



BRIHANMUMBAI MAHANAGARPALIKA

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

ADMINISTRATIVE OFFICER (SCHOOL)

K/W WARD

(Years 2021-2022)

ADDRESS:Administrative Officer (Schools)
BrihanmumbaiMahanagarpalika, K/W WARD Office
Bldg, 5th floor , Paliram marg,Off S.V. Road ,Andheri
(W) , Mumbai – 400058

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**BRIHAMUMBAI MAHANAGAR PALIKA
ADMINISTRATIVE OFFICER (SCHOOL) K/W
RTI ACT.4 MANNUAL. 4 (1) (B) (i) TO (XVII)
SECTION 4 (1) (B) (i)**

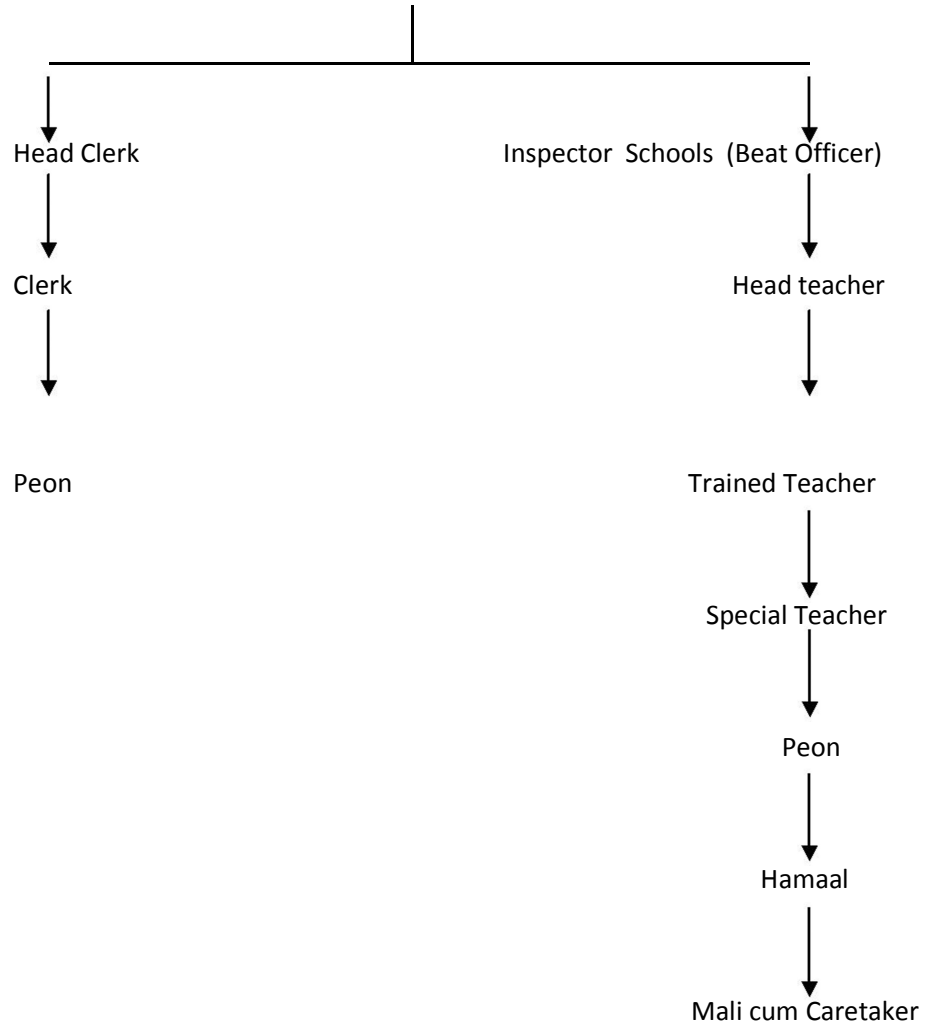
The particulars of functions & duties of the Office of Administrative Officer (School)

1	Name of the Public Office	Administrative Officer (School) Shri KHAN NISAR AHMED ABDUL SATTAR
2	Address	BrihanmumbaiMahanagarPalika, K/W WARD Office Bldg, 5 th floor , Paliram marg, Off S.V. Road, Andheri (w) , Mumbai – 58
3	Head of the office	Administrative Officer (School)
4	Office Timings	Monday to Friday: 10.00am to 6.00pm (Lunch time 1 to 1.30) Every Saturday & Sunday holiday Phn. No :- 022- 26239131 Ext. 380 Direct : 022-26232215 E-mail adminofficersch01kw.edu@mcgm.gov.in
5	Parent Government Department	Education Officer
6	Reporting to which office	Deputy Education Officer, Zone : 4(Western Suburb)
7	Jurisdiction Geographical	K/W ward is bounded by western railway line on east juhu varsova bridg on the West Milan Subuwayto the South and Oshiwara Nallah to the North,
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	Every Saturday, Sunday and Public Holidays.

BRIHANMUMBAI MAHANAGARPALIKA

Administrative Officer (School) K/W

Administrative Officer



SECTION 4 (1) (B) (ii)

MANUAL No. 2

YEAR 2021-22

Administrative officer K/W 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/W 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 2021-22

**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

YEAR 2021-22

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. 6
YEAR 2021-22

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/W)

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
	1 Appointment/ Transfer Promotions/	File (NCPF)			
	2 Post Appointment/ Permanent	File			

	3 Proposal	File			
3	1 Leave Application Documents(C.L.)	File		D Record Class	1 YRS
	Overtime Allowance Documents 2 Register Book	File	Nil		
	3 Correspondence with the Employees	File	Nil		
4	1 Enquiry Documents	File		C 1 Record Class	10 YRS
	Insubordination 2 Documents/Indiscipline	File	Nil		
	3 Income Tax File	File			
	PF (Advance Income) PF register not 4 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. 7
YEAR 2021-22

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/W)

In the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- K/W)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. 8
YEAR 2021-22

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

1. M.C.G.M has created a PrabhaqSamiti (Ward Committee) to address grievances of citizens, to provide basic services at K/W 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/W	Advance Locality Management (ALM)					
		Smt.Pratima Khopade – 59 Shri.Yogiraj dhabadkar -60	To help all common	Monthly Once or as	None	Yes the Minutes are available on the website	MCGM K/W Secretary
		Smt.Rajul Patel -61 Shri.Raju Pedneka -62	people in their basic needs and provide their needs	per the presidents directions			
		Smt.Ranjana Patil -63 Smt.Shahida Khan -64					
		Smt.Alpa Jadhav -65 Smt.Mehar Haider -66					
		Smt.Sudha Singh -67 Shri.Rohan Rathod -68					
		Smt.Renu Hansraj -69 Smt.Sunita Mehta -70					
		Shri.Anish Makwani -71					

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/W)

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. 9

YEAR 2021-22

Directory of the officers and employees

S r N o.	POST	Name of the Officer/ Employee	Class	Date of Joining	Contact Details Phn No /Email/ Fax	Pay Band
1	Administrative Officer (School)	Shri.Khan Nisar Ahmad Abdul Sattar	PB-2	20/01/1997	9029832270	9300- 34800
2	Inspector Schools	Smt.Bhagyashree Yadav	PB-2	06/02/1992	9820484461	9300- 34800
3	Inspector Schools	Smt.Asmita Kasle	PB-2	04/08/1997	9324769879	9300- 34800
4	Head Clerk	Smt. Ashwini Shinde	PB-2	20/09/1990	9867349228	9300- 34800
5	Clerk	Shri.Devendra Baviskar	PB-1	11/04/2012	9987648989	5200- 20200
6	Clerk	Shri.Sachin Pulekar	PB-1	01/04/2005	9867751424	5200- 20200
7	Peon	Smt.Prachi Khot	PB-1	01/07/2009	9702571174	5200- 20200
8	Peon	Shri..Prasad Dolas	PB-1	08/11/2019	7710917853	5200- 20200

Section 4 (1) (b) (x)

Manual No. 10

YEAR 2021-22

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. 11

YEAR 2021-22

The Budget allocated to the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- K/W) indicating the particulars of all allocation and expenses amount for the period 01.04.2020 to 31.0.2021 given below

Section 4 (1) (b) (XII)

Manual No. 12

YEAR 2021-22

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

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/W)

Section 4 (1) (b) (XIII)

Manual No. 13

YEAR 2021-22

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/W)

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

Section 4 (1) (b) (xiv)
Manual No. 14
YEAR 2021-22

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. 15

YEAR 2021-22

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/W)

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 26232215

Section 4 (1) (b) (xvi)

Manual No. 16

YEAR 2021-22

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/W)**

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.	Khan Nisar Ahmad Abdul Sattar	Administrative officer	K\W Ward	Municipal Ward Office K/W Ward,Office Bldg 5th floor,paliram marg off sv road,Andheri (W) Mumbai- 400058	Adminofficersch01kw. edu@mcgm.gov.in	Assistant Commissioner
				022-26232215		
				VistarExtn:-380		

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. Vishwas Mote	Assistant Commissioner	K/W	BrihanmumbaiMaharajgarpalika, K/W WARD Office Bldg, 5 th floor , Paliram marg,Off S.V. Road ,Andheri (W) , Mumbai - 400058 02226239131 VistarExtn:- 401	ac.kw@mcgm.gov.in

Section 4 (1) (b) (xvii) – Others
Manual No. 17
YEAR 2021-22

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

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