



BRIHANMUMBAI MAHANAGARPALIKA

Section 4 Manuals as per provision of
RTI Act 2005 of K/E Ward

ADMINISTRATIVE OFFICER (SCHOOL)

K/E WARD

ADDRESS:Administrative Officer (Schools)
BrihanmumbaiMahanagarpalika, K/E WARD Office Bldg,
4th floor , Azad Road, Gundavli, Andheri (E) , Mumbai –
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**BRIHAMUMBAI MAHANAGAR PALIKA
ADMINISTRATIVE OFFICER (SCHOOL) K/E
RTI ACT.4 MANNUAL. 4 (1) (B) (i) TO (XVII)**

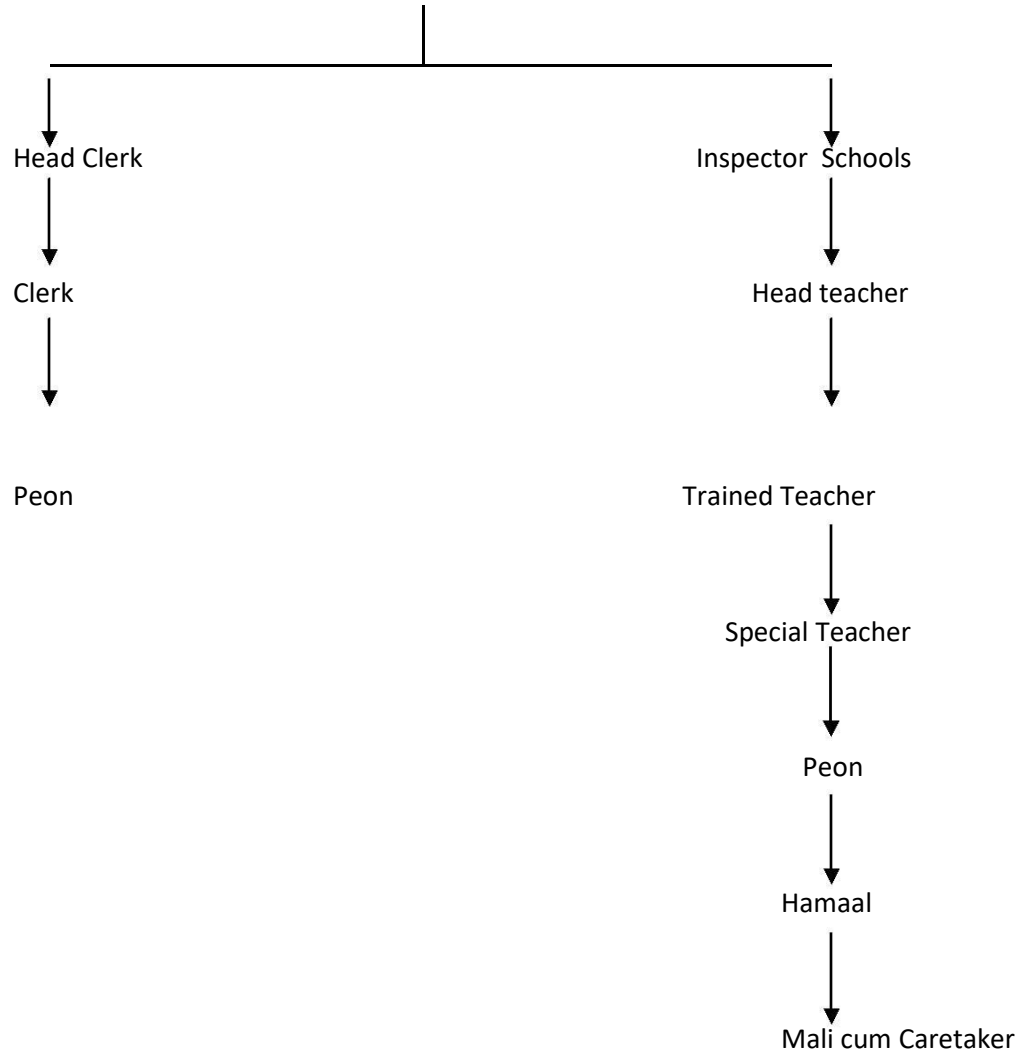
**SECTION 4 (1) (B) (i)
The particulars of functions & duties of the Office of Administrative Officer (School)**

1	Name of the Public Office	Administrative Officer (School) Shri Tauheed Shaikh R
2	Address	BrihanmumbaiMahanagarPalika, K/E WARD Office Bldg, 4 th floor , Azad Road, Gundavli, Andheri (E) , Mumbai – 69
3	Head of the office	Administrative Officer (School)
4	Office Timings	Monday to Saturday: 10.30am to 5.30pm (Lunch time 1 to 1.30) 2 nd and 4 th Saturday holiday Phn. No :- 022-26816730 Ext. 728/729 022- 26837132 E-mail aosch.ke@mcgm.gov.in
5	Parent Government Department	Education Officer
6	Reporting to which office	Deputy Education Officer, Zone : 2 (Western Suburb)
7	Jurisdiction Geographical	K/E ward is bounded by western railway line on West side, Mithi River on East, Aarey Colony on North and Sahar Aerodrome on South side.
8	Vision	Education & Administration Work
9	Mission	Education
10	Objectives	Free & Compulsory Education
11	Functions	Give visit to school building and keep check on school functioning and management, day to day operations and Maintenance works of Administrative Office (School).
12	Section Duties	<ol style="list-style-type: none"> 1. Supervision and control of office staff. 2. Check the daily attendance of staff 3. Check records 4. Keep checks on important papers coming from Commissioner and deputy commissioner. 5. Keep records of audit note made by MCGM's auditors and clear the audit note. 6. Maintain office discipline. 7. Give answers to the questions of labor organization. 8. Guide the staff and grant their leaves. 9. To dispose the correspondence and information required under RTI.
13	Details of services provided (In Brief)	Education
14	Weekly Holidays	Sunday and Public Holidays.

BRIHANMUMBAI MAHANAGARPALIKA

Administrative Officer (School) K/E

Administrative Officer



SECTION 4 (1) (B) (ii)

MANUAL No. 2

YEAR 2020-21

Administrative officer K/E Ward located in Administrative officer (School) ward

Sr.No.	Designation	Rights	Under which legislation	Remarks
1	Administrative Officer	1. Financial Rights :- To Sanction the bill up to the amount Rs. 500/-	Municipal Corporation Service Rules, 1989	
		2. Administrative Rights:- 1. To approve leaves of the staff of A.O office 2. To sanction financial matters of lower cadre employees. 3. Take information compliance made by staff. 4. To check S.B of staff of AO School 5. If necessary take action of inquiry against staff of A.O school 6. To give sanction for pay sheet, effective and contingency and other cheques of school in respective ward. 7. To give order of transfer of peon and Hamal of the department. 8. To keep record of all schools of respective ward. 9. Municipal building, rented building and unrented school		

		<p>building maintenance</p> <p>10. Maintain communication with government, semi government and public.</p> <p>11. To provide salary and service certificate.</p> <p>12. Make a demand of goods need to BhandarNiyantrik, uniform to class IV staff and stationary needed for school.</p>	<p>Municipal Corporation Service Rules, 1989</p>	
		Magisterial Rights: Nil		
		Quasi Judicial Rights: Nil		
		Judicial Rights: Nil		

SECTION 4 (1) (B) (iii)

MANUAL No. 3

The Procedure followed in the decision- making process, including channels of supervision and accountability in the office of Administrative Officer (School)

Office Administrative Officer (School), K/E ward **does not** take any decision

1. Name of Activity -
2. Name of the Acts/Acts -
3. Related Provisions -
4. Rules -
5. Govt. Resolutions -
6. Circulars -

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)	Remark

Section 4 (1) (b) (iv)

Manual: 4

YEAR 2020-21

**Financial and physical targets set for discharge of its functions in the office of
Administrative Officer (School)**

Organizational targets (Annual) = Nil

Sr.No.	Designation	Activity	Financial/ Physical Targets in Rs.	Time Limit	Remarks
1.	Administrative Officer	Administrative work	Nil	Nil	Nil

Section 4 (1) (b) (v)

Manual No. 5

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

1. Administrative Officer (School)

Sr. No.	Subject	G.R. /Circular / Office order. Rule no. Notification etc. date.	Remarks if any
1		MMC Service Rules	
		Provident Fund Act	
		Pension Act	
		Industrial Dispute Act	
		RTE	

2. Expenditure:

No.	Subject	G.R. /Circular / Office order. Rule no. Notification etc. date.	Remark
1.	Sign on cheques	Not Applicable	
2	Renewal of Railway Pass of staff	Need to take permission to new railway pass or renew of it or concession	
3	Conduct annual exam, set paper and declare result	Not Applicable	

3. Revenue:

No.	Subject	G.R. /Circular / Office order. Rule no. Notification etc. date.	Remark
Nil	Nil	Nil	Nil

4. Inward and outwards:

No.	Subject	G.R. /Circular / Office order. Rule no. Notification etc. date.	Remark
Nil	Nil	Nil	Nil

5. Citizen Facilitation Centre:

No.	Subject	G.R. /Circular / Office order. Rule no. Notification etc. date.	Remark
Nil	Nil	Nil	Nil

Section 4 (1) (b) (VI)

Manual No. VI

YEAR 2020-21

Statement of categories of documents that are held and under the control of the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- K/E)

Sr. No	Subject	Type of Document file or register	File No. or Register No.	Particulars	Periodicity of Preservation
1	1 Employer's attendance & Pay Sheet	Muster		A Record Class	Permanently
	2 Confidential report	File (kept with B.O.)	Nil		
	3 Authorization Letter	File	Nil		
	4 Service Seniority List	File	Nil		
	5 Employer's Service Book	File			
2	Municipal Corporation Payment and Claims (Retirement Salary, Pension Claim, NCPF Claim Provident Fund, Pity Case) Documents	File (P.C)		B Record Class	30 YRS
		File (NCPF)			
	Appointment/ Transfer Promotions/ Post Appointment/ Permanent	File			

	3 Proposal	File			
3	1 Leave Application Documents(C.L.)	File		D Record Class	1 YRS
	Overtime Allowance Documents	File	Nil		
	2 Register Book	File	Nil		
	3 Correspondence with the Employees	File	Nil		
4	1 Enquiry Documents	File		C 1 Record Class	10 YRS
	Insubordination Documents/Indiscipline	File	Nil		
	3 Income Tax File	File			
	4 PF (Advance Income) PF register not maintained application inward in	Register	Nil	C 1 Record Class	10 YRS
5	Temporary Appointment	File	Nil	C Record Class	05 YRS
6	Leave Application (C.L.)	File		D Record Class	01 YRS

1. Expenditure

Sr. No.	Subject	Type of Document file or register	File No. or Register No.	Particulars	Periodicity of Preservation
1	27 Articles	File	1	B Class	5 years

2. Revenue

Sr. No.	Subject	Type of Document file or register	File No. or Register No.	Particulars	Periodicity of Preservation
1	Issuing of Duplicate L.C.	File	1	C Record Class	05 YRS

3. Onward and outward

Sr. No.	Subject	Type of Document file or register	File No. or Register No.	Particulars	Periodicity of Preservation
1	INWARD & OUTWARD	REGISTER	30	C CLASS	5 Years

4. Citizen Facilitation Centre:

Sr. No.	Subject	Type of Document file or register	File No. or Register No.	Particulars	Periodicity of Preservation
1	Water Supply	Register	1	C class	5 years
2	Property Tax	Register	1	A	Permanent
3	Recovery Of Audit Note	Register	1	C Class	5 Year

Documents kept in Education department Commissioner No. 16 (1965-66)
As following according to No. MLG 9586 Dated 19-4-65

Grade	Periodicity of Preservation
A	Permanent
B	30Years
C2	15Years
C1	10Years
C	5Years
D	1Year

All above grade documents are available at Education Department in Hindu Colony

Section 4 (1) (b) (vii)

Manual No. VII

YEAR 2020-21

Particulars of any arrangement that exists for consolation with the members of public in relation to the formulation of policy and implementation in the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- K/E)

In the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- K/E)No Policy decision has been taken, therefore question of before implementation of any such decision discussing with public or local representative do not arise.

Section 4 (1) (b) (viii)

Manual No. VIII

YEAR 2020-21

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.

1. M.C.G.M has created a PrabhagSamiti (Ward Committee) to address grievances of citizens, to provide basic services at K/E as below.

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	K/E	Advance Locality Management (ALM)					
		Smt Priyanka Sawant - 75 Shri Pankaj Yadav - 72	To help all common	Monthly Once or as	None	Yes the Minutes	MCGM K/E
		Shri Praveen Shinde - 73 Smt Ujwala Modak - 74 Shri Nitin Salagre - 76	people in their basic needs and provide their needs	per the presidents directions		are available on the website	Secretary
		Shri Anant Nar - 77 - 78					
		Shri. Sadanand Parab- 79 Shri Sunil YAdav - 80					
		Shri. Sandeep Naik - 81					
		Shri. Amit Kuttianna - 82					
		Smt. Vinni D'Souza - 83 Shri Abhijit Samant - 84					
		Smt Jyoti Alawani - 85					
		Smt Sushma Rai - 86					

2. Statement of categories of documents that are held and under the control of the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- K/E)

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.
2	<i>Local Area Citizens Committee (LACC)</i>	NIL					

Section 4 (1) (b) (ix)

Manual No. IX

YEAR 2020-21

Directory of the officers and employees

Sr No.	POST	Name of the Officer/ Employee	Class	Date of Joining	Contact Details Phn No /Email/ Fax	Pay Band
1	Administrative Officer (School)	Shri Tauheed Shaikh R	PB-2	02.02.09	8879337263	9300-34800
2	Inspector Schools	Smt. Afsana Kaleem Ziya	PB-2	23.07.90	9987175449	9300-34800
3	Head Clerk	Smt. Sweta Desai	PB-2	26.07.06	9167190005	9300-34800
4	Clerk	Smt. RupaliMithbaokar	PB-1	11.07.06	9920315494	5200-20200
5	Clerk	SmtSabeeraSayed	PB-1	01.06.15	9769230173	5200-20200
6	Clerk	SmtSuvidyaBhongale	PB-1	31.05.06	9820838073	5200-20200
7	Peon	Shri.ArvindKadam	PB-1	12.10.87	9004014904	5200-20200
8	Peon	Shri.DineshChavan	PB-1	12.12.89	9004034497	5200-20200

Section 4 (1) (b) (x)

Manual No. X

YEAR 2020-21

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

The details information regarding total Salaries of Officers/ Staff/ Workers has been given in section Section 4 (1) (b) (ix)

Section 4 (1) (b) (xi)

Manual No. XI

YEAR 2020-21

The Budget allocated to the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- K/E) indicating the particulars of all allocation and expenses amount for the period 01.04.2012 to 31.0.2013 given below

Section 4 (1) (b) (XII)

Manual No. XII

YEAR 2020-21

The System for disbursement at the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- K/E)

In the Year 2012-2013 no grants disbursement has been made and there is provision for disbursement in the Office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- K/E)

Section 4 (1) (b) (XIII)

Manual No. XIII

YEAR 2020-21

The particulars of recipients of concession, permits or authorizations granted by the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- K/E)

From the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- K/E) no concessions permissions or authorizations letter as been issued to any citizen, the details is NIL.

Section 4 (1) (b) (xiv)

Manual No. XIV

YEAR 2020-21

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

1. Administrative Officers (School)

Sr. No.	Type of Documents File/ Register	Sub Topic		In which Electronic Format it is kept	Person In Charge
1	Nil	Nil	1	Tape	
			2	PhotoFilm(Film)	
			3	CD	
			4	Floppy	
			5	Others	
				As above any information is not in record	

2. Expenses

3. Revenue

4. Inward- Outward

5. Civic Facilities

Section 4 (1) (b) (xv)

Manual No. XV

YEAR 2020-21

The particulars of facilities available to citizens for obtaining information the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- K/E

1	Time reserved for public meeting	During Office hours (Monday- Thursday)
2	Information of Website	
3	Information of Call Centre	Nil
4	Information for records Information	Timing for records Inspections 3.00 pm to 5.00 pm
5	Information available for work Inspection.	3.00 pm to 5.00 pm
6	Information available for format collection	3.00 pm to 5.00 pm
7	Information about Notice Board	
8	Information about Library	Nil
9	Information about Reception/ Enquiry	Nil
10	Information to contact after Office Hours	Nil
11	Information regarding Emergency Contact	Emergency Contact No-022 26837132

Section 4 (1) (b) (xvi)

Manual No. XVI

YEAR 2020-21

Information regarding public information Officer, Assistant information Officers and first information officers at the office of **Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- K/E)**

Format 'A'

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 Tauheed Shaikh R	Administrative Officer	KE WARD	Municipal Ward Office K/E Ward, Azad Rd, Gundavli, Andheri (E) Mumbai -69	saokeward@gmail.com	Assistant Commissioner
				VistarExtn:-022 26837132		

Format 'B'
First Appellate Authority

Sr. No.	Name of First Appellate Authority	Designation	Jurisdiction as First Appellate authority	PIO Reporting	E mail id for purpose of RTI
1	Mr. Prashant Sapkale	Assistant Commissioner	K/E	BrihanmumbaiMaharashtra Municipal Corporation, K/E WARD Office Bldg, , Azad Road, Gundavli, Andheri (E), Mumbai – 69 VistarExtn:- 022 26840986	ac.ke@mcgm.gov.in

Section 4 (1) (b) (xvii) – Others

Manual No. XVII

YEAR 2020-21

Such other information as may be prescribed at the office of Administrative Officer(A/O-Department of Schools) at the Assistant Commissioner- K/E)

The information related to this is NIL at the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- K/E)