2) To prepare the Monthly revenue collection report about revenue received by the Sr. Insp (Lic) 'S' dept and submitted to the concern office.
- 3) To prepare various monthly reports of A.E. Maintenance, A.E. Building & Factory department and submit to the Account officer 'S' Ward and Administrative Officer 'S' ward.
- 4) To maintain the record of original sanction papers of section 313 313 (a)(b),313 (b)(c),394,328 ,Cobbler Pitch, HPCO,RHC. As well as made this record available to the Sr. Insp. (Lic) 'S' Ward, whenever demanded.
- 5) To do the work of security deposit adjustment as per the orders of Sr. Insp. (Lic) 'S' ward.
- 6) Providing the OPD books to the Dispensaries in 'S' Ward, Bhandup after collecting from Printing Press.
- 7) To keep the receipts procurable as per the demand of Account officer for audit purpose.

- 8)** To Maintain the Index Registers and Demand Registers of Sr. Insp. (Lic) 'S' Ward Department.
- 9)** To Maintain the Audit Note Register of License department.
- 10)** To Maintain the Demand Register of A.E. (Main) 'S' Ward. As well as do the respective correspondence.
- 11)** To prepare the various types of reports demanded by Account Officer 'S' Ward and License Department as and when required.
- 12)** To Prepare the Revenue Budget Estimate of A.E. (Main) & A.E. (B&F) Department.

#### **D) Dispatch :-**

To give facilities to the tax payers the dispatch section is working in C.F.C.( Citizen Facility Centre ) & it's working is as detail given below :-

- 1) To accept the letters from the citizens directly or by post as well as to accept the papers from the other offices of the Corporation. The important papers, letters to be distributed departmentally within one day. To send the papers with the printouts to the different departments after taking note on the Computer.
- 2) To send the letters of the different department by post & to maintained postage register & the account of postage stamp for the same.
- 3) Arranging the meetings for the action of the pending Audit notes.

#### **E) Citizen Facility Center :-**

The Citizen Facility Center (C.F.C.) in ward office is started from 23.01.2004 to provide different civic facilities to the tax payers citizens easily & without delay the said C.F.C. is situated on the ground floor. C.F.C. works under the control of Asstt. Commissioner & the Supervision of A.O. with help of Supervisor C.F.C.

There are three windows in C.F.C. Cash Section for accepting the cash. On three windows as per the one windows Scheme all kind of Cash/Cheques are accepted departmentally e.g. All type of permission fees, different deposit, Mandap permission fees & deposit for Reinstatement of Trenches. The deposit fix for the tenders, the amount recovered from the different contractors. The Birth & Death Certificate Fees, Property Tax, Ground Rent etc. The amount / Cheques under the Budget 'A' are accepted. The computerize receipt are issued for the amount/ cheques accepted and such amount/ cheques are remitted to the Municipal Treasury after tallying of account daily.

The counter of the birth & death certificate as well as the issue fees of Shop & Estt., License, is working from 9:00 am to 1:00 pm in C.F.C. for the facilities of the citizens.

The working of the cash windows of C.F.C. is from 9:00 am to 1:30 pm.

For accepting the water charges under Budget 'G' the provision of separate window has been maintain on the First floor of 'S' Ward Office.

The Dispatch Section is working in C.F.C. & the applications from the citizens, reference postage, papers of the office work are being accepted in dispatch section & the acknowledgement of the same is being given.

The working time of the C.F.C. for the citizens is from 08:00 am to 08:00 pm.

## **F) Complaint Officer :-**

Complaint Officer is head of the Complaint Department and is looking after the work under direct control of Assistant Commissioner. His / Her main job is to get redressal of complaint received from citizen and councilor.

### **WORKING OF COMPLAINTS OFFICER**

1. To Cross the Musters of outdoor staff i.e. Maintenance, Building and Factory and M.O.H., Colony Officer, Water etc. daily.
2. To receive complaints by FAX, Telephone, in written or received personally.
3. To receive online complaints ( 1916) received from Central Control in particular format and send it to concern department under his signature for further necessary action.
4. To register MCL, A/B/C, MGR/Lokayukta complaint for further necessary action. To consolidate the report received from concern deptt. & forwarded hardcopy & softcopy to Hon'ble M.C., AMC & DMC (Z-VI) through email ID / E-Office.
5. To prepare Notice Board one day before Public Grievance Meeting. To keep control over the complaints received from citizen to D.M.C.
6. To take follow up of all types of complaint and send it to concern department for further necessary action and to take follow up for compliance.
7. To give telephonic intimation to all concern agencies, staff, councilors for the D.M.C. meeting alongwith councilors as well as Ward Committee Meeting.
8. To give telephonic intimation to all concerned departments for the Hon'ble MC & AMC visit.
9. To receive important telephonic message from Head Office, Central Control room, other Ward Offices, Mantralaya, Councilors, M.L.A. M.P. V.I.Ps. as well as citizen and to give message to concern deptt.
10. To prepare report required by Asstt. Commissioner for different meeting . To consolidate the same and prepare file for meeting.
11. To consolidate monthly fortnightly weekly report and send to superiors.
12. To guide/help visitors, parties. Other officers/staff as and when required.
13. To prepare for different meeting, projects. etc.
14. To visit and inspect places from where frequent or chronic complaints are received.

## **DUTIES OF COMPLAINTS OFFICER.**

1. To receive complaints from citizen and councilors as well as Central Control room through dispatch section or telephonically and register the same in complaint register.
2. To send such complaints to concern deptt. for further necessary action/perusal.
3. To take redressal / action taken report of registered complaints.
4. To reply complaint in writing for written complaints.
5. To give intimation to concern agency staff., H.O.D. as well as councilor for the D.M.C./Councilor meeting.
6. To get the compliance report of cases received from other than Ward Officer, forward the same and get complied report.
7. To cognizance and follow up of the complaints from concern officers which are pending beyond time limit.
8. To submit report of complaints received from central control.
9. To consolidate compliance report of different meetings and submit the same.
10. To guide /help citizens.
11. To prepare draft report reg. the written complaints redressal received from M.C., A.M.C., D.M.C., Hon. Mayor and Chairman of Ward Committee.
12. To co-ordinate, follow up of the complaints and take action taken report which are related to more than one Ward /deptt.
13. To take special cognizance of the complaint which are urgent and bring it to notice of concern officers.
14. To send/submit draft report to concern offices reg. important references, point of order received from M.C., A.M.C., D.M.C.
15. To submit action report to Asstt. Commissioner received from different head of the deptt.



**Section 4(1) (b) (i)**

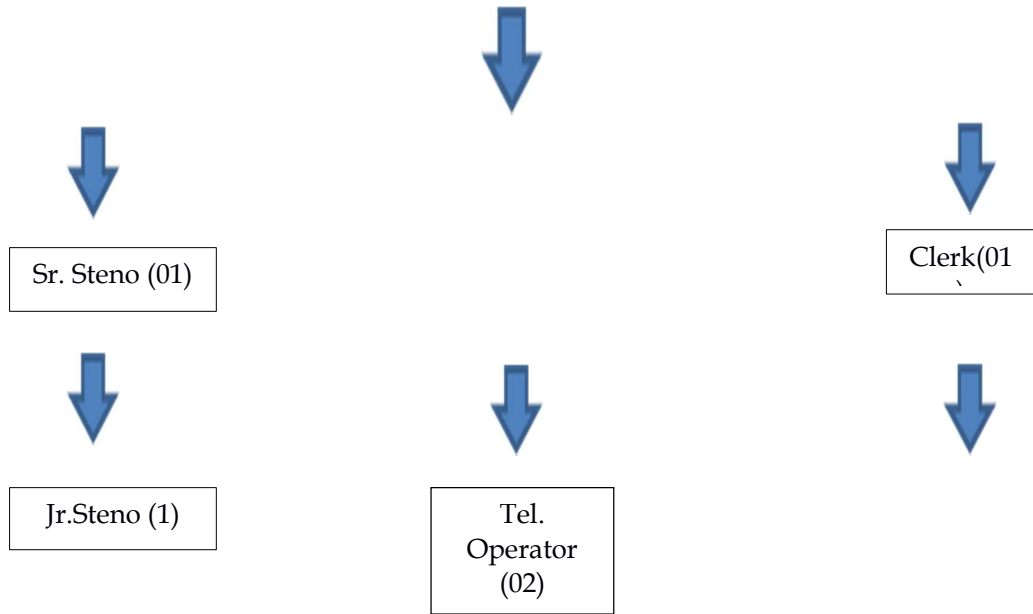
**The particulars of organization, functions & duties of the Administrative Officer, 'S' Ward**

1	Name of the Sectional Head	Smt. Sayli Sunil Khedekar (Administrative Officer)
2	Address	S/Ward Office Municipal Corporation of Greater Mumbai Near Mangatram Petrol Pump Lal Bahadur Shastri Marg, Bhandup (West), Mumbai-400 078
3	Head of the office	Administrative Officer 'S' Ward
4	Parent Government Department	Assistant Commissioner 'S' Ward.
5	Reporting to which office	Assistant Commissioner, 'S' Ward,
6	Jurisdiction Geographical	'S' Ward is bounded by East: National Park (Forest Deptt.and 'T' Ward office Boundry) West: Arebic Sea bank, North: R/South Ward office Boundry-Nursing Lane- Kranti Nagar- Appa Pada- Gandhi Nagar, South: P/South Ward Office Boundry- Chincholi Bunder Road- Upper Govind Nagar-Gen. Arunkumar Baidya Marg-East side of Film City.
7	Vision	"To complete the Establishment works within time."
8	Mission	"To complete the Establishment works."
9	Objectives	Administrative works done through 1) Establishment 2) Expenditure 3) Revenue 4) Dispatch with help of Clerk and Head clerk under the guidance and supervision of Assistant Commissioner
10	Functions	<ol style="list-style-type: none"> <li>1. To check the musters registers weekly reports and to supervise and guide to head clerk and clerks</li> <li>2. To check dispatch papers comes from MC, AMC and DMC and distribute papers to concern authorities.</li> <li>3. To submit application received from local Corporator, MLA for renaming chowk &amp; roads to Municipal secretary.</li> <li>4. To issue circulars as per order from Assistant Commissioner</li> <li>5. To co- ordinate with staff and guide them regarding various routine work.</li> <li>6. To keep record of MCA audit note, document received from various committee and take necessary action.</li> <li>7. To give reply to the union complaints</li> <li>8. To co-ordinate between indoor and outdoor staff work</li> <li>9. To complete the work given by Assistant Commissioner</li> <li>10. To arrange the grievance committee and follows the decisions</li> <li>11. To arrange Sexual Harassment Committee whenever complaint received .</li> </ol>

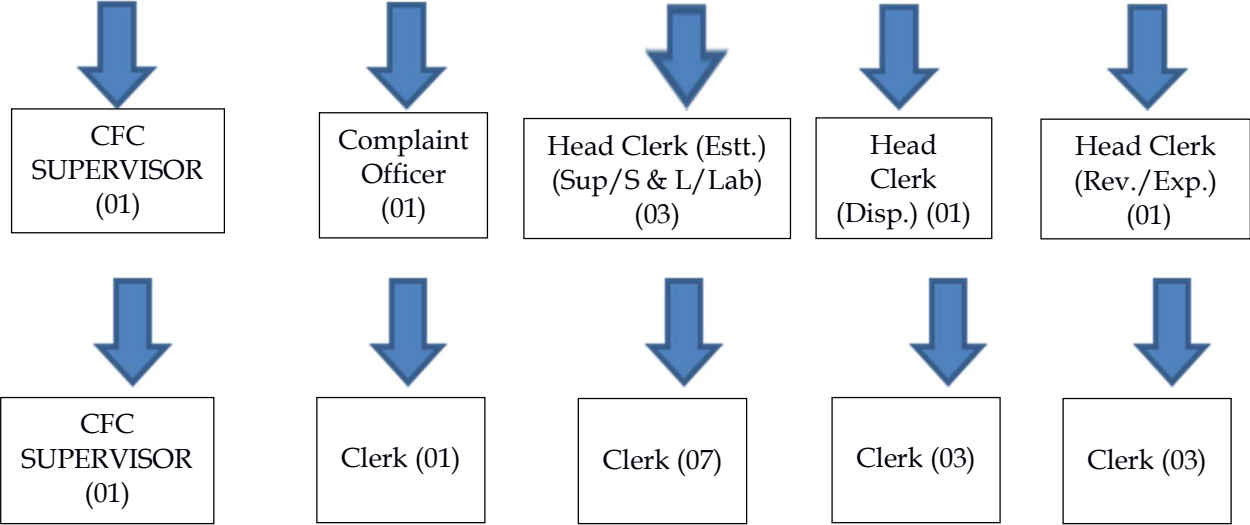
11	Details of services provided ( In Brief)	<ul style="list-style-type: none"> <li>To collect the revenue / taxes from citizens for various purpose in the office of Civic Facility Centre.</li> <li>To issue Birth &amp; Death Certificate.</li> </ul>
12	Physical assets (Statement of lands & Buildings and other Assets)	<ol style="list-style-type: none"> <li>Establishment Superior / S &amp; L / Labour :- 13 Tables, 15 Chairs, Godrej cupboard 14, Fan 17, Cooler 5, Tube lights:- 17, Computer 14, printer 05</li> <li>Revenue:- 04 Tables, 03 Chairs, Godrej cupboard 04, wall feeding cupboard 00, Fan 04, Tubes lights:- 04, Computer 02, printer 01, Intercom 01</li> <li>Expenditure/Typing section:- Tables 08 (6+2), Chairs 7 (5+2), Godrej cupboard 07 (7+0), Wooden cupboard -, wall feeding cupboard 0, Fan 04 (3+1), Computer 04 (2+2), printer 04 (2+2), Tube light:-07 (6+1) ,</li> <li>C.F.C:- Counter 06, Computer 07, printer 07. Certificate printer 01, Currency counting machine 01, Tables 09, Chairs 12, Godrej cupboard 00, Wooden cupboard 00, wall feeding cupboard 00, Fan 13, Sofa 00, Cheque drop box 01, Complaint Box 01, Locker 01, Intercom telephone 02, Ac 09, CCTV 05, LCD 00, Water Filter 00,</li> <li>Dispatch:- 07 Tables, 10 Chairs, Godrej cupboard 00, Wooden cupboard 00, Fan 04, Tube Lights 10, Computer 2, Printer 0, Wall feeding cupboard 00</li> <li>Complaint Officer :- Table- 02, Chair- 05, Fan – 02, Tube Light – 02, Printer – 01, Computer – 01, Direct Line (Phone) – 01, Intercom – 01, Cupboard – 02, Wall Feeding Cupboard - 02,</li> </ol>
13	Organization's structural Chart	As per separate sheet attached
14	Office timings	Office timing : 10.00 a.m. to 05.00 p.m. (Monday to Friday)  Visiting Hours : 03.00 p.m. to 05.00 p.m. .(Monday to Saturday)
15	WeeklyHolidays	All Saturday, Sunday and Public Holidays.

Organization Structural Chart (Orgonogram):

Assistant Commissioner



**ADMINISTRATIVE OFFICER 'S' Ward**



Sr.No	Section	Schedule post	Vacant Post
1.	Administrative Officer	01	Nil
2.	Establishment ( Sup/ S & L /Lab)	Head Clerk :- 3	Nil
		Clerk :- 7	Nil
3.	(Expenditure)	Head Clerk :- 1	Nil
		Clerk :- 3	Nil
4.	Revenue	Head Clerk :- 1	Nil
		Clerk:- 3	Vacant-1
5.	Dispatch	Head Clerk :- 1	Nil
		Clerk :- 3	Vacant-2
6.	Citizen Facility Centre (CFC)	Supervisor :- 1	Nil
		Clerk (C.R.E):- 9	Nil
7.	Complaint Officer	C.O. :- 1	Nil
		Clerk :- 1	Nil

**Section 4(1) (b) (ii)**

**The power of Delegation of Assistant Commissioner 'S' Ward**

<b>Sections</b>	<b>Nature of Powers, duties and functions delegated</b>
80 A (2)	To employ temporary labour staff on minimum rate of monthly wages in accordance with the scheduled sanction by the Municipal Commissioner every year.
83	To fine, reduce, suspend or dismiss any member of the staff working under him as specifically delegated by the Municipal Commissioner vide circular under No.MPS/8261 dtd.13.3.2000.
84	To grant C.L. to his sub-ordinates upto limit allowed by rules in force for the time being.
85 (1)	To appoint whenever necessary substitute to Act in place of employees under this charge who are absent on leave.
105-B	To evict persons from Corporation premises.
105-C	To recover rent damages as arrears of property taxes.
105-D	Rent to be recovered by deduction from salary or wages in case of Corporation employee.
112	To receive payments on account of the Municipal Fund and to lodge them in a bank.
113 (3)	a) To incur expenditure on office contingencies (except furniture) upto Rs.5000/- per item out of imprest subject to availability of budget.
165	<ol style="list-style-type: none"><li>1) Fix the time and place for hearing the complaint.</li><li>2) To investigate and dispose of the complaint in presence of the complainant, if he shall appears, if not, in his absence.</li><li>3) For reasonable cause, the complaint may be adjourned for investigation.</li><li>4) After disposal of the complaint, the result thereof shall be noted in the book of the complaints under Section 164 and any necessary amendment shall be made in accordance with such result in the assessment book.</li></ol>
202 (1)	To issue notice of demand.
222 (1) & (2)	To construct, repair or alter Municipal drains and enter upon land for the purpose.
223 (2)	Removal of building etc. erected without permission over any drain .
234	To determine details of drains and drainage fittings or cesspools for new buildings.
240	To grant a permission for construction of drains and cesspools.
243 (2)	Making requisition in respect of traps, coverings and means of ventilation for

	drain and cesspools.
244 (1)	To power affix pipes for ventilation of drains.
244(1) (4)	To erect shaft or pipes for ventilating drains and cesspools.
246 (A)	Construction of water closets and privies.
247	Prescribing water closet and other accommodation in building erected or re-erected.
248(1)(a)	Requisition to enforce provision of water closet or privy or urinal etc.
251	Determining details regarding water closets under Clauses (a)(d)(e)
251(B)	Provision as to use of places of bathing or washing clothes etc.
253	To inspect and examine drains, etc. mentioned in Section.
254	To open ground, etc. for purpose of such inspection and examination.
255	To make good the ground as provided in the section.
257	Making requisition on owners of premises as provided in Sub-Section (1) for doing work mentioned in Sub-Section (2).
258(a) (b) (c)	Prohibition of acts, contravening the provisions under chapter IX of the M.M.C. Act.
259-A	Provisions as to employment of licensed Plumber and use to work.
263 (1)	Entering upon or carrying material through any land for inspection etc.
270	To set apart for particular purposes the public drinking fountain etc.
270 (A)	Certificate in respect of adequate water supply.
272	Making and renewing connection with Municipal Water Work.
273	Taking charge of private connections up to stops tabs.
273-A	Altering position of connections etc.
276 (1)	Providing a meter or allowing consumer to provide his own meter.
278	Inspecting any premises regarding meter, communication pipes.
278 (a)	To provide a meter are allow consumer to provide his own meter.
279 (1)	Power to cut off private water supply connections or to turn of water.
298 (1) & (2)	To acquire set back and take possession of and clear the land under these Sub-Section.
299	Acquisition of open land or of land occupied by platforms, etc, within the regular line of a street.

305	To level metal or pave, drain and light private.
311	To require owners to alter ground floor, doors etc.
313	Prohibition of deposit etc. of things in a street.
314	To take action without notice/with notice and to take proceedings thereon and passed order in respect of work/construction /obstruction carried out or placed in contravention of section 312 or 313 or 313 A of M.M.C.Act.
317	To permit booths on festivals in certain streets.
319	To temporarily close streets while works are in progress.
321 (2)	To prevent removal etc. without permission of fences etc.
322	To prevent opening, etc. of streets unless done with permission and to give such permission.
324	To restore street upon or broken up etc.
325	To require person to provide for diversion of traffic etc.
326 (2) (3)	To regulate hoarding etc. in streets.
328	Granting permission and regulations sky signs etc.
328A	Granting permission and regulation of Advertisings.
329	To required and secure adoption of measures to protect and enclose dangerous places.
333 (4)	Manner of laying gas pipes.
344-A	Supervision of buildings and work.
349	To give of refuse permission for walls etc.
350	To inspect buildings in course of erection, alteration, etc.
353	To specify any matter in contravention of Act or Bye-Law within three months after completion.
353-B	For making structural audit compulsory in respect of the existing building, which have completed 30 years.
354	Removal of structures etc. which are in ruins or likely to fall.
368	To regulate owners and occupiers to collect and deposit dust etc.
374	To inspect building or premises to ascertain sanitary conditions.
375	To require cleansing and lime washing of any building etc.
375-A	Requisition to abate or to prevent recurrence of a leakage in the roots of buildings etc.



377	To make requisition against the owner or occupier for removal of rank vegetation.
377-A	To require the owners of the buildings to abate the nuisance arising from rain water leaking from the roofs of the building or to prevent its recurrence.
380	To require removal, alternation etc. in sanitary huts and sheds.
381	To require the owners of the building to abate the nuisance arising out of the defects.
381-A	To grant permission for new well, tank, pond cistern or fountain.
383	To require cutting and lopping of hedges trees, etc. In certain cases and to take measures for protection to public.
384-A	To prohibit the use of dwelling house of stability animals or storing grain.
390	Not to allow any factory to establish newly without the permission of the Commissioner.
390(1) (2) (3)	Regulations of factories, trades, etc.
394	Licence for keeping articles on premises or carrying out certain trade etc.
396 (1)	To inspect premises where licensable articles are kept or trade or process is carried on or where prohibited articles are kept.
416	Disposal of perishable articles seized u/s 415
422	To inspect any place diseases are suspected and to take measures etc.
479 (5)	To require production of licenses or written permission.
485-A	Power of Commissioner to call for information as to ownership of premises.
488	To enter premises with assistants etc. to inspect survey and execute work.
489	To take measures and execute work etc. on failure of compliance with requisition or orders under certain provisions of this Act.
492 (2)(4)	To call an occupier to disclose rents for purpose of determining question of liability to pay expenses in certain cases.

## The power of Delegation of Executive Engineer 'S' Ward

Sections	Nature of powers, duties and functions delegated
80A(2)	To employ temporary or permanent labour staff in sanctioned minimum rates of monthly wages in accordance with the schedule sanctioned by the Municipal Commissioner every year.
84	To grant leave to any Municipal Officer or servant except for the purpose of taking up other employment as follows: a) Casual leave at discretion, up to limit allowed by any rules for the time being in force. b) Leave on average salary or combined leave admissible under the rules in each case to Municipal employees upto the rank of Asstt. Engineer to provide extra expenses, if entitled by such grants of leave is covered by Budget Grant. c) Leave without pay in accordance with the rules in force.
85	To fine, reduce, suspend or dismiss any member of the menial staff or workman and artisan of a pay not exceeding Rs.150/- per month.
85(1)	To appoint whenever necessary substitutes to act in place of employees under his charge who are absent on leave and whose minimum grade does not exceed Rs.125/-.
105 C	Power to recover rent or damages as arrears of property taxes.
105 D	Rent to be recovered by deduction from salary or wages in case of Corporation employees.
112	To receive money in respect of any matter pertaining to the office in his charge.
222(1) & (2)	To construct, alter or repair municipal drains and to enter upon land for the purpose.
228	To grant permission and prescribed conditions for connections with Municipal drains.
234	To determine details of drains and drainage fittings or cesspools for new buildings.
240	To grant permission for construction of drains and cesspools.
243(2)	To make requisitions in respect of traps, coverings and means of ventilation for drains and cesspools.
244(1)	To erect shafts and pipes for ventilating drains and cesspools.
246-A	Construction of water closet and privies.
247	To prescribe water closet and other accommodation in buildings newly erected or re-erected.
248(1)(a)(b)(c)	Requisition to enforce provisions of water closet, or privy or urinals .
251	To determine details as to water closets under Clause (a)(d)(e).
251-B	Provision as to use places for bathing or washing clothes .
253	To inspect and examine drains . mentioned in Section.
254	To open ground for purpose of such inspection and

	examination.
255	To make good the ground as provide in the section.
257	To make requisitions on owners as provided sub-section (1) and to do such work as mentioned in sub-section (2).
258(a)(b)(c)	Prohibition of acts contravening in the provisions under chapter X of the B.M.C. Act.
259-A	Provisions as to employment of licensed plumber and use of work.
263(1)	Entering upon or carrying materials through any land for inspection
270-A or 275(A)	Certificate in respect of adequate water supply.
272	Making and renewing connection with Municipal water work.
273	Taking charge of private connections up to stop taps.
273-A	Altering position of connections etc.
276(1)	Providing a meter or allowing consumer to provide his own meter.
278	Inspecting any premises regarding meter, communication pipes 5654
298(1)(2)	To acquire set backs and take possession of and clear land under these sub-section.
311	To require owners to alter ground floor, doors
313	Prohibition of deposit etc. of things in a street.
317	To permit booths on festivals in certain streets.
319	For any such work which may lawfully be executed in any street is in progress, to direct that the said street shall be wholly or partially closed for traffic or for traffic of such description as he shall think fit, and shall set up in a conspicuous position an order prohibiting traffic to the extent so directed, and fix such bars, chains or posts across or in the street as he shall think proper for preventing or restricting traffic therein.
321(2)	To prevent removal etc. without permission of fences,
322	To prevent opening etc. of streets unless done with permission and to give such permission.
324	To restore streets opened or broken up
325	To require person to provide for diversion of traffic
326(2)(3)	To regulate hoarding etc. in streets.
328, 328(A)	Granting permission and regulating sky signs
329	To require and secure adoption of measures to protect and enclose dangerous places.
333(A) or 333(4)	Manner of laying gas pipes.
347(A), 347(B), 347(C)	To intimate approval of work of which notice is received under section 337 and 342.
348(a)(b)(c)	Provision as to buildings which are to be newly erected.
349	To give or refuse permission for walls

350	Inspection of buildings in course of erections.
353	To specify any matter in contravention of Act of Bye laws within three months after completion.
353-B	Provision as to completion certificates, permission to occupy or use.
354	To require removal etc. of ruinous or dangerous structures
368	To require owners and occupiers to collect and deposit dust
374	To inspect premises, to ascertain sanitary conditions.
375	To require cleansing and lime washing of any bldg.
375-A	Removal of building materials from any premises may be required.
377	Requisition to remove building materials etc. from any premises.
377-A	Requisition to abate or to prevent recurrence of a leakage in the roofs of buildings
380	To require removal, alteration etc. of in sanitary huts and shed.
381	To take action for abatement of nuisance created by structural defects.
383	To require cutting and lopping of hedges trees
390(1)(2)(3)	Regulation of factories, trade
394	Licence for keeping articles on premises or carrying out certain trades
396(1)	Inspection of premises used for manufactures
416	Disposal of perishable articles seized under Section 415.
422, 499	To inspect any place where dangerous disease if suspected and to take measures
479(5)	To require production of licences for written permission.
488	To enter premises with assistants
489	To take measures and execute works etc. on failure of compliance with requisitions orders under certain provisions of the Act.
492(2)(a)	To call on occupier to disclose rents for the purpose of determining questions of liability to pay expenses in certain cases.

**THE DUTIES OF OFFICERS AND EMPLOYEES IN THE OFFICE OF ADMINISTRATIVE OFFICER 'S' Ward.**

(A)

1.	Administrative Officer	<b><u>Financial power</u></b>
		1. Power to incur expenditure-office contingencies Rs.500/-  2. Power to purchase without prior post-audit up to

		Rs.500/-
2.	Head Clerk	NIL.
3.	Clerk	NIL.

**(B)**

<b>Sr.No.</b>	<b>Designation</b>	<b>Power- Administrative</b>	<b>Under which legislation / rules / order / GRs</b>	<b>Remarks</b>
1.	Administrative Officer	1. To sanction increments of Sub-ordinate Staff.	MMC Act 1988	
		2. To sanction casual leaves to subordinate staff up to the rank of Head clerk and clerk accordance with the rules		
		3. To sanction leaves including maternity and injury leave to the labor staff, subordinate staff up to the rank of Head clerk in accordance to Municipal service rule.		
		4. To prepare report of administrative data from respective department and submit to higher authority		
		5. To check works of subordinate staff		

		6. To meet to councilors and officers in the absent of Assistant Commissioner		
2.	Head Clerk	Nil.		
3.	Clerk	Nil.		

(C)

Sr. No.	Designation	Power- Magisterial	Under which legislation / rules / order / GRs	Remarks
	Administrative Officer	N.A.	.....	.....

(D)

Sr. No.	Designation	Power- Quasi Judicial	Under which legislation / rules / order / GRs	Remarks
	Administrative Officer	1. Enquiry 2. Public Information Officer	.....	.....

(E)

Sr. No.	Designation	Power- Judicial	Under which legislation / rules / order / GRs	Remarks
	Administrative Officer	N.A.	.....	.....

**A**

<b>Sr. No.</b>	<b>Designation</b>	<b>Duties - Financial</b>	<b>Under which legislation / rules / order / GRs</b>	<b>Remarks</b>
1.	Administrative Officer	Nil.		
2.	Head Clerk	Nil.		
3.	Clerk	NIL.		

**(B)**

<b>Sr. No.</b>	<b>Designation</b>	<b>Duties - Administrative</b>	<b>Under which legislation / rules / order / GRs</b>	<b>Remarks</b>
1.	Administrative Officer	1) To collect information from Establishment and Revenue department and to prepare administrative report	MMC Act 1988,	
		2) To settle the grievance of internal staff or citizens.		
		3) To submit reports to MC Office regarding disposal of complaints received from them.		
		4) To prepare various meeting reports such as Union, Pension Adalat, Audit Note, etc.		
		5) To prepare & submit consolidated RTI & Complaints report.		
		6) To co-ordinate and guide local resident regarding various information of ward.		

		7) To dispose of complaints received from higher authorities regarding employee's dues.		
		8) Any other work assigned by Ward Officer.		
2.	Head Clerk	1. To Supervise on Clerical works 2. To follows orders of Asstt. Commissioner , Administrative Officer,		
3.	Clerk	1. To Work assigned by Administrative Officer and Head Clerk 2. Dealing with day to day activities.		

**(C)**

<b>Sr. No.</b>	<b>Designation</b>	<b>Duties - Magisterial</b>	<b>Under which legislation / rules / order / GRs</b>	<b>Remarks</b>
1	Administrative Officer	N.A.		
2.	Head Clerk	NIL		
3.	Clerk	NIL		

**(D)**

<b>Sr. No.</b>	<b>Designation</b>	<b>Duties - Quasi Judicial</b>	<b>Under which legislation / rules / order / GRs</b>	<b>Remarks</b>
1	Administrative Officer	1. Public Information Officer (P.I.O)		
2.	Head Clerk	NIL		
3.	Clerk	NIL		



(E)

<b>Sr. No.</b>	<b>Designation</b>	<b>Duties – Judicial</b>	<b>Under which legislation / rules / order / GRs</b>	<b>Remarks</b>
1	Administrative Officer	N.A.		
2.	Head Clerk	NIL		
3.	Clerk	NIL		

## Section 4(1) (b) (iii)

### Procedure followed in Decision Making Process, including channels of supervision and accountability in the office of Administrative Officer 'S' Ward.

#### Name of activities:-

##### 1) Establishment section :-

In the establishment section monthly salary of officers, employees laborers are charged and maintained service records. Establishment section divides between superior establishment and laborer establishment. In the superior section there are one head clerk, four clerks and two peons and in the laborer section there are one head clerk, eight clerks and two peons.

- Pension and NCPF Claim:-

A) The employee superannuated after completion of 58 years, before superannuation pension and NCPF claims prepared in six months advance. Take precaution the employees gets his all dues in his retirement date.

B) Whenever employee applies for voluntary retirement, after sanction of voluntary retirement all dues of employees get disposed off.

C) Whenever Employee expired and when his heirs submits necessary documents all dues of employees get disposed to his relatives.

D) Whenever employee unfit for further services, after sanction of competent authority all dues of employees get disposed off.

- **Preferential Treatment (P.T.CASE):-**

After the death of employee his heirs absorbed in the services as per his / her qualifications in the post of J.E. ,Clerk, Peon, Laborer etc.

- **Creation Of Service Record :-**

Whenever employee is selected for any post after presenting his medical fitness his service record is prepared. Qualification certificates, NOC from concern police station, appointment order etc. are essential document required for preparation of Service Record.

After transfer the employee the service record with personal file send to concern department with audit . (CA/FPP/42, dt.4.1.2000)

- **Balance leave:-**

Whenever employee gets superannuation / voluntary retirement / service unfit /

On service death with all above cases balance leave salaries to be given after finishes his dues like Pension and NCPF Claim.

## A) Name of activity

### 1) Pension

- (A) Related provision :- .....
- (B) Name of Act :- .....
- (C) Rules :- Pension Rule 1953
- (D) Government Resolution :- .....
- (E) Circulars :- **Section 4(1)(b)(v)**
- (F) Office order :- .....

### 2) NCPF

- a) Related provision :- .....
- b) Name of Act :- .....
- c) Rules :- P.F. Rule 1924
- d) Government Resolution :- .....
- e) Circulars :- **Section 4(1)(b)(v)**
- f) Office order :- .....

### 3) PREFERENTIAL TREATMENT (P.T. CASE)

**A.** Related provision :- .....

**B.** Name of Act :- .....

**C.** Rules :- .....

**D.** Government Resolution :- .....

**E.** Circulars :- 1) LO /19 dtd.18.12.1998

2) LO /16 dtd. 22.03.2007

3) LO /78 dtd.21.12.2011

4) LO /04 dtd.25.10.2007

5) LO /21 dtd.24.12.2008

6) LO /14 dtd.13.10.2008

7) LO /22 dtd.29.10.1990

**F.** Office order :-

### 4) BALANCE LEAVE

**a)** Related provision :- .....

**b)** Name of Act :- .....

**c)** Rules :- .....

**d)** Government Resolution :- .....

e) Circulars :- **Section 4(1)(b)(v)**

f) Office order :- .....

## 5) **ENQUIRY**

(A) Related provision :- Enquiry Manuals

(B) Name of Act :- .....

(C) Rules :- .....

(D) Government Resolution :- .....

(E) Circulars :- 1) DPAR / FGR / 06 dtd.15.05.1999

2) DPAR / FGR / 17 dtd.29.08.2000

3) DPAR / FGR / 08 dtd.26.07.2002

4) DPAR / FGR / 30 dtd.07.02.1995

5) CHE/ ENQ / Z-I/ GEN 272 dtd.19.07.2012

(F) Office order :-

## 6) INCOME TAX

- (A) Related provision :- .....
- (B) Name of Act :- Income Tax Act
- (C) Rules :- .....
- (D) Government Resolution :- .....
- (E) Circulars :- **Section 4(1)(b)(v)**
- (F) Office order :-

## 7) PROMOTIONS / TIME BOUND PROMOTIONS

- a) Related provision :- .....
- b) Name of Act :- Income Tax Act
- c) Rules :- .....
- d) Government Resolution :- .....
- e) Circulars :- 1) MPM / 2/ 3447 /dtd.24.05.2008  
2) MPM / 2/ 815 /dtd.06.08.2009  
3) MPM / 2/ 3389 /dtd.17.01.2008  
4) MPM / 2/ 3560 /dtd.15.07.2000  
5) DPAR /RGCELL/3 dtd. 24.07.2007
- f) Office order :- .....

## 8) PENSION ADALAT

- A. Related provision :- .....
- B. Name of Act :- Income Tax Act
- C. Rules :- .....
- D. Government Resolution :- .....
- E. Circulars :- 1) CA / FPP/27 dtd.07.12.2007
- F. Office order :- .....

## 9) RIGHT TO INFORMATION (RTI)

- a. Related provision :- .....
- b. Name of Act :- RTI ACT 2005
- c. Rules :- .....
- d. Government Resolution :- .....
- e. Circulars :- **Section 4(1)(b)(v)**
- f. Office order :-



## 10) MCA AUDIT NOTE

- a) Related provision :- .....
- b) Name of Act :- .....
- c) Rules :- .....
- d) Government Resolution :- .....
- e) Circulars :- **Section 4(1)(b)(v)**
- f) Office order :- .....

## 11) CONFIDENTIAL REPORT

- (A) Related provision :- .....
- (B) Name of Act :- .....
- (C) Rules :- .....
- (D) Government Resolution :- .....
- (E) Circulars :- 1) CE / 6405 DT. 19.06.2013  
2) MPS / 5413 DT.13.05.2013  
3) MPM-2 / 361 DT. 30.09.2013
- (F) Office order :- .....

## 12) OFFICIAL ENQUIRY

- (A) Related provision :- .....
- (B) Name of Act :- .....
- (C) Rules :- .....
- (D) Government Resolution :- .....
- (E) Circulars :- **Section 4(1)(b)(v)**
- (F) Office order :- .....

<b>Sr. no.</b>	<b>Activity</b>	<b>Steps Involved</b>	<b>Time Limit</b>	<b>Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)</b>	<b>Remark</b>
1)	PENSION	Prepared	Before six month superannuation	<b>SUPERVISION AND GUIDE</b>	
2)	NCPF	Prepared	Before six month superannuation	<b>SUPERVISION AND GUIDE</b>	
3)	P.T.CASE	Prepared	After expired of Employee within service	<b>SUPERVISION AND GUIDE</b>	
4)	RTI	Prepared	Within one month after received application	<b>SUPERVISION AND GUIDE</b>	
5)	PENSION ADALAT	Prepared	Every months	<b>SUPERVISION AND GUIDE</b>	
6)	PAYMENT	Prepared	Every months	<b>SUPERVISION AND GUIDE</b>	
7)	VACANT POST REPORT	Prepared	Once in quarter	<b>SUPERVISION AND GUIDE</b>	
8)	INCOME TAX	Prepared	Yearly	<b>SUPERVISION AND GUIDE</b>	
9)	CONFIDENCIAL REPORT	Maintain	Yearly	<b>SUPERVISION AND GUIDE</b>	

**Section 4(1) (b) (iv)**

Norms set for discharge of its functions in the office of Administrative Officer 'S' Ward  
Organizational Targets (Annual)

<b>Sr. No.</b>	<b>Designation</b>	<b>Activity</b>	<b>Units to be covered</b>	<b>Financial Targets in Rs.</b>	<b>Time Limit</b>	<b>Remarks</b>
1.	Administrative Officer			There are no financial targets set for this department. As mentioned earlier the work is carried out on day to day basis.		
2.	Head Clerk & Clerk			There are no financial targets set for this department. As mentioned earlier the work is carried out on day to day basis.		

**Section 4(1)(b)(v)**

The rules/ regulation related with functions in the office of Administrative Officer 'S' Ward.

<b>Sr. No.</b>	<b>Subject</b>	<b>G.R./Circular/Office order. Rule no. notification etc. date.</b>	<b>Remarks if any</b>
	<b>General Circulars</b>		
1.	Absenteeism	DPR/FGR/30 dtd.07.02.1995	
2.	Transfer and Promotions	MPM2/ 1093/dtd.29.09.2009	
3.	Continuation after 55 years	MPM1/ 595 /dtd.31.01.2004	
4	Computer Knowledge	MPM2/ 2014 /dtd.20.03.2010	
5	Leave	MSR 1989	
6	Advance payment from P.F	CA / FVA / dtd.21.04.2009	
7	4%Subsidy on housing loan	CA/FHL/51/dtd.03.01.2001	
8	DC-1 Rule	DPAR / FGR/10dtd.04.07.08	
9	Relive Employee after promotion / transfer	MPM2 / 6077 / dtd.05.01.2009	
10	Passport , Visa ,NOC	CH/ENQ/GEN/164/dtd,06.09.05	
11	Additional increment after passed L.S.D.	DPAR / FGR /20/dtd.15.10.08	
12	Passport, NOC	MPM2 / 493 / dtd.19.09.2009	
13	Casual Leave	(a)CA/FGR/79/dtd.31.01.1981 (b)DPAR /FGR / 8/dtd.17.07.09	
14	LTA	CA/ FGR/39dtd.07.10.1985	
15	For Tracking CL	DPAR / FGR/5 dtd.12.06.2008	
	<b>PENSION</b>		
16	Pension Adalat	CAT / FPP / 27 dtd.07.12.2007	
17	Pension for absconding Employee	DPAR / FGR/4 dtd.05.05.1992 DPAR / FGR/2 dtd.19.04.1995	
18	Non vacating staff quarters	DPAR / FEM /10 dtd.02.07.1990 DPAR / FEH / 5 dtd.28.05.2001	
19	Pension for unfit	DPAR / FEH /21 dtd.14.01.1998	
20	Saving Account for Pension	CAT /FPP / 40 dtd.12.02.2009	
21	Increase limit of DCRG	DPAR / FGR/08 dtd.06.06.2012	

	<b>NCPF</b>		
22	NCPF	NCPF Rule 1925	
	<b>P.T.CASE</b>		
23	Application	LO /19 /dtd.18.12.1998	
24	Power to DMC	LO/16/dtd.22.03.2007 LO/78/dtd21.12.2011	
25	LAD PAGE Committee ( Sweeper Class P.T.)	LO/4/dtd.25.10.2007 LO/21/dtd24.12.2008	
26	P.T. Case for absconding Employee	LO /14 /dtd.13.10.2008	
27	School leaving verification	LO /22 /dtd.29.10.1990	
	<b>Enquiry, Suspension, Suspension Allowance</b>		
28	Enquiry, Suspension, Suspension Allowance	Enquiry Manuals , MSR 1989 1)DPAR/FGR/6/dtd.15.05.1999 2) DPAR /FGR/17/dtd.29.08.2000 3) DPAR /FGR/8/dtd.26.07.2002 4) CHOE/ Z- I/gen/272/dtd.29.7.12	
29	Termination	MSR 1989, Municipal Service (Rule and Conduct 1999) , Industrial dispute Act 1948  DPAR/ FGR/5 dt.10.09.2007	
30	Suspension Review	MPM2/ 3505 /dtd.21.02.2005 MPM2 /3349/ dtd. 23.01.2008	
31	Resumption	AO/GEN /376 dt. 08.10.1982	
	<b>Promotion and Time Bound Promotion</b>		
32	Promotion and Time Bound Promotion	DPAR/RGCELL/3/dtd.24.07.07 MPM2/3447/dtd.24.05.2008 MPM2/815/dtd.06.08.2009 MPM2/3389/dtd.17.01.2008 MPM /3560 / dtd.15.07.2000	
	<b>Transfer of Service Record</b>		
33	Transfer of Service Record	CA/FPP/ 42 dt.16.12.1999	

**Section 4(1)(a)(vi)**

Statement of Categories of documents held in the office of Administrative Officer 'S' Ward  
(As proposed)

<b>Sr. no.</b>	<b>Subject</b>	<b>Type of Document file or register</b>	<b>File no. or Register no.</b>	<b>Particulars</b>	<b>Periodicity of preservation</b>
<b>ESTABLISHMENT</b>					
1	Service Record	File		‘A’ CLASS	PERMANANT
2	Muster	Register			
3	CR Sheets	File			
4	Authority	File			
5	Seniority list	File			
6	Circular file	File			
1	Pension . NCPF, P.T. claim	File		‘B’ CLASS	30 YEARS
2.	Appointment Transfer Promotion Permanency	File			
3.	Proposal	File			
1	Leave Papers	File		‘C2’ CLASS	15 YEARS
2	O.T.	File			
3	Correspondence	File			
1.	Enquiry Papers	File			
2.	Disciplinary Action	File			

3.	Income Tax	File		'C1' CLASS	10 YEARS
4.	PF Advance	File			
1	Temporary Appointment	File		'C' CLASS	05 YEARS
2	Cessation of employee	File			
3	Leave application	File		'D CLASS	01 YEARS
4.	Complaints , ETC	File			
<b>DISPATCH</b>					
1	Dak sheet	Register		'D CLASS	01 YEARS
2	Post Register	Register			
3	Other Register	Register			
4	RTI Register	Register			
<b>CFC</b>					
1	Stock Register Receipt	Register		'D CLASS	01 YEARS
2	Dishonor Cheques	Register			



**Section 4(1)(b)(vii)**

Particulars of any arrangement that exists for consultation with the members of the public in relation to the formulation of its policy and implementation in the office of Administrative Officer 'S' Ward.

**-- NOT APPLICABLE --**

### **Section 4(1)(b)(viii)**

Statement of Boards, Councils, Committees or Other bodies in the office of Administrative Officer 'S' Ward.

### **Ward Committee**

At Present there is no Ward Committee in existence due to Administrative Rule in the State

### **Sexual Harassment Committee**

Sr. no	Name Of the committee / Boards, Councils, or Other bodies	Composition Of committee / Boards, Councils, or Other bodies	Purpose ofcommittee / Boards, Councils, or Other bodies	Frequency of meeting	Whether meeting open to public or not	Whether minutes available to public or not	minutes available at
2	Sexual Harassment Committee In 'S' Ward	President & 4+1 Members	To prevent the Sexual Harassment in S Ward		Yes	Yes	Administrative Officer

**Section 4(1)(b)(ix) /**

**Section 4(1)(b)(x)**

**Directory of the Officer and Employees /**

**The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations.**

**'A' BUDGET PAYSHEET**

**PAYSHEET NO:- 6710 SALARY AS ON August 2024.**

<b>Sr No.</b>	<b>Designation</b>	<b>Name of the Employee</b>	<b>Grade Code</b>	<b>Date of Appointment in MCGM</b>	<b>Date of Appointment in 'S' Ward</b>	<b>BASIC</b>
1	Assistant Commissioner (I/c)	KASGIKAR BHASKAR V.	A	19.03.1990	14.10.2023	102500
2	Administrative Officer	KHEDEKAR SAYLI SUNIL	B	21.07.1989	20.02.2024	91400
3	Senior Stenographer	VACANT	B			
4	Complaint Redressal Officer	CHAVAN LEENA BHIKAJI	C	04.07.2008	23.04.2020	53000
5	Executive Assistant (Clerk)	PATIL NUTAN SANDIP	C	06.04.2015	06.04.2015	35300
6	Executive Assistant (Clerk)	DHANGAR SUNANDA NANDU	C	01.05.2020	22.07.2024	34300

**PAYSHEET NO:- 6712 SALARY AS ON August 2024.**

<b>Sr.No.</b>	<b>Designation</b>	<b>Name</b>	<b>Gr. Cd.</b>	<b>Date of Appointment in mcgm</b>	<b>Date of Appointment in s ward</b>	<b>BASIC PAY</b>
1	EX.ENGINEER	KASGIKAR BHASKAR VISHWAMBHAR	C	15.11.1989	30.03.2021	102500
2	DESIGNATED OFFICER (NON SCH)	VACANT	A	-	-	0
3	ASST.ENGINEER	BANGADE AMISH RAVINDRARAO	A	03.07.2008	28.03.2022	74300
4	ASST.ENGINEER	VACANT	A	-	-	0
5	ASST.ENGINEER	VACANT	A	-	-	0
6	ASST.ENGINEER	VACANT	A	-	-	0
7	SUB-ENGINEER	SHAIKH EHTESHAMUDDIN Z	B	03.03.2012	17.12.2022	58600
8	SUB-ENGINEER	NIMBALKAR VAIBHAV BALASAHEB	B	22.04.2013	01.10.2021	56900
9	SUB.ENGINEER	VACANT	B	-	-	0
10	SUB-ENGINEER	PATIL SACHIN EKNATH	B	27.11.2009	22.06.2021	64100
11	SUB-ENGINEER	VACANT	C	-	-	0
12	JR.ENGINEER	MEHERKHAMB PANKAJ GANESH	C	19.12.2015	07.01.2021	42100
13	JR.ENGINEER	VACANT	C	-	-	0
14	JR.ENGINEER	DALVI YOGESH MAHADEV	C	29.07.2008	07.07.2023	46100
15	JR.ENGINEER	MOHIT ANIL BHUJADALE	C	05.12.2015	24.05.2022	50400
16	JR.ENGINEER	SARADE KULDEEP S	C	05.12.2015	05.12.2015	54600
17	JR.ENGINEER	VACANT	C	-	-	0
18	JR.ENGINEER	JADHAV RAHUL RAMCHANDRA	C	13.04.2012	01.04.2023	46100

19	JR.ENGINEER	VACANT	C	-	-	0
20	JR.ENGINEER	VACANT	C	-	-	0
21	HEAD CLERK	ADEKAR MANASVI SUBHASH	C	11.05.2006	14.03.2016	65100
22	CLERK	GAWADE SURESH SAMBHAJI	C	01.12.1995	24.07.2017	50000
23	CLERK	GAIKWAD HARSHAL BHASKAR	C	05.02.2015	14.07.2021	29300
24	DRAINAGE ASST.	SAWANT MINESH KIRTIRAJ	C	17.12.1992	01.06.2021	48500
25	DRAINAGE ASST.	SHINDE RAJENDRA GANPAT	C	09.04.2005	09.12.2021	40600
26	DRAINAGE ASST.	LAVATE SHRAVAN NARAYAN	C	03.04.1999	30.12.2016	34400
27	PEON	SAWANT NAMRATA NANDKUMAR	C	30.08.2008	06.11.2020	33000
28	MUKADAM	VACANT	C	-	-	0
29	MUKADAM	VACANT	C	-	-	0
30	MUKADAM	VACANT	C	-	-	0
31	MUKADAM	VACANT	C	-	-	0
32	MUKADAM	VACANT	C	-	-	0
33	MUKADAM	VACANT	C	-	-	0
34	LAB.	VACANT	D	-	-	0
35	LAB.	SHIRWALE DADU KISAN	D	08.09.1990	08.09.1990	42300
36	LAB.	DHAMNASKER RAMAKANT L	D	06.08.1990	06.08.1990	46200
37	LAB.	MOHD SHAMIR MOHD NAZIR	D	01.07.1998	01.07.1998	43400
38	LAB.	VACANT	D	-	-	
39	LAB.	MANE SIDDHANATH SHESHERAO	D	09.07.2018	09.07.2018	21500

40	LAB.	VACANT	D	-	-	
41	LAB.	BHADANGE JAY KRISHNA	D	<b>28.06.2008</b>	<b>28.06.2008</b>	<b>31300</b>

**PAYSHEET NO:- 6713 SALARY AS ON August 2024.**

<b>Sr.No.</b>	<b>Designation</b>	<b>Name</b>	<b>Gr. Cd.</b>	<b>Date of Appointment in mcgm</b>	<b>Date of Appointment in s ward</b>	<b>PAY</b>
1	ASST.ENGINEER	JADHAV RAHUL BHANUDAS	A	15.06.2007	11.05.2022	74300
2	ASST.ENGINEER	PATIL MAHESH GOPICHAND	A	07.07.2005	26.12.2022	86100
3	SUB ENGINEER	VACANT	B	-	-	0
4	SUB ENGINEER	WANKHADE SANDESH BABARAO	B	10.10.2007	13.04.2022	66000
5	SUB ENGINEER	PATIL PRASHANT RAJESH	B	07.05.2012	02.11.2023	64100
6	SUB ENGINEER	THAKRE ISHAN KEHSAV	B	02.05.2013	01.11.2021	62200
7	SUB ENGINEER	GAIKWAD SAGAR MADAN	B	20.05.1997	23.06.2021	72100
8	SUB ENGINEER	THORAT AMOL ANANDA	B	10.12.2008	16.12.2022	64100
9	JR.ENGINEER	THAKUR ASHOK PRABHAKAR	C	24.03.2008	21.05.2022	53500
10	JR.ENGINEER	WAGH BHAWANA YOGESH	C	18.05.2012	11.02.2021	56200
11	JR.ENGINEER	JADHAV SUHAS SUBHASHRAO	C	11.05.2016	28.06.2019	55100
12	JR.ENGINEER	BHAGAT NANDKISHOR TULSHIDAS	C	08.12.2015	26.12.2020	54600
13	JR.ENGINEER	PATIL DATTA PADMAN	C	13.05.1998	20.05.2022	54600
14	JR.ENGINEER	VANAVE ADINATH BHAGCHAND	C	01.03.2012	01.06.2019	48500
15	JR.ENGINEER	SHENAI ASHWINI DATTATRAY	C	10.08.2020	13.02.2024	47100
16	JR.ENGINEER	GANORKAR TRUSHNA SURESH	C	08.12.2015	06.11.2020	56200
17	JR.ENGINEER	SHERAWATE ROHAN SHRAVAN	C	05.01.2015	27.07.2023	56200
18	JR.ENGINEER	BHANDARKAR PRANAWANAND DILIP	C	15.07.2020	15.07.2020	47100

19	JR.ENGINEER	PAWAR PRASAD ASHOK	C	01.07.2020	01.07.2020	47100
20	JR.ENGINEER	KHAN MOHSIN HASRATULLA	C	19.12.2015	04.05.2021	56200
21	JR.ENGINEER	SHINDE MOHNISH GAUTAM	C	27.01.2011	25.05.2023	44800
22	JR.ENGINEER	NARKHEDE KIRTIMALA LAXMAN	C	08.12.2015	08.02.2021	48900
23	JR.ENGINEER	GHUBE ROHIT PURUSHOTTAM	C	09.07.2020	09.02.2024	47100
24	JR.ENGINEER	CHAUGULE RAHUL SINANATH	C	20.04.2012	08.06.2024	44800
25	JR.ENGINEER	VACANT	C	-	-	0
26	STORE SUPVR	ACHREKAR PRIYANKA PRAKASH	C	08.10.1990	13.09.2019	63200
27	HEAD CLERK	GHATVAL NIYATI JITENDRA	C	12.05.2006	27.06.2017	69100
28	JR.STENOGRPHR	VACANT	C	-	-	0
29	TEL.OP.A GRADE	TAHKUR RUNALI SUNIL	C	06.10.2006	06.08.2019	37200
30	TEL.OP.A GRADE	MAKWANA HEMANT NATHU	C	11.07.1991	27.06.2023	47100
31	CLERK	SHETTY DHANASHREE GURUDATTA	C	13.04.2012	26.05.2023	37500
32	CLERK	CHAVAN SWATI RAMDAS	C	15.02.2022	15.02.2022	27900
33	CLERK	SALUNKE NILESH TUKARAM	C	29.01.2015	14.03.2024	34300
34	CLERK	GAVELKAR MAHESH SURESH	C	01.11.2008	05.10.2016	32300
35	CLERK	BHAGAT SNEHA PRADEEP	C	24.05.2018	16.02.2022	32000
36	CLERK	AMBALDERE ARVIND LAXMAN	C	02.01.2009	13.12.2021	32000
37	CLERK	KHER SIDDHI AJIT	C	30.04.2012	07.02.2017	41000
38	CLERK	MOTGHARE SONALI SUNIL	C	04.01.2019	12.07.2024	20900



39	CLERK	DOIPHODE SUNITA NITIN	C	05.02.2015	04.07.2024	33000
40	CLERK	VINCHURKAR MUKESH GANESH	C	31.07.2017	11.03.2024	25500
41	CLERK	YEOLE SANTOSH BHIKAJI	C	03.07.2009	18.03.2024	30200
42	CLERK	JAGATKAR APARNA ANANTRAO	C	29.01.2015	08.04.2024	34300
43	STORE CLERK	BABAR JAYDEEP SHRIMANT	C	15.05.2017	15.05.2017	22500
44	CLERK	SARDESAI SATISH VISHNU	C	15.04.1987	16.07.2019	65100
45	PEON	JARKON KAVITA CHANDU	C	20.11.2020	20.11.2020	21300
46	PEON	PAWAR UJWALA SUNIL	C	17.12.2020	17.12.2020	21300
47	PEON	BETKAR SANJAY VITTHAL	C	01.08.1996	18.01.2023	45700
48	PEON	DEVKAR VISHAL RUPCHAND	C	05.10.2016	05.10.2016	24000
49	PEON	KHARCHAN RAJENDRA JAGANNATH	C	16.06.2010	21.03.2022	23300
50	PEON	VACANT	C	23.05.2000	09.01.2012	35200
51	PEON	VACANT	C	20.03.1989	11.02.2019	39800
52	PEON	PAWASKAR JAYWANT NARAYAN	C	17.10.1984	03.08.2018	43100
53	RECORD ASSISTANT	VACANT		-	-	0

**PAYSHEET NO:- 6714 SALARY AS ON August 2024.**

Sr No.	Designation	Name	Gr. Code	Date Of Appointment In MCGM	Date Of Appointment In S Ward	Pay
1	MUKADAM	PRAKASH BABU SABLE	D	09.06.1992	09.06.1992	48,500
2	MUKADAM	KISHOR LAXMAN SHEJWAL	D	01.06.1994	01.06.1994	47,100
3	MUKADAM	PRAKASH MAHADEV JAYGADE	D	01.06.1994	01.06.1994	43,400
4	MUKADAM	MADHUKAR BAHURAO RAJBHOJ	D	01.09.1995	01.09.1995	47,100
5	MUKADAM	ABHIJIT ATMARAM SAWANT	D	03.05.2007	03.05.2007	32,200
6	MUKADAM	AVINASH HARIDAS ADE	D	28.09.2011	28.09.2011	27,800
7	MUKADAM	BHAGWAN MUKUND WAKADE	D	01.09.1995	01.09.1995	47,100
8	MUKADAM	Vacant	D			
9	MUKADAM	Vacant	D			
10	MUKADAM	Vacant	D			
11	MUKADAM	Vacant	D			
12	MUKADAM	Vacant	D			
13	LABOUR	VITTHAL GOVIND WAGHRI	D	06.09.1995	06.09.1995	47,400
14	LABOUR	SUKHDEV MARUTI BHUSARI	D	01.09.1995	01.09.1995	47,100
15	LABOUR	GHAMAJI NIVURTTI PICHAD	D	07.07.2005	07.07.2005	32,400
16	LABOUR	SUNIL BABURAO BHOIR	D	09.09.2005	09.09.2005	32,400
17	LABOUR	MEHFUZUL HAQUE SAYYED	D	01.04.2005	01.04.2005	40,900
18	LABOUR	BHAGWAT MARUTI TALPADE	D	01.04.2005	01.04.2005	38,700
19	LABOUR	NARESH MARUTI KAMBLE	D	04.05.2006	04.05.2006	33200
20	LABOUR	RATNDEEP BABAN KADAM	D	04.05.2006	04.05.2006	33,200
21	LABOUR	AMOL ANKUSH KHANDAGALE	D	07.08.2007	07.08.2007	32,200
22	LABOUR	TUSHAR MILIND TELORE	D	07.08.2007	07.08.2007	32,200
23	LABOUR	HARISHCHANDRA TUKARAM BHOIR	D	04.06.2008	04.06.2008	31,300
24	LABOUR	RAMESH SHANKAR TARE	D	17.12.2008	17.12.2008	31,300
25	LABOUR	VIKAS SAKHARAM MATE	D	02.09.2008	02.09.2008	31,300
26	LABOUR	NAVNATH NIVAS DHERE	D	01.11.2008	01.11.2008	31,300
27	LABOUR	NILESH VASANT MADVI	D	01.10.2011	01.10.2011	27,800

28	LABOUR	SUNIL CHANDRA LAVHATE	D	14.10.2011	14.10.2011	25,600
29	LABOUR	NARAYAN SHANKAR AVHAD	D	12.10.2011	12.10.2011	27,800
30	LABOUR	VITTHAL ARJUN SALUNKHE	D	04.10.2011	04.10.2011	23,300
31	LABOUR	GEETA JAGDISH SOLANKI	D	05.11.2012	05.11.2012	21,500
32	LABOUR	RAMDAS EKNATH UNAVANE	D	03.02.2014	03.02.2014	24,900
33	LABOUR	RAMESH YASHWANT TUPE	D	01.11.2014	01.11.2014	20300/-
34	LABOUR	MUKESH MAHADEV PATIL	D	02.02.2015	02.02.2015	23,500
35	LABOUR	ROHAN KUMAR BHANUSHALI	D	04.02.2015	04.02.2015	23,500
36	LABOUR	ABHIJEET PRAKASH BHANUSHALI	D	06.02.2015	06.02.2015	23,500
37	LABOUR	NITESH RAJARAM KOR	D	21.02.2015	21.02.2015	23,500
38	LABOUR	DILIP DAGDU PATIL	D	21.08.2015	21.08.2015	22,100
39	LABOUR	NIKHIL RAMESH KARATKAR	D	24.02.2015	24.02.2015	17,000
40	LABOUR	DEVANAND BALIRAM PATIL	D	21.02.2015	21.02.2015	23,500
41	LABOUR	SUBHASH SAKARAM KAMBLE	D	09.01.2018	09.01.2018	21,500
42	LABOUR	EKLAKH HIYAT AHMAD SHAIKH	D	05.06.2018	05.06.2018	21,500
43	LABOUR	BHARAT GANPAT GAVIT	D	21.11.2011	21.11.2011	22,900
44	LABOUR	KAJAL BAPU PATOLE	D	21.06.2021	21.06.2021	19,700
45	LABOUR	PRATIK GANPAT BANGAR	D	05.01.2023	05.01.2023	18,000
46	LABOUR	PRABHAKAR MUKUND WAKH	D	04.01.2024	04.01.2024	18,000
47	LABOUR	MADHURI PRADEEP CHANDRAMORE	D	18.05.2024	18.05.2024	18,000
48	LABOUR	Vacant	D			
49	LABOUR	Vacant	D			
50	LABOUR	Vacant	D			
51	LABOUR	Vacant	D			
52	LABOUR	Vacant	D			
53	LABOUR	Vacant	D			
54	LABOUR	Vacant	D			
55	LABOUR	Vacant	D			
56	LABOUR	Vacant	D			
57	LABOUR	Vacant	D			
58	LABOUR	Vacant	D			

59	LABOUR	Vacant	D			
60	LABOUR	Vacant	D			
61	LABOUR	Vacant	D			
62	LABOUR	Vacant	D			
63	LABOUR	Vacant	D			
64	LABOUR	Vacant	D			
65	LABOUR	Vacant	D			
66	LABOUR	Vacant	D			
67	LABOUR	Vacant	D			
68	LABOUR	Vacant	D			
69	LABOUR	Vacant	D			
70	LABOUR	Vacant	D			
71	LABOUR	Vacant	D			
72	LABOUR	Vacant	D			
73	LABOUR	Vacant	D			
74	LABOUR	Vacant	D			
75	LABOUR	Vacant	D			
76	LABOUR	Vacant	D			
77	LABOUR	Vacant	D			
78	LABOUR	Vacant	D			
79	LABOUR	Vacant	D			
80	LABOUR	Vacant	D			
81	LABOUR	Vacant	D			
82	LABOUR	Vacant	D			
83	LABOUR	Vacant	D			
84	LABOUR	Vacant	D			
85	LABOUR	Vacant	D			
86	LABOUR	Vacant	D			
87	LABOUR	Vacant	D			
88	LABOUR	Vacant	D			
89	LABOUR	Vacant	D			

90	Carpainter II	SUDHIR VISHNU SALASKAR	D	13.08.2007	13.08.2007	31,100
91	Carpainter II	VIJAY LAKHMA THORAT	D	18.06.2008	18.06.2008	30,200
92	Carpainter II	Vacant	D			
93	PAINTER II	SUDARSHAN CHANDRAKANT SALVI	D	01.04.2005	01.04.2005	41,800
94	Mestry – I	Vacant	D			
95	Mestry – I	Vacant	D			
96	Mestry – I	Vacant	D			
97	Mestry – I	Vacant	D			
98	Mestry – I	Vacant	D			
99	Mestry – I	Vacant	D			
100	Mestry – I	Vacant	D			
101	Mestry – I	Vacant	D			
102	Mestry – I	Vacant	D			
103	Mestry – I	Vacant	D			
104	Mestry – II	Vacant	D			
105	Mestry – II	Vacant	D			
106	Mestry – II	Vacant	D			
107	Mestry – II	Vacant	D			
108	Mestry – II	Vacant	D			
109	Mason – II	Vacant	D			
110	Mason – II	Vacant	D			
111	Plumber	Vacant	D			

**PAYSHEET NO:- 6715 SALARY AS ON August 2024.**

<b>Sr. No.</b>	<b>Designation</b>	<b>Name</b>	<b>GRADE CODE</b>	<b>DATE OF APPOINTMENT IN MCGM</b>	<b>DATE OF APPOINTMENT IN S WARD</b>	<b>Basic Pay</b>
1	MUKADAM	BABU CHANDRAPPA KUNCHIKORVE	D	18.07.1990	18.07.1990	50,000
2	MUKADAM	PRADEEP SHANTARAM POL	D	03.05.2007	03.05.2007	31,300
3	MUKADAM	RAJENTRA BHAULAL BAUSKAR	D	26.06.2008	26.06.2008	30,400
4	MUKADAM	ARUN BABU SABALE	D	01.06.1994	01.06.1994	47100/-
5	MUKADAM	SHIVAJI DYANESHWAR RAKSHE	D	01.09.1995	01.09.1995	47100/-
6	MUKADAM	FARID GULAMRASUL SHAIKH	D	05.09.1995	05.09.1995	41,100
7	MUKADAM	HASAN ABBAS PANHALKAR	D	01.09.1995	01.09.1995	47100/-
8	MUKADAM	JAYRAM GANGARAM POTKULE	D	01.04.2005	01.04.2005	44,400
9	MUKADAM	DAULAT ARJUN DHANDE	D	01.04.2005	01.04.2005	40,900
10	MUKADAM	RANJAN BHIKAJI KAMBLE	D	01.04.2005	01.04.2005	40,900
11	MUKADAM	RAVINDRA NATHURAM JADHAV	D	01.04.2005	01.04.2005	40,900
12	MUKADAM	MOHAN SHIVA LONDHE	D	21.04.2006	21.04.2006	40,900
13	MUKADAM	ASHAIAH POSHANA TOGARI	D	22.08.2007	22.08.2007	33,200
14	MUKADAM	VACANT				
15	MUKADAM	VACANT				
16	MUKADAM	VACANT				
17	MUKADAM	VACANT				
18	MUKADAM	VACANT				
19	MUKADAM	VACANT				
20	MUKADAM	VACANT				
21	DRAIN CLEANER	SADASHIV PANDURANG KASARE	D	01.06.1994	01.06.1994	32,200
22	DRAIN CLEANER	ARIF KASAM SHAIKH	D	20.06.2006	20.06.2006	44,700
23	DRAIN CLEANER	SACHIN KISAN BANKAR	D	20.09.2006	20.09.2006	31,500

24	DRAIN CLEANER	GOKUL SAHEBRAV KHEDKAR	D	11.06.2008	11.06.2008	32,200
25	DRAIN CLEANER	KIRAN ARUN SHINDE	D	20.06.2008	20.06.2008	29,700
26	DRAIN CLEANER	SUDAM LAXMAN SHINDE	D	15.07.2008	15.07.2008	28,800
27	DRAIN CLEANER	CHANDRAKANT KRISHNA BHOIR	D	23.07.2008	23.07.2008	31,300
28	DRAIN CLEANER	KRISHNA GOVIND PATIL	D	23.07.2008	23.07.2008	31,300
29	DRAIN CLEANER	TATOBA MUKINDA CHAUGULE	D	27.09.2011	27.09.2011	33,200
30	DRAIN CLEANER	MAHENDRA SHIVRAM PATIL	D	22.09.2011	22.09.2011	27,000
31	DRAIN CLEANER	SANDESH GOPINATH DURGAVALI	D	25.10.2011	25.10.2011	27,800
32	DRAIN CLEANER	VIDYADHAR GOPAL DABHADE	D	20.10.2011	20.10.2011	27,800
33	DRAIN CLEANER	KHUDBUDDIN ILAHI SHEKHANI	D	01.10.2013	01.10.2013	27,800
34	DRAIN CLEANER	SHRIMANT KACHARU AHIRE	D	06.02.2014	06.02.2014	24,900
35	DRAIN CLEANER	SHAKEEL WALIULLAH QURESHI	D	04.09.2014	04.09.2014	24,900
36	DRAIN CLEANER	NILESH VIJAY ZARKAR	D	29.04.2015	29.04.2015	24,900
37	DRAIN CLEANER	SACHIN PRAKASH KOTKAR	D	07.05.2015	07.05.2015	23,500
38	DRAIN CLEANER	JAYANTI JAISING AHER	D	15.05.2015	15.05.2015	23,500

39	DRAIN CLEANER	RAJU LAXMAN KUNCHIKURWE	D	01.08.2015	01.08.2015	23,500
40	DRAIN CLEANER	SURAJ BHIKAJI GURAV	D	25.08.2015	25.08.2015	23,500
41	DRAIN CLEANER	VACANT				
42	DRAIN CLEANER	VACANT				
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69	DRAIN CLEANER	VACANT				
70	DRAIN CLEANER	VACANT				
71	LABOUR	RAJU BHIMA KUNCHIKURVE	D	22.05.1995	22.05.1995	23,500
72	LABOUR	YELLAPA MANIKAM	D	13.12.1991	13.12.1991	44,700
73	LABOUR	TUKARAM RAMCHANDRA BONDRE	D	07.07.1990	07.07.1990	46,200
74	LABOUR	ABDUL LATEEF JAVED	D	28.06.2006	28.06.2006	31,500
75	LABOUR	ATUL ROHIDAS SHINDE	D	21.04.2006	21.04.2006	33,200
76	LABOUR	KAILAS SUKHADEV SHINDE	D	17.05.2006	17.05.2006	33,200
77	LABOUR	LALIT MULJI BABARIYA	D	16.05.2006	16.05.2006	33,200
78	LABOUR	MANOJ SONU JADHAV	D	10.05.2006	10.05.2006	33,200
79	LABOUR	MOHD SAMEER SALIM SHAIKH	D	01.09.2006	01.09.2006	31,500
80	LABOUR	DEEPAK NAVHA BHOIR	D	26.06.2006	26.06.2006	33,200
81	LABOUR	DNYANESHWAR LAHANU WARGHADE	D	05.10.2006	05.10.2006	33,200
82	LABOUR	NILESH DASHRATH CHAVREKAR	D	24.12.2008	24.12.2008	31,300
83	LABOUR	VIJAY GOPAL CHAUGULE	D	06.06.2008	06.06.2008	31,300
84	LABOUR	VINOD SHANWAR PATIL	D	01.07.2008	01.07.2008	31,300
85	LABOUR	VISHVANATH KUNDLIK SHINDE	D	03.07.2008	03.07.2008	31,300
86	LABOUR	SUBHASH CHANDRAKANT SATKAR	D	02.08.2008	02.08.2008	29,700
87	LABOUR	PRAVIN BABAN KANDHARE	D	01.11.2008	01.11.2008	31,300
88	LABOUR	SACHIN GANPAT SAWANT	D	24.11.2009	24.11.2009	30,400
89	LABOUR	VISHAL BABU JADHAV	D	03.11.2009	03.11.2009	28,800
90	LABOUR	SACHIN MARUTI BHANDARI	D	01.01.2010	01.01.2010	28,800
91	LABOUR	NIVRUTTI KALURAM DARADE	D	27.09.2011	27.09.2011	27,800
92	LABOUR	BABASAHEB BHIMAJI PHAD	D	27.09.2011	27.09.2011	27,800
93	LABOUR	RAVINDRANATH JAYRMA BANDIVADEKAR	D	01.11.2011	01.11.2011	27,800
94	LABOUR	BHAURAO HARIBHAU GHORPADE	D	18.10.2011	18.10.2011	27,800
95	LABOUR	SACHIN MOHAN SAWANT	D	15.10.2011	15.10.2011	27,800
96	LABOUR	SANJAY GOPINATH POKALE	D	14.11.2011	14.11.2011	27800

97	LABOUR	NILESH DATTARAM LAD	D	21.12.2011	21.12.2011	27,800
98	LABOUR	YOGESH RAMESH PAGARE	D	13.01.2012	13.01.2012	27,000
99	LABOUR	ARUN SANTOSH AMBADAS	D	30.07.2013	30.07.2013	UNAUTHORISED ABSENT - 06.08.2022
100	LABOUR	PRASHANT PANDURANG TEREKAR	D	27.01.2016	27.01.2016	22,800
101	LABOUR	TEJAS BHAGWAN JADHAV	D	06.02.2014	06.02.2014	21,100
102	LABOUR	TANISHQ SHIVDAS GANGURDE	D	06.10.2017	06.10.2017	20,300
103	LABOUR	KUMAR SANDIPAN SURYAVANSHI	D	19.06.2020	19.06.2020	20,300
104	LABOUR	PURVA VISHAL KANADE	D	07.10.2021	07.10.2021	19,700
105	LABOUR	ANIKET BHIMRAO SURYAVANSHI	D	20.01.2022	20.01.2022	19,100
106	LABOUR	NEHA NARESH KAMBALE	D	03.03.2022	03.03.2022	19,100
107	LABOUR	AJAY VIJAY KHALSE	D	25.07.2022	25.07.2022	UNAUTHORISED ABSENT - 23.08.2023
108	LABOUR	SUVARNA VETEEN DHOTRE.	D	22.06.2023	22.06.2023	18,500
109	LABOUR	VACANT	D			
110	LABOUR	VACANT	D			
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**PAYSHEET NO:- 6716 SALARY AS ON August 2024.**

Sr. No.	Name	Designation	Date of Appointment in mcgm	Date of Appointment in S Ward	Basic Pay
1	VAYADANDE AVINASH BHASKAR	MEDICAL OFFICER HEALTH S WARD	08.10.2008	25.04.2022	87600
2	CHANDGE MOKSHADA S	MEDICAL OFFICER	3/10/2009	01.04.2021	75500
3		Sr. Sanitary Inspector			
4	KADU ANJALI AJAY	Head Clerk	<b>10.05.2006</b>	<b>21.04.2018</b>	61400
5	KAWADE SUREKHA SATISHKUMAR	Executive Assistant	25.04.2012	14.11.2017	37500
6	KALEKAR PANDURANG GOPAL	Executive Assistant	01.04.2004	01.01.2016	44800
7	PAWAR PRASHANT PANDIT	Executive Assistant	<b>06.04.2007</b>	<b>16.04.2015</b>	39800
8	PARAB MADHURA MANOJ	Executive Assistant	03.07.2008	01.02.2011	43500
9	Vacant	Executive Assistant			
10	Vacant	Sanitary Inspector			
11	Vacant	Sanitary Inspector			
12	KHAMKAR BALU TAWAJI	Sanitary Inspector	27.04.1994	01.08.2024	48800
13	Vacant	Birth Registration Karkoon			
14	Vacant	Birth Registration Karkoon			
15	Vacant	Birth Registration Karkoon			
16	Yadav Shishirkumar Ramji	Peon	07.07.2018	07.07.2018	22600
17	KULAL ASHOK LAXMAN	Peon	28.06.1993	28.06.1993	48500
18	AHIRE PRAJAKTA SHAMRAO	Peon	22.05.2000	06.02.2019	21900
19	SABBANI SRINIVAS LIMBAYYA	Peon	07.08.1993	07.08.1993	47100

20	GAWALE DIKSHA MILIND	Labour	22.07.2019	22.07.2019	20900
21	CHAUS DILAWAR DASTAGIR	Labour	<b>02.09.1994</b>	<b>15.04.2015</b>	48500
22	GOREGAONKAR SHAMAL RAMDAS	Assistant Medical Officer	01.07.2016	01.07.2016	66000
23	Vacant	दुय्यामरोगाणूनाशकनिरिक्षक			
24	PATIL SANTOSH VAMAN	कामगार	20.06.2012	15.03.2019	24900
25	CHATNALE KAILAS SHIVRAJ	कामगार	19.09.2017	01.03.2020	22100
26	Vacant	कामगार			
27	GUNJAL SUBHASH RANOO	Death Registration Karkoon	<b>19.05.1993</b>	<b>18.10.2019</b>	45700
28	SHINDE RAMESH YASHAWANT	Death Registration Karkoon	19.07.1990	01.04.2016	47100
29	HARMALKAR RAKESH H.	Death Registration Karkoon	01.10.2007	01.01.2017	32000
30	LOKE SUHAS PUNDALIK	Death Registration Karkoon	<b>03.11.1998</b>	<b>03.10.2019</b>	44400
31	MHADESHWAR SHARADCHANDRA	Death Registration Karkoon	02.02.1990	02.08.2016 वेतनआकारणीदि.02.08.2016 पासूनएफदक्षिणविभागातकार्यकारीतत्वावर	47100
32	KALUSHTE NARESH GAJANAN	Death Registration Karkoon	<b>11.05.1990</b>	<b>14.12.2021</b>	50300
33	Vacant	Death Registration Karkoon			
34	BANDE HARI LAXMAN	Death Registration Karkoon	29.10.2005	10.10.2019	35000
35	Vacant	Death Registration Karkoon			
36	PAWAR PRAVIN BAJIRAV	Death Registration Karkoon	01.04.1990	14.10.2019	48500
37	Vacant	Death Registration Karkoon			
38	JADHAV SWATI KISAN	Death Registration Karkoon	<b>04.04.2013</b>	<b>10.12.2021</b>	26000



39	BHERE SHARAD TUKARAM	Death Registration Karkoon	19.10.2011	13.12.2021	28400
40	PAWAR VISHWANATH RAJARAM	Electration	09.02.1995	09.12.2015	53400
41	Vacant	Electration			
42	Kamble Mahesh Tolu	Furnance Operator	01.10.2017	01.10.2017	25400
43	HAVRE YOGESH PARASHURAM	Furnance Operator	23.09.1994	20.06.2022	43400
44	Vacant	Furnance Operator			
45	Vacant	Furnance Operator			
46	Vacant	Cemetry Attendant			
47	Vacant	Cemetry Attendant			
48	Vacant	Cemetry Attendant			
49	Vacant	Cemetry Attendant			
50	Vacant	Cemetry Attendant			
51	LAD GOPAL RAMESH	Cemetry Attendant	02.01.2010	17.02.2019	27200
52	RAJGURU PRAKASH R	Cemetry Attendant	01.11.1995	18.03.2019	39900
53	OCHAVAN NANDESH	Cemetry Attendant	03.11.2008		
54	DAMSE KISAN MAHADU	Cemetry Attendant	03.11.2012	29.03.2019	19100
55	DETHE SANGHAPAL RAMESH	Cemetry Attendant	27.04.2009	17.02.2019	27200
56	GAIKWAD GANESH RAMCHANDRA	Cemetry Attendant	01.04.2005	01.01.2019	36300
57	MUNDHE DHYANESHWAR KISAN	Cemetry Attendant	01.12.2011	19.09.2020	24200
58	SHELKE SAMEER BHAGWAN	Cemetry Attendant	06.01.2021	06.01.2021	19700
59	MHATRE MANDAR SHYAM	Cemetry Attendant	26.02.2020	26.02.2020	20300
60	PATIL ATUL NARAYAN	Medical Officer	20.10.2010	01.03.2024	82500

61	RICHHAWAL PRITI ANIL	Medical Officer	27.08.2012	24.05.2023	75500
62	DEEPALI PRADEEP GROVER	Medical Officer	29.05.1995	10.07.2015	114200
63	SABALE RESHMA HIRAMAN	Medical Officer	13.02.2009	16.05.2017 दि.27.07.2022 पासूनबीविभागातकार्यकारीतत्वावर	85000
64	GAIKWAD SWATI SANDESH	Medical Officer	21.03.2003	09.04.2013	101600
65	KOCHAREKAR VIDYA DIGAMBAR	Medical Officer	25.02.2009	09.09.2014	82500
66	Vacant	Medical Officer			
67	Vacant	Medical Officer			
68	Vacant	Sr. Medical Officer			
69	GHODGE TUSHAR	Pharmacist	15.10.2016	27.06.2023	
70	TEKE ANITA RAVINDRA	Pharmacist	19.06.2013	22.04.2016	40400
71	PHAD ROHAN TRYAMBAKRAO	Pharmacist	12.07.2013	23.12.2022	41600
72	BUCHADE RACHANA RAJAN	Pharmacist	07.11.1998	01.07.2023	66000
73	SHINDE PRAMOD RAMJI	Pharmacist	01.01.1998	20.12.2021	68000
74	MAHADIK DIPALI NITIN	Pharmacist	19.01.2009	02.07.2016	47600
75	Vacant	Pharmacist			
76	Vacant	Pharmacist			
77	MAHAKAL LEENA KAMALAKAR	Lab Technician	12.01.2016	16.09.2022	44900
78	BANKAR NAMRATA MANESH	Lab Technician	07.08.2008	17.02.2024	56900
79	WAKUDE KAVITA VIJAY	Lab Technician	02.09.2009	01.04.2024	55200
80	TOPALE PREETI PRASHANT	Lab Technician	01.04.2011	01.04.2024	56900
81	Vacant	Dresser			

82	Vacant	Dresser			
83	RAJGURU BABAN VISHWANATH	Dresser	02.08.2005	08.04.2022	33000
84	Vacant	Dresser			
85	Vacant	Dresser			
86	WAKUDE GIRISH TULSHIRAM	Dresser	12.06.1992	17.12.2007	45700
87	PATIL ANUPAMA AJIT	Dresser	14.08.2013	30.04.2022	26400
88	NIPURTE RAJENDRA SURESH	Dresser	22.06.2007	09.02.2016	31100
89	Vacant	Dresser			
90	BHOIR SATISH KAMLAKAR	Dresser	01.10.2012	30.04.2022	25600
91	Vacant	Labour			
92	Vacant	Labour			
93	BANDBE UMESH RAMESH	Labour	20.07.2007	02.07.2022	29700
94	Bansode Mangal Manish	Labour	07.09.2017	07.09.2017	22100
95	THETE VIJAY MAHADU	Labour	01.10.2012	01.10.2012	26800
96	RATHOD DNYANESHWAR SHANKA	Labour	28.08.2013	28.08.2013	24900
97	Vacant	Labour			
98	Vacant	Labour			
99	TAMBE AVITA ANANT	Sweeper	10.11.2008	10.11.2008	29700
100	Jagtap Ganesh Kondaji	Sweeper	20.03.2017	20.03.2017	22100
101	Engle Simon Tarachand	Sweeper	06.03.2017	06.03.2017	22100

**PAYSHEET NO:- 6793 SALARY AS ON August 2024.**

Sr No.	Name of the Employee	Designation	Date of Appointment in MCGM	Date of Appointment in 'S' Ward	BASIC
1	DHAMAL ROHINI NILESHKUMAR	Executive Assistant (RRC)	08.07.2008	01.07.2019	43500
2	KAMBLI VIRAJ PRADEEPKUMAR	Executive Assistant (RRC)	04.03.2016	26.10.2016	33300
3	SHELAWALE NALINI DIGAMBAR	Executive Assistant (RRC)	01.05.2009	16.07.2024	32200

## 'G' BUDGET PAYSHEET

**PAYSHEET NO:- 4573 SALARY AS ON August 2024.**

Sr. No.	Name of the Employee	Designation	Date of Appointment in MCGM	Date of Appointment in 'S' Ward	BASIC
1	DHUMAL ASHISH BALKRISHNA	Assistant Engineer			70000
2	MANE VISHWAJEET RAJENDRA	Sub Engineer	09.09.2019	17.09.2019	52000
3	CHOUDHARI CHHAYA DHANRAJ	Sub Engineer	16.02.2009	17.07.2019	64100
4	GAIKAR PRAVIN BHAGWAN	Sub Engineer	04.10.2013	23.02.2022	53600
5	NAR KISHORI DILIP	Sub Engineer	23.11.2011	28.03.2023	56900
6	PATIL SHRIPAD PRABHAKAR	Sub Engineer	20.11.2008	24.04.2023	66000
7	NEVSE SACHIN HANUMANT	Junior Engineer	08.12.2015	11.12.2015	54600
8	NIKAM ANAND NIVRUTTI	Junior Engineer	07.07.1995	10.12.2019	53000
9	MHASKAR PRANALI SUNIL	Junior Engineer	14.07.2020	30.07.2020	47100
10	KADAM PRANITA VILAS	Junior Engineer	22.07.2020	07.08.2020	47100
11	SHAIKH MOHIN MOULALI	Junior Engineer	09.07.2020	18.08.2020	47100
12	VAIBHAV DEEPAK VADNERE	Junior Engineer	31.08.2020	09.09.2020	47100
13	MALI SHEETAL RUTURAJ	Junior Engineer	08.12.2015	22.03.2022	50400
14	VACANT	Junior Engineer			
15	VACANT	Junior Engineer			
16	VACANT	Junior Engineer			
17	VACANT	Junior Engineer			
18	VACANT	Junior Engineer			
19	JADHAV YAMINI AATMARAM	Head Clerk	05.07.2006	05.12.2016	61400
20	KULE SONALI SUDARSHAN	Meter Supervisor	22.08.2006	29.01.2019	52000
21	JADHAV SATISH RAMCHANDRA	Meter Supervisor	11.08.2008	09.12.2022	50000
22	JAITALKAR SANTOSH UDDHAV	Meter Supervisor	03.07.2008	07.12.2019	38700
23	SHINDE SHRADDHA ANANT	Executive Assistant (Clerk)	01.06.2015	23.06.2015	37500
24	CHATUR ANJALI NILESH	Executive Assistant (Clerk)	18.06.2009	24.06.2022	42200

25	MORE ROHINI KRISHNA	Executive Assistant (Clerk)	29.01.2015	03.08.2022	33300
26	GAIKWAD PRAKASH C	Executive Assistant (Clerk)	19.01.2014	15.03.2024	24900
27	LANDE SUNITA POPAT	Executive Assistant (Clerk)	05.01.2019	20.03.2024	20900
28	MOHANSINGH PADAMSINGH	Executive Assistant (Meter Inspector)	14.11.1991	07.10.2016	60300
29	SAWANT JAYWANT BALU	Executive Assistant (Meter Inspector)	21.12.1988	10.10.2016	65900
30	KAMBLE RAJARAM GANPAT	Executive Assistant (Meter Inspector)	14.12.1992	18.08.2018	56200
31	NARE DIGAMBAR MAROTRAO	Executive Assistant (Meter Inspector)	04.08.2008	10.09.2018	46100
32	DUMNE NARSING MAROTI	Executive Assistant (Meter Inspector)	02.07.2008	13.08.2024	43500
33	MADANE ROHINI ABHAY	Executive Assistant (Meter Inspector)	27.06.2007	13.08.2024	44400
34	VACANT	Executive Assistant (Meter Inspector)			
35	VACANT	Executive Assistant (Meter Inspector)			
36	VACANT	Executive Assistant (Meter Inspector)			
37	VACANT	Executive Assistant (Meter Inspector)			
38	VACANT	Executive Assistant (Meter Inspector)			
39	VACANT	Executive Assistant (Meter Inspector)			
40	HOWALE SANJAY SAKHARAM	Record Attendant	18.07.1990	13.04.2022	50000
41	SINGH BHARTIDEVI CHANDRABHAN	Peon	10.08.2015	20.08.2015	24700
42	MOHITE AMIT SURESH	Peon	25.05.2012	24.07.2023	27000
On Working Arrangement Only					
43	RANADE MADHURA PRASHANT	Administrative Officer (Meters)	21.07.1997	11.04.2024	64100
44	VALLAKATI VINAY PRABHAKAR	Meter Supervisor	29.04.2006	12.12.2022	44900
45	PRAMILA VINOD BAGDE	Meter Supervisor	04.07.2008	12.12.2022	46200
46	TEMBULKAR KRUPA PUNEET	Meter Supervisor	25.08.2008	04.03.2024	53000

**PAYSHEET NO:- 4574 SALARY AS ON August 2024.**

Sr.No	Designation	Employee Name	Grade Code	Date of Appoinment in mcgm	Date of Appoinment in S Ward	Basic Pay
1	Chaviwala	Shri. Kene Suresh Shripath	D	10.05.1990	10.05.1990	42100
2	Chaviwala	Shri. Khade Vishnu Hari	D	13.02.1996	13.02.1996	46000
3	Chaviwala	Shri Parab Devdatta Manohar	D	10.05.1990	10.05.1990	48800
4	Chaviwala	Shri Vengurlekar Dilip Tukaram	D	14.06.1988	14.06.1988	40900
5	Chaviwala	Vacant	D			
6	Mistri II	Shri. Choudhari Vinod Budhaji	D	01.06.1995	01.06.1995	47100
7	Mistri II	Vacant	D			
8	Fitter II	Shri. Sasane Ajinath Natha	D	01.01.1994	01.01.1994	45700
9	Fitter II	Shri Chapate Bacchu Haribhau	D	18.07.2008	18.07.2008	30200
10	Fitter II	Shri. Rathod Chunnilal dharamchand	D	26.06.2008	26.06.2008	31100
11	Fitter II	Shri. Dharawane Ankush Baban	D	01.02.1996	01.02.1996	44400
12	Fitter II	Shri. Choudhari Vijay Ramu	D	01.11.1992	01.11.1992	47400
13	Fitter II	Shri. Bamane Nitin Yashwant	D	22.12.1997	22.12.1997	46000
14	Fitter II	Shri. Gurav Ganpati Babu	D	18.01.1991	02.05.2003	48800
15	Fitter II	Shri. Yadav Chandrakant D.	D	01.06.1995	01.06.1995	44400
16	Fitter II	Shri. Bhagat Ravindra Babu	D	01.06.1995	01.06.1995	46000
17	Fitter II	Shri. More Sachin Vijay	D	01.06.1995	01.06.1995	46000
18	Fitter II	Shri.Dudam Santosh Pandurang	D	07.06.1995	07.06.1995	44400
19	Fitter II	Shri. Shelar Ravindra Ganpat	D	01.02.1996	01.02.1996	44400
20	Fitter II	Shri.Tiwar Harichandra Govind	D	15.09.2011	15.09.2011	28400
21	Fitter II	Shri.Patil Milan Chandrakant	D	30.12.2008	30.12.2008	33000
22	Fitter II	Shri Jadhav Deepak Krishna	D	01.09.2007	01.09.2007	34000
23	Fitter II	Shri. Pawar Sunil Govind	D	01.06.1995	01.06.1995	44400
24	Fitter II	Vacant	D			
25	Fitter II	Vacant	D			

26	Sluiceman	Shri. Kasabe Prakash Dada	D	01.02.1991	01.02.1991	47100
27	Sluiceman	Shri.Sarak Ashok Shivaji	D	30.05.2008	30.05.2008	31100
28	Sluiceman	Shri.Dongare Sanjay Mangalu	D	01.06.1995	01.06.1995	44400
29	Sluiceman	Shri.Gode Shashikant Gangaram	D	01.04.2005	01.04.2005	41800
30	Sluiceman	Shri.Tambe Vinod Prakash	D	01.09.2007	01.09.2007	32000
31	Sluiceman	Shri.Dongarkar Nilesh Gunaji	D	01.09.2007	01.09.2007	32000
32	Sluiceman	Shri.More Ajay Dinkar	D	22.12.1997	22.12.1997	44400
33	Sluiceman	Shri.Desale Pramod Padman	D	01.07.2000	01.07.2000	37200
34	Sluiceman	Shri Ubale Prashant Dnyandev	D	01.09.2007	01.09.2007	32000
35	Sluiceman	Shri.Tambe Bhagesh Baban	D	01.09.2007	01.09.2007	32000
36	Sluiceman	Shri.Jagtap Manoj Chandrakant	D	01.09.2007	01.09.2007	26000
37	Sluiceman	Shri.Gholap Kailas Ulhas	D	01.04.2005	01.04.2005	38700
38	Sluiceman	Shri. Tembhe Balaram Vaman	D	15.09.2011	15.09.2011	29300
39	Sluiceman	Shri.Patil Anil Kashinath	D	15.09.2011	15.09.2011	29300
40	Sluiceman	Shri.Mahale Kailas Uttamrao	D	22.09.2011	22.09.2011	29300
41	Sluiceman	Shri.Patil Nilesh Pundalik	D	15.09.2011	15.09.2011	28400
42	Sluiceman	Shri.Bhabad Khanderao Eknath	D	15.09.2011	15.09.2011	29300
43	Sluiceman	Vacant	D			
44	Sluiceman	Vacant	D			
45	Sluiceman	Vacant	D			
46	Mason	Shri.Shinde Bandu Vaghu	D	21.09.2011	21.09.2011	24500
47	plumber	Shri.Lone Pravin Atmaram	D	15.09.2011	15.09.2011	29300
48	Mukadam	Shri.Gilatar Naresh Duda	D	01.06.1995	01.06.1995	43100
49	Mukadam	Shri.Mhatre Chandrakant Ganpat	D	01.04.2005	01.04.2005	40900
50	Mukadam	Shri.Mhatre Shrawan Baban	D	03.08.2001	03.08.2011	29500
51	Mukadam	Shri.Ghodgekar Vikas Krishna	D	01.04.2005	01.04.2005	40900
52	Mukadam	Shri Dhond Rajendra Mohan	D	16.01.1995	16.01.1995	47100
53	Mukadam	Shri.Tapase Suresh Tukaram	D	01.06.1995	01.06.1995	47100
54	Mukadam	Shri.Rajguru Vishwas Marks	D	01.06.1995	01.06.1995	47100
55	Mukadam	Vacant	D			
56	Labour	Shri.Sarukte Eknath Punja	D	01.10.2011	01.10.2011	22900



57	Labour	Shri.Rathod Ajit Pralhad	D	14.10.2011	14.10.2011	27800
58	Labour	Shri.Bhoir Jagdish Baban	D	01.10.2011	01.10.2011	27800
59	Labour	Shri.Palave Dattatry Dnyandev	D	28.09.2011	28.09.2011	27800
60	Labour	Shri.Kanase Dattatry Sudam	D	01.10.2011	01.10.2011	27000
61	Labour	Shri Harad Suresh Vijay	D	21.09.2011	21.09.2011	27800
62	Labour	Smt.Dhokane Rupali Balu	D	06.10.2017	06.10.2017	22100
63	Labour	Shri.Bagul Santosh Ratan	D	05.12.2011	05.12.2011	27800
64	Labour	Shri.Patil Ramdas Shantaram	D	01.11.2011	01.11.2011	22900
65	Labour	Shri.Pawar Rajesh Sitaram	D	21.09.2011	21.09.2011	22900
66	Labour	Shri.Govari Pradip Ganpat	D	22.09.2011	22.09.2011	24000
67	Labour	Shri.Patil Sandeep Mangal	D	22.09.2011	22.09.2011	27800
68	Labour	Shri.Gujela Vinod Pandit	D	15.09.2011	15.09.2011	26400
69	Labour	Shri.Dhamke Sharad Kashinath	D	25.10.2011	25.10.2011	27000
70	Labour	Shri.Shelar Sachin Shivaram	D	22.09.2011	22.09.2011	27800
71	Labour	Shri.Ghanekar Vishwanath Arjun	D	22.09.2011	22.09.2011	29500
72	Labour	Shri.Bhoir Sunil Shantaram	D	01.10.2011	01.10.2011	26200
73	Labour	Shri.Dupare Ramdas Krishna	D	22.09.2011	22.09.2011	27000
74	Labour	Shri.Rathod Arjun Gokul	D	01.10.2011	01.10.2011	27800
75	Labour	Shri.Sankpal Rahul Ganpat	D	22.09.2011	22.09.2011	27800
76	Labour	Shri.Thosar Manoj Anandrao	D	11.10.2011	11.10.2011	27800
77	Labour	Shri.Deshmukh Prakash Ramchandra	D	22.09.2011	22.09.2011	22900
78	Labour	Shri.Bhoi Dilip Suresh	D	01.10.2011	01.10.2011	27800
79	Labour	Shri.Pashte Avinash Pundalik	D	27.09.2011	27.09.2011	27800
80	Labour	Shri.Rothe Sakharam Ambo	D	27.09.2011	27.09.2011	27800
81	Labour	Shri.More Prabhat Janu	D	28.09.2011	28.09.2011	22900
82	Labour	Shri.Doke Bhaskar Mahadu	D	28.09.2011	28.09.2011	27000
83	Labour	Shri.Bhoir Sadanand Eknath	D	14.11.2011	14.11.2011	23300
84	Labour	Shri.Mali chunnilal Himmatrao	D	27.09.2011	27.09.2011	27800
85	Labour	Shri.Pardeshi Ritesh Suresh	D	27.09.2011	27.09.2011	23500
86	Labour	Shri.Deshmukh Umesh Rajaram	D	27.09.2011	27.09.2011	27800

87	Labour	Shri.Padir Anil Babu	D	01.10.2011	01.10.2011	22900
88	Labour	Shri.Karale Santosh Sudam	D	08.11.2011	08.11.2011	22900
89	Labour	Shri.Varkute Jaywant Dharma	D	05.11.2011	05.11.2011	27800
90	Labour	Shri.Patil Ajay Bhagawan	D	05.11.2011	05.11.2011	26200
91	Labour	Shri.Gite Khushalrao Babasaheb	D	12.10.2011	12.10.2011	27800
92	Labour	Shri.Rathod Ishwar Bhikari	D	01.10.2011	01.10.2011	26400
93	Labour	Shri.Temkar Deepak Madhukar	D	27.09.2011	27.09.2011	26200
94	Labour	Shri.Jadhav Prakash Rajaram	D	02.05.1996	02.05.1996	31300
95	Labour	Shri.Dagale Ramesh Ganpat	D	22.09.2011	22.09.2011	27800
96	Labour	Shri.Patil Santosh Yashwant	D	01.09.2012	01.09.2012	25600
97	Labour	Shri.Trivedi Manoj Bhagwandas	D	20.12.2011	20.12.2011	22100
98	Labour	Shri.Mhaske Jitendra Krishna	D	25.10.2011	25.10.2011	27800
99	Labour	Shri.Kajaniya Ramu Ramkishan	D	11.11.1993	11.11.1993	42300
100	Labour	Shri.Date Dnyandev Raghunath	D	27.09.2011	27.09.2011	27800
101	Labour	Shri.Chavhan Sudamrao Uttam	D	18.10.2011	18.10.2011	27800
102	Labour	Shri.Bhoi Mithun Prabhulal	D	12.10.2011	12.10.2011	22900
103	Labour	Shri.Kharwa Ravi Govind	D	23.02.1996	23.02.1996	36100
104	Labour	Shri.Sangnor Sanjiv Krishna	D	15.02.1996	15.02.1996	30600
105	Labour	Shri.Misale Mahendra Popat	D	01.10.2011	01.10.2011	27800
106	Labour	Shri.Patil Rupesh Ashok	D	11.10.2011	11.10.2011	27800
107	Labour	Shri.Tile Somanath Gunvantrao	D	29.12.2018	29.12.2018	21500
108	Labour	shri.Kokate Vijay Sudhakar	D	03.01.2019	03.01.2019	20900
109	Labour	Shri.Ishwarkar Rajesh Pandit	D	09.01.2019	09.01.2019	20900
110	Labour	Smt.Mane Pooja Laxman	D	29.06.2019	29.06.2019	20900
111	Labour	Shri.Mali Sahadev Somnath	D	29.06.2019	29.06.2019	20900
112	Labour	Shri.Rekhate Amol Mahdevrao	D	10.07.2019	10.07.2019	20900
113	Labour	Smot.Makode Jyoti Madukar	D	06.07.2019	06.07.2019	20900
114	Labour	Smt.Sheikh Zinath Anis	D	07.08.2019	07.08.2019	20300
115	Labour	Shri.Bankar Mohan Kundalik	D	01.04.2005	03.08.2020	38700
116	Labour	Shri.Dudhwadkar Manesh Govind	D	01.04.2005	18.08.2020	38700
117	Labour	Shri.Panchal Mahesh Pundalik	D	11.10.2011	04.09.2020	26400

118	Labour	Smt.Betkar Prajkata Sachin	D	19.06.1993	01.10.2020	19100
119	Labour	Shri.Dupare Deepak Krushna	D	29.07.2008	11.11.2021	29700
120	Labour	Shri.Bhalerao Amol Gautam	D	27.05.2021	27.05.2021	19700
121	Labour	Shri.Tandel Shadev Chandrakant	D	09.08.2021	09.08.2021	19700
122	Labour	Shri.Narayane Kunal Sachin	D	13.06.2022	13.06.2022	19100
123	Labour	Shri Niraj R.Salave	D	19.05.2023	19.05.2023	18500
124	Labour	smt.Vaishali Gajanan Dhanawate	D	22.06.2023	22.06.2023	18500
125	Labour	Shri.Manoj Parshuram Musale	D	11.06.2008	05.07.2023	31300
126	Labour	Shri.Vilas Maruti Maskar	D	25.06.2008	26.07.2023	31300
127	Labour	Shri Shashikant Eknath Patil	D	25.06.2008	05.09.2023	31300
128	Labour	Shri.Chandanshive Satish P.	D	21.11.2023	21.11.2023	18500
129	Labour	Vacant	D			
130	Labour	Vacant	D			
131	Labour	Vacant	D			
132	Labour	Vacant	D			
133	Labour	Vacant	D			
134	Labour	Vacant	D			
135	Labour	Vacant	D			
136	Labour	Vacant	D			
137	Labour	Vacant	D			
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170	Labour	Vacant	D			
171	Labour	Vacant	D			
172	Labour	Vacant	D			
173	Labour	Vacant	D			

**Section 4(1)(b)(xi)**

Details of allocations of budget and disbursement made in the office of administrative officer 'S' Ward.

**'A' Budget Provision for the year 2024 - 25 of PC 6710 MC. Deptt.**

Financial Management Area		MCGM BMC		FM Payment Budget	
Fiscal Year		2024Version		0	
Fund/Group	11	Functional Area/Group	00201000000		
Funded Program/Group	*	Year of Cash Effectivity			
Funds Center/Commitment Item	Consumable Budg	Consumed Budget	Available Amoun	Current Budget	Commitment/Actu
**FdsCtr/CmmtItem	200,585,000.00	12,253,468.61	188,331,531.39	200,585,000.00	12,253,468.61
* 4230120000 Assistant Commisioner S WARD	200,585,000.00	12,253,468.61	188,331,531.39	200,585,000.00	12,253,468.61
140200105 Penalties recovered frm Contractors	1,500,000.00-		1,500,000.00-	1,500,000.00-	
140200108 Penalty recoverd VD	1,500,000.00-		1,500,000.00-	1,500,000.00-	
140200202 Chrg & Fine -RTI Act	10,000.00-		10,000.00-	10,000.00-	
140402600 Scrutiny Fees		1,800.00-	1,800.00		
140402606 Scrutiny Fees-Taxable		2,310.00-	2,310.00		2,310.00-
140402609 Scrt FeeTedr F MY23T	600,000.00-	22,890.00-	577,110.00-	600,000.00-	24,690.00-
140700107 ADM CHG-BLD CONS CES	5,000.00-		5,000.00-	5,000.00-	
140805301 Legal & Stnry chgs-T	50,000.00-	11,200.00-	38,800.00-	50,000.00-	15,200.00-
140805302 Legal & Stnry chg-RP	700,000.00-	4,000.00-	696,000.00-	700,000.00-	
140809996 MANDAP PM CHG-ELECT	200,000.00-		200,000.00-	200,000.00-	
180400200 Fine	5,000.00-		5,000.00-	5,000.00-	
180400301 Rent Recovery -Non Taxable	5,000.00-		5,000.00-	5,000.00-	
180800400 chrg Dup Copies Bill	10,000.00-		10,000.00-	10,000.00-	
180809701 Rec fr Bud G Trench	20,000,000.00-		20,000,000.00-	20,000,000.00-	
180809902 Supervision Charges recovered					
210100101 Basic Pay	3,931,000.00	516,890.33	3,414,109.67	3,931,000.00	516,890.33
210100102 Incentive Bonus	78,000.00		78,000.00	78,000.00	
210200101 Dearness Allowance	2,202,000.00	258,069.55	1,943,930.45	2,202,000.00	258,069.55
210200102 House Rent Allowance	1,180,000.00	139,560.39	1,040,439.61	1,180,000.00	139,560.39
210200103 Conveyance Allowance	1,000.00	927.03	72.97	1,000.00	927.03
210200105 Leave Travel Assistance	17,000.00		17,000.00	17,000.00	
210200113 Trv All for Sup&Sub	162,000.00	21,600.00	140,400.00	162,000.00	21,600.00

210200118	Family Planning Allowance-sup	4,000.00		4,000.00	4,000.00	
210200119	Children Education Allowance-sup	27,000.00		27,000.00	27,000.00	
210200199	Other Allowances	15,000.00	311.00	14,689.00	15,000.00	311.00
210209915	Contrbn-Int 4% towrd	37,000.00		37,000.00	37,000.00	
210501220	Tec/Eq fr Divyng Emp	130,000.00		130,000.00	130,000.00	
210501224	Reimof Healthinsurce	45,000.00	15,000.00	30,000.00	45,000.00	15,000.00
220119900	Other Office Contingent Expenses	24,000.00		24,000.00	24,000.00	
220120101	Official Telephone Expenses	15,000.00		15,000.00	15,000.00	
220120102	Mobile Phone Expenses	20,000.00		20,000.00	20,000.00	
220120103	Residential Telephone Expenses	15,000.00		15,000.00	15,000.00	
220120200	Internet Charges	10,000.00		10,000.00	10,000.00	
220200100	Newspaper,Magazines	5,000.00		5,000.00	5,000.00	
220210400	Stationery	10,000.00		10,000.00	10,000.00	
220210500	Consumables	12,000.00		12,000.00	12,000.00	
220210600	Photocopying expenses	4,000.00		4,000.00	4,000.00	
220210700	Scanning & Digitisation of Records	400,000.00		400,000.00	400,000.00	
220210701	Digitization & Indexing	50,000.00		50,000.00	50,000.00	
220300200	Conveyance	30,000.00		30,000.00	30,000.00	
220300400	Domestic Travelling Expenses	40,000.00		40,000.00	40,000.00	
220309900	Misc Travel&Conv Exp	6,000.00		6,000.00	6,000.00	
220520205	Urban plan Con/Arc	1,500,000.00		1,500,000.00	1,500,000.00	
220800100	Ceremony/ Events Expenses	2,500,000.00	746,450.07	1,753,549.93	2,500,000.00	746,450.07
220800101	Har Ghar Tiranga Event	1,200,000.00		1,200,000.00	1,200,000.00	
220800800	Conference Expenses	80,000.00		80,000.00	80,000.00	
230350001	Accessories	30,000.00		30,000.00	30,000.00	
230350014	Spares & Tools	60,000.00		60,000.00	60,000.00	
230400123	Hiring of Vehicles & ex- servicemen	1,600,000.00	347,000.00	1,253,000.00	1,600,000.00	347,000.00
230400124	Hre Chrgs fr Vehicle	1,500,000.00	740,800.00	759,200.00	1,500,000.00	740,800.00
230510710	O & M Charges of Beautification Work	5,000,000.00		5,000,000.00	5,000,000.00	
230512210	Reinst trenches Water	20,000,000.00	291,448.22	19,708,551.78	20,000,000.00	291,448.22
230590401	Rep&MaintComp&ITEquip	60,000.00		60,000.00	60,000.00	
230801202	Pvdg unint Infr faci	1,000,000.00	889,970.60	110,029.40	1,000,000.00	889,970.60
230801206	Upkeepment & Maint. Of Proprety	4,000,000.00	3,554,005.38	445,994.62	4,000,000.00	3,554,005.38
230801207	Demoln & Remv Ench	3,000,000.00	2,927,127.84	72,872.16	3,000,000.00	2,927,127.84
230803120	Deep Cleaning Drive - Other Dept	16,800,000.00		16,800,000.00	16,800,000.00	
230803122	DpCl Dri Rep rel Wor	151,200,000.00		151,200,000.00	151,200,000.00	
410400034	Scanner	100,000.00		100,000.00	100,000.00	
410600200	"Computers, Printers & Peripherals"	200,000.00	42,371.20	157,628.80	200,000.00	42,371.20
410600500	Fax Machines	50,000.00		50,000.00	50,000.00	
410600700	Projectors	100,000.00		100,000.00	100,000.00	
410700100	Furniture & Fixtures	100,000.00		100,000.00	100,000.00	
410700201	Fans	20,000.00		20,000.00	20,000.00	

410800300	Fire Extinguishers	100,000.00		100,000.00	100,000.00	
501200007	Lum prov unintrupted	1,500,000.00		1,500,000.00	1,500,000.00	
501201568	Prov for Special project ward office	5,000,000.00	1,804,137.00	3,195,863.00	5,000,000.00	1,804,137.00
501203365	Provision for Walls Painting					
501203366	Provision for G 20 Summit					
501203406	Cap wrk Bsc amn dvp					
501203407	Wrk DMC recm AMC Apr					

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**'A' Budget Provision for the year 2024 - 2025 of PC 6712 CITY Eng. Dept.**

1.

Financial Management Area		MCGM BMC		FM Payment Budget	
Fiscal Year		2024Version		0	
Fund/Group	11	Functional Area/Group		11101000000	
Funded Program/Group	*	Year of Cash Effectivity			
Funds Center/Commitment Item	Consumable Budg	Consumed Budget	Available Amoun	Current Budget	Commitment/Actu
** FdsCtr/CmmtItem	13,127,000.00	787,559.38	12,339,440.62	13,127,000.00	787,559.38
* 4230350000 S WARD - C.E.	13,127,000.00	787,559.38	12,339,440.62	13,127,000.00	787,559.38
180400200 Fine		35.67-	35.67		35.67-
210100101 Basic Pay	6,156,000.00	234,229.04	5,921,770.96	6,156,000.00	234,229.04
210100102 Incentive Bonus	150,000.00		150,000.00	150,000.00	
210100201 Basic Pay	455,000.00	192,800.00	262,200.00	455,000.00	192,800.00
210100202 Incentive Bonus	26,000.00		26,000.00	26,000.00	
210200101 Dearness Allowance	3,448,000.00	116,537.36	3,331,462.64	3,448,000.00	116,537.36
210200102 House Rent Allowance	1,847,000.00	63,241.83	1,783,758.17	1,847,000.00	63,241.83
210200103 Conveyance Allowance	64,000.00	463.00	63,537.00	64,000.00	463.00
210200105 Leave Travel Assistance	35,000.00	750.00	34,250.00	35,000.00	750.00
210200113 Trv All for Sup&Sub	324,000.00	10,800.00	313,200.00	324,000.00	10,800.00
210200118 Family Planning Allowance-sup	11,000.00		11,000.00	11,000.00	
210200119 Children Education Allowance-sup	26,000.00		26,000.00	26,000.00	
210200201 Dearness Allowance	255,000.00	96,400.00	158,600.00	255,000.00	96,400.00
210200202 House Rent Allowance	137,000.00	52,056.00	84,944.00	137,000.00	52,056.00
210200203 Conveyance Allowance	1,000.00	433.12	566.88	1,000.00	433.12
210200205 Leave Travel Assistance	7,000.00	6,000.00	1,000.00	7,000.00	6,000.00
210200213 Transport Allowances For Labour	33,000.00	13,500.00	19,500.00	33,000.00	13,500.00
210200299 Other Allowances	2,000.00	384.70	1,615.30	2,000.00	384.70
210501224 Reimof Healthinsurce	150,000.00		150,000.00	150,000.00	



**'A' Budget Provision for the year 2024 - 2025 of PC 6712 CITY Eng. Dept. (2)**

Financial Management Area		MCGM BMC		FM Payment Budget	
Fiscal Year		2024Version		0	
Fund/Group	11	Functional Area/Group		11200000000	
Funded Program/Group	*	Year of Cash Effectivity			
Funds Center/Commitment Item	Consumable Budg	Consumed Budget	Available Amoun	Current Budget	Commitment/Actu
**FdsCtr/CmmtItem	19,042,000.00	5,767,181.89-	24,809,181.89	19,042,000.00	5,767,181.89-
* 4230350000 S WARD - C.E.	19,042,000.00	5,767,181.89-	24,809,181.89	19,042,000.00	5,767,181.89-
140100103 Fees-License/Health/B&F/Maintenance		201.00-	201.00		201.00-
140110700 Renewal Charges		1,324,136.00-	1,324,136.00		1,324,136.00-
140129900 Fees-Other Grant of Permits		254,116.00-	254,116.00		254,116.00-
140402600 Scrutiny Fees		31,834.00-	31,834.00		31,834.00-
140403100 Transfer Fees		9,860.00-	9,860.00		9,860.00-
140403500 Air Pollution Prevention Fees		79,745.00-	79,745.00		79,745.00-
140409922 FEES - PERMIT-Mon Co		4,842,663.00-	4,842,663.00		4,984,523.00-
140409935 FEES - PERMIT FOR MO		148,860.00-	148,860.00		7,000.00-
140809944 THREE SHIFT CHARGE		21,012.00-	21,012.00		21,012.00-
140809946 MANDAP PM CHG-RELIG		106,000.00-	106,000.00		11,000.00-
140809953 CHARGES FOR LATE RENEWAL		306,948.00-	306,948.00		306,948.00-
140810046 MANDAP P CHG-COM USE		96,000.00-	96,000.00		191,000.00-
180400200 Fine		80.07-	80.07		80.07-
210100101 Basic Pay	6,767,000.00	627,629.03	6,139,370.97	6,767,000.00	627,629.03
210100102 Incentive Bonus	200,000.00		200,000.00	200,000.00	
210100201 Basic Pay	2,681,000.00	86,200.00	2,594,800.00	2,681,000.00	86,200.00
210100202 Incentive Bonus	150,000.00		150,000.00	150,000.00	
210200101 Dearness Allowance	3,790,000.00	313,521.35	3,476,478.65	3,790,000.00	313,521.35
210200102 House Rent Allowance	2,031,000.00	291,110.81	1,739,889.19	2,031,000.00	291,110.81
210200103 Conveyance Allowance	74,000.00	29,263.64	44,736.36	74,000.00	29,263.64
210200105 Leave Travel Assistance	48,000.00		48,000.00	48,000.00	
210200113 Trv All for Sup&Sub	422,000.00	32,400.00	389,600.00	422,000.00	32,400.00
210200118 Family Planning Allowance-sup	11,000.00		11,000.00	11,000.00	
210200199 Other Allowances		50.00-	50.00		50.00-
210200201 Dearness Allowance	1,502,000.00	43,100.00	1,458,900.00	1,502,000.00	43,100.00
210200202 House Rent Allowance	805,000.00	23,274.00	781,726.00	805,000.00	23,274.00
210200205 Leave Travel Assistance	24,000.00		24,000.00	24,000.00	
210200213 Transport Allowances For Labour	260,000.00	7,650.00	252,350.00	260,000.00	7,650.00
210200219 Children Education Allowance-lab	11,000.00		11,000.00	11,000.00	
210200299 Other Allowances	11,000.00	174.35	10,825.65	11,000.00	174.35
210501224 Reimof Healthinsurce	255,000.00		255,000.00	255,000.00	

**‘A’ Budget Provision for the year 2024 - 2025 of PC 6712 CITY Eng. Dept.(3)**


Financial Management Area	MCGM BMC	FM Payment Budget	0
Fiscal Year	2024Version		
Fund/Group	11	Functional Area/Group	11101000000
Funded Program/Group	*	Year of Cash Effectivity	

Funds Center/Commitment Item	Consumable Budg	Consumed Budget	Available Amoun	Current Budget	Commitment/Actu
<b>**FdsCtr/CmmtItem</b>	<b>13,127,000.00</b>	<b>787,559.38</b>	<b>12,339,440.62</b>	<b>13,127,000.00</b>	<b>787,559.38</b>
* 4230350000 S WARD - C.E.	13,127,000.00	787,559.38	12,339,440.62	13,127,000.00	787,559.38
180400200 Fine		35.67-	35.67		35.67-
210100101 Basic Pay	6,156,000.00	234,229.04	5,921,770.96	6,156,000.00	234,229.04
210100102 Incentive Bonus	150,000.00		150,000.00	150,000.00	
210100201 Basic Pay	455,000.00	192,800.00	262,200.00	455,000.00	192,800.00
210100202 Incentive Bonus	26,000.00		26,000.00	26,000.00	
210200101 Dearness Allowance	3,448,000.00	116,537.36	3,331,462.64	3,448,000.00	116,537.36
210200102 House Rent Allowance	1,847,000.00	63,241.83	1,783,758.17	1,847,000.00	63,241.83
210200103 Conveyance Allowance	64,000.00	463.00	63,537.00	64,000.00	463.00
210200105 Leave Travel Assistance	35,000.00	750.00	34,250.00	35,000.00	750.00
210200113 Trv All for Sup&Sub	324,000.00	10,800.00	313,200.00	324,000.00	10,800.00
210200118 Family Planning Allowance-sup	11,000.00		11,000.00	11,000.00	
210200119 Children Education Allowance-sup	26,000.00		26,000.00	26,000.00	
210200201 Dearness Allowance	255,000.00	96,400.00	158,600.00	255,000.00	96,400.00
210200202 House Rent Allowance	137,000.00	52,056.00	84,944.00	137,000.00	52,056.00
210200203 Conveyance Allowance	1,000.00	433.12	566.88	1,000.00	433.12
210200205 Leave Travel Assistance	7,000.00	6,000.00	1,000.00	7,000.00	6,000.00
210200213 Transport Allowances For Labour	33,000.00	13,500.00	19,500.00	33,000.00	13,500.00
210200299 Other Allowances	2,000.00	384.70	1,615.30	2,000.00	384.70
210501224 Reimof Healthinsurce	150,000.00		150,000.00	150,000.00	

**'A' Budget Provision for the year 2024 - 2025 of PC 6713 ROAD Dept.(1)**


Financial Management Area MCGM BMC		FM Payment Budget	
Fiscal Year 2024Version		0	
Fund/Group	11	Functional Area/Group	22101010000
Funded Program/Group	*	Year of Cash Effectivity	

Funds Center/Commitment Item	Consumable Budg	Available Amoun	Current Budget
			
**FdsCtr/CmmtItem	1,776,000.00	1,776,000.00	1,776,000.00
* 4230440000 S WARD -ROADS	1,776,000.00	1,776,000.00	1,776,000.00
210100101 Basic Pay	862,000.00	862,000.00	862,000.00
210100102 Incentive Bonus	52,000.00	52,000.00	52,000.00
210200101 Dearness Allowance	483,000.00	483,000.00	483,000.00
210200102 House Rent Allowance	259,000.00	259,000.00	259,000.00
210200103 Conveyance Allowance	5,000.00	5,000.00	5,000.00
210200105 Leave Travel Assistance	15,000.00	15,000.00	15,000.00
210200113 Trv All for Sup&Sub	65,000.00	65,000.00	65,000.00
210200119 Children Education Allowance-sup	5,000.00	5,000.00	5,000.00
210501224 Reimof Healthinsurce	30,000.00	30,000.00	30,000.00


**'A' Budget Provision for the year 2024 - 2025 of PC 6713 ROAD Dept.(2)**

Financial Management Area	MCGM BMC	FM Payment Budget	
Fiscal Year	2024Version		0
Fund/Group	11	Functional Area/Group	22101020000
Funded Program/Group	*	Year of Cash Effectivity	

Funds Center/Commitment Item	Consumable Budg	Available Amoun	Current Budget
			
<b>**FdsCtr/CmmtItem</b>	<b>1,772,000.00</b>	<b>1,772,000.00</b>	<b>1,772,000.00</b>
* 4230440000 S WARD -ROADS	1,772,000.00	1,772,000.00	1,772,000.00
210100101 Basic Pay	376,000.00	376,000.00	376,000.00
210100102 Incentive Bonus	52,000.00	52,000.00	52,000.00
210100201 Basic Pay	410,000.00	410,000.00	410,000.00
210100202 Incentive Bonus	78,000.00	78,000.00	78,000.00
210200101 Dearness Allowance	211,000.00	211,000.00	211,000.00
210200102 House Rent Allowance	113,000.00	113,000.00	113,000.00
210200105 Leave Travel Assistance	12,000.00	12,000.00	12,000.00
210200113 Trv All for Sup&Sub	33,000.00	33,000.00	33,000.00
210200119 Children Education Allowance-sup	10,000.00	10,000.00	10,000.00
210200201 Dearness Allowance	230,000.00	230,000.00	230,000.00
210200202 House Rent Allowance	124,000.00	124,000.00	124,000.00
210200205 Leave Travel Assistance	11,000.00	11,000.00	11,000.00
210200213 Transport Allowances For Labour	65,000.00	65,000.00	65,000.00
210200219 Children Education Allowance-lab	15,000.00	15,000.00	15,000.00
210200299 Other Allowances	2,000.00	2,000.00	2,000.00
210501224 Reimof Healthinsurce	30,000.00	30,000.00	30,000.00

**'A' Budget Provision for the year 2024 - 2025 of PC 6713 – PC 6714 ROAD Dept.(3)**

©	MCGM BMC	FM Payment Budget	
Fiscal Year	2024Version		0
Fund/Group	11	Functional Area/Group	22101020000
Funded Program/Group	*	Year of Cash Effectivity	

Funds Center/Commitment Item	Consumable Budg	Available Amoun	Current Budget
			
<b>**FdsCtr/CmmtItem</b>	<b>1,772,000.00</b>	<b>1,772,000.00</b>	<b>1,772,000.00</b>
* 4230440000 S WARD -ROADS	1,772,000.00	1,772,000.00	1,772,000.00
210100101 Basic Pay	376,000.00	376,000.00	376,000.00
210100102 Incentive Bonus	52,000.00	52,000.00	52,000.00
210100201 Basic Pay	410,000.00	410,000.00	410,000.00
210100202 Incentive Bonus	78,000.00	78,000.00	78,000.00
210200101 Dearness Allowance	211,000.00	211,000.00	211,000.00
210200102 House Rent Allowance	113,000.00	113,000.00	113,000.00
210200105 Leave Travel Assistance	12,000.00	12,000.00	12,000.00
210200113 Trv All for Sup&Sub	33,000.00	33,000.00	33,000.00
210200119 Children Education Allowance-sup	10,000.00	10,000.00	10,000.00
210200201 Dearness Allowance	230,000.00	230,000.00	230,000.00
210200202 House Rent Allowance	124,000.00	124,000.00	124,000.00
210200205 Leave Travel Assistance	11,000.00	11,000.00	11,000.00
210200213 Transport Allowances For Labour	65,000.00	65,000.00	65,000.00
210200219 Children Education Allowance-lab	15,000.00	15,000.00	15,000.00
210200299 Other Allowances	2,000.00	2,000.00	2,000.00
210501224 Reimof Healthinsurce	30,000.00	30,000.00	30,000.00

**'A' Budget Provision for the year 2024 - 2025 of PC 6715 SWD Dept.**

Financial Management Area		MCGM BMC		FM Payment Budget	
Fiscal Year		2024Version		0	
Fund/Group	11	Functional Area/Group	22500000000		
Funded Program/Group	*	Year of Cash Effectivity			
Funds Center/Commitment Item	Consumable Budg	Consumed Budget	Available Amount	Current Budget	Commitment/Actu
**FdsCtr/CmmtItem	83,376,000.00	10,811,754.24	72,564,245.76	83,376,000.00	101,735,111.30
* 4230330000 S WARD SWD	83,376,000.00	10,811,754.24	72,564,245.76	83,376,000.00	101,735,111.30
140200105 Penalties recovered frm Contractors		50,000.00-	50,000.00		50,000.00-
140402609 Scrt FeeTedr F MY23T		14,820.00-	14,820.00		14,820.00-
140700107 ADM CHG-BLD CONS CES					
140805301 Legal & Stnry chgs-T		12,000.00-	12,000.00		12,000.00-
180400200 Fine		2,684.72-	2,684.72		2,684.72-
210100101 Basic Pay	3,043,000.00	40,900.00	3,002,100.00	3,043,000.00	40,900.00
210100102 Incentive Bonus	130,000.00		130,000.00	130,000.00	
210100201 Basic Pay	28,815,000.00	1,869,861.90	26,945,138.10	28,815,000.00	1,869,861.90
210100202 Incentive Bonus	2,002,000.00	40.00-	2,002,040.00	2,002,000.00	40.00-
210200101 Dearness Allowance	1,704,000.00	20,450.00	1,683,550.00	1,704,000.00	20,450.00
210200102 House Rent Allowance	913,000.00	11,043.00	901,957.00	913,000.00	11,043.00
210200103 Conveyance Allowance	31,000.00		31,000.00	31,000.00	
210200105 Leave Travel Assistance	26,000.00		26,000.00	26,000.00	
210200113 Trv All for Sup&Sub	195,000.00	2,700.00	192,300.00	195,000.00	2,700.00
210200119 Children Education Allowance-sup	22,000.00		22,000.00	22,000.00	
210200201 Dearness Allowance	16,136,000.00	951,728.14	15,184,271.86	16,136,000.00	951,728.14
210200202 House Rent Allowance	8,645,000.00	504,862.70	8,140,137.30	8,645,000.00	504,862.70
210200203 Conveyance Allowance	85,000.00	1,822.12	83,177.88	85,000.00	1,822.12
210200205 Leave Travel Assistance	267,000.00	11,250.00	255,750.00	267,000.00	11,250.00
210200213 Transport Allowances For Labour	2,464,000.00	155,790.58	2,308,209.42	2,464,000.00	155,790.58
210200218 Family Planning Allowance-Labour	3,000.00	630.00	2,370.00	3,000.00	630.00
210200219 Children Education Allowance-lab	362,000.00		362,000.00	362,000.00	
210200299 Other Allowances	413,000.00	19,456.03	393,543.97	413,000.00	19,456.03
210209915 Contrbn-Int 4% towrd	20,000.00		20,000.00	20,000.00	
210501224 Reimof Healthinsurce	1,260,000.00	15,000.00-	1,275,000.00	1,260,000.00	15,000.00-
230500501 General Civil Repairs	3,500,000.00	981,472.49	2,518,527.51	3,500,000.00	981,472.49
230803302 DesiltingTalavGanpty	1,500,000.00		1,500,000.00	1,500,000.00	13,101,940.80
230803313 Desilting of MINOR Nala From 2016-17					77,821,416.26
230803318 Man Cvr Pro Saf Gril	11,840,000.00	6,334,332.00	5,505,668.00	11,840,000.00	6,334,332.00

**'A' Budget Provision for the year 2024-2025 of PC 6716 HEALTH. Deptt. (General)**

Financial Management Area	MCGM BMC	FM Payment Budget	
Fiscal Year	2024Version		0
Fund/Group	12	Functional Area/Group	33101000000
Funded Program/Group	*	Year of Cash Effectivity	

Funds Center/Commitment Item	Consumable Budg	Consumed Budget	Available Amoun	Current Budget	Commitment/Actu
<b>**FdsCtr/CmmtItem</b>	<b>8,638,000.00</b>	<b>1,351,542.57-</b>	<b>9,989,542.57</b>	<b>8,638,000.00</b>	<b>1,351,542.57-</b>
* 4230470000 S WARD - HEALTH	8,638,000.00	1,351,542.57-	9,989,542.57	8,638,000.00	1,351,542.57-
140100101 Registration Fee for Nursing Home		400.00-	400.00		400.00-
140110500 License Fees-Health Licenses	3,500,000.00-	679,791.00-	2,820,209.00-	3,500,000.00-	679,791.00-
140110600 Lic Fee-FDA	500,000.00-		500,000.00-	500,000.00-	
140402600 Scrutiny Fees	35,000.00-	6,600.00-	28,400.00-	35,000.00-	6,600.00-
140500500 Trade Refuse Removal Charges	24,000,000.00-	4,711,198.05-	19,288,801.95-	24,000,000.00-	4,711,198.05-
140600402 Renewal Fee - Nursing Home	20,000.00-	3,300.00-	16,700.00-	20,000.00-	3,300.00-
180400200 Fine	10,000.00-	529.38-	9,470.62-	10,000.00-	529.38-
180809921 Audit Fee		755.00-	755.00		755.00-
210100101 Basic Pay	6,778,000.00	796,800.00	5,981,200.00	6,778,000.00	796,800.00
210100102 Incentive Bonus	312,000.00		312,000.00	312,000.00	
210100201 Basic Pay	2,851,000.00	439,600.00	2,411,400.00	2,851,000.00	439,600.00
210100202 Incentive Bonus	182,000.00		182,000.00	182,000.00	
210200101 Dearness Allowance	3,907,000.00	398,400.00	3,508,600.00	3,907,000.00	398,400.00
210200102 House Rent Allowance	2,034,000.00	215,136.00	1,818,864.00	2,034,000.00	215,136.00
210200103 Conveyance Allowance	25,000.00	926.00	24,074.00	25,000.00	926.00
210200105 Leave Travel Assistance	53,000.00	9,000.00	44,000.00	53,000.00	9,000.00
210200113 Trv All for Sup&Sub	454,000.00	48,600.00	405,400.00	454,000.00	48,600.00
210200114 Non Private Practice Allowance	198,000.00		198,000.00	198,000.00	
210200119 Children Education Allowance-sup	85,000.00		85,000.00	85,000.00	
210200201 Dearness Allowance	1,597,000.00	219,800.00	1,377,200.00	1,597,000.00	219,800.00
210200202 House Rent Allowance	856,000.00	118,692.00	737,308.00	856,000.00	118,692.00
210200203 Conveyance Allowance	5,000.00		5,000.00	5,000.00	
210200205 Leave Travel Assistance	26,000.00	23,250.00	2,750.00	26,000.00	23,250.00
210200213 Transport Allowances For Labour	166,000.00	27,600.00	138,400.00	166,000.00	27,600.00
210200219 Children Education Allowance-lab	32,000.00		32,000.00	32,000.00	
210200299 Other Allowances	21,000.00	20,299.66	700.34	21,000.00	20,299.66
210209915 Contrbn-Int 4% towrd	22,000.00		22,000.00	22,000.00	
210501011 Crtifict,MemntoRetir	2,000.00		2,000.00	2,000.00	
210501224 Reimof Healthinsurce	285,000.00	62,055.00	222,945.00	285,000.00	62,055.00

220110101	Office Electricity Expenses	800,000.00	745,390.00	54,610.00	800,000.00	745,390.00
220119900	Other Office Contingent Expenses	27,000.00	4,345.00	22,655.00	27,000.00	4,345.00
220120101	Official Telephone Expenses	10,000.00		10,000.00	10,000.00	
220120102	Mobile Phone Expenses	11,000.00		11,000.00	11,000.00	
220120500	Postage Expenses	5,000.00		5,000.00	5,000.00	
220210400	Stationery	15,000.00	3,778.00	11,222.00	15,000.00	3,778.00
220210500	Consumables	20,000.00		20,000.00	20,000.00	
220210600	Photocopying expenses	24,000.00	11,440.00	12,560.00	24,000.00	11,440.00
220300200	Conveyance	50,000.00	1,084.00	48,916.00	50,000.00	1,084.00
220520809	Honorarium For Yoga	1,200,000.00	234,000.00	966,000.00	1,200,000.00	234,000.00
220800404	Hsk Ser cemet Helth	5,000,000.00		5,000,000.00	5,000,000.00	
220800405	Sec cemet Helth post	7,500,000.00		7,500,000.00	7,500,000.00	
230350001	Accessories	8,000.00		8,000.00	8,000.00	
230510101	General Civil Repairs	1,600,000.00	580,754.00	1,019,246.00	1,600,000.00	580,754.00
230510103	General Electrical Repairs	500,000.00	90,081.20	409,918.80	500,000.00	90,081.20
230590100	Rep & Maint-Furniture & Fixtures	42,000.00		42,000.00	42,000.00	



**'A' Budget Provision for the year 2024-2025 of PC 6716 HEALTH. Deptt. (Epidemic)**

Fiscal Year

2024Version

0

Fund/Group

12

Functional Area/Group

33201000000

Funded Program/Group

\*

Year of Cash Effectivity

Funds Center/Commitment Item	Consumable Budg	Consumed Budget	Available Amoun	Current Budget	Commitment/Actu
<b>**FdsCtr/CmmtItem</b>	<b>2,492,000.00</b>	<b>381,471.77</b>	<b>2,110,528.23</b>	<b>2,492,000.00</b>	<b>381,471.77</b>
* 4230470000 S WARD - HEALTH	2,492,000.00	381,471.77	2,110,528.23	2,492,000.00	381,471.77
140805301 Legal & Stnry chgs-T	100,000.00-		100,000.00-	100,000.00-	
140805302 Legal & Stnry chg-RP	50,000.00-		50,000.00-	50,000.00-	
210100101 Basic Pay	702,000.00		702,000.00	702,000.00	
210100102 Incentive Bonus	26,000.00		26,000.00	26,000.00	
210100201 Basic Pay	515,000.00	199,400.00	315,600.00	515,000.00	199,400.00
210100202 Incentive Bonus	52,000.00		52,000.00	52,000.00	
210200101 Dearness Allowance	438,000.00		438,000.00	438,000.00	
210200102 House Rent Allowance	211,000.00		211,000.00	211,000.00	
210200105 Leave Travel Assistance	7,000.00		7,000.00	7,000.00	
210200113 Trv All for Sup&Sub	33,000.00		33,000.00	33,000.00	
210200114 Non Private Practice Allowance	79,000.00		79,000.00	79,000.00	
210200119 Children Education Allowance-sup	11,000.00		11,000.00	11,000.00	
210200201 Dearness Allowance	289,000.00	99,700.00	189,300.00	289,000.00	99,700.00
210200202 House Rent Allowance	155,000.00	53,838.00	101,162.00	155,000.00	53,838.00
210200205 Leave Travel Assistance	9,000.00	9,000.00		9,000.00	9,000.00
210200213 Transport Allowances For Labour	45,000.00	15,300.00	29,700.00	45,000.00	15,300.00
210200299 Other Allowances	3,000.00	411.77	2,588.23	3,000.00	411.77
210209915 Contrbn-Int 4% towrd	22,000.00		22,000.00	22,000.00	
210501224 Reimof Healthinsurce	45,000.00	3,822.00	41,178.00	45,000.00	3,822.00

**'A' Budget Provision for the year 2024-2025 of PC 6716 HEALTH. Dept. (Dispensary)**

Financial Management Area	MCGM BMC	FM Payment Budget	
Fiscal Year	2024Version		0
Fund/Group	12	Functional Area/Group	33402010100
Funded Program/Group	*	Year of Cash Effectivity	

Funds Center/Commitment Item	Consumable Budg	Consumed Budget	Available Amoun	Current Budget	Commitment/Actu
<b>**FdsCtr/CmmtItem</b>	<b>158,187,112.00</b>	<b>29,155,304.23</b>	<b>129,031,807.77</b>	<b>158,187,112.00</b>	<b>29,161,055.79</b>
* 4230470000 S WARD - HEALTH	158,187,112.00	29,155,304.23	129,031,807.77	158,187,112.00	29,161,055.79
140130300 Fees-Birth & Death Certificate		23.00-	23.00		23.00-
140200105 Penalties recovered frm Contractors	325,000.00-	67,418.26-	257,581.74-	325,000.00-	67,418.26-
140802100 Case Paper Charges	1,100,000.00-	531,570.00-	568,430.00-	1,100,000.00-	531,570.00-
140805700 Chrg-Apli Chikitsa S		3,190.00-	3,190.00		3,190.00-
180400010 Notice Pay		68,190.00-	68,190.00		68,190.00-
180400200 Fine	50,000.00-	10,815.00-	39,185.00-	50,000.00-	10,815.00-
210100101 Basic Pay	14,790,000.00	3,480,463.00	11,309,537.00	14,790,000.00	3,480,463.00
210100102 Incentive Bonus	442,000.00		442,000.00	442,000.00	
210100201 Basic Pay	5,476,000.00	937,363.88	4,538,636.12	5,476,000.00	937,363.88
210100202 Incentive Bonus	416,000.00		416,000.00	416,000.00	
210200101 Dearness Allowance	8,780,000.00	1,275,200.00	7,504,800.00	8,780,000.00	1,275,200.00
210200102 House Rent Allowance	4,437,000.00	686,826.00	3,750,174.00	4,437,000.00	686,826.00
210200103 Conveyance Allowance	5,000.00	2,577.41	2,422.59	5,000.00	2,577.41
210200105 Leave Travel Assistance	81,000.00	38,250.00	42,750.00	81,000.00	38,250.00
210200113 Trv All for Sup&Sub	810,000.00	135,000.00	675,000.00	810,000.00	135,000.00
210200114 Non Private Practice Allowance	888,000.00		888,000.00	888,000.00	
210200119 Children Education Allowance-sup	106,000.00		106,000.00	106,000.00	
210200201 Dearness Allowance	3,067,000.00	467,848.26	2,599,151.74	3,067,000.00	467,848.26
210200202 House Rent Allowance	1,643,000.00	253,088.24	1,389,911.76	1,643,000.00	253,088.24
210200205 Leave Travel Assistance	46,000.00	16,500.00	29,500.00	46,000.00	16,500.00
210200213 Transport Allowances For Labour	417,000.00	87,114.36	329,885.64	417,000.00	87,114.36
210200219 Children Education Allowance-lab	117,000.00		117,000.00	117,000.00	
210200299 Other Allowances	191,000.00	189,619.05	1,380.95	191,000.00	189,619.05
210209913 Uniforms	10,000.00		10,000.00	10,000.00	
210209915 Contrbn-Int 4% towrd	106,000.00		106,000.00	106,000.00	
210400600 Leave Encashment	3,588,112.00	3,587,226.00	886.00	3,588,112.00	3,587,226.00
210501101 L/sProv-paymtarrerAc	95,000.00	94,796.00	204.00	95,000.00	94,796.00
210501224 Reimof Healthinsurce	495,000.00	60,000.00	435,000.00	495,000.00	60,000.00
220100203 Property Taxes/ Mun Taxes	340,000.00		340,000.00	340,000.00	

220110101	Office Electricity Expenses	690,000.00	229,574.00	460,426.00	690,000.00	229,574.00
220120101	Official Telephone Expenses	3,000.00		3,000.00	3,000.00	
220120102	Mobile Phone Expenses	7,000.00		7,000.00	7,000.00	
220120200	Internet Charges	220,000.00		220,000.00	220,000.00	
220120500	Postage Expenses	1,000.00		1,000.00	1,000.00	
220210400	Stationery	10,000.00	800.00	9,200.00	10,000.00	800.00
220210500	Consumables	10,000.00	8,073.00	1,927.00	10,000.00	8,073.00
220210600	Photocopying expenses	5,000.00	139.00	4,861.00	5,000.00	139.00
220300200	Conveyance	20,000.00	20,000.00		20,000.00	20,000.00
220800400	Outside Services Employment Expenses	3,055,000.00	722,840.06	2,332,159.94	3,055,000.00	722,840.06
220800403	OtSer EmpExp HBT Pol	57,124,000.00	11,786,919.00	45,337,081.00	57,124,000.00	11,786,919.00
230350001	Accessories	60,000.00	3,733.20	56,266.80	60,000.00	4,148.00
230350005	Chemical&fertilisers	276,000.00	20,338.88	255,661.12	276,000.00	19,908.88
230350006	Clothing & Linen	20,000.00		20,000.00	20,000.00	
230350008	Drugs & Medicines	49,081,000.00	4,199,342.31	44,881,657.69	49,081,000.00	4,205,109.07
230350010	Material	642,000.00	58,350.00	583,650.00	642,000.00	58,350.00
230350012	Other store	3,000.00		3,000.00	3,000.00	
230350014	Spares & Tools	21,000.00		21,000.00	21,000.00	
230804701	Tip BioWast ChrgHosp	48,000.00	9,088.84	38,911.16	48,000.00	9,088.84
230809901	Water Charges	138,000.00		138,000.00	138,000.00	
230809911	Outsourcing for Diagnostic Test	1,882,000.00	1,465,440.00	416,560.00	1,882,000.00	1,465,440.00

**'A' Budget Provision for the year 2024-2025 of PC 6716 HEALTH. Dept. (Tagore Nagar Hindu Cemetery)**

Financial Management Area	MCGM BMC	FM Payment Budget	0
Fiscal Year	2024Version		
Fund/Group	12	Functional Area/Group	33601000000
Funded Program/Group	*	Year of Cash Effectivity	

Funds Center/Commitment Item	Consumable Budg	Consumed Budget	Available Amoun	Current Budget	Commitment/Actu
<b>**FdsCtr/CmmtItem</b>	<b>14,877,000.00</b>	<b>2,820,502.18</b>	<b>12,056,497.82</b>	<b>14,877,000.00</b>	<b>2,835,859.87</b>
* 4230473301 Tagore Nagar Hindu M	14,877,000.00	2,820,502.18	12,056,497.82	14,877,000.00	2,835,859.87
210100201 Basic Pay	4,299,000.00	491,400.00	3,807,600.00	4,299,000.00	491,400.00
210100202 Incentive Bonus	208,000.00		208,000.00	208,000.00	
210200201 Dearness Allowance	2,407,000.00	245,700.00	2,161,300.00	2,407,000.00	245,700.00
210200202 House Rent Allowance	1,290,000.00	132,678.00	1,157,322.00	1,290,000.00	132,678.00
210200204 Overtime Allowance	2,128,000.00		2,128,000.00	2,128,000.00	
210200205 Leave Travel Assistance	32,000.00		32,000.00	32,000.00	
210200213 Transport Allowances For Labour	336,000.00	30,620.00	305,380.00	336,000.00	30,620.00
210200219 Children Education Allowance-lab	43,000.00		43,000.00	43,000.00	
210200299 Other Allowances	15,000.00	1,195.43	13,804.57	15,000.00	1,195.43
210209915 Contrbn-Int 4% towrd	27,000.00		27,000.00	27,000.00	
210501224 Reimof Healthinsurce	165,000.00		165,000.00	165,000.00	
220110101 Office Electricity Expenses	100,000.00		100,000.00	100,000.00	
220210400 Stationery					397.40
230350001 Accessories					13,066.20
230350005 Chemical&fertilisers					634.23
230350008 Drugs & Medicines					452.71
230350010 Material	2,931,000.00	1,918,908.75	1,012,091.25	2,931,000.00	1,919,715.90
230809914 OutsHousekp vrs act	896,000.00		896,000.00	896,000.00	

**'A' Budget Provision for the year 2024-2025 of PC 6716 HEALTH. Dept. (Tagore Nagar Electric Cemetery)**

Financial Management Area		MCGM BMC		FM Payment Budget	
Fiscal Year		2024Version		0	
Fund/Group		12		Functional Area/Group 33602000000	
Funded Program/Group		*		Year of Cash Effectivity	
Funds Center/Commitment Item	Consumable Budg	Consumed Budget	Available Amoun	Current Budget	Commitment/Actu
**FdsCtr/CmmtItem	15,502,000.00	821,722.40	14,680,277.60	15,502,000.00	821,722.40
* 4230473301 Tagore Nagar Hindu M	15,502,000.00	821,722.40	14,680,277.60	15,502,000.00	821,722.40
210100101 Basic Pay	104,000.00	103,600.00	400.00	104,000.00	103,600.00
210100201 Basic Pay	4,375,000.00	184,628.39	4,190,371.61	4,375,000.00	184,628.39
210100202 Incentive Bonus	156,000.00		156,000.00	156,000.00	
210200101 Dearness Allowance	52,000.00	51,800.00	200.00	52,000.00	51,800.00
210200102 House Rent Allowance	28,000.00	27,972.00	28.00	28,000.00	27,972.00
210200113 Trv All for Sup&Sub	6,000.00	5,400.00	600.00	6,000.00	5,400.00
210200201 Dearness Allowance	2,450,000.00	92,314.19	2,357,685.81	2,450,000.00	92,314.19
210200202 House Rent Allowance	1,312,000.00	49,849.66	1,262,150.34	1,312,000.00	49,849.66
210200204 Overtime Allowance	2,926,000.00		2,926,000.00	2,926,000.00	
210200205 Leave Travel Assistance	25,000.00		25,000.00	25,000.00	
210200213 Transport Allowances For Labour	336,000.00	15,752.90	320,247.10	336,000.00	15,752.90
210200219 Children Education Allowance-lab	43,000.00		43,000.00	43,000.00	
210200299 Other Allowances	24,000.00	955.26	23,044.74	24,000.00	955.26
210501224 Reimof Healthinsurce	165,000.00		165,000.00	165,000.00	
230100101 Electricity Expenses	3,500,000.00	289,450.00	3,210,550.00	3,500,000.00	289,450.00

**'A' Budget Provision for the year 2024-2025 of PC 6716 HEALTH. Dept. (Bhandup Village Hindu Cemetery)**

Financial Management Area		MCGM BMC		FM Payment Budget	
Fiscal Year		2024Version		0	
Fund/Group		12		Functional Area/Group 33601000000	
Funded Program/Group		*		Year of Cash Effectivity	
Funds Center/Commitment Item	Consumable Budg	Consumed Budget	Available Amoun	Current Budget	Commitment/Actu
**FdsCtr/CmmtItem	14,512,000.00	964,455.76	13,547,544.24	14,512,000.00	964,455.76
* 4230473303 Bhandup Village Hindu Cemetery	14,512,000.00	964,455.76	13,547,544.24	14,512,000.00	964,455.76
180400200 Fine		21.05-	21.05		21.05-
210100201 Basic Pay	3,707,000.00	273,000.00	3,434,000.00	3,707,000.00	273,000.00
210100202 Incentive Bonus	182,000.00		182,000.00	182,000.00	
210200201 Dearness Allowance	2,077,000.00	136,500.00	1,940,500.00	2,077,000.00	136,500.00
210200202 House Rent Allowance	1,113,000.00	73,710.00	1,039,290.00	1,113,000.00	73,710.00
210200204 Overtime Allowance	4,966,000.00		4,966,000.00	4,966,000.00	
210200205 Leave Travel Assistance	32,000.00		32,000.00	32,000.00	
210200213 Transport Allowances For Labour	231,000.00	14,800.00	216,200.00	231,000.00	14,800.00
210200219 Children Education Allowance-lab	32,000.00		32,000.00	32,000.00	
210200299 Other Allowances	12,000.00	916.31	11,083.69	12,000.00	916.31
210501224 Reimof Healthinsurce	135,000.00	15,000.00	120,000.00	135,000.00	15,000.00
220110101 Office Electricity Expenses	500,000.00	23,118.00	476,882.00	500,000.00	23,118.00
230350010 Material	1,375,000.00	427,432.50	947,567.50	1,375,000.00	427,432.50
230809914 OutsHousekp vrs act	150,000.00		150,000.00	150,000.00	

**'A' Budget Provision for the year 2024-2025 of PC 6716 HEALTH. Dept. (Private Hindu Cemetery)**

Financial Management Area		MCGM BMC		FM Payment Budget	
Fiscal Year		2024Version		0	
Fund/Group		12		Functional Area/Group 33601000000	
Funded Program/Group		*		Year of Cash Effectivity	
Funds Center/Commitment Item	Consumable Budg	Consumed Budget	Available Amoun	Current Budget	Commitment/Actu
**FdsCtr/CmmtItem	7,202,000.00	2,510,577.00	4,691,423.00	7,202,000.00	2,510,577.00
* 4230473304 PvtCemntry S Hindu	7,202,000.00	2,510,577.00	4,691,423.00	7,202,000.00	2,510,577.00
210100201 Basic Pay	692,000.00	105,600.00	586,400.00	692,000.00	105,600.00
210100202 Incentive Bonus	52,000.00		52,000.00	52,000.00	
210200201 Dearness Allowance	387,000.00	52,800.00	334,200.00	387,000.00	52,800.00
210200202 House Rent Allowance	207,000.00	28,512.00	178,488.00	207,000.00	28,512.00
210200204 Overtime Allowance	1,153,000.00		1,153,000.00	1,153,000.00	
210200205 Leave Travel Assistance	7,000.00		7,000.00	7,000.00	
210200213 Transport Allowances For Labour	65,000.00	10,800.00	54,200.00	65,000.00	10,800.00
210200218 Family Planning Allowance-Labour	1,000.00	420.00	580.00	1,000.00	420.00
210200219 Children Education Allowance-lab	21,000.00		21,000.00	21,000.00	
210200299 Other Allowances	3,000.00	300.00	2,700.00	3,000.00	300.00
210501224 Reimof Healthinsurce	30,000.00		30,000.00	30,000.00	
230350010 Material	4,584,000.00	2,312,145.00	2,271,855.00	4,584,000.00	2,312,145.00

**'B' Budget Provision For The year 2024 - 25 of PC 6793 – Colony Officer S Ward Estt**

Financial Management Area	MCGM BMC	FM Payment Budget	
Fiscal Year	2024Version		0
Fund/Group	23	Functional Area/Group	77604000000
Funded Program/Group	*	Year of Cash Effectivity	

Funds Center/Commitment Item	Consumable Budg	Consumed Budget	Available Amount	Current Budget	Commitment/Actu
<b>**FdsCtr/CmmtItem</b>	<b>189,937,000.00</b>	<b>63,930,061.64</b>	<b>126,006,938.36</b>	<b>189,937,000.00</b>	<b>63,930,061.64</b>
* 4230350000 S WARD - C.E.	189,937,000.00	63,930,061.64	126,006,938.36	189,937,000.00	63,930,061.64
140200105 Penalties recovered frm Contractors					
140200108 Penalty recoverd VD		270,383.00-	270,383.00		270,383.00-
140402600 Scrutiny Fees		660.00-	660.00		
140402606 Scrutiny Fees-Taxable					660.00-
140402609 Scrt FeeTedr F MY23T		90,030.00-	90,030.00		90,030.00-
140700107 ADM CHG-BLD CONS CES					
140805301 Legal & Stnry chgs-T		37,138.00-	37,138.00		38,638.00-
140805302 Legal & Stnry chg-RP		2,600.00-	2,600.00		1,100.00-
140809940 DEWATERING CHARGES		10,000.00-	10,000.00		10,000.00-
140809996 MANDAP PM CHG-ELECT		33,000.00-	33,000.00		33,000.00-
180800400 chrg Dup Copies Bill		125.00-	125.00		125.00-
180809902 Supervision Charges recovered					
210100101 Basic Pay	1,054,000.00	33,300.00	1,020,700.00	1,054,000.00	33,300.00
210100102 Incentive Bonus	52,000.00		52,000.00	52,000.00	
210200101 Dearness Allowance	590,000.00	16,650.00	573,350.00	590,000.00	16,650.00
210200102 House Rent Allowance	316,000.00	8,991.00	307,009.00	316,000.00	8,991.00
210200103 Conveyance Allowance	5,000.00		5,000.00	5,000.00	
210200105 Leave Travel Assistance	21,000.00		21,000.00	21,000.00	
210200113 Trv All for Sup&Sub	98,000.00	2,700.00	95,300.00	98,000.00	2,700.00
210200118 Family Planning Allowance-sup	2,000.00		2,000.00	2,000.00	
210200119 Children Education Allowance-sup	14,000.00		14,000.00	14,000.00	
210501224 Reimof Healthinsurce	45,000.00		45,000.00	45,000.00	
230500101 General Civil Repairs	179,240,000.00	62,749,190.71	116,490,809.29	179,240,000.00	62,749,190.71
230500601 General Civil Repairs	1,500,000.00	1,197,719.69	302,280.31	1,500,000.00	1,197,719.69
503501170 Retain wall S ward	7,000,000.00	365,446.24	6,634,553.76	7,000,000.00	365,446.24



**'G' Budget Provision For The year 2024 - 25 of PC 4573 – PC 4574 WATER WORKS S Ward Estt**

Financial Management Area MCGM BMC		FM Payment Budget			
Fiscal Year 2024Version				0	
Fund/Group	40	Functional Area/Group	55102000000		
Funded Program/Group	*	Year of Cash Effectivity			
Funds Center/Commitment Item	Consumable Budg	Consumed Budget	Available Amoun	Current Budget	Commitment/Actu
**FdsCtr/CmmtItem	220,846,000.00	31,536,214.47	189,309,785.53	220,846,000.00	31,530,706.47
* 4230490000 S WARD -H.E.	220,846,000.00	31,536,214.47	189,309,785.53	220,846,000.00	31,530,706.47
180400000 Recovery frm Emplys.		1,320.00-	1,320.00		1,320.00-
180400200 Fine		28,607.27-	28,607.27		28,607.27-
180401100 Electricity Charges Recovery		2,341.44-	2,341.44		2,341.44-
210100101 Basic Pay	20,111,000.00	3,354,765.33	16,756,234.67	20,111,000.00	3,354,765.33
210100102 Incentive Bonus	656,000.00		656,000.00	656,000.00	
210100201 Basic Pay	55,837,000.00	11,709,919.93	44,127,080.07	55,837,000.00	11,709,919.93
210100202 Incentive Bonus	3,328,000.00		3,328,000.00	3,328,000.00	
210100299 Others	100,000.00		100,000.00	100,000.00	
210200101 Dearness Allowance	11,281,000.00	1,661,940.54	9,619,059.46	11,281,000.00	1,661,940.54
210200102 House Rent Allowance	6,043,000.00	862,857.38	5,180,142.62	6,043,000.00	862,857.38
210200103 Conveyance Allowance	141,000.00	18,951.22	122,048.78	141,000.00	18,951.22
210200104 Overtime Allowance	960,000.00		960,000.00	960,000.00	
210200105 Leave Travel Assistance	174,000.00	27,000.00	147,000.00	174,000.00	27,000.00
210200113 Trv All for Sup&Sub	784,000.00	164,700.00	619,300.00	784,000.00	164,700.00
210200117 allo Divyng womn emp	24,000.00		24,000.00	24,000.00	
210200118 Family Planning Allowance-sup	46,000.00	630.00	45,370.00	46,000.00	630.00
210200119 Children Education Allowance-sup	200,000.00		200,000.00	200,000.00	
210200199 Other Allowances	4,000.00	1,669.35	2,330.65	4,000.00	1,669.35
210200201 Dearness Allowance	31,269,000.00	5,817,653.21	25,451,346.79	31,269,000.00	5,817,653.21
210200202 House Rent Allowance	16,752,000.00	2,978,509.89	13,773,490.11	16,752,000.00	2,978,509.89
210200203 Conveyance Allowance	8,000.00	1,435.34	6,564.66	8,000.00	1,435.34
210200204 Overtime Allowance	20,000,000.00	1,268,366.79	18,731,633.21	20,000,000.00	1,268,366.79
210200205 Leave Travel Assistance	317,000.00	145,500.00	171,500.00	317,000.00	145,500.00
210200213 Transport Allowances For Labour	4,037,000.00	900,315.23	3,136,684.77	4,037,000.00	900,315.23
210200217 allo Divyng womn emp	24,000.00		24,000.00	24,000.00	
210200218 Family Planning Allowance-Labour	25,000.00	5,040.00	19,960.00	25,000.00	5,040.00
210200219 Children Education Allowance-lab	500,000.00		500,000.00	500,000.00	
210200295 STITCHING ALLOWANCE (LAB)	120,000.00		120,000.00	120,000.00	

210200299	Other Allowances	182,000.00	30,946.97	151,053.03	182,000.00	30,946.97
210209913	Uniforms	100,000.00		100,000.00	100,000.00	
210209914	Cloth,Raincoat,Umb	750,000.00		750,000.00	750,000.00	
210209915	Contrbrn-Int 4% towrd	384,000.00	51,456.00	332,544.00	384,000.00	51,456.00
210400600	Leave Encashment	25,000,000.00		25,000,000.00	25,000,000.00	
210501101	L/sProv-paymtarrerAc	3,600,000.00	168,278.00	3,431,722.00	3,600,000.00	168,278.00
210501220	Tec/Eq fr Divyng Emp	100,000.00	31,360.00-	131,360.00	100,000.00	31,360.00-
210501224	Reimof Healthinsurce	2,280,000.00	663,919.00	1,616,081.00	2,280,000.00	663,919.00
220110101	Office Electricity Expenses	100,000.00	22,460.00	77,540.00	100,000.00	22,460.00
220120101	Official Telephone Expenses	20,000.00		20,000.00	20,000.00	
220120102	Mobile Phone Expenses	5,000.00		5,000.00	5,000.00	
220210100	Printing	5,000.00		5,000.00	5,000.00	
220210400	Stationery	50,000.00		50,000.00	50,000.00	
220210500	Consumables	30,000.00		30,000.00	30,000.00	
220210600	Photocopying expenses	50,000.00		50,000.00	50,000.00	
220300200	Conveyance	15,000.00		15,000.00	15,000.00	
220800801	Expens on A/c of RTI	10,000.00		10,000.00	10,000.00	
220809900	Misc Admin Exp	30,000.00		30,000.00	30,000.00	
230350001	Accessories	50,000.00		50,000.00	50,000.00	
230350005	Chemical&fertilisers	200,000.00		200,000.00	200,000.00	
230350006	Clothing & Linen	75,000.00		75,000.00	75,000.00	
230350010	Material	200,000.00		200,000.00	200,000.00	
230350014	Spares & Tools	200,000.00		200,000.00	200,000.00	
270300604	Addl.2%-for payment	14,669,000.00	1,753,098.00	12,915,902.00	14,669,000.00	1,753,098.00
280800100	Prior Period-Establishment Expenses		9,569.00-	9,569.00		9,569.00-
460100201	Interest Accrued on Housing Loans					5,508.00-

**'G' Budget Provision For The year 2024 - 25 of PC 4417 & PC 4418 Sewerage Operation S Ward Estt**

Financial Management Area MCGM BMC		FM Payment Budget			
Fiscal Year 2024Version				0	
Fund/Group	40	Functional Area/Group	55205000000		
Funded Program/Group	*	Year of Cash Effectivity			
Funds Center/Commitment Item	Consumable Budg	Consumed Budget	Available Amoun	Current Budget	Commitment/Actu
**FdsCtr/CmmtItem	33,375,000.00	15,966,523.39	17,408,476.61	33,375,000.00	15,966,523.39
* 4230510000 S WARD -S.O.	33,375,000.00	15,966,523.39	17,408,476.61	33,375,000.00	15,966,523.39
140200105 Penalties recovered frm Contractors					
140200108 Penalty recoverd VD					
140402600 Scrutiny Fees		27,900.00-	27,900.00		
140402609 Scrt FeeTedr F MY23T					27,900.00-
140500300 Contractor's Water Charges					
140501000 Contractor's Sewerage Charges					
140700107 ADM CHG-BLD CONS CES					
140805301 Legal & Stnry chgs-T		20,400.00-	20,400.00		20,400.00-
180809902 Supervision Charges recovered					
210100201 Basic Pay	2,815,000.00	496,701.72	2,318,298.28	2,815,000.00	496,701.72
210100202 Incentive Bonus	280,000.00		280,000.00	280,000.00	
210200201 Dearness Allowance	1,553,000.00	248,558.58	1,304,441.42	1,553,000.00	248,558.58
210200202 House Rent Allowance	845,000.00	134,109.46	710,890.54	845,000.00	134,109.46
210200204 Overtime Allowance	137,000.00		137,000.00	137,000.00	
210200205 Leave Travel Assistance	22,000.00	5,250.00	16,750.00	22,000.00	5,250.00
210200213 Transport Allowances For Labour	130,000.00	27,709.21	102,290.79	130,000.00	27,709.21
210200217 allo Divyng womn emp	24,000.00	24,000.00		24,000.00	24,000.00
210200219 Children Education Allowance-lab	12,000.00		12,000.00	12,000.00	
210200299 Other Allowances	97,000.00	8,523.80	88,476.20	97,000.00	8,523.80
210501101 L/sProv-paymtarrerAc	1,000,000.00		1,000,000.00	1,000,000.00	
210501224 Reimof Healthinsurce	150,000.00	60,000.00	90,000.00	150,000.00	60,000.00
230803318 Man Cvr Pro Saf Gril	26,310,000.00	15,009,970.62	11,300,029.38	26,310,000.00	15,009,970.62

**Section 4(1)(b)(xii)**

Manner of execution of subsidy program in the office of Administrative Officer at 'S' Ward.

**-----Nil-----**

**Section 4(1)(b)(xiii)**

Particulars of recipients of concessions, permits or authorizations granted in the office of Administrative Officer at 'S' Ward.

-----Nil-----

**Section 4(1)(b)(xiv)**

Details of information available in electronic form in the office of Administrative Officer at 'S' Ward.

Sr. No.	Type of Documents file/Register	Sub Topic	In which Electronic Format it is kept	Person in Charge
1	R.T.I. MANUALS 2015-16		MS-WORD	Administrative Officer
2.	Quarterly Report (Vacant Post)		MS-WORD	Administrative Officer

**Section 4(1)(b)(xv)**

Particulars of facilities available for citizen for obtaining information in the office of Administrative Officer at 'S' Ward.

Types of facilities-

- Information about facilities for inspection of record.

Sr.No.	Type of Facility	Timings	Procedure	Location	Person in Charge
1.	Inspection of Record	3.00 p.m. to 5.00 p.m on Tuesday and Thursday (except holidays) with prior appointment only.	For inspection of records no fee for first hour will be charged, however fee of Rs.5/- for each 15 minutes or fraction thereof will be charged thereafter.	Office Administrative officer Department, 1 <sup>st</sup> Floor, 'S' Ward office, L.B.S. Marg, Near Mangatram Petrol Pump, Bhandup (West), Mumbai-78.	Administrative officer 'S' Ward.

**Section 4(1)(b)(xvi)**

Details of Public Information Officer/APIOs/Appellate authority in the jurisdiction of (public authority) in the office of Administrative officer at 'S' Ward.

**PIO A**

Sr. No.	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address Ph. No.	Appellate authority
1.	Smt. Sayli Sunil Khedekar	Administrative officer	'S' Ward	Office of Administrative officer 'S' Ward, 1 <sup>st</sup> Floor, 'S' Ward office, L.B.S. Marg, Near Mangatram Petrol Pump, Bhandup (West), Mumbai-78.	Shri. Bhaskar Kasgikar, Assistant Commissioner (I/c)  1 <sup>st</sup> Floor, 'S' Ward office, L.B.S. Marg, Near Mangatram Petrol Pump, Bhandup (West), Mumbai-400078.

**APIOs B**

Sr.No.	Name of APIO	Designation	Jurisdiction as APIO under RTI	Address/ ph. no.
	N.A.			

**Appellate authority C**

Sr. No.	Name of Appellate authority	Designation	Jurisdiction as Appellate authority	PIO reporting	E-mail id for purpose of RTI
1.	Shri. Bhaskar Kasgikar	Assistant Commissioner (I/c)	'S' Ward	Administrative officer	



**Section 4(1)(b)(xvii)**

**Other Information**

**Post Status up to August 2024**

PC 6710

Designation	Schedule Post	Occupied post	Vacant Post
Asstt. Commissioner	1	1	-
Administrative Officer	1	1	-
Sr. Steno	1	1	-
Clerk	2	2	-
Complaint Officer	1	1	-
Total	6	6	-

6793

Designation	Schedule Post	Occupied post	Vacant Post
Rent Registration Clerk	2	2	-
Rent Collector	1	-	1
Total	3	2	1

6712

Designation	Schedule Post	Occupied post	Vacant Post
Ex. Engg.	1	1	0
Asstt. Engg.	4	3	1
Sub Engg.	5	3	2
Junior Engg.	9	5	4
Head Clerk	1	1	0
Clerk	2	2	0
Drainage Asstt.	3	3	0
Mukadam	6	0	6
Peon	1	1	-
Labour	9	6	3
Total	41	25	16

6713

Designation	Schedule Post	Occupied post	Vacant Post
Asstt. Engg.	2	2	0
Sub Engg.	6	5	1
Jr. Engg.	17	16	1
Store Sup.	1	1	0
Head Clerk	1	1	0
Clerk	13	13	0
Store Clerk	1	1	0
Jr. Steno	1	0	1
Telephone Operator	2	2	0
R.A.	1	0	1
Peon	8	6	2
Total	53	47	6

PC 6714

Designation	Schedule Post	Occupied post	Vacant Post
Labour	77	35	42
Mukadam	12	7	5
Mestry – 1	10	0	10
Mestry – 2	5	0	5
Carpainter – 2	3	2	1
Mason – 2	2	0	2
Painter – 2	1	1	0
Plumber	1	0	1
<b>Total</b>	<b>111</b>	<b>45</b>	<b>66</b>

6715

Designation	Schedule Post	Occupied post	Vacant Post
Mukadam	20	13	7
Drainage Cleaner	50	20	30
Labour	130	38	92
<b>Total</b>	<b>200</b>	<b>71</b>	<b>129</b>

6716

Designation	Schedule Post	Occupied post	Vacant Post
M.O.H.	1	1	-
M.O. T.B.	1	1	-
Sr. Sanitary Insp.	1	1	-
Head Clerk	1	1	-
Clerk	5	4	1
Sanitary Inspector	3	3	-
Jr. A.M.O.	1	-	1
BRK	3	3	-
Peon	4	4	-
Labour	2	2	-
DSI	1	1	-
Labour	3	3	-
DRK	11	9	2
Electrician	2	2	-
Furnace Op.	4	2	2
Cemetery Attd.	7	7	-
Crematorium Att.	7	4	3
M.O.	7	7	-
Sr. M.O.	1	1	-
Pharmacist	9	6	3
Lab. Technician	3	3	-
Dresser	8	7	1
Sweeper	3	3	-
Labour	8	7	1
Total	96	82	14

PC 4573 (Superior Staff)

Designation	Schedule Post	Occupied post	Vacant Post
Asstt. Engg	1	0	1
Sub. Engg.	5	5	0
Jr. Engg.	12	7	5
Meter Supervisor	1	1	0
Head Clerk	3	3	0
Clerk	5	5	0
Meter Inspector	12	5	7
R.A.	1	1	0
Peon	2	2	0
Total	42	29	13

PC 4574 (Labour Staff)

Designation	Schedule Post	Non Schedule	Occupied post	Vacant Post
Chaviwala	4	3	6	1
Plumber II	1	--	1	--
Mason II	1	--	1	--
Mistry II	1	3	--	4
Fitter II	7	22	15	14
Sluiceman	10	10	12	8
Mukadam	4	6	8	2
Labourer	53	65	90	28
Total	81	109	133	57

ERIHANMUMBAI MAHANAGARPALIKA

TECHNICAL ABILITY REPORT

NAME : \_\_\_\_\_

Designation: \_\_\_\_\_

PART - IV

TECHNICAL ABILITY

- (A) Advice on Technical Matters :
- (B) SCRUTINY of and report on \_\_\_\_\_  
Technical Matters. \_\_\_\_\_ :
- (C) Control over Execution of  
Schemes \_\_\_\_\_ :

Date:

Name & Designation of the  
Reporting Officer.

## बृहन्मुंबई महानगरपालिका

प्रपत्र - अ

FORM - A

स्वयंमूल्य निर्धारण प्रपत्र

Self Assessment Form

(कालावधी पासून पर्यंत)

(Period from to)

- १) नांव : .....  
Name :
- २) अ) खाते/विभाग : .....  
a) Department/Ward  
ब) सध्याचे पद : .....  
b) Present Post  
क) सध्याच्या किंवा तत्सम पदावरील  
एकूण सेवा कालावधी : वर्ष महिने  
c) Length of service in the Year Months  
present of similar post
- ३) यावर्षी / कालावधी नेमून दिलेली : .....  
कामे त्यांची उद्दिष्टे (असल्यास)  
आणि पार पाडलेली कामे  
The work allotted with targets  
fixed (if any) and work done  
during the year/period. ....
- ४) यावर्षी / कालावधीत केलेली उल्लेखनीय : .....  
अशी महत्वाची व वैशिष्टपूर्ण कामे  
(उद्दिष्टे असल्यास त्यासह)  
The Significant, important and  
noteworthy work done during the  
year/period (with targets if any)

२  
प्रतिवेदन अधिकार्याचे अभिप्राय  
Remarks of the Reporting Officer

१. आपण मागील पृष्ठावरील सदर कर्मचार्याच्या स्वयंमूल्यमापनाशी सहमत आहात काय ?  
1. Whether you agree with the Self assessment of the employee

२. नसल्यास त्याची कारणे :  
2. If not, state the reasons

दिनांक :  
Date :

प्रतिवेदन अधिकार्याची सही  
(Signature of the Reporting Officer)

नाव :  
Name :

पदनाम :  
Designation :



## परिशिष्ट - ब

## स्वयंमुल्यनिर्धारण अहवाल लिहिणाऱ्या अधिकाऱ्यांना / कर्मचाऱ्यांना सूचना

- जर उद्दिष्टे ठरवून देण्यात आली असतील तर ती उद्दिष्टे सर्वसाधारण सूचनांनुसार अथवा विशेष सूचनांनुसार ठरवून देण्यात आली होती की आपापसातील चर्चेनुसार ठरविण्यात आली होती.
- सर्व देणंदिन कामाची यादी येथे देऊ नये. फक्त ठळक, वैशिष्ट्यपूर्ण व उल्लेखनीय कामगिरीचा उल्लेख करावा. (उद्दिष्टे ठरवून देण्यात आली असल्यास उद्दिष्टांचा संदर्भ देऊन) संदिग्ध विधाने टाळावीत व नेमके विधान करावे.
- तुमच्या कामगिरीबाबतचे तुमचे अभिप्राय दिलेल्या जागेवढेच मर्यादित ठेवावेत. काहीही सहपत्रे त्यास जोडू नयेत. ती गोपनीय अहवालाच्या नस्तीत ठेवली जाणार नाहीत व कर्मचाऱ्यांस परत करण्यात येतील.
- मी "माझ्या वरिष्ठांचे समाधान/पूर्ण समाधान होईपर्यंत काम केले" किंवा "वरिष्ठांनी माझं काम नावाजले" अशी किंवा अशा सारखी विधाने करू नयेत. अशी विधाने केल्यास ती दुर्लक्षित करण्यात येतील.
- स्वयंमुल्य निर्धारण अहवाल अर्ध्या पानातच लिहावा.
- स्वयंमुल्य निर्धारण अहवाल अधिकारी/कर्मचारी यांनी त्यांना प्राप्त झाल्यापासून १५ दिवसांच्या आत प्रतिवेदन अधिकाऱ्याकडे द्यावा.

## प्रतिवेदन अधिकाऱ्यांना सूचना

- गोपनीय अहवाल लिहिताना कर्मचाऱ्यांने लिहिलेला स्वयंमुल्य निर्धारण अहवाल विचारात घ्यावा व तसा तो घेतला गेला असल्याचा विशिष्ट उल्लेख गोपनीय अहवालात करण्यात यावा.
- वरील सूचना क्रमांक ६ अनुसार स्वयंमुल्यनिर्धारण अहवाल प्राप्त न झाल्यास प्रतिवेदन अधिकारी स्वतः गोपनीय अहवाल लिहू शकेल.
- प्रतिवेदन अधिकाऱ्यांनी गोपनीय अहवालांच्या प्रपत्रात दिलेल्या पर्यायांपैकी एक पर्याय निवडून त्या भोवती वर्तुळ करावे: उदाहरणार्थ अ. क्र. ४ उद्योगप्रियता व कार्यतत्परता या समोर उत्कृष्ट असे शेरें द्यावयाचे असल्यास ते खालीलप्रमाणे देण्यात यावेत.

अत्युत्कृष्ट

उत्कृष्ट

चांगले

साधारण

साधारणपेक्षा कमी

४. (अ) गोपनीय अहवालांच्या प्रपत्रातील बाब क्र. ३, ९, १०, ११ व १८ या समोरील शेरें, तसेच प्रतवारी स्वतःच्या हस्ताक्षरात लिहावी.

(ब) प्रतवारी नमूद करताना ती अहवालातील रकान्यासमोरील अभिप्रायाशी मिळती जुळती राहिल याची दक्षता घ्यावी.

प्रपत्र - ब

अधिकार्यांची / कर्मचार्यांची सर्वसाधारण योग्यता व चरित्र वासंबंधी अभिप्राय.  
Estimate of General Ability and Character of Officers / Employees.

१) (अ) नाव	:	श्री/श्रीमती/कुमारी
1) (A) Name	:	Shri/Smt./Kum.
(ब) खाते/विभाग/संस्था	:	
(B) Deptt./Ward/Institute	:	
(क) वेतन/वेतनश्रेणी	:	
(C) Pay/Grade	:	
२) प्रतिवेदनाचा कालावधी	:	पासून दिवस महिना वर्ष पर्यंत दिवस महिना वर्ष
2) Period of Report	:	From Date Month Year To Date Month Year
३) धारण केलेले पद/पदे	:	
3) Post/Post held	:	
४) उद्योगप्रियता व कार्यतत्परता	:	अत्युत्कृष्ट उत्कृष्ट चांगले साधारण साधारणपेक्षा कमी
4) Industry & Application	:	Outstanding Very Good Good Average Below Average
५) हाताखालील कर्मचार्यांकडून काम करून घेण्याची क्षमता	:	अत्युत्कृष्ट उत्कृष्ट चांगले साधारण साधारणपेक्षा कमी
5) Capacity to get work done by subordinates.	:	Outstanding Very Good Good Average Below Average
६) सहकारी व जनता यांच्याशी असलेले संबंध	:	सहकार्याचे साजऱ्याचे मदतीचे उदासीन अमैत्रीपूर्ण
6) Relations with colleagues and public	:	Cooperative Courteous Helpful Indifferent Unfriendly
७) सर्वसाधारण बुद्धीमत्ता	:	अतिशय बुद्धीमान बुद्धीमान हुशार साधारण मंदबुद्धि
7) General Intelligence	:	Very brilliant Brilliant Intelligent Average Dull
८) निर्णयशक्ती, उपक्रमशीलता व धडाडी यासह कार्यक्षमता	:	अत्युत्कृष्ट उत्कृष्ट निरिच्छ-चांगले चांगली
8) Administrative ability including judgement initiative and drive	:	Outstanding Very good Positively good Good
९) तांत्रिक कार्यक्षमता (संबंधित असेल तेथे)	:	साधारण साधारणपेक्षा कमी
9) Technical professional ability (Where relevant)	:	Average Below Average
१०) विशेष कल	:	
10) Special Attitude	:	
११) सचोटी व चरित्र	:	
11) Integrity & Character	:	
१२) प्रदान करण्यात आलेल्या शक्तीचा पूर्णपणे वापर करतात काय ?	:	होय अंशतः नाही
12) Full use of powers granted	:	Yes Partly No

१६) क्षेत्रीय स्तरावर काम करण्याची योग्यता	:	आहे	नाही	संबंधित नाही
16) Fitness for field work	:	Yes	No	Not relevant
१७) संगणकावर काम करण्याची आवड	:	आहे	नाही	दिसून आली नाही
17) Willingness to work on computer	:	Yes	No	Not seen.
१८) सर्वसाधारण मूल्यमापन	:			
18) General Assessment	:			
१९) प्रतवारी (हाताने लिहावी)	:	अ+ अत्युत्कृष्ट	अ उत्कृष्ट	ब चांगला
19) Grading (Write in handwriting)	:	A+Outstanding	A very good	B Good
		ब - साधारण	क साधारणपेक्षा कमी	
		B - Average	C Below Average	
		(M)		

ठिकाण :-  
Place

प्रतिवेदन अधिकाऱ्याची सही  
नाव व पदनाम  
Signature, Name and Designation  
of the Reporting Officer

दिनांक :-  
Date :-

पुनर्विलोकन अधिकाऱ्याचे अभिप्राय  
Remarks of the Reviewing Officer

- पुनर्विलोकन अधिकाऱ्याच्या हाताखालील सेवावधी :  
1. Length of Service under Reviewing Officer
- आपण प्रतिवेदन अधिकाऱ्याशी सहमत आहात (सहमत नसल्यास कुठल्या अभिप्रायाशी सहमत नाही हे विनिर्दिष्टपणे नमूद करावे) की त्यांच्या मूल्यमापनामध्ये काही फेरफार करण्याची किंवा भर घालण्याची आपली इच्छा आहे ?  
2. Do you agree with the Reporting Officer (If not state specifically the remarks with which you do not agree) or do you wish to modify or add to his assessment ?

३. प्रतवारी (हाताने लिहावी)	:	अ+ अत्युत्कृष्ट	अ उत्कृष्ट	
*3. Grading (Write in handwriting)	:	A+Outstanding	A very good	
		ब - चांगला	ब - साधारण	क - साधारणपेक्षा कमी
		B - Good	B - Average	C - Below Average
			(M)	

ठिकाण :  
Place :

दिनांक :  
Date :

पुनर्विलोकन अधिकाऱ्याची सही  
नाव व पदनाम



## **BRIHANMUMBAI MAHANAGARPALIKA**

### **OFFICE OF ASSISTANT COMMISSIONER 'S' Ward HEAD CLERK EXPENDITURE SECTIONAL HEAD**

<b>SR. NO.</b>	<b>SECTIONAL HEAD DEPARTMENT</b>	<b>CONCERN TABLE</b>
1)	ASSTT. ENGINEER (Maint.)	1) C.W.C. , TRENCH, GARDEN, WORKS TABLE
2)	M.O.H. 'S' Ward	1) STATIONARY WORKS TABLE
3)	ADMINISTRATIVE OFFICER 'S' Ward :	1) STATIONARY WORKS TABLE 2) IMPRESS WORKS TABLE