



BRIHANMUMBAI MAHANAGARPALIKA

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

Senior Inspector (Encroachment),F/North ward

Address -

**Office of Senior Inspector(Encroachment),
Room No. 6, Ground Floor,
96, Bhau Daji Road,
Matunga(E), Mumbai 400 019.
Contact No. 24024353**

Introduction

Upto 1970 hawkers' licences were granted under section 313 (A) / 313 (B) of Mumbai Municipal Corporation Act 1888. Licences were granted for hawkers hawking on roads and footpaths, licences for Cobblers and P.C.O. Booths for blind /handicapped persons were liberally granted up to the judgement date i.e. 30th July, 2004 of Hon'ble Supreme Court. However as per the orders of Hon'ble Supreme Court dated 30th July 2004 M.C.G.M. is restrained from issuing any new licence to any person for doing any activity. While hearing the petition on the scheme of the "Hawking and Non Hawking Zones", the Hon'ble Supreme Court vide their order dated 12th February 2007, directed the State Government of Maharashtra to frame the Policy for hawkers based on the National Policy on Urban Street Vendors up to 31st May 2007. Accordingly, the State Govt. of Maharashtra formulated "Model Byelaws" as per Government Resolution No.309 of 02.03.2009 and M.C.G.M. was asked to formulate its own Byelaws based on said "Model Byelaws" for regulation of hawker in the City of Mumbai. Accordingly, the Municipal Corporation of Greater Mumbai has formulated Hawkers Bye-laws 2009 for which Corporation has accorded sanction vide C.R.No.1192 on 26.02.2010. As per the procedure laid down in "Model Byelaws" of the State Govt. suggestions / objections on Byelaws have been invited from the citizens of Mumbai, Hawkers Unions other Institutes and other concerned by giving Press Note and the scrutiny thereof is completed. Hearing on suggestions / objections is to be accorded by the Hon'ble Mayor and necessary changes will be incorporated in the Byelaws after hearing the suggestions / objections and will be placed again before the Corporation for sanction. On receipt of the Corporation's sanction, these byelaws will be submitted to the State Govt. for final approval. On receipt of approval from State Govt., the same will be implemented by the M.C.G.M. in the Greater Mumbai. However, State Govt. vide letter dated 25.06.2010 has informed the M.C.G.M. that the suitable provision in M.M.C. Act is under consideration of the Govt. and on suitable provision in M.M.C. Act is made, the Hawkers should be finalized. The following act of parliament received the assent of the president on the 4th March 2014 and is hereby published for general information The street vendors (protection of livelihood and regulation of street venter) Act 2014 come into force w.e.f. 1st May 2014. Presently removal actions are being taken under section 314 (c) of Mumbai

Municipal Corporation Act against unauthorized hawkers squatting on Municipal footpath / roads, even though the aforesaid procedure is going on.

Section 4 (i) (b) (i)

The particulars of functions & duties of the public authority:-

1. Name of Public Authority Sr. Inspector (Encroachment) & Lorry Inspectors
2. Address- Gr. floor, Room No. 6, Licence Dept F/N Ward office Bldg, 96 Bhau Daji Road, Matunga(E), Mumbai:- 400002.
3. Head of the Office Sr. Inspector (Encroachment)
4. Parent Govt. Deptt. Superintendent of Licences
5. Reporting to which Office Assistant Commissioner F/N ward
6. Jurisdiction Geographical F/N ward is bounded by

East Thane Creek

West Central Railway

North S.N.Mankikar Marg

South Mumbai Marathi Granth Sangrahalaya Marg and Road No.26 of Scheme No.57 of Sion Division

Area : 12.94 Sq. km

7. Mission 1. To remove encroachment of u/a hawkers on Mun. Footpath and road
2. Remove u/a banners & boards on Mun road & Footpath
8. Vision To keep Mun. Roads, Footpaths free form u/a hawkers
9. Objectives The street venders (protection of livelihood and regulation of street vender) Act 2014 come into force w.e.f. 1st May 2014. Hence action is taken against u / a hawkers as per the act
10. Functions
 1. To carry out the Public Auction Sale of unclaimed non perishable goods within specific time limit.
 2. Keep the records of plastic carry bags below 50 microns deposited in godown by several authorities i.e. Security Dept., Lic. Dept., S&E dept.
 3. To deposit the gas LPG cylinders seized during the

ER action in Deonar godown .

4. To keep record of Banners, Posters, Boards, Glow Signed Boards etc. removed / seized during the removal action.

5. Submit reports of Handcarts sized removal of Eatable Hawkers, Tobacco selling actions near educational Institutes, complaint received & disposal during the week & month.

6. Reply of all complaints and MCL/C, MCL/A B Complaints from M.C's Office.

7. Reply of RTI Applications

8. Submission of reports to Higher authorities

11. Details of Services Provided

Taking action against u/a hawkers as per complaints from citizens .

12. Physical Assets NIL

13. Organization's Structural Chart

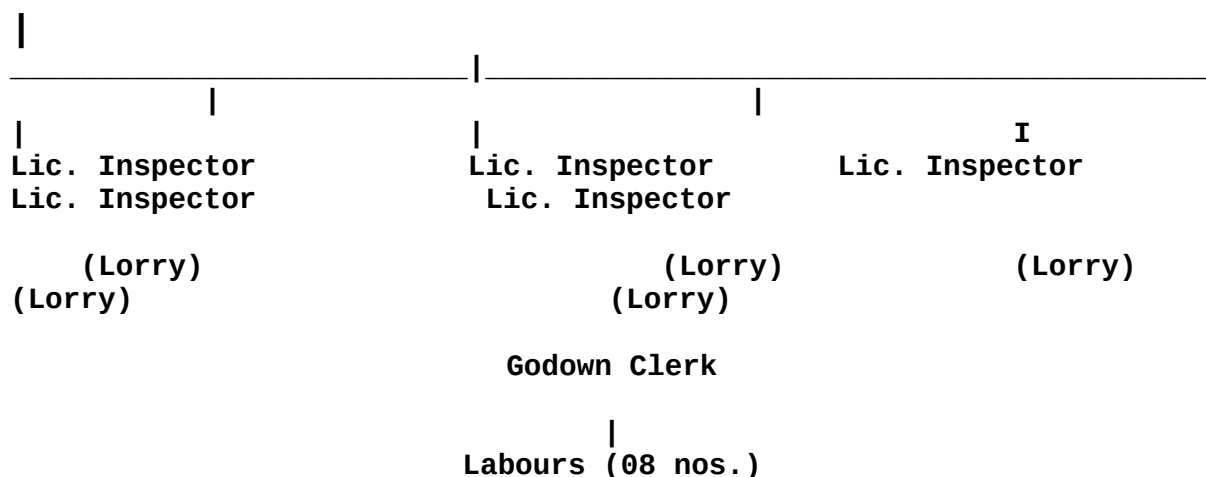
Given below

14. Tel. No. & Office Timing Tel No:- 022 22014022 Ext:- 212
Office Timing:- 8.30 AM to 12.30 PM and 3.00 pm to 5.00 pm (Monday to Friday) & 8:30 AM to 12:00 PM Saturdays

15. Weekly Holidays Sunday & Public Holidays

Organization's Structural Chart

Sr. Inspector (Encroachment)



Section 4 (i) (b) (ii)

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

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

Sr No	Designation	Powers Administrative	Under which legislation/rules/orders/ & Rs.	Remarks
1	Sr. Inspector (Ench)	To grant leave of labour staff	MMC Act, 1888	
2	Lorry Inspector	-	-	

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

Sr No	Designation	Powers Quasi judicial	Under which legislation/rules/orders/ & Rs.	Remarks
1	Sr. Inspector (Ench)	Nil		
2	Lorry Inspector	Nil		

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

Powers and Duties of Officers and Employees

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

DUTIES OF SR.INSPECTORS (ENCROACHMENT) :-

(Encroachment removal action taken against unauthorized hawkers.)

1. To attend auction sales.
2. For unauthorized encroachments, hawkers. To give orders to Lorry Inspector for taking action.
3. They are responsible for proper arrangements of vehicles, equipments on Roads/ footpath etc. and regular marking of muster rolls of Lorry Inspector and labour staff under them.
4. They are responsible for prompt removal of unauthorized encroachments from Public Street by supervising the encroachment removal work of the Lorry Inspectors.
5. They have to follow instructions / directions as per The street venders (protection of livelihood and regulation of street vender) Act 2014 and orders of A.C . F/N ward / S.L. / D.M.C. / A.M.C. (City)
6. To reply to the applications received under Right To Information Act 2005.
7. To reply to the complaints received from citizens .

□□Duties of Lorry Inspector (Encroachment Removal) :-

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

- removal action.
8. He should keep field book of day-to-day work of encroachment removal action.

DELEGATION OF POWERS TO SR.INSPECTOR (ENCH.)

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

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

Sr. No	Nature of Powers, Duties and Functions delegated
1	Except specific duties regarding licenses under section, other general duties prescribed above are vis-à-vis applicable to the Senior Inspectors in charge of encroachment removal.
2	For unauthorized encroachment, hawkers, Senior Inspector is expected to take rigorous actions.
3	They are responsible for proper arrangements of vehicles, equipments on Roads/ footpath etc and regular marking of muster rolls of lorry inspector, labour staff under them.
4	They are responsible for prompt removal of unauthorized encroachments from Public Street by supervising the encroachment removal work of the Lorry Inspectors.
5	They are fully responsible to prepare reports required for hawking/ non hawking zone scheme as per Hon'ble Supreme Court's judgments under Special Leave Petition No. 4156-4157 of 2002.
6	To reply to the applications received under Right To Information Act 2005.
7	They have to follow instructions /direction as per The street vendors (protection of livelihood and regulation of street vendor) Act 2014 and order of AC FN/ SL/DMC/AMC (City.).

	<p>unauthorized hawkers & keep the areas under his jurisdiction clean. keep roads & footpaths hawkers free.</p> <p>2) The goods seized during the ench. removal action are deposited in a ench. godown daily.</p> <p>3) All goods seized during the ench. removal action are properly weighed & entered into the registered before redemption.</p> <p>4) To release the perishable goods after one day by public auction sale</p> <p>5) To release the non perishable goods with proper redemption charges/dambriges as per schedule</p> <p>6) To arrange & attend the public auction sale for unclaimed non perishable goods</p> <p>7) To maintain separate register to enter complaints</p>	days	<p>Godown clerk</p> <p>Godown clerk</p> <p>Sr. Inspector</p> <p>Lorry Inspector</p> <p>Godown Clerk</p> <p>Lorry Inspector</p> <p>Godown Clerk</p> <p>Lorry Inspector</p> <p>Godown Clerk</p>	
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		<p>received regarding ER action</p> <p>8) To keep record of plastic carry bags</p>			
2	Removal of Advt.boards / banners	<p>1) To remove unauthorized boards/banners etc.daily with help of advt.inspector</p> <p>2) To keep all record of removal unauthorised boards/banners in redemption register.</p>	Within 24 Hours	Lorry Inspector	

Section 4(i)(b)(iv)

Norms set for discharge of its functions in the office of Sr. Inspector (Encroachment) at F/N ward

Organisational Targets (Annual)

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

Section 4 (1) (b) (v)

The rules / regulation related with the functions of
Sr. Inspector (Encroachment) F/N ward

Sr. No.	Subject	G.R. /Circular / Office order. Rule no. Notification etc. date.	Remarks if any
1	Redemption charges	SL/ 10 of 2011-12	
2	Auction sale	SL/ 44 of 1991-92 SL/26 of 2001-02 SL/09 of 2003-04 SL/2367/Act dated 15/05/2012	

Section 4 (1) (b) (vi)

**Statement of Categories of documents held in the
office of**

Sr. Inspector (Encroachment), F/N Ward

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

Section 4(i)(b)(ix)

Directory of the officers and employees

Sr. No.	Designation	Name of the officer / employee	Cadre	Date of joining the post	Date of joining in F/N Ward	Contact details (Phone / Fax / Email)
1	Sr. Inspector (Encroachment)	Shri Mahesh P. Chaudhari	B	24/06/2013	29/05/2015	022-24024353
2	Lorry Inspector	Shri Pravin P. Sakpal	C	06/07/2009	07/02/2015	022-24024353
3	Lorry Inspector	Smt. Lata A. Pashte	C	09/01/2015	06/02/2015	022-24024353
4	Lorry Inspector	Shri Madhukar V. Solanke	C	27/05/2009	21/02/2015	022-24024353
5	Lorry Inspector	Shri Sanjeev B. Rahate	C	29/06/2012	10/02/2015	022-24024353
6	Lorry Inspector	Shri Rajendra D. Tivare	C	26/09/2012	12/02/2015	022-24024353

Section 4(i)(b)(x)

**Details of remuneration of officers and employees in
the office of Sr.(Encroachment) at F/N ward**

(Amount in Rs.)

Sr. No.	Name of the officer / employee	Designation	Basic Pay	DA	HRA	CLA	Special Allowance / Transport Allowance / Project Allowance	Total
1	Shri Mahesh P. Chaudhari	Sr. Inspector (Ench)	20120+4300	29060	7326		600	61406
2	Shri Pravin P. Sakpal	Lorry Inspector	13830+2800	19790	4989		600	42009
3	Smt. Lata A. Pashte	Lorry Inspector	10530+2800	15863	3999		600	33792
4	Shri Madhukar V. Solanke	Lorry Inspector	16030+2800	22408	5649		600	47487
5	Shri Sanjeev B. Rahate	Lorry Inspector	15600+2800	21896	5520		600	46416
6	Shri Rajendra D. Tivare	Lorry Inspector	10570+2800	15910	4011		600	33891

Section 4(i)(b)(xi)

**Details of allocation of budget and disbursement
made in the office of Sr. Inspector(Encroachment)at
F/N ward for the year 2013- 2014**

- * Publish copy of the budget
(in Rs.)
- * Publish copy of grant distribution

Format A for current year

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

Section 4(i)(b)(xi)

Details of allocation of budget and disbursement made in the office of Sr. Inspector(Encroachment) at F/N ward for the year 2013-2014

- * Publish copy of the budget (in Rs.)
- * Publish copy of grant distribution

Format B for current year

Sr. No.	Budget Head	Grant received	Grants utilized	Grants surrendered	Results
	NIL	NIL	NIL	NIL	NIL

Section 4(i)(b)(xii)

Manner of execution of subsidy programme in the office of Sr. Inspector (Encroachment) at F/N ward

Name of the Programme	N I L
Eligibility of Beneficiary	N I L

	N I L
	N I L
	N I L
	N I L
	N I L
	N I L
	N I L
	N I L
	N I L
	N I L
	N I L
	N I L
	N I L
	N I L
* Year-wise list of beneficiaries in the format given	NIL
* Target (if any)	NIL
* Remarks	NIL

Section 4(i)(b)(xii)

Details of beneficiaries of subsidy programme in the office of Sr. Inspector (Encroachment) at F/N ward

Name of the Scheme / Programme For the year 2013-2014

Sr. No.	Name & Address of Beneficiary	Amount of subsidy / concession sanctioned
	NIL	NIL

Section 4(i)(b)(xiii)

Particulars of recipients of concessions, permits or authorizations granted in the office of Sr. Inspector (Encroachment) F/N ward

Type of Licence / Permission / Concession :

Sr. No.	Name of the Licences	Licence No.	Issued on	Valid upto	General Conditions	Details of the Licence
This information is available on MCGM's website - www.mcgm.gov.in						

Section 4(i)(b)(xiv)

Details of information available in Electronic Form in the office of Sr. Inspector (Encroachment) at F/N ward

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

Section 4(i)(b)(xv)

Particulars of the facilities available for citizens for obtaining information in the office of Sr. Inspector (Encroachment) at F/N ward

Sr. No.	Type of facility	Timings	Procedure	Location	Person Incharge
1	Inspection of record under R.T.I.	3.00 p.m. to 5.00 p.m. on any working day with prior appointment only	For inspection of records no fee for first hour will be charged. However, fee of Rs.5/- for each 15 minutes or fraction thereof will be charged thereafter	Office of the Sr. Inspector (Ench), "F/N" Ward Office Building, Ground Floor, Room No. 6, Licence dept, 96, Bhau Daji Road, Matunga (E), Mumbai 400019.	Sr. Inspector (Ench), "F/N" Ward

Section 4(i)(b)(xvi)

Details of Public Information Officers in the jurisdiction of (Public Authority) in the office of Sr. Inspector (Encroachment) at F/N ward

P.I.O.

A

Sr. No.	Name of P.I.O.	Designation	Jurisdiction as PIO under RTI	Address / Phone No.	Email id for purpose of RTI	Appellate Authority
1	Shri Mahesh P. Chaudhari	Sr. Inspector (Encroachment) F/N WARD	F/N WARD	022-24024353		ASST. M.C. F/N WARD

Section 4(i)(b)(xvi)

Details of Asst. Public Information Officers in the jurisdiction of (Public Authority) in the office of Sr. Inspector (Encroachment) at F/North ward

A.P.I.O.

B

Sr. No.	Name of A.P.I.O.	Designation	Jurisdiction as PIO under RTI	Address / Phone No.
-	-	-	-	-

Section 4(i)(b)(xvi)

Details of Appellate Authority in the jurisdiction of (Public Authority) in the office of Sr. Inspector (Encroachment) at F/N ward

Appellate Authority

C

Sr. No.	Name of Appellate Authority	Designation	Jurisdiction as PIO under RTI	P.I.O. Reporting	Email id for purpose of R.T.I.
1	Shri Keshav Ubale	Asst. M.C. F/N WARD	F/N WARD	Shri Mahesh P. Chaudhari	

Section 4(i)(b)(xvii)

Any other information of Public use

NIL
