



BRIHANMUMBAI MAHANAGARPALIKA

Section 4 Manuals Act as per provision of RTI
2005 of S Ward

LICENCE (ENCH. REMOVAL) DEPARTMENT

Address - Office of SENIOR INSPECTOR
LICENCE (ENCH. REMOVAL) S ward, Room
No.301, 3rd Floor S Ward Municipal Office
Building, Nr. Anagram petrol pump, L. B. S.
Road, Bhandup (West), Mumbai – 400 078.

PREAMBLE

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 gave a powerful tool to the citizens to get information from the Government as a matter of right. This 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) 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 Sr. Inspector (Encroachment Removal)B 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 ist officers & employees. The procedure followed in decision-making process, accountability of concerned officers. Norms set for discharge of its function along with 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 citizen & 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. However, in case any information seeker wants to get more information on topics covered in the handbook as well as other information may contact Senior Inspector (Encroachment Removal) 'S' Ward whose office is situated at 'S' ward office, Room No.301, 3 rd Floor, L.B.S. Marg, Bandup west, Mumbai- 400 078.The procedure and fee structure for getting information is as per the provisions of RTI Act, 2005.

Senior Inspector (Encroachment Removal)
'S' Ward.

INTRODUCTION

Upto 1970 hawker's licences were granted under section 313 (A)/313 (B) of Mumbai Municipal Corporation Act 1888. Licences were granted for hawkers hawking on roads and footpaths, licences for Cobblers and P.C.O. Booths for blind/ handicapped persons were liberally granted up to the judgment date i.e. 30th July, 2004 of Hon'ble Supreme Court. However as per the order of Hon'ble Supreme Court dated 30th July 2004 M.C.G.M. is restrained from issuing any new licence to any person for doing any activity.

While hearing the petition on the scheme of the "Hawking and Non Hawking Zones", the Hon'ble Supreme Court vide their order dated 12th February 2007, directed the State Government of Maharashtra to frame the Policy for hawkers based on the National Policy on Urban Street Vendors up to 31st May 2007. Accordingly, the State Govt. of Maharashtra formulated "Model Byelaws" as per Government Resolution No.309 of 02-03-2009 and M.C.G.M. was asked to formulate its own Byelaws based on said "Model Byelaws" for regulation of hawker in the City of Mumbai. Accordingly, the Municipal Corporation of greater Mumbai has formulated C.R.No. 1192 on 26-02-2010. As per the procedure laid down in "Model Byelaws" of the State Govt. suggestions/ objections on Byelaws have been invited from the citizens of Mumbai Hawkers Unions other institutes and other concerned by giving Press Note and the scrutiny thereof is completed. Hearing on suggestions / objections and will be placed again before the Corporation for sanction. On receipt of the Corporation's sanction, these byelaws will be submitted to the State Govt for final approval. On receipt of approval from State Govt. for final approval. On receipt of approval from State Govt. the same will be implemented by the M.C.G.M. in the greater Mumbai. However State Govt vide letter dated 25-06-2010 has informed the M.C.G.M. that the suitable provision in M.M.C. Act is under consideration of the Govt. and on suitable provision in M.M.C. Act is under consideration of the Govt. and on suitable provision in M.M.C. is made, the Hawkers should be finalized.

Presently removal actions are being taken under section 314 (c) of Mumbai Municipal corporation Act against unauthorized hawkers squatting on Municipal footpath / roads, even though the aforesaid procedure is going on.

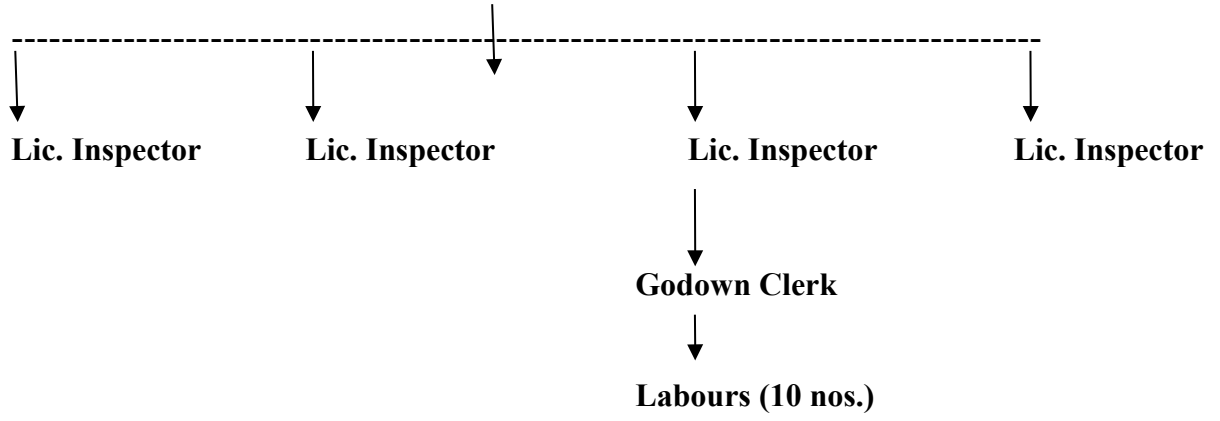
Section 4 (i) (b) (i)

1	Name of Public Authority	Sr. Inspector (Encroachment Removal & Lorry Inspectors)
2	Address	Room No. 301, 3 Floor, S Ward Office Bldg, L.B.S. Marg, bhandup west, Mumbai 400 078.
3	3 Head of the Office	Sr. Inspector (Encroachment Removal)
4	Parent Govt Deptt.	Superintendent of Licenses
5	Reporting to which Office	Assistant Commissioner "S" Ward
6	Jurisdiction Geographical	Jurisdiction Geographical 'S' Ward is bounded by the Link Road on the Northside Vikroli station Road and Veer savarkar marg on the Southside L ward, K/E ward and P/S ward on Westside and Eastern Express Highway on East side
7	Mission	1. To removed encroachment u/a hawkers on Footpath, Gutters, Roads, Streets 2. Remove u/a eatable hawkers.
8	Vision	1. To keep Roads, Footpaths free from u/a hawkers. 2. To keep areas like Hospitals, Rly Stns, Schools, Religious Places free from u/a hawkers. 3. Prepare Hawking & Non-Hawking Zones & shift the hawkers according in the area where the hawking zones are provided by the three members committee.
9	Objectives	To keep Roads, Footpath hawkers free. Maintain the hawking 7 non-hawking zones as prescribed by the three members committee
10	Functions	1. To take encroachment removal action against u/a hawkers. 2. To keep Roads, Streets, foots around near Hospitals, Schools, Rly Stns., Religious Place hawkers , Religious Place hawkers free. 3. To carry out the Public Auction Sale of unclaimed non perishable goods within specific time limit. 4. To remit the redemption amount daily in CFC.

		<p>5. Keep the records of plastic carry bags below 50 microns deposited in godown by several authorities i.e. Security Dept., Lic. Dept, S&E dept.</p> <p>6. To deposit the gas LPG cylinders seized during the ER action.</p> <p>7. To keep track record of Banners, Posters, Boards, Glow Signed Boards etc. removed/seized during the removal action.</p> <p>8. Submit reports of Handcarts seized removal of Eatable Hawkers, Tobacco Selling actions near educational Institutes, complaint received & disposal during the week and month.</p> <p>9. Replied all MCL/C,MCL/A B Complaints from M.C's Office. Replied all RTI applications.</p>
11	Details of Services Provided	To keep Roads & Footpaths free from hawkers for pedestrians.
12	Physical Assets	NIL
13	Organization's Structural Chart	NIL
14	Tel. No. & Office Timing	<p>Tel No. 25947570 Ext. 284</p> <p>Office timings:-10.30 AM to 5.30 PM (Monday to Friday) & 10.30 AM to 2.00 PM Saturdays.</p>
15	Weekly Holidays	Sunday & Public Holidays

Organization's Structural Chart

Sr. Inspector (Encroachment Removal 'S' Ward)



Section 4 (i) (b) (ii)

**The powers of officers and employees in the office of Sr. Inspector
(Encroachment Removal)**

A

Sr.No.	Designation	Powers Financial	Under which legislation/rules/orders/ & Rs.	Remarks
1	Sr. Inspector (Encroachment Removal)	Nil	Nil	Nil
2	Lorry Inspector	Nil	Nil	Nil

B

Sr.No.	Designation	Powers Financial	Under which legislation/rules/orders/ & Rs.	Remarks
1	Sr. Inspector (Encroachment Removal)	Nil	Nil	Nil
2	Lorry Inspector	Nil	Nil	Nil

C

Sr.No.	Designation	Powers Financial	Under which legislation/rules/orders/ & Rs.	Remarks
1	Sr. Inspector (Encroachment Removal)	Nil	Nil	Nil
2	Lorry Inspector	Nil	Nil	Nil

D

Sr.No.	Designation	Powers Financial	Under which legislation/rules/orders/ & Rs.	Remarks
1	Sr. Inspector (Encroachment Removal)	Nil	Nil	Nil
2	Lorry Inspector	Nil	Nil	Nil

E

Sr.No.	Designation	Powers Financial	Under which legislation/rules/orders/ & Rs.	Remarks
1	Sr. Inspector (Encroachment Removal)	Nil	Nil	Nil
2	Lorry Inspector	Nil	Nil	Nil

Powers and Duties of Officers and Employees

The administrative powers, the financial powers and duties etc of officers and employees are as detailed below:

DUTIES OF SR. INSPECTORS (ENCROACHMENT REMOVAL)

(Encroachment removal action taken against unauthorized hawkers.)

1. Except specific duties regarding licences under sections, other general duties prescribed above are vis-à-vis applicable to the Senior Inspectors in charge of encroachment removal.
2. They should check all the reserved areas by surprise and ensure regular payment of fees and compliance with the licence conditions.
3. For unauthorized encroachments, hawkers, Senior Inspector is expected to take rigorous actions.
4. They are responsible for proper arrangements of vehicles, equipments on Roads/footpath etc. and regular marking of muster rolls of labour staff under them.
5. They are responsible for prompt removal of unauthorized encroachments from Public Street by supervising the encroachment removal work of the Lorry Inspectors.
6. They are fully responsible to prepare reports required for hawking / non hawking zone scheme as per Hon'ble Supreme Court's judgments under Special Leave Petition No. 4156-4157 of 2002.
7. They have to follow instructions/ directions as per Hon'ble Supreme Court's Judgments dated 9.12.2003, 30.07.2004, 1.4.2005 and orders of S.L./D.M.C./ A.M.C. (City)
8. To reply to the applications received under Right to Information Act 2005.

Duties of Lorry Inspector (Encroachment Removal)

- 1 He should attend to complaints promptly and report compliance within 24 hours to the Sr. Inspectors.**
- 2 He should remove unauthorized banners, posters, boards, etc. daily with the help of Advertisement inspector of respective ward.**
- 3 He should take rigorous actions against unauthorized hawkers and keep the areas under his jurisdiction clean. His fieldwork should be of active, extensive and driving with a view to preventing nuisance of unauthorized hawkers on Municipal Roads and Footpaths.**
- 4 He should see that all the goods seized by encroachments removal action are properly weighed and entered into the registered before the redemption.**
- 5 He should attend to auctions sales.**
- 6 He should see that the Labour staff under him work properly and attend to the duties regularly.**
- 7 To maintain separate register to enter complaints received regarding encroachment of unauthorized hawkers and to take removal action.**
- 8 He should keep field book of day-to-day work of encroachment removal action.**

**DELEGATION OF POWERS TO SR. INSPECTOR
(ENCHROACHMENT REMOVAL)**

Under Section 68 of the Mumbai Municipal Corporation Act 1888 Sr. Inspector (Encroachment Removal) 'B' Ward is hereby empowered to exercise, perform and discharge under the control and subject to the revision of the Commissioner, the several powers, duties and functions conferred or imposed upon or vested in the Commissioner by the several Sections, Sub-Sections and Clauses of the said Act herein below mentioned :-

EXPLANATION :-The entries in the second column of the below table headed 'Nature of powers' etc. are not intended as definitely described in Sections, Sub-Sections and Clauses mentioned in the first column or even as abstracts of those sections, subsections and clauses, the numbers of which are given in the first column.

Sr. No.	Nature of Powers, Duties and Functions delegated
1	Except specific duties regarding licenses under section, other general duties prescribed above are vis-à-vis applicable to the Senior Inspectors in charge of encroachment removal.
2	They should check all the reserved areas by surprise and ensure regular payment of fees and compliance with the license conditions.
3	For unauthorized encroachment, hawkers, Senior Inspector is expected to take rigorous actions.
4	They are responsible for proper arrangement of vehicles, equipments on Road/footpath etc. and regular marking of muster rolls of labour staff under them.
5	They are responsible for prompt removal of unauthorized encroachments from Public Street supervising the encroachments removal work of the Lorry Inspectors.
6	They are fully responsible to prepare reports required for hawking / non hawking zone scheme as per Hon'ble Supreme Court's judgments under Special Leave Petition No. 4156 – 4157 of 2002 .
7	To reply to the applications received under Right to Information Act 2005.
8	They have to follow instructions / directions as per Hon'ble Supreme Court's judgments dated 09.12.2003, 30.07.2004, 01.04.2005 and order of SL/DMC/AMC (City).

Section 4(1)(b)(iii)

The Procedure followed in the decision – making process, including channels of supervision and accountability in the office of Sr. Inspector (Encroachment Removal)

NAME OF ACTIVITY	-	Action against unauthorized Hawkers
Relation Provisions	-	Under Section 314 C of MMC Act
Name of the Acts/Acts	-	MMC Act 1888
Rules	-	Nil
Govt. Resolutions	-	Nil
Circulars	-	Nil
Office Order	-	Nil

Sr. No.	Activity	Steps Involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mentioned designation)	Remarks
1	Action against unauthorized Hawkers	1. To make arrangement of proper vehicle. Tools, equipments for Ench. Removal action on roads & footpats. 2. Arrange sufficient staff for E/R action 3. Arrange joint actions with other deptt. if necessary	1 to 3 days 1 to 3 days	Sr. Inspector (Ench.)	Nil

		<p>4. To take encroachment Removal action against unauthorized hawkers & keep the areas under his jurisdiction clean. Keep roads & footpath hawkers free</p> <p>5. The goods seized during the encroachment Removal action are deposited in a encroachment Godown daily.</p> <p>6. All goods seized during the encroachment Removal action are properly weighed & entered into the registered before redemption</p> <p>7. TO release the perishable goods after one day by public auction sale</p> <p>8. To release the non perishable goods with proper redemption charges / demurrages as per schedule</p> <p>9) Remit the redemption charges amount in CFC Counter of Ward Office every next day</p>	<p>1 to 3 days</p>	<p>Lorry Inspector</p>	
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		<p>10) To arrange & attend the public auction sale for unclaimed non perishable goods</p> <p>11) To maintain separate register to enter complaints received regarding ER action.</p> <p>12) To keep record of plastic carry bags</p>	1 to 3 days	Lorry Inspector	
2	Removal of Advt. boards / banners	<p>1) To remove unauthorized boards / banners etc. daily with help of advt. inspector</p> <p>2) To keep all record of removal of unauthorized boards / banners in redemption register and report the same to SL Office daily</p>	Within 24 hours	Lorry Inspector	Nil

Section 4(i)(b)(iv)

**Norms set for discharge of its functions in the office of Sr. Inspector
(Encroachment Removal) at 'S' Ward**

Organizational Targets (Annual)

Sr. No.	Designation	Activity	Financial Targets (in Rs.)	Time Limit	Remarks
1	Nil	Nil	Nil	Nil	Nil

Section 4(1)(b)(v)

**The rules /regulation related with the functions of
Sr. Inspector (Encroachment Removal)**

Sr. No.	Subject	G.R. / Circular / Office Order. Rule no. Notification etc. date.	Remarks if any
1	Redemption charges	SL / 10 of 2011-12	Nil
2	Auction sale	SL / 44 of 1991-92 SL / 26 of 2001-02 SL / 09 of 2003-04 SL/2367/Acct dated 15/05/2012	Nil
3	Private vehicle tender	AMC/City/6041 dated 05/07/2013	Nil

Section 4(1)(b)(vi)

**Statement of Categories of documents held in the office of Sr. Inspector
(Encroachment Removal) 'S' Ward**

Sr. No.	Subject	Type of Document/file or register	File No. or Register No.	Particulars	Periodicity of Preservation
1	Redemption Register	Register		Entries of seized goods with redemption charges	Permanent
2	Auction sale file	File		Public auction sale of Non perishable unclaimed goods	Permanent
3	Receipt Book	Book		Redemption charges taken	Permanent
4	Remittance book	Book		Particulars of payment	10 Years
5	Remittance receipt	File		Acknowledgement of remittance charges	10 Years
6	Audit Note File	File		Short recovery of redemption charges	10 Years
7	RTI Register	Register		Reply to party	10 Years
8	Complaints register	Register		Written complaints	5 Years
9	Muster Roll & Effective report	Register & File		Daily & Monthly attendance Permanent	Permanent
10	Private vehicle tender	File		File Periodical tender of Pvt. Vehicle for Ench.	5 Years
11	Plastic seized report book	File		Plastic carry bags report	5 Years
12	Establishment file	File		Employees leave record & transfer order	5 Years

Section 4(i)(b)(ix)

Directory of the officers and employees

Sr. no.	Designation	Name of the officer/employee	Cadre	Date of Joining the post	Date of joining in S ward	Contact details (Phone/Fax/ Email)
1	Sr. Inspector (Encroachment Removal)	Nil	B	Nil	Nil	022-25947570
2	Lorry Inspector	Shri.U.R. Patne	C	13.07.2009	April 2016	022-25947570
3	Lorry Inspector	Shri. A. V. Reddy	C	26.07.2011	April 2016	022-25947570
4	Lorry Inspector	Shri. V. K. Wayal	C	17.10.2012	April 2016	022-25947570
5	Lorry Inspector	Shri. G. V. Khiradkar	C	06.01.2015	April 2016	022-25947570

Section 4(i)(b)(x)

Details of remuneration of officers and employees in the office of Sr. Inspector
(Encroachment Removal) "S" Ward

(Amount in Rs.)

Sr no	Name of the officer/employee	Designation	Basic Pay	DA	HRA	CLA	Special Allowance /Transport Allowance /Project Allowance	Total
1	Nil	Sr. Inspector (Encroachment Removal)	Nil	Nil	Nil	-	-	Nil
2	Shri.U.R. Patne	Lorry Inspector	15080 + 2800	22350	5362	-	-	45592
3	Shri. A. V. Reddy	Lorry Inspector	15600+ 2800	23000	5520	-	-	46920
4	Shri. V. K. Wayal	Lorry Inspector	10490+ 2800	16613	3987	-	-	33890
5	Shri. G. V. Khiradkar	Lorry Inspector	10140+ 2800	16175	3882	-	-	32997

Section 4(i)(b)(xi)

**Details of allocation of budget and disbursement made in the office of
Sr. Inspector (Encroachment Removal) at “S” Ward for the year 2015-2016**

*** Publish copy of the budget (in Rs.) Nil**

*** Publish copy of grant distribution**

Format A for current year

Sr. No.	Budget Head Description	Grant received	Planned use (Give details area-wise or work-wise in a separate form)	Remarks
	Nil	Nil	Nil	Nil

Section 4(i)(b)(xi)

Details of allocation of budget and disbursement made in the office of Sr. Inspector (Encroachment Removal) "S" Ward for the year 2015-2016

* Publish copy of the budget (in Rs.) Nil

* Publish copy of grant distribution

Format B for previous year

Sr. No.	Budget Head	Grant received	Grant utilized	Grant surrendered	Results
	Nil	Nil	Nil	Nil	Nil

Section 4(i)(b)(xii)

**Manner of execution of subsidy programme in the office of Sr. Inspector
(Encroachment Removal) "S" Ward**

* Name of the Programme	Nil
* Eligibility of Beneficiary	Nil
*	Nil
*	Nil
*	Nil
*	Nil
*	Nil
*	Nil
*	Nil
*	Nil
*	Nil
*	Nil
*	Nil
*	Nil
*	Nil
*	Nil
*	Nil
*	Nil
*	Nil
* Year-wise list of beneficiaries in the format given	Nil
* Target (if any)	Nil
* Remarks	Nil

Section 4(i)(b)(xii)

Details of beneficiaries of subsidy programme in the office of Sr. Inspector
(Encroachment Removal) "S" Ward

Name of the Scheme / Programme for the year 2015-2016

Sr. no.	Name & Address of Beneficiary	Amount of subsidy/concession sanctioned
	Nil	Nil

Section 4(i)(b)(xiii)

**Particulars of recipients of concessions, permits or authorizations
granted in the office of Sr. Inspector (Encroachment Removal) "S" Ward**

Type of License / Permission / Concession :

Sr. no.	Name of the Licenses	License No.	Issued On	Valid upto	General Conditions	Details of the License
Nil						

Section 4(i)(b)(xiv)

Details of information available in Electronic Form in the office of Sr. Inspector
(Encroachment Removal) "S" Ward

Sr. No.	Type of Document/File/Register	Sub Topic	In which electronic format it is kept	Person incharge
	Nil	Nil	1) iTape 2) Film 3) C.D. 4) Floopy 5) Any other	Nil

Section 4(i)(b)(xv)

Particulars of the facilities available for citizens for obtaining information in the office of Sr. Inspector (Encroachment Removal) "S" Ward

Sr. No.	Type of facility	Timings	Procedure	Location	Person incharge
	Inspection of record under R.T.I.	3.00 p.m. to 5.00 p.m. on Tuesday & 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 of the Sr. Inspector (Encroachment Removal) "S" Ward Room No.301, 3 rd Floor, "S" Ward Building, L.B.S. Marg, Mumbai400078	Sr. Inspector (Encroachment Removal) "S" Ward

Section 4(i)(b)(xvi)

Details of Public Information Officers in the jurisdiction of (Public Authority) in the office of Sr. Inspector (Encroachment Removal) "S" Ward

P.I.O.

A

Sr. No	Name of P.I.O.	Designation	Jurisdiction as PIO under RTI	Address/ Phone No.	Email id for purpose of RTI	Appellate Authority
	Shri Gajendra V. Khiradkar	Sr. Inspector (Encroachment Removal) I/c	S ward	022-25947570		Asst. M. C. S ward

Section 4(i)(b)(xvi)

Details of Asst. Public Information Officers in the jurisdiction of (Public Authority) in the office of Sr. Inspector (Encroachment Removal) "S" Ward

A.P.I.O.

Sr. No.	Name of A. P.I.O.	Designation	Jurisdiction as PIO under RTI	Address/ Phone No.
1	Shri Ajay V. Reddy	Inspector	S ward	022-25947570

Section 4(i)(b)(xvi)

Details of Appellate Authority in the jurisdiction of (Public Authority) in the office of Sr. Inspector (Encroachment Removal) at “S” Ward

Appellate Authority

C

Sr. No.	Name of Appellate Authority	Designation	Jurisdiction as PIO under RTI	P.I.O. reporting	Email id for purpose of RTI
1	Smt. C.R. Jadhav	Asst. M. C. S ward	S ward	Shri Gajendra V. Khiradkar Sr. Inspector (Encroachment Removal) I/c	Nil

Section 4(i)(b)(xvii)

Any other information for Public use

Nil