



BRIHANMUMBAI MAHANAGARPALIKA

AS per provision of RTI Act 2005, section 4,
Manuals of F/South Ward

17

ADMINISTRATIVE OFFICER F/SOUTH WARD

Address - Office of Administrative Officer, 2nd
Floor, F/South Ward, Dr. Babasaheb
Ambedkar Road, Parel, Mumbai – 400
012

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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, 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. Administrative Officer F/South ward is under administrative control of Assistant Commissioner.

ADMINISTRATIVE OFFICER F/ SOUTH WARD.

Administrative Officer is important post in the office of Assistant Commissioner F / South ward .

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

- 1) Establishment (Superior)
- 2) Establishment (Labour)
- 3) Expenditure
- 4) Revenue
- 5) Dispatch
- 6) Civic Facility Centre (CFC)

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 (Labour) C) Expenditure D) Revenue E) Dispatch and

F) 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 labours is charged every months. The administrative work in progress as per provision of Mumbai Municipal Corporation Act1888, 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 prepared necessary yearly establishment schedule by taking in to 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 Labourer 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 is 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 years expenditure and current year recurring expenditure of telephone and electricity, so that the double payment will be avoided.

C) Revenue Section

This section does the works of collecting revenue by giving the receipt of rent, license, factory permit, Birth & Death Certificate fees etc.

This section gives the permits and license as follows.

- 1) Trade license of License & MOH Deptt. under section 394 of M.M.C.Act.
- 2) Stall boards, Rolling shutter, Weather frame License of License & MOH Deptt. under section 313 of M.M.C.Act.
- 3) Stall, pitches, cobbler handcar license of license and MOH Deptt. under section 313-A of M.M.C.Act.
- 4) Advertisement permit of license and MOH Deptt. under section 328 of M.M.C.Act.

Index Register and Demand Register is maintained for the above.

The licenses, permits are renewed in this department.

- 5) M.P.F.A. (Maharashtra Preventive Food Adulteration) license of Maharashtra State and milk license under section 412 of M.M.C.Act.
- 6) Prepare permission letter for construction of temporary mandap for Ganesh Festival, Navaratri and other religious activities.
- 7) Register of Deposit.

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 F/South 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 10:30 am to 5:00 pm.

Section 4(1) (b) (i)

The particulars of organization, functions & duties of the Administrative Officer, F/South ward

1	Name of the Sectional Head	
2	Address	Room No. 24, 2 nd floor, F/South ward office Building, Dr. Babasaheb Ambedkar Road, Parel, Mumbai- 400 012
3	Head of the office	Administrative Officer F / South ward
4	Parent Government Department	Assistant Commissioner F / South ward.
5	Reporting to which office	1) Assistant Commissioner, F/South Ward,
6	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.
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">1. To check the musters registers weekly reports and to supervise and guide to head clerk and clerks2. To check dispatch papers comes from MC, AMC and DMC and distribute papers to concern authorities.3. To submit application received from local Corporator, MLA for renaming chowk & roads to Municipal secretary.4. To issue circulars as per order from Assistant Commissioner5. To co- ordinate with staff and guide them regarding various routine work.6. To keep record of MCA audit note, document received from various committee and take necessary action.7. To give reply to the union complaints8. To co-ordinate between indoor and outdoor staff work9. To complete the work given by Assistant Commissioner10. To arrange the grievance committee and follows the

		decisions 11. To arrange Sexual Harassment Committee whenever complaint received .
11	Details of services provided (In Brief)	<ul style="list-style-type: none"> • To collect the revenue / taxes from citizens for various purpose in the office of Civic Facility Centre. • To issue Birth & Death Certificate.
12	Physical assets (Statement of lands & Buildings and other Assets)	<ol style="list-style-type: none"> 1. Establishment Superior :- 06 Tables,12 Chairs, Godrej cupboard 3, Wooden cupboard 2, wall feeding cupboard 02, Fan7, Tubes lights:-11 Computer 03, printer2 2. Establishment Labour:- 09 Tables,9 Chairs, Godrej cupboard 1, Wooden cupboard 2, wall feeding cupboard 01, Fan8, Tubes lights:-7 Computer 03, printer2 3. Revenue:- 08 Tables,8 Chairs, Godrej cupboard 2, ,wall feeding cupboard 02, Fan3, Table fan 1, Tubes lights:- 9 Computer 03, printer2 4. Expenditure:- 05 Tables,7 Chairs, Godrej cupboard 10, Wooden cupboard 2, wall feeding cupboard 02, Fan5, Computer 02, printer2 Tubelight:-09, 5. C.F.C:- Counter 08, Computer 08, printer8. Certificate printer:-4, , currency counting machine01, 03 Tables,5 Chairs, Godrej cupboard 3, Wooden cupboard 2, wall feeding cupboard 02, Fan8, Sofa:-4, Cheque drop box:-1, complaint box 1, locker :-1. Intercom telephone 02, Ac.:-5, cctv:-5, LCD:-1, water filter:-1, 6. Dispatch:- 08 Tables,8 Chairs, Godrej cupboard 1, Wooden cupboard 2, Fan2, AC 2,
13	Organization's structural Chart	As per separate sheet attached
14	Tel. No.s & office timings	<p>Telephone no : 24134560 Extn : 103 Email : aewwfs@gmail.com Office timing : 8.00 a.m. to 12.00 noon and 2.30 P.M. to 5.30 p.m.(Monday to Friday) 08.00am to 11.30 a.m on Saturdays Visiting Hours : 03.00 p.m. to 05.00 p.m. .(Monday to Friday)</p>
15	Weekly Holidays	Sunday and Public Holidays.

Details of services provided (In Brief)

A) 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 Administrative officer. With help of Supervisor C.F.C.

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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 10:30 am to 5:00 pm.

Sr. No	Section	Schedule post	Vacant Post
1.	Administrative Officer	01	01
2.	Establishment (Sup)	Head Clerk :- 1	Nil
		Clerk :- 5	Nil
3.	Establishment (Lab)	Head Clerk :- 1	Nil
		Clerk:- 8	Nil
4.	(Expenditure)	Head Clerk :- 1	1
		Clerk :- 5	2
5.	Revenue	Head Clerk :- 1	1
		Clerk:- 5	1
6.	Dispatch	Head Clerk :- 1	1
		Clerk :- 4	1
7.	Citizen Facility Centre (CFC)	Supervisor :- 1	Nil
		Clerk (C.R.E):- 8	1

Section 4(1) (b) (ii)

The powers of officers and employees in the office of Administrative Officer F/South ward.

(A)

1.	Administrative Officer	<u>Financial power</u> 1. Power to incur expenditure-office contingencies Rs.400/- 2. Power to purchase without prior post-audit up to Rs.400/-
2.	Head Clerk	NIL.
3.	Clerk	NIL.

(B)

Sr. No.	Designation	Power- Administrative	Under which legislation / rules / order / GRs	Remarks
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 labour staff 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.

THE DUTIES OF OFFICERS AND EMPLOYEES IN THE OFFICE OF ADMINISTRATIVE OFFICER F/SOUTH WARD.

(A)

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

(B)

Sr. No.	Designation	Duties - Administrative	Under which legislation / rules / order / GRs	Remarks
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 today activities.		

(C)

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

(D)

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

(E)

Sr. No.	Designation	Duties – Judicial	Under which legislation / rules / order / GRs	Remarks
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 F/South.

Name of activities:-

1) Establishment section :-

In the establishment section monthly salary of officers, employees labours are charged and maintain service records. Establishment section divides between superior establishment and labour establishment. In the superior section there are one head clerk, four clerks and two peons and In the labour 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 c J.E. clerk, Peon, labour 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 Office order :-

Section 4(1)(b)(v)

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

Section 4(1) (b) (iv)

Norms set for discharge of its functions in the office of Administrative Officer F / South Ward
Organizational Targets (Annual)

Sr. No.	Designation	Activity	Units to be	Financial Targets in Rs.	Time Limit	Remarks
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			covered			
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 F/South ward.

Sr. No.	Subject General Circulars	G.R./Circular/Office order. Rule no. notification etc. date.	Remarks if any
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	
	PENSION		
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	

	NCPF		
22	NCPF	NCPF Rule 1925	
	P.T.CASE		
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	
	Enquiry, Suspension, Suspension Allowance		
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	
	Promotion and Time Bound Promotion		
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	
	Transfer of Service Record		
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 F/South ward (As proposed)

Sr. no.	Subject	Type of Document file or register	File no. or Register no.	Particulars	Periodicity of preservation
ESTABLISHMENT					
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		‘C1’ CLASS	10 YEARS
2.	Disciplinary Action	File			
3.	Income Tax	File			
4.	PF Advance	File			
1	Temporary Appointment	File		‘C’ CLASS	05 YEARS
2	Cessation of employee	File			

3	Leave application	File		'D CLASS	YEARS 01
4.	Complaints , ETC	File			
DISPATCH					
1	Dak sheet	Register		'D CLASS	YEARS 01
2	Post Register	Register			
3	Other Register	Register			
4	RTI Register	Register			
CFC					
1	Stock Register Receipt	Register		'D CLASS	YEARS 01
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 F/South ward.

-- NOT APPLICABLE --

Section 4(1)(b)(viii)

Statement of Boards, Councils, Committees or Other bodies in the office of Administrative Officer F/South ward.

Ward Committee

Sr.no	Name Of the committee / Boards, Councils, or Other bodies	Composition Of committee / Boards, Councils, or Other bodies	Purpose of committee / 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
1	F / South & F / North Ward Committee	Councilors of F / South & F / North Ward President & 16+1 Members	To provides basic amenities to the citizen	Once in months Or As per president's order	NO	Yes	On website

Sexual Harassment Committee

Sr.no	Name Of the committee / Boards, Councils, or Other bodies	Composition Of committee / Boards, Councils, or Other bodies	Purpose of committee / 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 F /South Ward	President & 4+1 Members	To prevent the Sexual Harassment in F /South Ward		Yes	Yes	Administrative Officer

Section 4(1)(b)(ix)

Directory of the Officer and Employees

PAYSHEET NO:- 2770

SR. NO.	Designation	EMPLOYEE NAME	GRD	DATE OF APPOINTMENT in MCGM	Appointment in F /South	TELEPHONE NUMBER
1	ASST. COMMISSINER	KURHADE SANJAY YESHWANT	A	05.12.1997	05.11.2012	
2	ADMINISTRATIVE OFFICER	SALUNKHE PRIYA SURESH	B	24.05.1983	24.08.2010	
3	COMPLAINTS OFFICER	SAGALE SUNITI DWRAKANATH	C	11.03.1988	26.01.2001	
4	CLERK	KAVITKAR SAYALI SATISH	C	27.08.2008	27.08.2008	
5	SR.STENO	GODEBOLE VARSHA PANKAJ	C	02.07.1985	23.08.2011	

PAYSHEET NO:- 2771

SR. NO.	Designation	EMPLOYEE NAME	GRD	DATE OF APPOINTMENT in MCGM	Appointment in F /South	TELEPHONE NUMBER
6	ASST.ENGINEER	BARAPATRE JAGDISH D.	B	29.03.1995	05.05.2008	
7	ASST.ENGINEER	SAWANT SANJAY GANESH	B	04.09.1986	03.12.2008	
8	SUB ENGINEER	NILVARNA PRADEEP J.	B	01.10.1981	21.12.2011	
9	SUB ENGINEER	RAHATE BHIMRAO D.	B	22.12.2008	24.12.2008	
10	SUB ENGINEER	BATE RAHUL H.	B	07.07.2005	23.05.2011	
11	SUB ENGINEER	NAIK MANESHCHANDRA P.	B	05.06.1981	28.05.2012	
12	ADMINISTRATIVE OFFICER	VACANT	B			
13	TEL.OP.A GRADE	SURVE SAMBHAJI SHIVAJI	C	05.11.1976	18.06.2002	

14	TEL.OP.A GRADE	VACANT	C			
15	CLERK	RANE SAMIDHA C.	C	09.11.1977	14.12.1987	
16	CLERK	VACANT	C			
17	CLERK	WADGAONKAR MILIND S.	C	01.02.1996	06.08.2009	
18	CLERK	BHOSALE PRIYA P.	C	10.06.2008	09.07.2008	
	JR.ENGINEER	KAKAD SHIVNARAYAN N.	C	06.09.2006	27.11.2008	
19	JR.ENGINEER	GURAV SAMEER S.	C	18.11.2008	18.10.2012	
20	JR.ENGINEER	JADHAV NITIN D.	C	29.03.2007	29.03.2007	
21	JR.ENGINEER	DHAMANKAR P. P.	C	17.07.2008	14.07.2012	
22	JR.ENGINEER	AADITYA A. PATIL	C	25.11.2011	25.11.2011	
23	JR.ENGINEER	MANE MILIND DINKAR	C	06.07.2009	06.07.2009	
24	NOTICE CLERK	CHAVAN VIJAY P.	C	21.04.1983	10.04.2012	
25	JR.ENGINEER	ZINJORDE SANTOSH S.	C	01.07.2009	01.07.2009	
26	MAR.C.ENG.TYP ST	HIRE VITTHAL SHIVRAM	C	28.12.1979	13.04.2009	
SR. NO.	Designation	EMPLOYEE NAME	GR D	DATE OF APPOINTM ENT in MCGM	Appointmen t in F /South	TELEPHO NE NUMBER
27	MUKADAM	NIJAPKAR SURESH DUMANI	D	02.02.1981	09.07.2012	
28	MUKADAM	PAWAR GUATAM R.	D	01.04.2005	28.01.2011	
29	MUKADAM	TELI SURYAKANT VASANT	D	23.09.1998	13.09.2011	
30	MUKADAM	LAD SURESH M.	D	22.08.1978	07.04.2007	
31	MUKADAM	VACANT	D			
	MUKADAM	VACANT	D			
32	MUKADAM	VACANT	D			
33	PEON	NAGOATKAR PRIYA V..	D	02.03.2009	02.03.2009	
34	PEON	KUNTHDIYA SANJAY C.	D	17.05.2012	17.05.2012	

35	PEON	KABALE SNEHAL .G.	D	26.06.1996	03.07.2010	
36	PEON	MAYATRA VIJAY ARGUN	D	12.12.1996	01.10.2012	
37	PEON	NIRMAL MADHURI .M.	D	03.10.2007	03.10.2007	
38	PEON	KARPE SWAPNIL VILAS	D	06.09.2012	06.09.2012	

PAYSHEET NO:- 2772

SR. NO.	Designation	EMPLOYEE NAME	GRD	DATE OF APPOINTMENT in MCGM	Appointmen t in F /South	TELEPHONE NUMBER
41	ASST.ENGINEER	ASIF SAFDAR HU.T.A	B	14.12.1977	19.04.2012	
42	HEAD CLERK	VACANT	C			
43	HEAD CLERK	MEENAKSHI KAILAS PANDIT	C	01.10.1983	11.01.2013	
44	TYPIST	VACANT	C			
45	CLERK	SARDESAI S.V	C	15.04.1987	04.02.2000	
46	JR.ENGINEER	KALE PARAG PRAKASH	C	16.02.2009	16.02.2009	
47	JR.ENGINEER	THORAT KAILAS NATHA	C	06.06.1994	25.05.2010	
48	JR.ENGINEER	NANDANWAR ANKIT RAVINDRA	C	04.05.2013	04.05.2013	
49	CLERK	VEJARE GOVIND MAHADEO	C	23.11.1991	22.10.2001	
50	STORE MUKADAM	VACANT	D			
51	PEON	HATE JANARDAN BHIKU	D	09.02.1977	18.07.2013	
52	PEON	JADHAV SANGHMITRA A	D	01.01.2013	01.01.2013	
53	PEON	VACANT	D			
54	PEON	TADAVI HAIDAR SINKANDAR	D	07.06.1993	03.07.2012	
55	PEON	PATIL SUNIL KRUSHNA	D	08.02.1988	19.06.2012	
56	PEON	PAWAR PRABHAKAR YASHWANT	D	07.01.1980	19.10.2012	
57	PEON	GHONGSI PRAJAKTA P.	D	22.06.2009	22.06.2009	
58	PEON	SHIRKE MADHURU MADUKAR	D	16.11.1989	15.03.2013	
59	PEON	SALVE RATNAMALA ANAND	D	10.06.1996	04.09.2003	
60	PEON	DISALE SATISH VISHNU	D	10.11.1999		
	PEON	VACANT	D			

SR. NO.	Designation	EMPLOYEE NAME	GRD	DATE OF APPOINTMENT in MCGM	Appointm ent in F /South	TELEPHO NE NUMBER
61	CLERK	VACANT	C			
62	CLERK	SHRADHA SANJAY SAWANT	D	22.03.2012	22.03.2012	
63	CLERK	GHATWAL NIYATI JITENDRA	C	12.05.2006	12.05.2006	
64	PEON	JADHAV SUNIL RAGHU	D	01.11.1999	06.06.2006	
65	CLERK	ANGRE SHUBHANGI PROBODH	C	12.12.1994	04.08.2008	
66	CLERK	VACANT	C			
67	PEON	SHINDE MOHNISH GAUTAM	D	27.01.2011	27.01.2011	
68	PEON	JAMKHANDI VANDANA PRAKASH	D	20.02.2010	20.02.2010	

PAYSHEET NO:- 2773

SR. NO.	Designation	EMPLOYEE NAME	GRD	DATE OF APPOINTMENT in MCGM	Appointm ent in F /South	TELEPHO NE NUMBER
69	SUB ENGINEER	CHUADHARI VISHAL DATTU	B	30.04.2013	30.04.2013	
70	CLERK	MUNDEKAR ASHA GANGARAM	C	16.02.1984	09.08.1995	
71	CLERK	PAWAR ABHIJIT ANANT	C	03.07.2009	03.07.2009	
72	JR.ENGINEER	KADAM MILIND PANDURANG	C	01.07.1993	01.07.2006	
73	PEON	PAWAR SANDEEP DATTARAM	C	17.08.1991	28.05.2013	
74	CLERK	SABLE KISHOR DATTATRAY	C	15.03.2007	15.03.2007	
75	CLERK	SHETAY DEEPAK BALKRUSHNA	C	07.05.1986	30.11.2012	

PAYSHEET NO:- 2778

SR. NO.	Designation	EMPLOYEE NAME	GRD	DATE OF APPOINTMENT in MCGM	Appointment in F /South	TELEPHONE NUMBER
76	HEAD CLERK	LADE KRUSHNANAND SAKHARAM	C	31.10.1997	30.05.2009	
77	HEAD CLERK	VACANT	C			
78	HEAD CLERK	SUPE SHAKUNTALA KASHINATH	C	01.10.1992	20.07.2013	
79	TYPIST	VACANT	C			
80	CLERK	BHAGAT SHASHIKANT VASUDEO	C	01.08.1980	16.05.1995	
81	CLERK	TAMBE UDHAY BALIRAM	C	03.04.1993	04.11.2011	
82	CLERK	VACANT	C			
83	CLERK	RATHOD URMILA VITHALRAO	C	27.02.2009	27.02.2009	
84	CLERK	VACANT	C			
85	CLERK	KAMBLE SANJAY DHANAJI	C	17.10.1990	21.04.2010	
86	CLERK	KALAL RAJENDRA NANA	C	11.04.2012	11.04.2012	
87	CLERK	SONAR RAHUL GANESH	C	21.04.2012	21.04.2012	
88	CLERK	JAGTAP KAMAL EKANATH	C	02.09.2008	07.01.2009	
89	CLERK	CHAVAN MANGAL VINAYAK	C	20.11.1991	22.11.2001	
90	CLERK	MAHAPURE ARCHANA BALBHIM	C	13.04.2012	13.04.2012	
91	JR.OVERSEER	VACANT	C			
92	JR.ENGINEER	GAWARI RAJENDRA MARUTI	C	22.04.2013	22.04.2013	
93	JR.ENGINEER	JADHAV JITESH UMAJU	C	04.04.2008	15.12.2012	
94	RENTSUPERVISOR	MORE RAJENDRA EKNATH	C	25.05.1992	04.01.2012	
95	RENTSUPERVISOR	VACANT	C			
SR. NO.	Designation	EMPLOYEE NAME	GRD	DATE OF APPOINTMENT in MCGM	Appointment in F /South	TELEPHONE NUMBER
96	COLONY OFFICER	PARDESHI HARSINGH SUKHLAL	C	19.09.1988	11.10.2011	
97	COLONY OFFICER	MOHITE RAJENDRA VITTHAL	C	17.10.1989	09.02.2010	

98	COLONY OFFICER	KHADE MADHUKAR SANTU	C	31.12.1991	21.01.2013	
99	RENT REGN.CLERK	BHOIR HARISH NARAYAN	C	20.08.2006	21.09.2011	
100	RENT REGN.CLERK	GODE RAVINDRA BABURAO	C	11.07.2008	11.07.2008	
101	RENT REGN.CLERK	AAPTE VIVEK GAJANAN	C	01.04.2005	22.09.2011	
102	RENT REGN.CLERK	VACANT	C			
103	RENT REGN.CLERK	PARAB PRASAD C.	C	7.07.2008	18.07.2009	
104	RENT COLLECTOR	KADAM VASANT JAYRAM	C	24.11.1978	27.07.2011	
105	RENT COLLECTOR	AABETKAR ANIL CHNDU	C	12.03.1996	29.06.2012	
106	RENT COLLECTOR	RATHOD DAIYABHAI B.	C	19.02.1983	07.01.2010	
107	RENT COLLECTOR	GHODKE ARUNKUMAR V.	C	30.03.1989	11.01.2010	
108	RENT COLLECTOR	PAWAR VISHWAS MOHAN	C	15.11.1991	28.07.2011	
109	RENT COLLECTOR	LIMJE RAMESH MAHAGU	C	26.05.1993	10.05.2011	
110	RENT COLLECTOR	JADHAV ASHOK CHANDRAKANT	C	05.05.1992	28.07.2011	
111	RENT COLLECTOR	CHAVAN SEETARAM FATIRA	C	06.03.1993	08.08.2011	
112	RENT COLLECTOR	KAMBLE SANJAY SHIVRAM	C	06.01.1990	30.08.2012	
113	RENT COLLECTOR	VACANT	C			
114	RENT COLLECTOR	VACANT	C			
115	RENT COLLECTOR	KADRI MOHAMMED IQBALUDDIN	C	11.12.1990	30.03.2007	
SR. NO.	Designation	EMPLOYEE NAME	GRD	DATE OF APPOINTMENT in MCGM	Appointment in F /South	TELEPHONE NUMBER
116	RENT COLLECTOR	PADAVE VIJAY BALKRISHNA	C	01.03.1995	11.12.2009	
117	RENT COLLECTOR	ROHEKAR ANIL ATMARAM	C	10.07.1996	01.07.2005	
118	RENT COLLECTOR	VACANT	C			
119	RENT COLLECTOR	VACANT	C			
120	RENT COLLECTOR	VACANT	C			
121	RENT COLLECTOR	VACANT	C			
122	RENT COLLECTOR	VACANT	C			
123	RENT COLLECTOR	VACANT	C			

124	PEON	KHARE CHITRA RAMESH	D	06.10.2008	06.10.2008	
125	PEON	PAWAR SANTOSH D.	D	06.07.2010	06.07.2010	
126	PEON	PICHAD KISAN SAKHARAM	D	15.03.1995	01.07.2003	
128	PEON	JADHAV VIJAY SITARAM	D	15.03.1993	01.08.2007	
129	HAMAL	SOLANKI NATWAR KANJI	D	19.01.1987	19.01.1987	

PAYSHEET NO:- 2783

SR. NO.	Designation	EMPLOYEE NAME	GRD	DATE OF APPOINTMENT in MCGM	Appointment in F /South	TELEPHONE NUMBER
130	MED.OFFR.HEALTH	RUIA SHARAD M.	B	20.04.1999	10.09.2011	
131	ASST.MEDICAL OFFICER	NAIK SNEHA B.	B	30.05.2011	30.05.2011	
132	SANITARY INSPECT	ATARNDE SHANTARAM NINBA	B	19.12.1979	01.10.2012	
133	HEAD CLERK	VACANT	B			
134	CLERK	JYOTI PRASHANT THOKE	C	11.02.2009	11.02.2009	
135	CLERK	THOKE ARCHANA YUVRAJ	C	11.02.2009	11.02.2009	
136	CLERK	BOIR PRAGATI VIJAY	C	27.07.2006	27.07.2006	
137	CLERK	BHOIR BALU RAMCHANDRA	C	15.02.2007	15.02.2007	
138	CLERK	CHILE SWAPNALI SURYAKANT	C	10.01.2007	10.01.2007	
139	CLERK	BHADSAWLE ARTI AMEYA	C	17.11.2006	17.11.2006	
140	SANITARY INSPECTOR	BOWALEKAR SHIVAJI VIJAY	C	08.02.1985	17.11.2006	
141	DEATH REG. KARKOON	SAWANT ASHIK GANPAT	C	08.06.1990	14.02.2013	
142	DEATH REG. KARKOON	AJIT VISHRAM KOYANDE	C	14.07.2012	14.07.2012	
143	SANITARY INSPECTOR	BENDALE JANARDAN N	C	01.03.1982		

144	DEATH REG. KARKOON	Vacant	C			
145	DEATH REG. KARKOON	KAMBLE ANANT	C	09.05.1979	27.07.2011	
146	D.R.K	Vacant	C			
147	DEATH REG. KARKOON	RAUT PRADEEP V.	C	10.07.1991	13.03.2009	
148	DEATH REG. KARKOON	NALWADE LILADHAR S	C	01.07.1991	01.07.1991	
SR. NO.	Designation	EMPLOYEE NAME	GRD	DATE OF APPOINTME NT in MCGM	Appointment in F /South	TELEPHON E NUMBER
149	DEATH REG. KARKOON	Vacant	C			
150	CLERK	KEDARE BHAGVAN PADURANG	C	22.09.1993	05.12.2008	
151	SANITARY INSPECT	CHAVAN RAVIRAJ H.	C	28.11.1991	14.09.2009	
152	SANITARY INSPECT	SHAILESH JADHAV	C			
153	SANITARY INSPECT	ANIL BHANWAR	C			
152	SANITARY INSPECT	D'SOUZA MANUVEL R	C	08.02.1985	24.10.2012	
153	NOTICE KARKOON	YADAV SANJIVAN GOVIND	C	15.05.1990		
154	MALI	MAHADIK SHYAM DHONDU	D	31.11.1988		
155	MALI	BHADARKA JASUBHAI S.	D	01.01.1989		
156	PEON	VICHARE SHRINIVAS BALIRAM	D	15.10.1980		
157	PEON	KANAKAPPA SAVARAPPA	D	29.06.1995		
158	SANITARY INSPECT	SHRINIWAS RAJESH D	D	01.04.1993		
159	ELECTRICIAN I	Vacant	D			
160	ELECTRICIAN	Vacant	D			
161	CEMETERY ATT.	DETHE PRATAP BABURAO	D	01.12.1990	30.03.2013	

162	CEMETERY ATT.	NAGOTHAKAR NITIN HIRAMAN	D	03.05.1994		
163	FURNACE OP.	AMBERKAR SURYAKANT J.	D	01.05.1982	31.10.2009	
164	CEMETERY ATT.	Vacant	D			
165	CEMETERY ATT.	CHATE GORAKH RAMKISAN	D		16.12.2012	
166	CEMETERY ATT.	GIRI DILIP GANPAT	D	09.03.1977		
167	CEMETERY ATT.	KUNCHIKORVE DURGA	D	26.09.1995		
168	CEMETERY ATT.	THARLI SURESH D.	D	06.06.2007	06.07.2007	
SR. NO.	Designation	EMPLOYEE NAME	GRD	DATE OF APPOINTME NT in MCGM	Appointment in F /South	TELEPHON E NUMBER
169	CEMETERY ATT.	KHARMATE RAOSAHEB VIKRAMRAO	D	04.03.1977	04.03.2007	
170	CEMETERY ATT.	MADAV SHASHIKANT GUNAWANT	D	15.08.1988		
171	CEMETERY ATT.	PANTOJI ABDUL RAZAK A	D	01.07.1989	01.07.1989	
172	CEMETERY ATT.	AVHAD KAILAS KASHINATH	D			
173	CEMETERY ATT.	GOHIL NARAN SAVJI	D	27.12.2007	27.12.2007	
174	CEMETERY ATT.	KAMBLE SANTOSH SHANKAR	D	28.12.2007	28.12.2007	
175	CEMETERY ATT.	RAJGURU PRAKASH R	D	01.11.1995		
176	DSINFTG.LABR	PADEKAR SUNIL B	D	23.10.1995		
177	DSINFTG.LABR	HINDLEKAR GAUTAM GOPAL	D	01.06.1982		
178	DSINFTG.LABR	KHUDE GANESH BAJIRAO	D	11.11.1993	16.02.2002	
179	LABOURER	JADHAV RAMESH RAVAJI	D	01.03.1987		
180	MALI C.SWEEPER	MAKAWANA LAVAJI GOVIND	D	15.07.2009	15.07.2009	

PAYSHEET NO:- 2784

SR. NO.	Designation	EMPLOYEE NAME	GRD	DATE OF APPOINTMENT in MCGM	Appointment in F /South	TELEPHONE NUMBER
181	MEDICAL OFFICER	JADHAV VEENA SUNIL	B	01.07.1999	01.07.1999	
182	MEDICAL OFFICER	NAKWA RAJSHREE D	B	14.11.1994		
183	MEDICAL OFFICER	KADAM SANJAY LAXMAN	B	26.09.1990		
184	MEDICAL OFFICER	TUPE SUPRIYA SACHIN	B	12.06.1991		
185	MEDICAL OFFICER	MITRA RANJANA BHUPENDRA	B	29.09.1991		
186	MEDICAL OFFICER	KAREKAR JAYANT RAJARAM	B	24.09.1991	24.09.1991	
187	MEDICAL OFFICER	ADATE SUVARNA .T.	B	14.11.1994	29.09.2008	
188	MEDICAL OFFICER	POL SHRINIWAS V	B	23.05.1987		
189	MEDICAL OFFICER	KAMAT ASAWARI A	B	21.04.1999		
190	MEDICAL OFFICER	PAKALE SUNIL ANANT	B	19.01.1994		
191	MEDICAL OFFICER	PATHADE PRADEEP KALURAM	B	24.05.1997	24.05.1997	
192	PHARMACIST	RATHOD PRATIBHA PRAVIN	C	27.03.2006	15.11.2011	
193	PHARMACIST	SALI GAJANAN EKNATH	C	23.02.2012	23.02.2012	
194	PHARMACIST	AGNIHOTRI NARENDRA V	C	19.05.1978		

SR. NO.	Designation	EMPLOYEE NAME	GR D	DATE OF APPOINTMENT in MCGM	Appointmen t in F /South	TELEPH ONE NUMBE R
195	PHARMACIST	THAKARE DINESH .J.	C	18.09.2008		
196	PHARMACIST	SONAR DILIPKUMAR B	C	22.01.1981		
197	PHARMACIST	CHOUDHARI DINESH R	C	25.03.1981	25.03.1981	
198	PHARMACIST	RAIKAR VINITA DILIP	C	14.11.1980		
199	PHARMACIST	KOMAL BADRINATH VIJH	C	20.04.1982		
200	PHARMACIST	UDAMALE RUPALI SHANKAR	C	13.05.2013		
201	PHARMACIST	MANGALE VISHNU B.	C	25.01.2011	25.11.2011	
202	LAB TECHNICIAN	JAWALE RAJAN .KAMALAKAR.	C	24.12.2008	24.12.2008	
203	Sr. PHARMACIST	vacant	C			
204	REGN.ASST.	DARADE PRATIBHA .SONU	C	16.07.2008	16.07.2008	
205	DRESSER	SHELAR PRITAM AATMARAM	D	22.04.1995		
206	DRESSER	KAMBLE BABAN SITARAM	D	20.04.1973		
207	DRESSER	KAMBLE BHIMRAO BANDU	D		03.09.2010	
208	DRESSER	SHINDE UMAKANT DAJI	D	19.02.1990		
209	DRESSER	VANAGE ANIL GOVIND	D	17.09.1984		
210	DRESSER	DHOTRE MURALIDHAR SHANKAR	D	01.04.1986		
211	DRESSER	vacant	D			
212	DRESSER	THORAT GULAB MAHADEO	D	23.06.1986		
213	DRESSER	LONDHE SADASHIV SAYYAPPA	D	06.06.1985		
214	DRESSER	AWSARMAL SUMAN PRABHAKAR	D	01.09.1995		
215	DRESSER	BODI SUSHILA JAMES	D	01.09.1995		
216	LABOURER	MADANE DILIP AAPPA	D	03.11.2012	03.11.2012	
SR. NO.	Designation	EMPLOYEE NAME	GR D	DATE OF APPOINTMENT in MCGM	Appointment in F /South	TELEPH ONE NUMBER
217	LABOURER	BHOIR BARAT BHAGVAN	D	02.11.1979	02.11.2011	
218	LABOURER	KADAM MOHAN SAKHARAM	D	01.08.1984	01.08.1984	
219	LABOURER	DABHOLKAR RAMCHANDRA V.	D	11.11.1989	11.11.1989	

220	LABOURER	PATEKAR HARISHCHANDRA S	D	12.11.1990	15.11.2011	
221	LABOURER	KHAVILKAR SANTOSH BALU	D	15.11.2011	15.11.2011	
222	LABOURER	MUNDE DYNESHWAR KISAN	D	01.12.2011	01.12.2011	
223	LABOURER	PETEKAR RAJESH MARUTI	D	10.01.2008	10.01.2008	
224	LABOURER	MANJREKAR ROHIDAS .D.	D	13.08.2008	13.08.2008	
225	LABOURER	PATIL NARAYAN .B.	D	06.09.2008	06.09.2008	

PAYSHEET NO:- 4211

SR. NO.	Designation	EMPLOYEE NAME	GR D	DATE OF APPOINTMENT in MCGM	Appointment in F /South	TELEPHONE NUMBER
226	ASST.ENGINEER	CHOUDHARI AJAY BHAURAO	B	18.01.1995	16.12.2011	
227	SUB ENGINEER	CHOUGULE YUSUF EBRAHIM	B	06.01.1982	04.04.2012	
228	SUB ENGINEER	TADVI SHKIL SAMSHER	B	13.07.2005	12.08.2011	
229	METER SUPVR.	MRUNGEKAR UTTRA SURESH	C	10.12.1995	01.03.2012	
230	HEAD CLERK	TORASKAR NILESH R	C	01.09.1989	25.01.2013	
231	CL.C.TYPIST	VACANT	C			
232	CLERK	GORE PRIYA B.	C	04.08.2008	04.08.2008	
233	CLERK	VACANT	C			
234	CLERK	AVCHITE ANITA RAMESH	C	17.04.2012	17.04.2012	
235	METER INSPECTOR	WADIA HOSHANG PIROJSHA	C	07.10.1992	30.04.2010	
236	METER INSPECTOR	GAMARE DIGVIJAY BHIKAJI	C	02.08.1976		
237	METER INSPECTOR	SATVI ANIL BALKRISHNA	C	14.11.1996	18.03.2011	
238	METER INSPECTOR	GADKARI BIPINCHANDRA	C	10.02.1986	22.06.2011	
239	JR. ENGINEER	NINGOLE RAHUL MOTIRAM	C	23.11.2011	23.11.2011	
240	PEON	KRUPA SHRIKRISHNA RANE	D	09.10.2012	09.10.2012	
241	RECORD ATTD	BHANDALKAR SAJEEVKUMAR N	D	13.01.1993	24.01.2013	
242	CLERK	VACANT	C			
243	CLERK	NAYAR SWAPNA RAVIKUMAR	C	01.04.1986	02.03.2009	
244	JR. ENGINEER	NIKHADE HARSHAL NANDKUMAR	C	15.12.2009	15.12.2009	
245	SUB ENGINEER	KHAJURE SACHIN BALIRAM	C	24.02.2009	24.02.2009	
246	JR.	SHINDE SATISH	C	25.03.2009	25.03.2009	

SR. NO.	Designation	EMPLOYEE NAME	GR D	DATE OF APPOINTMENT in MCGM	Appointment in F /South	TELEPHONE NUMBER
247	JR. ENGINEER	WAGHAMARE PRAMOD VITHOBA	C	05.03.2009	05.03.2009	
248	JR. ENGINEER	NAR KISHRI DEELIP	C	23.11.2011	23.11.2011	

PAYSHEET NO:- 4213

SR. NO.	Designation	EMPLOYEE NAME	GRD	DATE OF APPOINTMENT in MCGM	Appointment in F /South	TELEPHONE NUMBER
249	SUB ENGINEER	MOHITE SANJAY BAJARANG	B	05.01.1998	20.03.2010	
250	CLERK	VACANT	C			
251	DRAINAGE ASST	INDULKAR PRAKASH VISHNU	C	21.01.1986	07.10.1994	
252	DRAINAGE ASST	KADAM BUDDHADAS KESHAV	C	05.03.1990	01.07.1991	
253	DRAINAGE ASST	KAMBLE BALKRUSHNA . B.	C	11.02.1980	26.06.2006	
254	DRAINAGE ASST	MORE DEEPAK VISHRAM	C	21.10.1986	16.10.2001	
255	JR.ENGINEER	DESAI SUNIL VASANT	C	05.10.1995	14.03.2009	
256	JR.ENGINEERo	SURYAVANSHI PRASHANT PRABHAKR	C	12.03.2007	16.08.2012	

PAYSHEET NO:- 4219

SR. NO.	Designation	EMPLOYEE NAME	GRD	DATE OF APPOINTMENT in MCGM	Appointment in F /South	TELEPHONE NUMBER
258	CHAVIWAL A	KARANKALE BHAGWAN KONDAJ	D	04.06.1979	01.02.2005	
	CHAVIWAL A	VACANT	D			
	CHAVIWAL A	VACANT	D			
	CHAVIWAL A	VACANT	D			
259	SLUICEMAN	BENDRE DATTARAM SADU	D	1.11.1981	27.01.2003	
260	SLUICEMAN	VACANT	D			
261	SLUICEMAN	VACANT	D			
262	SLUICEMAN	GHODKE SANJAY PANDURANG	D	10.10.1990	03.02.2005	

263	SLUICEMAN	MAYEKAR DEODATTA SHRIDHAR	D	01.05.1980	17.04.2003	
264	SLUICEMAN	BALU .S.POTKULE	D	02.02.1998	03.11.2008	
265	SLUICEMAN	RANE RAVINDRA GOVIND	D	10.05.1980	02.04.2003	
266	SLUICEMAN	VACANT	D			
267	LABOURER	CHAVAN NAMDEV RANGRAO	D	02.06.2008	02.06.2008	
268	LABOURER	PATIL DYANDEV DUNDURAM	D	13.10.2008	13.10.2008	
269	LABOURER	PATIL SANTOSH KALIRAM	D	08.10.2008	08.10.2008	
270	LABOURER	VINAYAK .V.PARKAR	D	01.04.2005	01.04.2005	
271	LABOURER	GAIKWAD LAXMAN VITHAL	D	06.11.1989	07.04.2005	
272	LABOURER	IDE TUKARAM KISAN	D	27.06.2008	27.06.2008	
SR. NO.	Designation	EMPLOYEE NAME	GRD	DATE OF APPOINTMENT in MCGM	Appointment in F /South	TELEPHONE NUMBER
273	LABOURER	JAKHERE PANDIT AVAJI	D	14.07.2008	14.07.2008	
274	LABOURER	INDULKAR EKNATH RAJARAM	D	01.01.1985	01.01.1995	
275	LABOURER	NAIK SANTOSH JANNATH	D	07.07.2007		
276	LABOURER	PADWAL SANTOSH LAXMAN	D	12.04.1995	17.01.1996	
277	LABOURER	PALAYE PRAKASH VISHRAM	D	17.10.1989	07.04.2005	
278	LABOURER	JANARDAN .K.VISHE	D	01.06.1974		
279	LABOURER	VACANT.	D			
280	LABOURER	TURMBEKAR PRADIP R	D	17.01.1987	01.02.1996	
281	LABOURER	VADAYE SITARAM DHONDU	D	11.10.1991	11.10.1991	
282	LABOURER	JIJARAM .N.HILE	D	09.11.2005	09.11.2005	
283	LABOURER	KAMBLE RAJESH SHANKAR	D	07.02.1996	16.05.2000	
284	LABOURER	HIRE HARIKANT SHIVRAM	D	01.10.1996	10.07.1999	
285	LABOURER	TAMBE LAVESH	D	15.02.1997	01.03.2003	

		GOPAL				
286	LABOURER	KAMBLE SANTOSH KASHIRAM	D	15.02.1997	01.12.1999	
287	LABOURER	MUTHE ANKUSH BUDHA	D	27.08.1998	02.04.2004	
288	LABOURER	THORAT SANJAY SUBHASH	D	03.08.1999	03.11.2003	
290	LABOURER	VHATKAR VIKAS LAXMAN	D	07.07.2007	07.07.2007	

PAYSHEET NO:- 4220

SR. NO.	Designation	EMPLOYEE NAME	GRD	DATE OF APPOINTMENT in MCGM	Appointm ent in F /South	TELEPHONE NUMBER
291	MASON II	KAMBLE BHAGWAN S.	D	01.06.1994	01.07.2006	
292	MISTRY II	VACANT	D			
293	FITTER II	DHANGDE CHANDRAKANT K	D	01.06.1994	22.08.2002	
294	FITTER II	GAONKAR PRAMOD DADU	D	01.06.1994	21.11.2002	
295	FITTER II	MOTE VITHOBA RAMU	D	02.05.1980	08.08.1995	
296	FITTER II	VACANT	D			
297	MUKADAM	ANAND .D.THAMBRE	D	01.06.1994	28.03.2008	
298	LABOURER	JADHAV SANDEEP DATTARAM	D	01.07.2008	01.07.2008	
299	LABOURER	JADHAV MILIND MAHADEO	D	20.11.1990	20.11.1990	
300	LABOURER	KELASKAR SURESH BHIKAJI	D	01.06.1994	01.02.1995	
301	LABOURER	CHAWAN LAHU BABURAO	D	10.01.2009	10.01.2009	
302	LABOURER	JADHAV NIRNAY B	D	01.06.1994	01.07.1995	
303	LABOURER	KODEYA DEVIRAM LEELARAM	D	01.05.1981	06.01.1989	
304	LABOURER	DATTARAM P MEDEKAR.	D	01.08.1986	01.08.1986	
305	LABOURER	MOHITE KAKA JAGANNATH	D	01.08.1986	01.08.1986	
306	LABOURER	MULANI AKBAR BHIKANBHAI	D	15.07.1986	15.07.1986	
307	LABOURER	SOLANKI DINESH CHUNILAL	D	02.04.1981	06.01.1989	
308	FITTER II	TALEKAR BABAN SITARAM	D	01.06.1994	06.11.2006	
309	LABOURER	NAIK SHAILENDRA DILIP	D	06.06.2008	06.06.2008	
310	LABOURER	PATIL VASANT DHARMU	D	01.06.1994	18.01.1998	
SR. NO.	Designation	EMPLOYEE NAME	GRD	DATE OF APPOINTMENT in MCGM	Appointm ent in F /South	TELEPHONE NUMBER
311	LABOURER	PEDNEKAR VIJAY WAMAN	D	01.06.1994	26.04.2000	

312	LABOURER	SAKPAL SUDHIR BABAJI	D	01.09.1995	06.07.1999	
313	LABOURER	SHELAR GURUNATH PADMAKAR	D	01.09.1995	08.07.1999	
314	LABOURER	GILANDE P. V..	D	02.05.2006	02.05.2006	
315	FITTER II	VACANT	D			
316	LABOURER	METKARI ANNA SANDIPAN	D	01.04.2009	01.04.2009	
317	LABOURER	VACANT	D			
318	LABOURER	MASKE KIRAN TANAJI	D	25.05.2010	25.05.2010	
319	LABOURER	GAWADE AMIT ANANT	D	12.10.2011	12.10.2011	
320	LABOURER	PANDE RAJEH VIJAY	D	13.10.2011	13.10.2011	
321	LABOURER	SAKPAL DHONDU KASHIRAM	D	05.10.2011	05.10.2011	
322	LABOURER	GHADI SUSHANT ATMARAM	D	14.10.2011	14.10.2011	
323	LABOURER	CHIKANE PRAVIN ANKUSH	D	04.10.2011	04.10.2011	
324	LABOURER	CHAVAN SADEEP DATTARAM	D	13.10.2011	13.10.2011	
325	LABOURER	VACANT	D			
326	LABOURER	MORE PRAKASH CHANDRAKANT	D	13.10.2011	13.10.2011	
327	LABOURER	VACANT	D			
328	LABOURER	REDEKAR RAJENDRA SUBHANA	D	13.10.2011	13.10.2011	
329	LABOURER	TADVI RAKESH DASTAGIR	D	18.11.2011	18.11.2011	
330	LABOURER	VACANT	D			
331	LABOURER	MORE JIRENDRAKUMAR K	D	17.11.2011	17.11.2011	
SR. NO.	Designation	EMPLOYEE NAME	GRD	DATE OF APPOINTMEN T in MCGM	Appointm ent in F /South	TELEPHO NE NUMBER
332	LABOURER	VACANT	D			
333	LABOURER	VACANT	D			
334	LABOURER	VACANT	D			
335	LABOURER	GHADAGE VINAYANT C.	D	17.11.2011	17.11.2011	
336	LABOURER	GHADIGAONKAR SANDEEP HANUMANT	D	25.11.2011	25.11.2011	
337	LABOURER	LOKE NILKHANTH MANOHAR	D	17.11.2011	17.11.2011	
338	LABOURER	VACANT	D			
339	LABOURER	MANE AVINASH RAMDAS	D	21.11.2011	21.11.2011	
340	LABOURER	BASANE RAVINDRA BABURAO	D	08.12.2011	08.12.2011	
341	LABOURER	KHARAT SUBHASH POPAT	D	25.11.2011	25.11.2011	

342	LABOURER	GHRAD JAGANNATH LUXMAN	D	18.11.2011	18.11.2011	
343	LABOURER	KADALI LUXMAN DHARMA	D	18.11.2011	18.11.2011	
344	LABOURER	TAMORE NILESH PANDURANG	D	03.12.2011	03.12.2011	
345	LABOURER	PATIL PRAFUL ANANT	D	03.12.2011	03.12.2011	
346	LABOURER	SHINDE SURESH SAHADU	D	30.11.2011	30.11.2011	
347	LABOURER	VACANT	D			
348	LABOURER	HIRE SOMANTH RAJAMRAM	D	09.12.2011	09.12.2011	
349	LABOURER	MADANE ANIL RAMCHANDRA	D	12.12.2011	12.12.2011	
350	LABOURER	SHELAR RAVINDRA R.	D	08.12.2011	08.12.2011	
351	LABOURER	KARANDE DATTU HIRA	D	12.01.2012	12.01.2012	
SR. NO.	Designation	EMPLOYEE NAME	GRD	DATE OF APPOINTMEN T in MCGM	Appointme nt in F /South	TELEPHO NE NUMBER
352	LABOURER	CHOUGULE DINESH PRABHAKAR	D	11.05.2012	11.05.2012	
353	LABOURER	KARBHARI DILIP SHANKAR	D	14.08.2012	14.08.2012	

Section 4(1)(b)(xi)

Details of allocations of budget and disbursement made in the office of administrative officer F / South ward.

Format A current year 2012-13

SR.NO	Budget Head Description	Grand Received	Planned use	Remarks
1	'A' Budget	62028165	62028165	NIL
2	B' Budget	15325642	15325642	NIL
3	'G' Budget	33088546	33088546	NIL

Format B Previous year 2011-12

SR.NO	Budget Description	Head	Grand Received	Grand Utilized	Grand Surrender	Result
1	'A' Budget		56737374	56737374	NIL	
2	B' Budget		13542296	13542296	NIL	
3	'G' Budget		25337017	25337017	NIL	

Section 4(1)(b)(xii)

Manner of execution of subsidy program in the office of Administrative Officer at F/South ward.

-----Nil-----

Section 4(1)(b)(xiii)

Particulars of recipients of concessions, permits or authorizations granted in the office of Administrative Officer at F/South Ward.

-----Nil-----

Section 4(1)(b)(xiv)

Details of information available in electronic form in the office of Administrative Officer at F/South 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 2013-14		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 F/South Ward.

Types of facilities-

- Information about facilities for inspection of record.

Sr. No.	Type of Facility	Timings	Procedure	Location	Peron 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, Room no.24, 2 nd Floor, F/South ward office, Parel, Mumbai-12	Administrative officer F/South 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 F/South Ward.

PIO**A**

Sr. No.	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address Ph. No.	E-mail id for purpose of RTI	Appellate authority
1.		Administrative officer	F/South Ward	Office of Administrative officer F/South Ward, Room.no. 24, 2 nd Floor, Brihanmumbai Mahanagar Palika, Jn. Of Dr. B. A. Road Parel, Mumbai-400 012. Ph.022-24166093 Ex.229	aofs@gmail.com	Shri. Sanjay Y. Kurhade Assistant commissioner F/South Ward, , 2 nd floor, Brihanmumbai Mahanagar Palika, Jn. Of Dr. B. A. Road Road, Parel, Mumbai-400 012. Ph.022-24166093

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. Sanjay Y. Kurhade	Assistant commissioner	F/South Ward	Administrative officer	aofs@gamil.com

Section 4(1)(b)(xvii)

Other Information

Post Status up to 31.08.2013

Sr. No	Designation	Scheduled post	Filled post	Vacant post
1)	Assistant commissioner	1	1	NIL
2)	Administrative Officer	1	1	NIL
3)	Manager P.T.R	1	-----	1
4)	Complaint Officer	1	1	NIL
5)	Asst. Engineer	4	4	NIL
6)	Sub Engineer	6	6+2 Working Arrangement	NIL
7)	Jr. Engineer	16	15	1
8)	Head Clerk	8	5	3
9)	Junior overseer	1	-----	1
10)	Telephone Opt.	2	1	1
11)	Notice Karkun	2	2	NIL
12)	Typist	4	1	3
13)	Store clerk	1	1	NIL
14)	clerk	47	39	8
15)	Mukadam	7	3	4
16)	Peon	28	26	2
17)	Store Mukadam	1	-----	1
18)	Rent Supervisor	2	1	1
19)	R.C (Estate)	11	09	02
	R.C (Slum)	09	03	06
20)	Colony Officer	03	03	NIL
21)	Record Asst.	1	1	NIL
22)	Record Attendant	1	-----	1
23)	Sr. Medical Officer	1	1	NIL
24)	Medical Officer	11	11	NIL
25)	Medical Officer	01	01	NIL
26)	Asst. Medical Officer	02	02	NIL
27)	Pharmacist	10	10	NIL
28)	Sr. Pharmacist	01	-----	01

BRIHANMUMBAI 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.

ssdg/13302

२००

बृहन्मुंबई महानगरपालिका

प्रपत्र - अ

FORM - A

स्वयंमूल्य निर्यारण 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)

मुंबई :
Mumbai(कर्मचाऱ्याची स्वाक्षरी)
(Signature of employee)दिनांक :
Date :

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 :

दिनांक :

Date :

परिशिष्ट - ब

स्वयंमूल्यनिर्धारण 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 दैनंदिन 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 जागेवर देऊन मर्यादित ठेवावेत. काहीही सहपत्रे त्यास जोडू नयेत. ती गोपनीय अहवालाच्या नस्तीत ठेवली जाणार नाहीत व कर्मचाऱ्यास 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.
- स्वयंमूल्य निर्धारण अहवाल अर्घ्या पानातच लिहावा.
- स्वयंमूल्य निर्धारण अहवाल अधिकारी/कर्मचारी यांनी त्यांना प्राप्त झाल्यापासून १५ दिवसांच्या आत प्रतिवेदन अधिकाऱ्याकडे द्यावा.

प्रतिवेदन अधिकाऱ्यांना सूचना

- गोपनीय अहवाल लिहिताना कर्मचाऱ्यांने लिहिलेला स्वयंमूल्य निर्धारण अहवाल विचारात घ्यावा व तसा तो घेतला गेला असल्याचा विशिष्ट उल्लेख गोपनीय अहवालात करण्यात यावा.
- वरील सूचना क्रमांक ६ अनुसार स्वयंमूल्यनिर्धारण अहवाल प्राप्त न झाल्यास प्रतिवेदन अधिकारी स्वतः गोपनीय अहवाल लिहू शकेल.
- प्रतिवेदन अधिकाऱ्यांनी गोपनीय अहवालांच्या प्रपत्रात दिलेल्या पर्यायांपैकी एक पर्याय निवडून त्या भोवती वतुळ करावे. उदाहरणार्थ अ. क्र. ४ उद्योगप्रियता व कार्यक्षमता या समोर उत्कृष्ट असे शरे 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 शरे, तसेच प्रतवारी स्वतःच्या हस्ताक्षरात लिहावी.

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

पुनर्विलोकन अधिकाऱ्यांना सूचना

- अधिकारी / कर्मचारी यांच्या कामाबाबतची प्रतवारी लिहावी.
- प्रतवारी नमूद करताना ती अहवालातील रकान्यासमोरील अभिप्रायाशी मिळती जुळती राहिल याची दक्षता घ्यावी.

प्रपत्र - ब

अधिकाऱ्यांची / कर्मचाऱ्यांची सर्वसाधारण योग्यता व चरित्र यासंबंधी अभिप्राय.
Estimate of General Ability and Character of Officers / Employees.

१) (अ) नाव	:	श्री/श्रीमती/कुमारी
1) (A) Name	:	Shr/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 कर्मचाऱ्याकडून 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 सौजन्याचे 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 निश्चित 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) Whether powers delegated are fully utilised ?	:	Yes Partly No.
१३) पदोन्नतीसाठी पात्रता	:	अयोग्य ज्येष्ठतेनुसार योग्य त्वरित बढतीसाठी योग्य
13) Fitness for Promotion	:	Unfit Fit in normal course (according to seniority) Fit for accelerated Promotion
१४) प्रशिक्षणासाठी आवश्यक क्षेत्र	:	येथे आवश्यक त्या क्षेत्राचा उल्लेख करावा.
14) Areas of training required	:	
१५) प्रकृतिमान	:	चांगले नाही चांगले उत्कृष्ट
15) State of Health	:	Not Good Good Very Good

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

१. पुनर्विलोकन अधिकाऱ्याच्या हाताखालील सेवावधी :
1. Length of Service under Reviewing Officer

२. 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
Signature, Name & Designation of
the Reviewing Officer.

बृहन्मुंबई महानगरपालिका

पालिका सेवकांची मालमत्ता व दायित्वाचे विवरण दर्शविणारे निवेदन

कर्मचाऱ्याचे नाव :

पदनाम :

वेतन :

नियुक्ती दिनांक आणि प्रथम नियुक्तीचे पदनाम :

वेतन :

अनु. क्र.	मालमत्तेचा संपूर्ण तपशील	ठिकाण	पालिका वा शासन अभिलेख संदर्भ	चोरस मोटर क्षेत्रफळ	जमिनीची चिमूट	बोधकामाची क्रिमत	करपात्र मूल्य	मालमत्ता संपादनाचे साधन	बँक ठेवीसह रोअर्स ऋणपत्रे व रोख रक्कम	दायित्वाबाबतचा तपशील	मालमत्ता संपादनाकरिता म. आ. यांची पूर्व संमती घेतली होती काय ? असल्यास आदेश क्रमांक व दिनांक द्यावा	अभिप्राय
१	२	३	४	५	६	७	८	९	१०	११	१२	१३

(स्वाक्षरी)

दिनांक

बृहन्मुंबई महानगरपालिका सेवा (वर्तगृह) नियम १९९९ मधील १८ (१) अनुसरून वरील तक्त्यात योग्य ती माहिती देण्यात यावी.

- सूचना:** (१) मुख्य लिपिक व तत्सम व त्यावरील वेतनश्रेणीमधील प्रत्येक अधिकार्याने वा सेवकाने प्रस्तुत पदावरील (सरळसेवा प्रवेश, पदोन्नती व अन्य प्रकारे) प्रथम नियुक्तीनंतर आणि तदनंतर प्रतिवर्षी हे निवेदन सादर करावे.
 (२) मा. आयुक्त यांच्या अवलोकनाकरिता गोपनीय अहवाल प्रपत्राबरोबर पाठवावे.
 (३) कर्मचाऱ्याला वारस म्हणून प्राप्त झालेल्या किंवा त्याचप्रमाणे त्याच्या मालकीच्या, त्याने संपादित किंवा धारण केलेल्या बँक ठेवीसहित रोअर्स, ऋणपत्रे आणि रोख रक्कम याबाबतचा तपशील अ. क्र. १० येथे देण्यात यावे.
 (४) कर्मचाऱ्याला असलेल्या दायित्वाचा तपशील अ. क्र. ११ येथे देण्यात यावा.

BRIHANMUMBAI MAHANAGARPALIKA

OFFICE OF ASSISTANT COMMISSIONER F/SOUTH WARD

HEAD CLERK EXPENDITURE SECTIONAL HEAD

SR. NO.	SECTIONAL HEAD DEPARTMENT	CONCERN TABLE
1)	ASSTT. ENGINEER (M&R)	1) C.W.C. , TRENCH, GARDEN, WORKS TABLE
2)	M.O.H. F/SOUTH WARD	1) STATIONARY WORKS TABLE
3)	ADMINISTRATIVE OFFICER F/SOUTH WARD :	1) STATIONARY WORKS TABLE 2) IMPREST WORKS TABLE

