



BRIHANMUMBAI MAHANAGARPALIKA

Section 4 Manuals as per provision of RTI Act 2005 of
F/South Ward

SOLID WASTE MANAGEMENT DEPARTMENT

Address - Office of Assistant Engineer, SWM
1st Floor, Extention Building,
F/South Ward Building, Dr. B. A.
Road, Parel, Mumbai – 400 012

INDEX

Sr, No.	Section 4 (1) B Sub Clauses	Description of the Chapter's Contents	Page No.
		Introduction	3
1	4 (1) (b) (i)	Particulars of Organization, Function and Duties	5
2	4 (1) (b) (ii)	Powers and Duties of Officers and Employees	12
3	4 (1) (b) (iii)	Procedure followed in Decision Making Process including Channels of supervision and accountability	26
4	4 (1) (b) (iv)	Norms set for discharge of its functions	28
5	4 (1) (b) (v)	The rules, regulation, instruction, manuals and records, held by it or under its control or used by the employees for discharging department functions	29
6	4 (1) (b) (vi)	Statement of categories of documents that are held and under the control of the office of Asstt. Engineer (SWM)	30
7	4 (1) (b) (vii)	Particulars of any arrangement that exists for consultation with the members of the public in relation to the formulation of the department's policy and implementation thereof.	31
8	4 (1) (b) (viii)	A Statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or far the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public.	32
9	4 (1) (b) (ix)	Directory of the officers and employees	33
10	4 (1) (b) (x)	The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations.	34
11	4 (1) (b) (xi)	The Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made.	36
12	4 (1) (b) (xii)	The manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programs.	37
13	4 (1) (b) (xiii)	The particulars of recipients of concession, permits or authorisations granted by department.	38
14	4 (1) (b) (xiv)	Details in respect of the information available to or held by it, reduced in an electronic form.	39
15	4 (1) (b) (xv)	The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room	40
16	4 (1) (b) (xvi)	The names, designations and other particulars of the Public Information Officers	41
17	4 (1) (b) (xvii)	Such other information as may be prescribed.	42

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, F/South 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. However, in case any information seeker wants to get more information on topics covered in the handbook as well as other information may contact Assistant Engineer (SWM), F/South ward whose office is situated at F/South ward office, ^{1st} floor, Extension Building, Jn. J.B. Road & Dr. B.A.Road, Parel, Mumbai-400012. 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. Assistant Engineer (SWM) is under administrative control of Assistant Commissioner.

For SWM department:-

He is assisted by Sub Engineer (SWM) and Asst. Head supervisor, Supervisor, Jr. Overseer and Mukadams.

For administrative work he is assisted by Administrative Officer. Head Clerk and Clerk. Each Jr. Overseer is given one beat to perform the duties pertaining to Sweeping and cleaning.

For SWD Department:-

He is assisted by Sub Engineer (SWD), D.A and Mukadam.

For Electric Department:-

He is assisted by Sub Engineer (M&E) and Electrician, Wireman and other staff.

For Drainage Department:-

He is assisted by Sub Engineer (Drainage) DA and Mukadams.

As per Central Right to Information Act 2005, he is appointed as Public Information Officer (SWM) for Dept. and as per Maharashtra Public Records Act-2005 and Maharashtra Public Records Act Rules -2007, he is appointed as designated officer for Record Officer.

**Assistant Engineer (SWM)
F/South Ward**

SECTION 4 (1) (B) (i)

The particulars of functions & duties of the Office of Assistant Engineer (SWM)

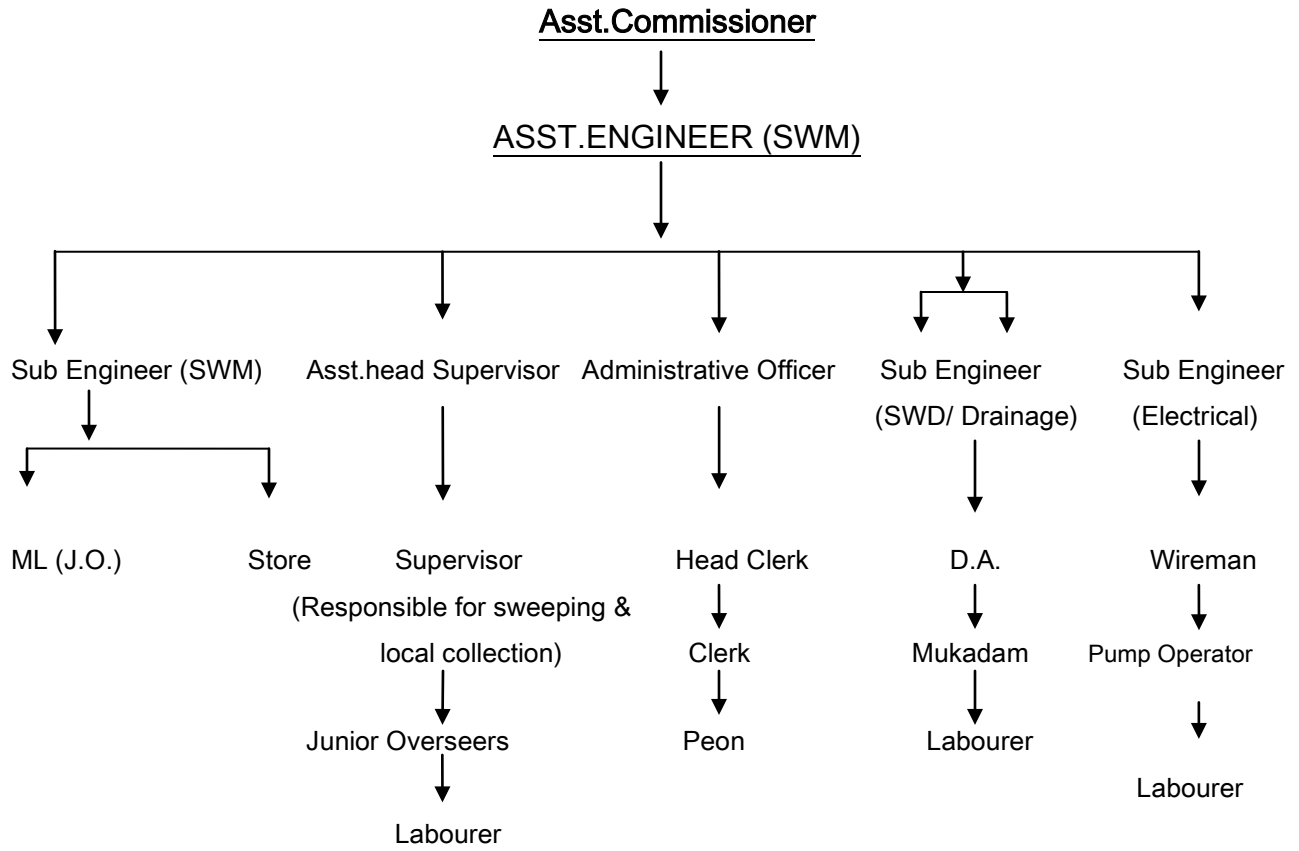
1	Name of the Section	Office of Assistant Engineer, Solid Waste Management
2	Address	Room No. 4, 1 st floor, F/South ward office Extension Building, Dr. B. A. Road, J. Bhatankar Marg, Parel, Mumbai-400 012
3	Head of the office	Assistant Engineer, Solid Waste Management
4	Office Timings	Monday to Friday 8.00 a.m. to 12.00 noon and 2.30 P.M. to 5.30 p.m. Saturdays 08.00am to 11.30 am Visiting Hours - (Monday – Friday) 03.00 p.m. to 05.00 pm
5	Chowky Timings	06:30 am – 1:15 pm
6	Contact Details	Telephone no : 24134560 Extn : 407 Email Asst. Eng - ae01swm.fs@mcgm.gov.in Email Sub Eng - se01swm.fs@mcgm.gov.in
7	Parent Government Department	Chief Engineer (SWM)
8	Reporting to which office	Assistant Commissioner, F/South Ward
9	Jurisdiction Geographical	F/South ward is bounded by the Thane creek on the East, central railway on West Mumbai Marathi Granth Sangrahalaya Marg on North and Dattaram Lad Marg on South side covering North Central portion of the city.
10	Vision	To keep the ward garbage free.
11	Mission	To minimize all the garbage collection point on the road/ sub road.
12	Objectives	To keep ward clean and green.
13	Functions	<ol style="list-style-type: none"> 1 .Day to day operations and maintenance works of SWM Section along with improvement schemes introduced time to time. 2. Periodical cleaning, maintenance and operation of drainage system i.e. sewer lines, and other appurtenances of sewer networks, inspection and identifications of defects in the sewer network affecting its smooth functioning including street connection & other related works. 3. A.E. (SWM) shall be responsible for periodical cleaning of SWD (Storm Water Drain) lines and other appurtenances of SWD networks, inspection and identification of defects in the SWD networks effecting is smooth functioning including street connection lateral & other related work in city area. 4. Enforcements of various sections related to SWM, Drainage and SWD system and as per various sections i.e. 61 (a) 227, 228,229,257,258,260,368, and 372 of M.M.C.Act. 5. Remedial work related to sewerage network and repairs, improvement of SWM section in respective Ward. 6. A.E. (SWM) in ward shall approve estimate upto Rs.3 lacs and execute the work of SWM and sewerage related on

		<p>sanction of Competent Authority. For the work beyond 3 lacs, the proposal will be scrutinized by E.E. (Main Sewer), E.E.(Civil) S.O. for sewerage work and by E.E. (SWM.) for S.W.M. works in respective wards.</p> <p>7. Day to day maintenance of Electrical & Mechanical equipment and installation of Municipal properties, tenements in ward.</p> <p>8. Co-ordination with various department viz. Ch.E.(SWM), Ch.E.(S.O.), Ch.E.(M.S.D.P.), Ch.E.(SWD), Ch.E.(M&E).</p> <p>9. A.E. (SWM) shall scrutinize the proposal in respect of P.S.C. blocks on Pay & Use basis and maintained by the N.G.O. The periodical inspection enforcement of action against the N.G.O. found not maintaining the P.S.C. blocks in proper manner.</p>
14	Section Duties	<p>Sanitary Provisions</p> <p>Scavenging and Cleansing</p> <p>366 – Refuse, etc to be the property of the corporation.</p> <p>367 – Provision and appointment of receptacles, depots and places for refuse.</p> <p>368 – Duty of Owner and occupiers to collect and deposit dust, etc.</p> <p>369 – Provision may be made by mcgm for collection, etc, of excrementitiously and polluted matter.</p> <p>370 – Collection and removal of excrementitiously and polluted matter when to be provided for by occupiers.</p> <p>371 – Halalkhors duties in certain cases may not be discharged by private individuals without the Commissioner permission.</p> <p>372 – Prohibition of failure to remove refuse, etc, when bound to do so.</p> <p>373 – Presumption as to offender under clauses (e) of section</p> <p>374 – Powers to inspect premises for sanitary purposes.</p> <p>375 – Cleansing and lime washing of any building may be required..</p> <p>377 (A) – Nuisances arising from defective roof.</p> <p>385 – Removal of care cases of dead animals.</p> <p>386 – Place for public bathing, etc to be fixed by the Commissioner.</p> <p>387 – Regulation of use of public bathing places etc.</p> <p>388 – Prohibition of bathing, etc, contrary to order or regulation.</p> <p>389 – Prohibition of corruption of water by steeping therein animal or other matter, etc.</p> <p>390 – Factory, etc not to be newly established without permission of the Commissioner.</p>
15	Details of services provided (In Brief)	<ol style="list-style-type: none"> 1. SWM- Sweeping / Clearing Removal of Debris / Silt 2. Electrical & Mechanical 3. Drainage
16	Physical assets (Statement of lands & Buildings and other Assets)	List of Chowkies and Address (please refer to page no. 6)
17	Organization's structural Chart	Please refer to page no. 7.
18	Weekly Holidays	Sunday and Public Holidays.

Details of Departmental Chowky in SWM Section

Sr. No.	Name of Department	Name of Chowky	Address of Chowky	Contact No.
1	SWM	Motor Loader Chowky	Jerbai Wadia Road, Opp. TATA Hospital, Parel, Mumbai – 400 012.	NIL
2	SWM	Slum Chowky	Jerbai Wadia Road, Opp. TATA Hospital, Parel, Mumbai – 400 012.	NIL
3	SWM	Bhoiwada Chowky	St. Xavier's Street, Opp. Petrol Pump, Parel, Mumbai – 400 012	NIL
4	SWM	Naigaon Chowky	Dr. B.A Road, Near Hindmata Bridge, Dadar (E), Mumbai – 400 014.	NIL
5	SWM	Sewree Chowky	Jerbai Wadia Road, Near Dnyaneshwar Nagar, Sewree (W), Mumbai – 400 015	NIL
6	SWM	Zakeria Bunder Chowky	G.D. Ambekar Marg, Near Vetnary College, Parel, Mumbai – 400 012.	NIL
7	SWM	Suparibaug Chowky	Dr. Batliwala Road, near Hari Building, Parel, Mumbai – 400 012	NIL
8	SWM	Lalbaug Chowky	Sane Guruji Marg, Below Chinchpokli Bridge, Lalbaug, Mumbai – 400 012.	NIL
9	Drainage	Morbaug Depot	G.D. Ambekar Marg, Naigaon, Dadar, Mumbai – 400 014	NIL
10	Drainage	Elphinston Chowky	Jagannath Bhatankar Marg, Parel, Mumbai – 400 012	NIL
11	Drainage	KEM Chowky	Dadabhai Chamar baug Road, Opp. Maharashtra Vidynan Shram Sanstha, Parel, Mumbai – 400 012	NIL
12	Drainage	Nare Park Chowky	Dr. B.A. Road, Parel, Mumbai – 400 012.	NIL
13	Drainage	Pipe Sewer Chowky	Jagannath Bhatankar Marg, Parel, Mumbai – 400 012	NIL
14	SWD	SWD Chowky	Opp. T.B. Hospital, Jerbai Wadia Road, Mumbai – 400 015	NIL
15	SWD	SWD Chowky	Aaimai Mervanji Street, Parel, Mumbai – 400 012.	NIL

BRIHANMUMBAI MAHANAGARPALIKA
SOLID WASTE MANAGEMENT, F/South Ward



Department – Drainage				
Sr. No.	Post	Scheduled Post	Occupied	Vacant
1	Assistant Engineer	1	1	-
2	Sub Engineer	1	1	-
3	Drainage Assistant	3	3	-
4	Mason II	1	1	-
5	Mistry II	2	1	1
6	Diver	2	1	1
7	Mukadam	28	18	10
8	Plungerman	36	11	25
9	Labourer	616	69 + 68 + 2 (Terminate)	27

Department – Storm Water Drain (SWD)				
Sr. No.	Post	Scheduled Post	Occupied	Vacant
1	Drainage Assistant	2	2	0
2	Mukadam	6	4	2
3	Labourer	33	27	6

Department – Electrical Works				
Sr. No.	Post	Scheduled Post	Occupied	Vacant
1	Sub Engineer	1	1	0
2	Electrician I	2	2	0
3	Electrician II	1	1	0
4	Wireman I	2	1	0
5	Wireman II	1	1	0
6	Wireman III	2	0	0
7	Lift Supervisor	4	1	3
8	Liftmen	1	0	0
9	Pump Operator	3	0	0
10	Labour	32	22	10

Department – Solid Waste Management (SWM)

Pay Sheet No.	Designation	Total Post		Occupied Post		Vacant Post	
		Schedule Post	Non Schedule Post	Schedule Post	Non Schedule Post	Schedule Post	Non Schedule Post
2786	ASST.ENGINEER	1	0	1	0	0	0
2786	SUB ENGINEER	2	0	1	0	1	0
2786	SUP. I GRADE	2	0	2	0	0	0
2786	HEAD CLERK	1	0	1	0	0	0
2786	Administrative Officer	0	1	0	1	0	0
2786	CLERK	10	0	7	0	3	0
2786	JR.OVERSEER	12	2	10	0	2	0
2786	PEON	1	0	1	0	0	0
2786	NUISANCE DICTOR	6	0	0	0	6	0
2786	REPORT BEARER	3	0	1	0	2	0
2795	LABOUR (L.R.)	192	0	192	0	0	0
2787	MUKADAM	63	0	54	0	9	0
2787	SCAVENGER	186	0	186	0	0	0
2788	SCAVENGER	179	0	179	0	0	0
	TOTAL SCAVENGER	365	0	365	0	0	0
2789	MOTOR LOADER	288	0	288	0	0	0
2791	HALALKHOR	69	0	69	0	0	0

Department – Solid Waste Management (SWM)

Section - Slum

Pay Sheet No.	Designation	Total Post		Occupied Post		Vacant Post	
		Schedule Post	Non Schedule Post	Schedule Post	Schedule Post	Non Schedule Post	Schedule Post
2781	SUP. I GRADE	1	0	1	0	0	0
2781	CLERK	1	0	1	0	0	0
2781	JR.OVERSEER	6	0	5	0	1	0
2782	MUKADAM	9	0	9	0	0	0
2782	D.C.CUM.SWEEPER	4	0	4	0	0	0
2782	DRAIN CLEANER	60	0	60	0	0	0
2782	HALALKHORE	37	0	37	0	0	0
2782	SWEEPER CUM.D.C.	1	0	1	0	0	0
2782	SWEEPER	42	0	42	0	0	0
2782	SWEEPER.CUM. HALALKHOR	10	0	10	0	0	0
2782	VCNT.GRND.CLNR.	17	0	17	0	0	0

SECTION 4 (1) (b) (ii)

The powers and duties of officers and employees in the office of Assistant Engineer (SWM)

Financial Powers

A

Sr. No.	Designation	Powers-Financial	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Engineer (SWM)	Rs.3000/-	As per the circular no: CA/FRD/I/48, dated : 31/01/2013	For per job
		Rs. 3 Lacs	Circular Reference	To approve Estimate
2	Sub Engineer (SWM)	Nil		
3	Asst.head supervisor	Nil		
4	Supervisor	Nil		

B

Sr. No.	Designation	Powers Administrative	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Engineer (SWM)			Refer to pg. No.17
2	Sub Engineer			
3	Asst.Head supervisor			
4	Supervisor			

C

Sr. No.	Designation	Powers - Magisterial	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Engineer (SWM)	Nil		
2	Sub Engineer	Nil		
3	Asst.Head supervisor	Nil		
4	Supervisor	Nil		

D

Sr. No.	Designation	Powers- Quasi Judicial	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Engineer (SWM)	Appointed as Public Information Officer under RTI Act,2005	Circular No. MOM/8957 dtd: 02.01.2006	
2	Sub Engineer	Nil		
3	Asst.Head Supervisor	Nil		
4	Supervisor	Nil		

E

Sr. No.	Designation	Powers - Judicial	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Engineer (SWM)	Nil		
2	Sub Engineer	Nil		
3	Asst.Head Supervisor	Nil		
4	Supervisor	Nil		

Section 4 (1) (b) (ii)

The power of officers and employees in the office of Assistant Engineer (SWM)

Administrative Powers

ASSTT.ENGINEER (SWM)

Asstt.Engineer (SWM) of the ward is responsible to Asstt.Commissioner of the Ward and Zonal Dy.Municipal Commissioner for day-to-day work of the department in respect of Administrative and policy work. He is also responsible to Executive Engineer (SWM) in respect of technical matters.

Asstt.Engineer (SWM) of the ward is assisted by Sub-Engineers (SWM), Sub-Engineer (Drainage/SWD), Sub-Engineer(Electrical) A.H.S, Supervisor, A.O. and these are assisted by respective J.O, Mukadam, Head Clerk, Clerk of the department, to execute daily work.

Asstt.Engineer (SWM) of the Ward executes following duties/works from his staff working under his control:-

1. Day to day operations and maintenance works of SWM Section along with_Improvement schemes introduced time to time.
2. Periodical cleaning, maintenance and operation of drainage system i.e. sewer Lines, and other appurtenances of sewer networks, inspection and identifications of defects in the sewer network affecting its smooth functioning including street connection & other related works.
3. A.E. (SWM) shall be responsible for periodical cleaning of SWD lines and other appurtenances of SWD networks, inspection and identification of defects in the S.W.D. networks effecting is smooth functioning including street connection lateral & other related work in city area.
4. Enforcements of various section related to SWM, Drainage and SWD system and as per various sections i.e. 61 (a) 227, 228,229,257,258,260,368,372 of M.M.C.Act.
5. Remedial work related to sewerage network and repairs, improvement of SWM section in respective Ward.
6. A.E.(Env.) in ward shall approve estimate upto Rs.3 lacs and execute the work of SWM and sewerage related on sanction of Competent Authority. For the work beyond 3 lacs, the proposal will be scrutinized by E.E. (Main_Sewer)_E.E. (Civil) S.O. for sewerage work and by E.E. (SWM.) for S.W.M. works in_respective wards.
7. Day to day maintenance of Electrical & Mechanical equipment and installation of Municipal properties, tenements in ward.
8. Co-ordination with various department viz. Ch.E.(SWM), Ch.E.(S.O.), Ch.E.(M.S.D.P.), Ch.E.(SWD), Ch.E.(M&E).
9. A.E. (SWM) shall scrutinize the proposal in respect of P.S.C. blocks on Pay & Use basis and maintained by the N.G.O. The periodical inspection enforcement of action against the N.G.O. found not maintaining the P.S.C. blocks in proper manner.

DELEGATION OF POWERS TO ASSISTANT ENGINEER

Sections	Nature of Powers, Duties and Functions delegated
84 & 85(1)	(e) Grant Casual Leave to the inferior staff working under him upto the limit allowed by any rules for the time being in force. (f) Grant leave without pay admissible under the Rules to the Labour staff. To appoint when necessary, persons to act in place of employees who are absent on leave.
112	To receive money in respect of any matter pertaining to the City Engineer's Department.
113(3)	(a) To incur expenditure on office contingencies (except furniture) upto Rs.25/- per item. (b) To make cash purchase and payment of bills out of imprest upto Rs.3000/- and payment of telephone call bills for any amount.
222(1) & (2)	To construct, repair or alter Municipal drains and to enter upon land for the purpose.
228	To grant permission and prescribed conditions as to communications with Municipal drains.
234	Determining details of drains and drainage fittings or cesspools for new buildings.
240	Granting permission for the construction of the drain so as to pass beneath building.
259-A	Requiring any person to employ a Licensed Plumber to execute a work to furnish the name of a Plumber and to put up completion certificate by the Licensed Plumber.
368	To require owners to provide receptacles of a size for collection of dust, ashes, refuse, rubbish and trade refuse, etc.
374	To inspect building or premises for the purpose of ascertain sanitary conditions thereof.
375-A	To require the owners to remove buildings, materials or debris, etc. accumulated due to house collapse etc.
488	To enter into or upon buildings or and with or without Assistant or workment (1) for the purpose of exercising performing or discharging, the powers, duties or functions hereinabove delegated with reference to the sections above specified. The delegation of powers of entry under Section 488 is to be subject in each case to strict observance of and compliance with the provisions and conditions prescribed by Clauses (a), (b), (c) and (d) so far as applicable.
461 (E.E) under Upvidhi 2006	As per Act Mumbai Upvidhi – 2006 Cleanliness of passage, premises, garbage collection, segregation Upvidhi No :- 4.1 to 4.6, 5.1 to 5.10 & 7.7 to 7.10

Under the power vested in me under Section 152 of the MRTTP 1966

DELEGATION OF POWERS TO JUNIOR ENGINEER/SUB ENGINEER

SECTION	BRIEF DESCRIPTION OF THE POWERS AND FUNCTIONS TO BE EXERCISED AND PERFORMED
135	To enter with or without assistant into/or/upon any land or Bldg. for the purpose enumerated to Section 135(1)(a) to (c) of this Act.
136	To serve notices and orders.

Under the power vested in me under Section 152 of the MRTTP 1966

DELEGATION OF POWERS TO ASSISTANT ENGINEER

SECTION	BRIEF DESCRIPTION OF THE POWERS AND FUNCTIONS TO BE EXERCISED AND PERFORMED
135	To enter with or without assistant into/or/upon any land or Bldg. for the purpose enumerated to Section 135(1)(a) to (c) of this Act.

DELEGATION OF POWERS TO JUNIOR ENGINEER/SUB ENGINEER

Sections	Nature of Powers, Duties and Functions delegated
84 & 85(1)	a) Grant Casual Leave to the inferior staff working under him upto the limit allowed by any rules for the time being in force. b) Grant leave without pay admissible under the Rules to the Labour staff. c) To appoint when necessary, persons to act in place of employees who are absent on leave.
222(1) & (2)	To cause to be served a notice of demand.
228	To grant permission and prescribed conditions as to communications with Municipal drains.
231	To enforce drainage of un-drained premises situate within a hundred feet of a Municipal drains.
234	Determining details of drains and drainage fittings or cesspools for new buildings.
243(2)	Making requisition in respect of taps, covering and means of ventilation for drain and cesspools.
244(1)	To power affix pipes for ventilation of drains.
244(4)	To erect shafts or pipes for ventilating drains and cesspools
246-A	To permit the construction of water closets and privies.
247	Prescribing water closet and other accommodation in buildings newly created or re-erected.
248(1)(a), (b),(c)	Requisition to enforce provision of water closet or privy or urinal or bathing or washing place etc.
251	Determining details regarding water closets under Clauses (a)(d) and (e).
251(B)	To determine use of places of bathing or washing clothes or domestic utensils.
253	Inspecting and examining drains, etc. not belonging to the Corporation.
254	Opening ground etc. for inspection and examination under Section 253.
255	Reinstating the ground etc. opened for purposes of inspection.
257	Making requisition on owners of premises as provided in Sub-Section (1) for doing the 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	Requiring any person to employ a Licensed Plumber to execute a work to furnish the name of a Plumber and to put up completion certificate by the Licensed Plumber.

Responsibilities of Sub – Engineer (Drg.) in F/South ward

1. The Sub Engineer (Drg.) will report to Assistant Engineer SWM.
2. Planning and controlling various drainage complaints with co-ordination of D.A's and labour staff.
3. To check & scrutinize various complaints received from local residents, Corporator and head office control and decide the priority of complaints.
4. To visit regular to chowky and check records.
5. Make arrangement of various machineries such as Jetting Machine, Gully Meter and Man Machine from Babula Tank Control according to type of complaints.
6. To prepare monthly Manhole cleaning & desilting program for sewer network and monitoring the same.
7. Co-ordination with local corporator for their complaints.
8. Evaluate the performance of D.A, Mukadam & Labours.
9. Preparation and issuing of notices under section 257 (1) (A) regarding drainage repairing work.
10. To attend court matters related with 257 (1) (A).
11. To attend co-ordination meetings with E.E. SO Civil & E.E. Mechanical SO and reporting to Officers.
12. Identification of defective drainage sewer network for smooth disposal of sewerage.
13. Making proposals for remedial works for improvement of sewerage network.
14. To conduct periodically review meeting with D.A and Mukadam for improvement of work efficiency for solving the complaints.

The duty list of the Asstt.Engineer (SWM) working in Wards

1. The Asstt. Engineer (SWM) will report to Asstt. Commissioner respective Ward.
2. Day to day operations and maintenance works of SWM Section along with improvement schemes introduced time to time.
3. Periodical cleaning, maintenance and operation of drainage system i.e. sewer lines, and other appurtenances of sewer networks, inspection and identifications of defects in the sewer network affecting its smooth functioning including street connection & other related works.
4. In respect of city wards on Zone-I & II and A.E. (SWM) shall be responsible for periodical cleaning of SWD lines and other appurtenances of SWD networks, inspection and identification of defects in the S.W.D. networks effecting is smooth functioning including street connection lateral & other related work in city area.
5. Enforcements of various section related to SWM, Drainage and SWD system and as per various sections i.e. 61 (a) 227, 228,229,257,258,260,368,372 of M.M.C.Act.
6. Remedial work related to sewerage network and repairs, improvement of SWM section in respective Ward.
7. A.E. (SWM) in ward shall approve estimate upto Rs.3 lacs and execute the work of SWM and sewerage related on sanction of Competent Authority. For the work beyond 3 lacs, the proposal will be scrutinized by E.E. (Main Sewer) E.E.(Civil) S.O. for sewerage work and by E.E. (SWM) for S.W.M. works in respective wards.
8. Day to day maintenance of Electrical & Mechanical equipment and installation of Municipal properties, tenements in ward.
9. Co-ordination with various department viz. Ch.E.(SWM), Ch.E.(S.O.), Ch.E.(M.S.D.P.), Ch.E.(SWD), Ch.E.(M&E).
10. A.E.(SWM) shall scrutinized the proposal in respect of P.S.C. blocks on Pay & Use basis and maintained by the N.G.O. The periodical inspection enforcement of action against the N.G.O. found not maintaining the P.S.C. blocks in proper manner.

Duties of Sub-Engineer (SWM) in Wards

1. Assist A.E. (SWM) to Plan and Supervise the day-to-day operations related to solid waste management in close coordination with the AHS
 - a. Optimizing route-plans (routes, timing and frequency of collection vehicles) to improve effectiveness of collection and ensure elimination of open dumps and overflowing bins, in coordination with E.E. (Transport)
 - b. Up-gradation, beautifloation and maintenance of refuse collection spots and open dumps.
 - c. Coordination with dattak-vasti yojanas in slums.
 - d. Minimize un-authorized debris dumping in coordination with A.E. (B&F) and A.E. (Maintenance) and collection of un-authorized debris dumps.
 - e. Regulate allotment maintenance and operations of "Pay-And-Use" public sanitary conveniences, slum sanitation public sanitary conveniences and municipal toilet blocks.
2. Planning, controlling executing & monitoring outsourcing of assigned Solid Waste Management works and activities with the help of Engineers and staff down the line.
3. Plan and Implementation of increased door-to-door collection and other targets under MSW 2000 rules and section 368 and 372 of the Mumbai Municipal Act.
4. Evaluate the performance of municipal labour, junior overseers and supervisors.
5. Evaluate the performance of Private contractors in various SWM related activities.
6. Coordinate with municipal officers (OSD-ALMs, CBOs) Corporator and public representatives, citizen groups, ALMs and NGOs to spread public awareness on following points.
 - a. Waste-minimization and 'segregation' of refuse, House-to-House collection.
 - b. Bell based collection system in slum pockets.
 - c. Appropriate disposal of construction and demolition debris.
7. Lead the Nuisance Detectors for enforcement of MSW 2000 rules, section 368 and 372 of the Mumbai Municipal Act and other environment related by laws.
8. Assist the SWM department contracting & procurement team for following:
 - a. Requirement of tools and implements for municipal labour.
 - b. Requirement of refuse bins and litter bins.
 - c. Waste collection demand at various spots for refuse collection contracts.
 - d. New public sanitary conveniences.
9. Any such duties assigned by higher authorities from time to time.

Duties of AHS (Ward)

1. He will be responsible for complete removal of garbage from the ward & will supervise cleaning operation.
 - a. Inspection of work & muster of labours.
 - b. To visit the muster chowky at presently time & ensure that work is started well in time.
 - c. To check labour staff in field & instruct them / guide them regarding work.
2. To inform higher authority regarding matters this can pose obstacles in cleaning / removal of garbage.
3. To help Assistant Commissioner of ward & zonal Dy. H.S. regarding removal of garbage.
4. To ensure Garbage / Debris / Sewage etc are filled in vehicles properly to their capacity.
5. To attend councilors meeting of the ward. To remain present during visit of Dy. Municipal Commissioner to attend arranged by D.M.C. & Asst. Commissioner regarding policy matters. To attend meeting of Head supervisor & zonal Dy. Head Supervisor.
6. To attend special meetings arranged in ward in presence of major standing Committee Chairman public Health Committee Chairman, Chairman of works Committee.
7. To remain present for the meetings arranged by any Municipal Commissioner or local / governing body regarding drives to be undertaken under clean Mumbai Campaign, express ways or development of existing roads.
8. To submit proposal & to take follow up regarding new garbage sheds, garbage bins, mustering chowky, stores Hand carts & store items.
9. To submit proposal for addition grant especially for lifting garbage / debris & store items. To keep watch on expenses done from budget head.
10. To instruct & guide ward A.H.S. in their day to day work.
11. To act as a middle man for Assistant Commissioner & Zonal Dy. H.S. & Dy. Zonal Engineer (SWM).
12. To execute work assigned by higher authority.
13. To inspect & scrutinize carefully field diaries of Junior Overseers periodically & to ensure that they are preserved properly
14. To ensure proper cleaning of beat in his ward, surprise checks & to ensure labours are performing their duty in time, in proper manner & are doing their duty full time. He should ensure at least he is visiting once a fortnight to all beats
15. To redress the grievances of labours once a week
16. To arrange for vehicles to transfer garbage collection in ward dumping ground & to arrange for requisition of labours for the same.

Duties of Motor Loading Junior Overseers

1. To ensure muster of labour working under him & to counter sign it.
2. To be in touch with beat Junior Overseers & Superior field workers & to confirm with them regarding garbage accumulation in the areas & to arrange for disposal of garbage.
3. To keep of labours utilized & submit the report.
4. To keep record of vehicle utilized & submit the report.
5. To check the bills & to certify the bills of contractors.
6. To provide equipments & uniform to labours & ensure that they use it.
7. To ensure labours & vehicle are fully utilized.
8. To inspect periodically garbage collection points & to co-ordinate with A.H.S for making programme for disposal of garbage.
9. To check log sheets & initiate against defaulters.
10. Depending on the need of day to day to make arrangement for vehicles & to check timings of to & from.
11. If more vehicles are used then to provide additional labours.
12. To maintain & check vehicle trip register & if less trips are made then to submit the report to higher authority.
13. To monitor vehicles used for disposal of garbage closely & ensure that the vehicles are filled to carrying capacity & the garbage is covered.
14. Health, cleansing programme & during emergency of contagious diseases to help concerned Junior Overseers to curtail the disease incidence.
15. To supervise work of motor loader & Mukadam.
16. To carry our clerical work such as to certify noting book, day to day garbage situation & communicate it to higher authority.

Duties of Nuisance Detector

1. After appointment as nuisance detector in sub division of ward he should understand all noon & corner of his area of Jurisdiction.
2. After his muster is over he should take round in field in systematic manner in his area should pay attention at spots where public nuisance is observed.
3. He should maintain his field book & it should have details of all accused whom he has caught based on that he should submit monthly report to AHS of the ward.
4. We should uniform provided to him.
5. He should behave in courtesy with citizens & should carry police authority & authority issued by Municipal Commissioners.3
6. He should inform AHS & nearest police station if apposed by citizens in discharging his duties.
7. It is expected from him that under police section (sub section 115) he will register maximum cases will try to achieve average target set.
8. To avoid complaints from zonal police officials every nuisance detector will visit local police station of his area & will check whether his any warrant is pending that needs execution.
9. He should be in touch with local police station & must appear in person in court as & when called by Hon' Magistrate.
10. He should discover maximum cases under section 372 (E) of MMC act 1888.
11. He should work as per instruction given to him by his seniors with respect to his duties, work place & time required to prepare cases.
12. Designated work assigned to him by supervisors, he should complete & execute it in time.

Duties of Safai Mukadam

1. To get acquainted with his duties & area of work he should meet concerned JO & AHS. JO should show him boundaries of his area of work.
2. He should call muster of labours working under him in presence of JO & those absent should be marked by ink according to given time.
3. He should ensure that labours that are working under him starts work well in time & will work till working hours are over.
4. He will be responsible for full time presence of his labours working under him & work assigned.
5. He should move in the fields as per programme given & must be in a position to tell which labour is working where & supervise their work.
6. He should inform AHS daily about any irregularity, indiscipline, negligence of staff working under him.
7. He will pay attention to make sure that sweeping of public roads, house gali's are done in the morning & at noon & the garbage collected is brought to garbage disposal point.
8. He responsible for disinfecting & maintain cleanliness at dirty places on public roads & cleanliness at dust bins.
9. He should pay attention that his staff & he himself wears uniform while on duty.
10. He should remain at table / window of salary disbursement & will enable paymaster to recognize the labours.
11. He should take immediate steps for medical assistance to his staff injured while performing his duties & inform AHS accordingly.
12. He will pay attention to make sure that his staff is equipped with all equipments require to discharge their assigned duties & are using them in proper manner.
13. He will appoint substitute labours in place of other labour who have taken casual leave.
14. In case of long leave / absence after using all available labours he will appoint other labours (Khadda Badli) for work.

Duties of Moto Loader

1. He will take Mukadam instruction for JO (Motor Loading) regarding his duties route to be taken & places points are to be visited for disposal of garbage.
2. He will take labours on duty by taking musters & after grace period is over he will mark them absent in ink and report the same to JO regarding unauthorized absent & will demand Khadda Badli labours & will ensure sufficient labours as per sanction are available to work.
3. He will pay attention that work of filling garbage in lorry start immediately & motor loaders are working full time.
4. Before lorry leaves for unloading garbage are dumping he will ensure that garbage in lorry is properly covered.
5. He will be responsible for filling lorry with garbage properly & labours do not take unwarranted time for doing so.
6. He will be responsible for filing log sheets of lorry properly & will handover it driver of vehicle.
7. He will make sure that after filling garbage from every collection points the surrounding of garbage bins is cleared of garbage & no dustbin is left unattended for whom he is responsible.
8. He will report in writing to JO regarding if driver is taking longtime to make trips of lorries or if drivers & sub ordinate staff misbehaves any lacunas in covering garbage in lorry if less trips of lorry is made the reasons behind it.
9. He will pay attention that he himself & his staff wears uniform on duty,
10. He will pay attention to the fact that his staff is fully equipped with equipments & are utilized them completely to discharge their duties.
11. He will make sure that lorry is filled in proper manner with garbage & will note on log sheet any irregularity notice in filling lorry, absence of motor loader while on duty negligence in segregating garbage by motor loader & subordinate staff.
12. He will be present at salary disbursement table on designated day to identify the labours.
13. He will bring to notice of JO regarding conditions of dustbins, missing doors, broken sheets of roof at garbage collection points.
14. He will accompany vehicle (lorry) when it is going for unloading garbage & will make sure vehicle arrival time without wasting any time lapse & is filled properly by garbage.

Section 4 (1) (b) (iii)

The Procedure followed in the decision- making process, including channels of supervision and accountability in the office of Assistant Engineer (SWM)

NAME OF ACTIVITY - Sweeping of roads & Removal of refuse
 Name of the Acts/Acts - MMC Act 1888
 Related Provisions - Under section 365 (a) of MMC Act.
 Rules -
 Govt. Resolutions -
 Circulars - DMC / ENV SWM / 4345 / Dt. 16.03.2006
 Office Orders -

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)	Remark
1	Sweeping of roads & Removal of refuse.	1.Sweeping of the roads & Footpath 2.Collection & Transportation of refuse collect to nearest refuse collection point 3.Refuse vehicle (Compactor) respond to ML Chowky 4. Compactor collects the garbage from refuse collection point as per the schedule 5. Compactor collects the garbage from House to House (i.e. Building to building as per the Schedule.	Within 24 Hours	Designation : Junior overseer / Supervisor	

NAME OF ACTIVITY	- Removal of Silt & Debris
Name of the Acts	- MMC Act 1888
Related Provisions	- Under section 375 (A) of MMC Act
Govt. Resolutions	-
Circulars	- DMC / ENV SWM / 4345 / Dt. 16.03.2006
Office Orders	-

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)	Remark
1	Removal of Silt & Debris	1. Sectional Junior overseer reports the spot of silt & debris (Backlog Register) 2. Dumper reports to ML Chowky as per the Programme given by ML Junior overseer, silt & debris are collected sent to Mulund Dumping for un-loading 3. Nuisance Detector a) Received the complete from citizen b) Verified by N.D. c) Ask the party to rectify the N.D. d) If refuse, Pending by N.D.	Within 24 Hours	Designation : Junior overseer / Supervisor	

Section 4 (1) (b) (iv)

Norms set for discharge of its functions in the office of Assistant Engineer (SWM)

Organizational targets (Annual) = Nil

Sr. No.	Designation	Activity	Financial Targets in Rs.	Time Limit	Remarks
1.	AE (SWM)	As mentioned in section 4 (1) b (ii)	There are no financial targets set for this department. As mentioned earlier the work is carried out on day to day basis.	Time limit for each activity is as mentioned in section 4 (1) (b) (iii)	
2.	A.H.S. & Supervisor	As mentioned in section 4 (1) b (ii)	There are no financial targets set for this department. As mentioned earlier the work is carried out on day to day basis	Time limit for each activity is as mentioned in section 4 (1) (b) (iii)	

Section 4 (1) (b) (v)

The rules, regulation, instruction, manuals and records, held by it or under its control or used by the employees for discharging department functions

Sr. No.	Subject	G.R. /Circular / Office order. Rule no. Notification etc. date.	Remarks if any
1	Office order	DMC/Env. S.W.M./4345/ dt.16.03.2006	
	Rules	As per MMC Act 365 - 481	
	Regulations	Implementation of all Rules related to SWM Section	
	Instructions	NIL	
	Manuals	Please refer Manual No. 17	
	Records	Outward & Inward Book and Log Sheet	

Section 4 (1) (b) (vi)

Statement of categories of documents that are held and under the control of the office of Asstt. Engineer (SWM)

Sr. No.	Subject	Type of Document file or register	File No. or Register No.	Particulars	Periodicity of Preservation
		A			Permanent
		B			30Years
		C2			15Years
		C1			10Years
		C			5Years
		D			1Year

Details of Documents that are held under the control of the office of Assistant Engineer SWM are attached.

Section 4 (1) (b) (vii)

Particulars of any arrangement that exists for consultation with the members of public in relation to the formulation of policy and implementation in the office Assistant Engineer (SWM)

Sr. No.	Consultation for	Details of Mechanism	Under which legislation / rules / orders / GRs	Periodicity
1	Policy Details	Ward Committee	Nil	Once in a Month

Section 4 (1) (b) (viii)

A Statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public.

Sr. No.	Name of the committee board / council / other bodies	Composition of committee Board council other bodies	Purpose of the committee Board/ Council/ other bodies	Frequency of meetings	Whether meeting open to public or not	Whether Minutes are available to public or not	Minutes available at.
1	Advance Locality Management (ALMI)	Nil	Nil	Nil	Nil	Nil	Nil
2	Local Area Citizens Committee (LACC)	Nil	Nil	Nil	Nil	Nil	Nil
3	Local Area Citizens Group (LACG)	Nil	Nil	Nil	Nil	Nil	Nil

Section 4 (1) (b) (ix)

Directory of the officers and employees

Sr. No.	Designation	Name of the Officers/ Employees	Cadre	Contact Details ph/ fax/ email
1	Assistant Engineer (SWM)	Shri.P.N.Kurhade		ae01swm.fs@mcgm.gov.in
2	Sub Engineer / SWM/Drainage/ M&E.	Shri. S.S. Patil / Shri.S.B.Mohite / Shri.B.R.Rahate.		se01swm.fs@mcgm.gov.in
3	Asst.head supervisor	Shri.M.M.Pawar		
4	Supervisor	Shri.R.M.Khot/ Shri.R B Pawar/ Shri. V M Jakkani		
5	Administrative officer	Smt.M Pawar		
7.	Head Clerk	Smt.P.S.Bandekar		

Section 4 (1) (b) (x)

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

Sr. No	Name	Designation Cadre	Basic Pay	DA	HRA	Special Allowance, Transport Allowance, Project Allowance	Total
1	Shri.P.N.Kurhade	A.E. (SWM)	20710+5400	20888	747	0+600+0	49345
2	Shri.B.K.Jogdand	S.E. (SWM)	19560+4600	19328	7248	463+1200+0	52469
3	Shri.M.M.Pawar	A.H.S. (SWM)	16820+4300	16896	5766	463+600+0	44845
4	Smt.M Pawar	A.O. (SWM)	15500+4200	15760	5910	0+600+0	27786
5	Shri.R.M.Khot	Supervisor (SWM)	17780+4200	17584	0	463+600+0	40627
6	Smt.P.S.Bandekar	Head Clerk (SWM)	15500+4200	15760	5910	0+600+0	27786
7	Shri.R.S.Sawant	Junior Overseer(SWM)	16410+2800	15368	5763	463+600+0	41404
8	Shri.J.D.Jadhav	Junior Overseer(SWM)	16410+2800	15368	5763	463+600+0	41404
9	Shri.S.G.Vivalkar	Junior Overseer(SWM)	15210+2800	14408	5403	463+600+0	38884
10	Shir.K.S.Patil	Junior Overseer(SWM)	14870+2800	14136	5301	463+600+0	38170
11	Shri.S.D.Bhosale	Junior Overseer(SWM)	10600+2000	10080	3780	463+600+0	27523
12	Shri.M.B.Khare	Junior Overseer(SWM)	10960+2000	10368	0	463+600+0	24391
13	Shri.S.R.Gole	Junior Overseer(SWM)	9870+2000	9496	280	463+600+0	22709
14	Shri.J.R.Sumara	Junior Overseer(SWM)	7400+1900	7440	0	463+1080+0	18283

15	Smt.N.K.Wagh	Junior Overseer(SWM)	7920+2000	7136	0	463+600+0	17119
16	Shri.R.B.Sawant	Junior Overseer(SWM)	10600+2000	10080	3780	463+600+0	27529
17	Shri.M.K.Chaugule	Junior Overseer(SWM)	10900+2000	10320	3870	463+600+0	28153
18	Shri.M.H.Sondarva	Junior Overseer(SWM)	10220+2000	9776	3666	463+600+0	26725
19	Smt.P.P.Satham	Junior Overseer(SWM)	12160+2000	11328	4448	463+600+0	30799
20	Shri.D.R.Dhanawade	Clerk(SWM)	16620+2000	14896	5586	0+600+0	39702
21	Shri.S.A.Jadhav	Clerk(SWM)	10530+2000	10024	3759	0+600+0	26913
22	Shri.V.G.Undalkar	Clerk(SWM)	12590+2000	11672	4377	0+600+0	31239
23	Shri.D.P.Kadam	Clerk(SWM)	18780+4200	18384	6894	0+600+0	48858
24	Shri.P.H.Kamble	Clerk(SWM)	7470+2000	7576	2841	0+600+0	20487
25	Smt.G.S.Chandorkar	Clerk(SWM)	7190+2000	7352	2757	0+600+0	19899
26	Shri.Y.B.Dhatbale	Clerk(SWM)	6660+2000	6928	5298	0+600+0	18786

Details of perks for Assistant Engineer

1. Rental Car for Office use.
2. Mobile Allowances – upto 1200/-

Section 4 (1) (b) (xi)

The Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made.

Sr. No.	Budget Head description	Grants received	Planned use (give details area wise or work wise in a separate form)	Remarks
Budget is related to AE SWM F/S is attached in Circulars Sheet				

Form B for previous year

Sr. No.	Budget Head description	Grants received	Grant utilized	Grants Surrendered	Result
Budget is related to AE SWM F/S is attached in Circulars Sheet					

Section 4 (1) (b) (xii)

The manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programs.

Sr. No.	Name and Address of Beneficiary	Amount of Subsidy / Concession Sanctioned
	Nil	Nil

Section 4 (1) (b) (xiii)

The particulars of recipients of concession, permits or authorisations granted by department.

Sr. No.	Name of the license	License no.	Issued on	Valid up to	General Conditions	Details of the license
	Sulabh Toilets = 74 (Pay & Use 41+ MCGM Toilet 32)	-	-	-	-	-

Section 4 (1) (b) (xiv)

Details in respect of the information available to or held by it, reduced in an electronic form.

Sr. No.	Type of Documents File/ Register	Sub Topic	In which Electronic Format it is kept	Person In Charge
1	Purchase Order	Materials	YES	Assistant Engineer (SWM)
2	Good Receipts	To Received Materials	YES	Assistant Engineer (SWM)
3	Service Entry	For Service served	YES	Assistant Engineer (SWM)

Section 4 (1) (b) (xv)

The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room

Sr. No.	Type of Facility	Timings	Procedure	Location	Person In Charge
1	Inspection of Record as per to RTI	3.00 p.m. To 5.00P.m. Tuesday Thursday With prior appointment only	RTI Payment pay previous day	Office of:- A.E.(SWM) F/South, Extension Bldg, 1 st Flr, Dr.B.A.Road, Parel.Mum-12	Asstt.Engineer (SWM)F/South
2	Library and Reading Room	Not Available	Not Available	Not Available	Not Available

Section 4 (1) (b) (xvi)

The names, designations and other particulars of the Public Information Officers PIO

Sr. No.	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address / Ph. No.	E mail id for purpose of RTI	Appellate authority
1.	Shri. P.N. Kurahde	A.E.(SWM)	F/South Ward	90044452 26	ae01swm.fs@mcm.gov.in	Ward E.E. F/South Ward. Extension building junction of Bhatankar Marg, B.A.Road, Parel Naka, Parel. Mumbai-12

APIOs

Sr. No.	Name of APIO	Designation	Jurisdiction as APIO under RTI	Address / Ph no.
1			NA	

Appellate Authority

Sr. No.	Name of Appellate Authority	Designation	Jurisdiction as Appellate authority	PIO Reporting	E mail id for purpose of RTI
1.	Shri.N V Talape	E.E.	F/South	E.E.	ee.fs@mcm.gov.in

Section 4 (1) (b) (xvii) – Others

Such other information as may be prescribed

Route plans of all section under SWM department

1. Sweepers Dustbin Plan – Attached
2. Slit & Debris Plan – Mention below

Sr. No.	Day	Name of JO	Section
1	Monday	Mr. Tambe	Lalbaug
2	Tuesday	Mr. Bhosle	Bhoiwada
3	Wednesday	Mr. Gole	Jakeria Bunder
4	Thursday	Mrs. Satam	Sewri
5	Friday	Mr. Khare	Naigaon
6	Saturday	Mr. Patil	Suparibaug
7	Sunday	Mr. Jadhav	As an when required

3. Details and records of Marshals – Attached
4. Toilet Manuals – Attached Total No. Toilets, Charges and maintained by which organization.
5. SMPA Circular records – Attached Indexing and Paging
6. Project Records – NIL
7. Audit Records
 - a) MCA Audit – Spot Audit
Audit Note
 - b) Tahvo Audit – Spot Audit
 - c) State Audit – Audit Note
 - d) CAG Audit – Central Government

MUNICIPAL CORPORATION OF BRIHAN MUMBAI

NO. DMC/Env.&W.M./4345/1 Date ~~30.01.06~~
16.3.06

OFFICE ORDER

The Asstt. Engineer (Environment) have been deputed in all Wards in accordance with A.M.C.(City)'s orders u/No. AMC/CITY/1356 dated 23.8.05. These Asstt. Engineers have been deputed in Wards to perform duties relating to SWM Section, Drainage Section and SWD Section. It is, therefore, required that the Asstt. Engineer (Environment) entrusted to take charge of all the functions and works carried out by these sections in the present Ward set up, the superior and labour staff presently deputed in above mentioned sections will therefore be working under concerned Asstt. Engineer (Environment) in Ward.

The duty list of the Asstt. Engineer (Env.) working in Wards will be therefore, as under :-

1. The Asstt. Engineer (Environment) will report to Asstt. Commissioner, respective Ward. *for administrative purposes and the Executive Engineer (Environment and Transport) of the Zone for technical purposes.*
Day to day operations and maintenance works of SWM Section alongwith improvement schemes introduced time to time.
2. Periodical cleaning, maintenance and operation of drainage system i.e. Sewer lines, and other appurtenances of sewer networks, inspection and identifications of defects in the sewer network affecting its smooth functioning including street connection & other related works.
3. 4 (A) : In respect of City Wards of Zone - I & II and A.E.(Env.) shall be responsible for periodical cleaning of SWD lines and other appurtenances of SWD networks, inspection and identification of defects in the S.W.D. networks affecting its smooth functioning including street connection lateral & other related works ~~except~~ in City area.
- 4 (B) : In respect of E.S. & W.S. i.e. Zone -III to Z-VI, A.E.(Maint.) Civil shall be responsible for periodical cleaning of SWD lines and other appurtenances of SWD networks, inspection and identification of defects in the S.W.D. networks affecting its smooth functioning including street connection lateral & other related works except in City area.

5. Enforcements of various sections related to SWM, Drainage and SWD system and as per various sections i.e. 61(a), 227, 228, 229, 257, 258, 260, 366, 372 of M.M.C.Act.
6. Remedial work related to Sewerage network and repairs, improvement of SWM Section in respective Ward.
7. A.E.(Env.) in ward shall approve estimate upto Rs.3 lakhs and execute the work of SWM and Sewerage related on sanction of Competent Authority. For the work beyond 3 lakhs, the proposal will be scrutinised by E.E.(Main Sewer) E.E.(Civil) S.O. for Sewerage works and by E.E.(Env.) for S.W.M. works in respective wards.

In respect of City wards of Zone - I and Zone -II, the proposal of S.W.D. works initiated by A.E.(Env.) will be scrutinised by E.E.(O&M) S.O.

8. Day to day maintenance of Electrical & Mechanical equipment and installation of Municipal properties, tenements in Ward.
 9. Co-ordination with various department viz. Ch.E.(SWM), Ch.E.(S.O.), Ch.E.(M.S.D.P.), Ch.E.(SWD), Ch.E.(M&E).
 10. A.E.(Env.) shall scrutinise the proposal in respect of P.S.C. blocks on pay & unauthorised operated and maintained by the N.G.Os. The periodical inspection & enforcement of actions against the N.G.Os. found not maintaining the P.S.C. blocks in proper manner.
- The duties, responsibility and powers already allocated to A.E./ Supervisor, J.O., S.E.(Drainage), S.E.(Elect) shall remain unchanged and they will work & report to A.E. (Env.) in respective ward.

This Office-Order will supersede earlier office order under No. DMC/Env. and WM/2113 dated 23.10.2005 and will be effective with immediate effect.

[Signature]
D.M.C.(Env. & W.S.)

[Signature]
A.M.C.(W.S.) *[Signature]*
A.M.C.(SHT)

[Signature]
D.M.C. 10/1/06

Aes/33458/05

[Signature]
COS 27/3/06

Stamp: *[Faint text]*
Date: *[Faint text]*
Signature: *[Faint text]*

C-13
AMS

Responsibilities of Sub-Engineer (SWM) in Wards

1. Assist A.E. (SWM) and Plan and supervise the day-to-day operations related to solid waste management in close coordination with the AHS
 - a. Optimizing route-plans (routes, timing and frequency of collection) to improve effectiveness of collection and ensure elimination of open dumps and overflowing bins, in coordination with E.E. (Transport).
 - b. Up-gradation, beautification and maintenance of refuse collection and open dumps
 - c. Coordination with dattak-vasti yojnas in slums.
 - d. Minimize un-authorized debris dumping in coordination with A.E. (Maintenance) and collection of un-authorized debris dump
 - e. Regular allocation, maintenance and operations of 'pay-and-use' public sanitary conveniences, slum sanitation public sanitary conveniences and municipal toilet blocks.
2. Planning, controlling, executing & monitoring outsourcing of Solid Waste Management works and activities with the help of Engineers and staff down the line.
3. Plan and implementation of increased door-to-door collection and other targets under MSW 2000 rules and Section 368 and 372 of the Mumbai Municipal Act
4. Evaluate the performance of municipal labour, junior overseers and supervisors
5. Evaluate the performance of private contractors in various SWM related activities.
6. Coordinate with municipal officers (OSD-ALMs; CBOs), corporators and public representatives, citizen groups, ALMs and NGOs to spread public awareness on 'Waste-minimization' and 'Segregation' of refuse, House-to-house collection, Bell-based collection system in slum pockets; Appropriate disposal of construction and demolition debris.
7. Lend the nuisance detectors for enforcement of MSW 2000 rules, section 368 and 372 of the Mumbai Municipal Act and other environment related by-laws
8. Assist the SWM department contracting & procurement team for following:
 - Requirement of tools and implements for municipal labour.
 - Requirement of refuse bins and litter bins.
 - Waste collection demand at various spots for refuse collection contracts.
 - New public sanitary conveniences.
9. Any such duties assigned by higher authorities from time to time.

सत्यमेव जयते
मुकुंद
29/6
कार्यालय सचिव
(यव कचरा व्यवस्थापन)
2020

