



## **BRIHANMUMBAI MAHANAGARPALIKA**

Section 4 Manuals as per provision of RTI Act  
2005 of L Ward

### **Assistant Engineer (Water Works)**

#### **'L' Ward**

Address - Office of Assistant Engineer (Water Works) 'L' Ward,  
Laxman Yadav Market Bldg, 1<sup>st</sup> floor,  
S.G. Barve marg,  
Kurla (west),  
Mumbai – 400 070.

# MUNICIPAL CORPORATION OF GREATER MUMBAI

Hydraulic Engineer's Department

## **PREAMBLE**

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, Water Works, L 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 (Building & Factory), L ward whose office is situated at L Ward office, Room No. 15, 1<sup>st</sup> floor, 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.

**Assistant Engineer (Water Works)  
L Ward**

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## Introduction

Hydraulics is a branch of Engineering science that deals with water storage and supply and „Hydraulic Engineer“ of MCGM is in-charge of water supply to Mumbai. Hydraulic Engineer is a Statutory Post and being head of the department; his department is known as Hydraulic Engineer“s Department.

He is empowered by relevant sections of MMC Act 1888(as amended) & power is delegated to him through DMC(SE). All Dy H.E./E.E.W.W./A.E.W.W.“s work under him & he has overall control to ensure sufficient, wholesome & equated water supply to various water supply zones and to collect water charges.

Assistant Engineer water work L is a head of department at ward level in the Hydraulic Engineer“s Department. Assistant Engineer water work L is under administrative control of Assistant Commissioner.

Assistant Engineer water work L is assisted by Junior Engineer (Water works) Dist. / Sub Engineer (Water works) Dist. and Junior Engineer (Water works) Maint. / Sub Engineer (Water works) Maint.. Each Junior Engineer (Water works) Dist. / Sub Engineer (Water works) Dist. is given one Electoral ward (one beat) to perform the duties pertaining to Distribution of water and one Junior Engineer / Sub Engineer to perform the duties pertaining to maintenance of water main section in L Ward.

Assistant Engineer water work L “s overall control in ward level to ensure to distribute equal & potable water supply to consumer and collect water charges from consumer.

Definitions (Please provide definitions of various terms used in the hand book)

**I. Potable Water:** The water which is brought from the outside city and treated at Treatment Plant and brought to the consumers“ tap and safe for drinking purpose.

**II. Distribution:** Supply of water from reservoir to consumers“ tap through feeder and distributory mains with static head.

**III. Consumers Tap:** The point of discharge of water supplied at consumers' premises, which is permitted by following the norms prescribed by Hydraulic Engineer's Department.

**IV. Revenue:** Bills of quantity of the water received by the consumer through meter at his premises as per the tariff as approved by the Standing Committee / Municipal Corporation.

As per Central Right to Information Act 2005, Assistant Engineer water work L is appointed as Public Information Officer (Water Works) for Water works department and as per Maharashtra Public Records Act-2005 and Maharashtra Public Records Act Rules -2007, he is designated as Record Officer for Water Works Dept. of L Ward.

**Section 4(1) (b) (i)**

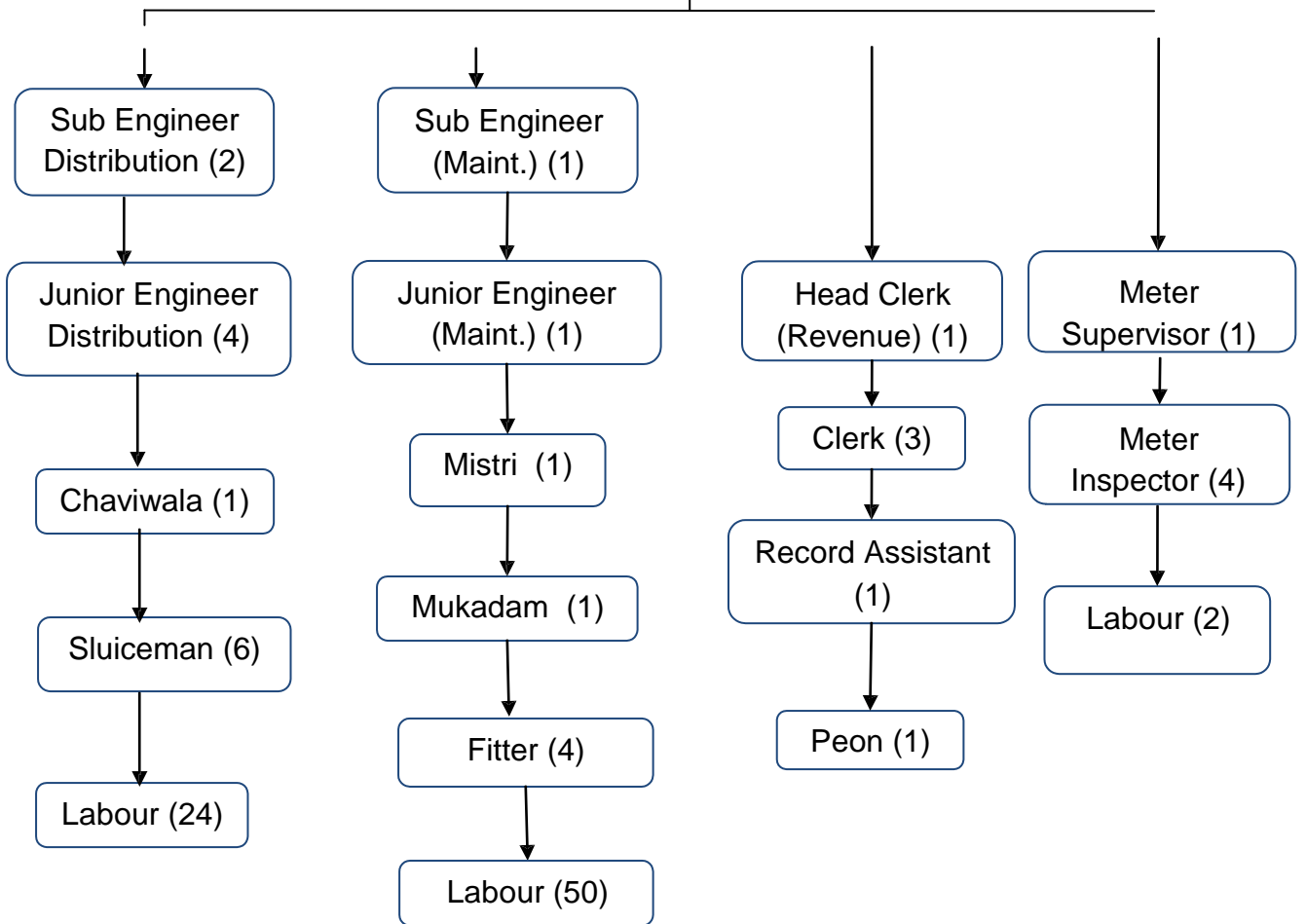
**The particulars of functions & duties of the public authority**

1	Name of the public authority	Shri. Ajay B Chaudhari
2	Address	Room No. 15, 1st floor, L Ward office Building, Dr. B. A. Road, J. Bhatankar Marg, Parel, Parel, Mumbai- 400 012
3	Head of the office	Assistant Engineer Water Works
4	Parent Government Department	Hydraulic Department.
5	Reporting to which office	1) Assistant Commissioner, L Ward, 2) Office of Deputy Hydraulic Engineer (City), Compound of A.E.W.W.(Maint) City, Opp. 'S' Bridge, 566, N.M. Joshi Marg, Byculla, Mumbai - 400 011
6	Jurisdiction Geographical	L Ward is bounded by the Arabian Sea 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	Mission / Vision	"To provide adequate, safe and equitable water to the consumers in L Ward"s area."
8	Objectives	"Distribution of potable water to the consumers in L Ward"s area." 1) To attend short supply complaint of consumers. 2) To attend leakage of water main up to 250 mm dia.

		3) To attend contamination complaints. 4) To inspect unauthorized Water connections.
9	Functions	Control over Distribution of potable water to the consumers in L Ward"s area. 1) To control and supervise daily water supply valves. 2) To issue permission form for water connections. 3) To recovery of water charge bills from consumers.
10	Details of services provided ( In Brief)	"Supply of potable water within L Ward"s area."
12	Physical assets (Statement of lands & Buildings and other Assets)	NII
13	Organization"s structural Chart	As per separate sheet attached at page no. _____.
14	Tel. No.s & office timings	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)
15	Weekly Holidays	Sunday and Public Holidays.

**Organisation's Structural Chart (Orgonogram):**

Assistant Engineer Water Works L





**Section 4(1) (b) (ii)**

The powers of officers and employees in the office of Assistant Engineer Water works L Ward.

**A**

<b>Sr. No.</b>	<b>Designation</b>	<b>Power- Financial</b>	<b>Under which legislation / rules / order / GRs</b>	<b>Remarks</b>
1.	Assistant Engineer Water works	1. Power to incur expenditure-office contingencies Rs.7000/- in case of dead stock articles upto Rs.50/- per item and to make the payments of the bills therefore.	MMC Act 1988	
		2. (a) Power to purchase without prior post-audit upto Rs.25/-		
		(b) Without pre-audit but with post audit Above Rs.25/- but upto 200/-		
		(c) With pre-audit Above Rs.200/- but upto Rs.500/-		
		3. Power to sign payment and adjustment vouchers against the previous sanction of the competent authorities to limit of the Rs.15,000/-		
		4. Signing all indents for purchases of stores and material required for execution of sanctioned works, provided funds are available.		
		5. Power to enter upon or carry materials through any land for inspection or repairs or execution of Municipal works.	263 (1), 278 (1)	
2.	Sub Engineer Distribution	NIL.		
3.	Sub Engineer (Manit.)	NIL.		
4.	Junior Engineer Distribution	NIL.		
5.	Junior Engineer (Manit.)	NIL.		
6.	Head Clark	NIL.		
7.	Meter Supervisor	NIL.		

**B**

<b>Sr. No.</b>	<b>Designation</b>	<b>Power- Administrative</b>	<b>Under which legislation /</b>	<b>Remarks</b>
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			rules / order / GRs	
1.	Assistant Engineer Water works	1. Power to sanction increments in the time scale promotions to the lab our staff in accordance to rules in force.	MMC Act 1988	
		2. Power to grant casual leaves to subordinate staff upto the rank of Sub-Engineers accordance with the MC's orders on the subject that application form staff.		
		3. Powers to grant leaves including maternity and injury leave to the lab our staff in accordance to the MC's orders on the subject .		
		4. Power to sign unclaimed wages refund certificates of the staff working under him.		
		5. Power to allow renewal of Railway season Tickets.		
		6. Power to sanction overtime allowance when necessary to the member of the inferior service of the sanctioned scales and in case of those whom the factory.		
		7. To authorize (1) employees to renew subscription to Provident Fund (Rule 16-d of provident fund (2) to grant advance (Rule 24) & (3)to sanction refund of Municipal Contribution in ordinary cases and the recovery in respect of Municipal claims.		
2.	Sub Engineer Distribution	Nil.		
3.	SubEngineer (Manit.)	Nil.		
4.	Junior Engineer Distribution	Nil.		
5.	Junior Engineer (Manit.)	Nil.		
6.	Head Clerk	Nil.		
7.	Meter Supervisor	Nil.		

**C**

Sr.	Designation	Power- Magisterial	Under which	Remarks
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<b>No.</b>			<b>legislation / rules / order / GRs</b>	
		N.A.		

**D**

<b>Sr. No.</b>	<b>Designation</b>	<b>Power- Quasi Judicial</b>	<b>Under which legislation / rules / order / GRs</b>	<b>Remarks</b>
		N.A.		

**E**

<b>Sr. No.</b>	<b>Designation</b>	<b>Power- Judicial</b>	<b>Under which legislation / rules / order / GRs</b>	<b>Remarks</b>
		N.A.		

The duties of officers and employees in the office of Assistant Engineer Water works L Ward.

**A**

<b>Sr. No.</b>	<b>Designation</b>	<b>Duties - Financial</b>	<b>Under which legislation /rules / order/ GRs</b>	<b>Remarks</b>
1.	Assistant Engineer Water works	Nil.	-	
2.	Sub Engineer Distribution	Nil.	-	
3.	Sub Engineer (Manit.)	NIL.	-	
4.	Junior Engineer Distribution	NIL.	-	
5.	Junior Engineer (Manit.)	NIL.	-	
6.	Head Clark	NIL.	-	
7.	Meter Supervisor	NIL.	-	

**B**

<b>Sr. No.</b>	<b>Designation</b>	<b>Duties - Administrative</b>	<b>Under which legislation / rules / order / GRs</b>	<b>Remarks</b>
1.	Assistant Engineer Water works	1. To maintain normal day to day supply with the help of available resources such as man, material and machinery.	MMC Act 1988, u/s.169, 92, 263(1), 278(1), 350, 488	
		2. Repairs & maintenance of water mains upto 300mm and get rest of the work done by coordinating with other agencies.		
		3. Initiate proposals for laying of new water mains for replacement of old pipelines and to overcome short supply problem, contamination etc. for sanction of competent authority.		
		4. Attending short supply complaints, contamination leakages in private and municipal		

		unit and disconnection of connections to generate demands of water / sewerage charges, recovery of bills etc.		
		5. To attend the meetings of zonal D.M.C., dept. heads and other meetings such as public grievances and comply the matters.		
		6. To issue necessary permissions for availing the water connections allowing fittings etc. after obtaining necessary sanction from competent authority, Resolving of disputes regarding water charges bills with sanction of competent authority.		
		7. In case of emergency arising out of breakdowns, maintenance of water mains, inform the public and public representatives for change in water timings etc. with available resources.		
		8. Any other duties assigned by the higher authorities.		
		9. Sanction of domestic connections upto 20mm dia., certification of dry fittings upto 25mm dia. and new buildings upto 4th floor.	1)EE Mts Rev.) /2553 / ircular dtd 1.01.2002 2)HE/15/Ci /HC(Gen.) of 29.10.2005	
		10.Recovery of additional sewerage charges for already sanctioned proposals.	Water bay laws, Water charges rules.	
2.	Sub Engineer Distribution	1. To maintain normal day to day supply with the help of available resources such as man, material and machinery.		
		2. To initiate proposals for laying new water main for improvement of pressure in the area.		
		3. To look after complaints of shortage, leakages, contamination etc.		
		4. To prepare/scrutinize proposal for applications for water		

		connections & other fittings.		
		5. To overall control on distribution staff and issue instructions for specific work.		
3.	Sub Engineer (Manit.)	1. To carry out fieldwork such as repairs, maintenance of water main upto 300mm dia.		
		2. Overall control on maintenance labour staff, to carry out the above repair work.		
		3. To carry out work of making new connections upto 50mm dia.		
		4. Execution of disconnection orders for non payment of water charges & Sewerage charges bills, wastages etc.		
		5. To maintain various records of new water connections, meters, preparation of O.T. of maintenance staff.		
4.	Junior Engineer Distribution	1. To maintain normal day to day supply with the help of available resources such as man, material and machinery.		
		2. To initiate proposals for laying new water main for improvement of pressure in the area.		
		3. To look after complaints of shortage, leakages, contamination etc.		
		4. To prepare/scrutinize proposal for applications for water connections & other fittings.		
		5. To overall control on distribution staff and issue instructions for specific work.		
5.	Junior Engineer (Manit.)	1. To carry out fieldwork such as repairs, maintenance of water main upto 300mm dia.		
		2. Overall control on maintenance labour staff, to carry out the above repair work.		
		3. To carry out work of making new connections upto 50mm dia.		
		4. Execution of disconnection orders for non payment of water charges & Sewerage charges bills, wastages etc.		
		5. To maintain various records of		

		new water connections, meters, preparation of O.T. of maintenance staff.		
6.	Head Clark	1. To assist AEW in all matters regarding water charges bills and day to day office duties.		
		2. To supervise and exercise control over working of all billing clerks and verify single line bills.		
		3. To supervise work of billing clerks in preparing monthly and quarterly bills.		
		4. To maintain necessary registers and to prepare periodical reports and submission of the same to the higher authority.		
		5. To initiate refund proposals and adjustments.		
		6. To put up draft reply to audit notes.		
		7. To issue notices to consumer for recovery & report to the higher authority accordingly.		
7.	Clark	1. To assist H.C. (Billing) in day to day works.		
		2. To enter the meter data for preparing the water charges bills.		
		3. To prepare chalans for payments other than water charges bills		
		4. To maintain register regularly and taking day to day entries.		
		5. To issue duplicate bills.		
		6. To issue notices to consumer for recovery & report to the higher authority accordingly.		

8.	Meter Supervisor	1. To assist AEWV in the work metering section.		
		2. To supervise the work of Meter Inspector.		
		3. To check Meter Reading Book entries on random after visiting sites.		
		4. To report unauthorised water connections and misuse of municipal water.		
		5. To issue notices to consumer for replacement of non working meters.		
		6. To maintain dispute registers and stolen meter register.		
		7. To verify consumption and rates for preparation of water bills prior to approval by A.E.W.W.		
		8. To settle gaps where meter reading is not available or not reliable. So that there is no loss of revenue or burden of excess billing to the consumer.		
		9. To feed regularly necessary data to computer.		
		10.To observe scheduled programme of meter reading.		
		11.To prepare various reports related to water dept.		
9.	Meter Inspector	1. To assist meter supervisor in his day to day working.		
		2. To take meter reading of water connections in the ward.		
		3. To maintain entries of new metered water connection in		



		meter reading book.		
		4. To keep check on disconnected connections for various reasons & report accordingly.		
		5. To detect and report unauthorized water connection and misuse of water.		
		6. To give required information to higher authority if any.		
10.	Record Assistant	1. To receive, register and dispatch papers.		
		2. To maintain record of connection files and furnish whenever required.		
		3. To maintain inward and outward register.		
		4. To attach the relevant papers to the concerned files.		
11.	Mistry	1. To assist the J.E.(maint.) and follow his instructions.		
		2. To mark muster of labour.		
		3. To allot works related to complaints and report the same to J.E.		
		4. To guide and control fitters and labours to carry out the work.		
		5. To maintain the record of complaint.		
12.	Mukadam	1. To assist the J.E.(Maint.)		
		2. To keep record of Municipal /Private meter taken for testing and refixing of the same.		
		3. To take DCO action as per		

		order.		
		4. To restore connection after recovery of outstanding dues.		
13.	Fitter	1. To attend the leakages and repairs of water main upto 250 mm dia. water main.		
		2. To attend contamination complaint.		
		3. To make new water connections and cutting of connections as per order of higher authority.		
		4. To removal and fixing of meters of the connections.		
14.	Chaviwala	1. To assist to S.E. & J.E. (Distribution) for Valve operation		
		2. To supervise to sluice man and labour for valve operation.		
		3. To operate the valves on water main at the specified time and to the specified limits as per order of higher authority.		
		4. To maintain operation register if required.		
		5. To report about non-working and damaged valve.		
		6. To report leakages.		
		7. To attend the short supply complaint and report to higher authority.		
		8. To attend the site of fire calls.		
15.	Sluice man	1. To operate the valves on water main at the specified time and to the specified limits as per order of higher authority.		

		2. To report about non-working and damaged valve.		
		3. To maintain operation register if required.		
		4. To report leakages.		
		5. To attend the site of fire calls.		
		6. To attend the short supply complaint and report to higher authority.		

**C**

<b>Sr. No.</b>	<b>Designation</b>	<b>Duties - Magisterial</b>	<b>Under which legislation / rules / order / GRs</b>	<b>Remarks</b>
		N.A.		

**D**

<b>Sr. No.</b>	<b>Designation</b>	<b>Duties - Quasi Judicial</b>	<b>Under which legislation / rules / order / GRs</b>	<b>Remarks</b>
		N.A.		

**E**

<b>Sr. No.</b>	<b>Designation</b>	<b>Duties – Judicial</b>	<b>Under which legislation / rules / order / GRs</b>	<b>Remarks</b>
		N.A.		

## **Section 4(1)**

### **(b) (iii)**

#### **Procedure followed in Decision Making Process, including channels of supervision and accountability in the office of Assistant Engineer Water Works**

**L.**

What is the procedure followed to take a decision for various matters?

(A reference to Secretant Manual and Rule of Business Manual and other rules / regulations etc. can be made.).

Proposal of every kind are generally put up for approvals / sanctions of competent authority – through proper channel i.e. initiating department / Account Department / Competent authority.

#### **Water Connection Application.**

Standard application forms are available in the Wards. The applicant has to fill up this form, attach references, requisite documents and submit the papers in the respective Wards through Licensed Plumber. On payment of scrutiny fee, the application is scrutinized.

Depending on the powers vested in Assistant Engineer, Executive Engineer, Dy. Hydraulic Engineer and Hydraulic Engineer, D.M.C. (S.E.), the approval to the request of new / additional connections are given.

On receipt of approval of Competent Authority, the applicant is informed about the same by issuing Permission Form, which enlists various approvals and conditions. After compliance of the conditions of the "P" form, the water connection is released to the applicant.

#### **Public Complaints.**

Complaints of various natures regarding water supply can be registered with Complaint Officer of respective Ward Office and also can be registered with Water Control Office in City.

#### **The documents procedures.**

##### **A. Connection for granting stand post water connections to the slum dwellers.**

1. The applicant should submit minimum 2 proofs of residence in the structure from the following of their stay prior to 1.1.95 or from Government Notification from time to time...
2. Ration Card – showing the address of applicant. (Compulsory)
3. Electricity bill

##### **One of the following proof prior to 1.1.1995**

1. Copy of Election Roll showing applicants name and address.
2. Copy of Election Card.
3. Copy of Assessment bill.
4. Copy of Census Photo Passes.

##### **B. Water connection to the tolerable structure (prior to 1.4.1962 for Commercial Premises & prior to 17.4.1962 for residential Premises).**

1. Copy of Assessment Bill of the structure
2. Copy of Ration Card.
3. Copy of Rent receipt.
4. N.O.C. of the owner of the premises.

**C. Water connections to planned building.**

1. NOC from H.E. Department.
2. Copy of approved plans by the Planning Authority.
3. Copy of I.O.D./Amended Plans /C.C.
4. Copy of Occupation Certificate/ Building Completion Certificate.
5. Copy of the NOC wherever applicable.

**D. Water connection on Humanitarian ground.**

1. NOC from H.E. Department.
2. Copy of approved plans by the Planning Authority.
3. Copy of I.O.D./Amended Plans.
4. Copy of Commencement Certificate
5. Application from occupants of the building.

**E. Water connection for commercial use**

1. Copy of rent receipt in case applicant is tenant.
2. Copy of Assessment Bill.
3. Copy of valid licenses to run the trade, issued by the MCGM.
4. Nature of activity and staff engaged in establishment.
5. NOC from Owner / Society if applicant is not owner of the premises.
6. Permission from respective authority according to the nature of activity, if required.

**F. Water Connection for construction purpose (Unmetered connection) for labour drinking purpose**

1. Copy of approved plans by the Planning Authority.
2. NOC from H.E. Department.
3. Details of existing connections fed to premises.

**Intimation letter or Permission Form.**

Permission form is issued by the AEWV of the Ward after approval from competent Authority.

<b>Sr. No</b>	<b>Activity</b>	<b>Steps Involved</b>	<b>Time Limit</b>	<b>Authority role and responsibility of the employee/ officer in connection with each activity. (mention designation)</b>	<b>Remarks</b>
	<b>Granting Water Connection</b>	Scrutiny of Application, Site report, proposal, Approval	Seven days (per scrutiny level) for all other applications from the date of	The Water Connection process grants permission to the prospective consumers to avail water supplied by MCGM. Each ward is allocated some area under its control and they accept application pertaining to their jurisdiction only. Consumer make request for new water connection at their premises through standard Application Form available at MCGM	

		al, etc	<p>submission of valid application along with required documents. (Difficult to complete within 7 days. Some application takes beyond 6 months.)</p>	<p>ward office from Head Clerk Billing at nominal fee of INR 12 in cash. The consumer has to indicate the name of the licensed plumber through which the internal water piping works will be conducted (responsibility of consumer). The allotted time frame for the New Connection Application by MCGM is one month from the date of receiving the application provided all documentations are proper.</p> <p>The consumer through a licensed plumber submits standard Application Form duly filled in to Central Dispatch clerk. This application also contains the name and signature of licensed plumber.</p> <p>The following are the steps of Application process for New Connection (Domestic/Commercial / Industrial):</p>	
				<p><b>a) Application for water Connection</b></p> <ul style="list-style-type: none"> <li>• Upon Citizen Enquiry to engineering staff in water distribution section, Citizen is provided consultation for water connection and is informed about the required documents to be attached (enclosed at annexure - ) with the application form. On request, he is also provided with a list of licensed plumbers from which he can choose a plumber.</li> <li>• Citizen with help of plumber fills the application form and gets the signature of plumber for internal piping works.</li> <li>• The entire process of water connection thereafter is completed by plumber/applicant.</li> <li>• Plumber submits the form at Dispatch. At dispatch normal receipt number is provided to the application form. Acknowledgement is provided to plumber on the photocopy of the form.</li> <li>• Dispatch clerk forwards the application form to Record Assistant, Water Works. Record Assistant, Water</li> </ul>	

			<p>Works enters into Water Connection application form register and provide serial number to the application form. The application form converted into a file is forwarded to Assistant Engineer, Water Works for further processing.</p> <p><b>b) Payment of Scrutiny fee</b></p> <ul style="list-style-type: none"><li>• Assistant Engineer, Water Works forwards the form to Sub-Engineer (Distribution) to process the file. Sub-Engineer (Distribution) allocates the work to Junior Engineer (Distribution).</li><li>• Junior Engineer (Distribution) informs Plumber/Applicant through letter under Assistant Engineer, Water Works signature / telephone / in person within 15 days to pay scrutiny fee of INR 200 and forwards the file to Head Clerk (Billing).</li><li>• Head Clerk (Billing) assigns the work to Clerk (Billing). Clerk (Billing) prepares Challan and enters the detail into AQUA Billing System. IDN number is created in AQUA Billing System. IDN number is used for further reference of the application. Challan is handed over to Plumber/Applicant.</li><li>• Plumber/Applicant pays INR 200/- as scrutiny fee at CFC.</li><li>• Plumber/Applicant submits the scrutiny fee receipt to Head Clerk (Billing) who make a note of amount received and IDN number issued in the application form and forwards the same to Junior Engineer (Distribution)/ Sub-Engineer (Distribution) for scrutiny of the application.</li></ul> <p><b>c) Application Scrutiny / approval</b></p> <ul style="list-style-type: none"><li>• Junior Engineer (Distribution) scrutinises all documents, visits site, obtains remarks from Meter Supervisor, Meter Section (existing/ cutoff/ nearby connection details/ misuse of existing connection) and prepares the report. This report mentions all details pertaining to the</li></ul>	
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				<p>water connection like residential / commercial property, ferrule size required, connection size required and meter size requirement. The report with recommendation is submitted to Sub-Engineer (Distribution).</p> <ul style="list-style-type: none"> <li>• Sub-Engineer (Distribution) verifies the report, visits site and submits recommendation to Assistant Engineer (Water Works).</li> <li>• Based on the recommendation of Sub-Engineer (Distribution), Assistant Engineer (Water Works) takes a decision to consider or to reject the request for water connection with reasons for rejection or approves / forwards it to higher competent authority for approval.</li> <li>• On the recommendation of Assistant Engineer (Water Works), competent higher authority approves or rejects the water connection and returns the file to Assistant Engineer (Water Works).</li> <li>• Assistant Engineer (Water Works) forwards the file to Sub-Engineer (Distribution) / Junior Engineer (Distribution) for preparation for Permission Form (P Form) / Rejection letter.</li> <li>• Junior Engineer (Distribution) prepares the Permission Form / Rejection letter and submits to Assistant Engineer (Water Works) through Sub-Engineer (Distribution) for signature. Assistant Engineer (Water Works) after signing sends the file to Record Assistant (Water Works) for entry into application form register. Record Assistant (Water Works) issue permission form along with connection form(C-Form) to Plumber/Applicant with due acknowledgement.</li> <li>• Record Assistant (Water Works) maintains the status of the application form.</li> </ul> <p><b>d) Compliance to P-Form and C-Form obligations</b></p> <ul style="list-style-type: none"> <li>• P-Form is a Permission Form</li> </ul>	
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				<p>with conditions (Connection size along with related fittings and storages, meter size, details of payment to be made, etc.). Certification Form(C-Form) (Signature of applicant / owner &amp; license plumber etc, Clearance from Assessment department, Building proposal clearance, drainage clearance from Assistant Engineer (Maintenance) and certification of Competent authority of Hydraulic Engineer Department) is issued for obtaining required NOC from various departments.</p> <ul style="list-style-type: none"> <li>• The Plumber/Applicant has to comply with all the conditions mentioned in P-Form and C-Form.</li> <li>• The plumber reports to Assistant Engineer (Water Works) the compliance of the conditions in P-form and C-Form. The plumber has to get the pipes and fitting certified by the competent authority and obtain certification endorsed by competent authority.</li> <li>• Plumber reports to Sub-Engineer (Distribution). Sub-Engineer (Distribution) prepares the charges payable towards making water connection and other charges (water connection charges within municipal limit upto 1 mts, security deposits, meter fixing charges, etc) on the C-Form. Sub-Engineer (Distribution) takes approval of the charges from Assistant Engineer (Water Works) and hands over the C-Form to Plumber/Applicant to make payment of the charges.</li> <li>• Plumber/Applicant reports to Head Clerk (Billing). Head Clerk (Billing) instruct Clerk (Billing) to prepare Challan. Challan is handed over to Plumber/Applicant.</li> <li>• Plumber makes payment at CFC by DD or Cash only. He submits the receipt to Head Clerk (Billing). Head Clerk (Billing) confirms the payment in AQUA Billing System, makes entry on C-Form and forwards</li> </ul>	
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				<p>C-Form to Sub-Engineer (Distribution).</p> <p><b>e) Road Opening Permission</b></p> <ul style="list-style-type: none"> <li>• Sub-Engineer (Distribution) prepares road opening sketch showing the size of trench, etc with a note to Assistant Engineer (Maintenance) of ward for issue of road opening permit. The road opening form is handed over to Plumber/Applicant.</li> <li>• Plumber/Applicant submits the road opening form to Assistant Engineer (Maintenance).</li> <li>• Assistant Engineer (Maintenance) forwards the road opening form to Sub-Engineer (Trench). Sub-Engineer (Trench) forwards to Junior Engineer (Trench).</li> <li>• Junior Engineer (Trench) verifies the feasibility and works out road re-instatement charges. After approval from Assistant Engineer (Maintenance) / Competent Authority, the Memo is issued to Plumber / Applicant for payment.</li> <li>• Plumber reports to Head Clerk (Revenue). Clerk (Revenue) will prepare the Challan.</li> <li>• Plumber/Applicant makes the payment at CFC. Plumber/Applicant reports to Head Clerk (Revenue) for confirmation of payment. Payment details are mentioned on form by Head Clerk (Revenue).</li> <li>• Plumber reports to Junior Engineer (Trench) after payment. Assistant Engineer (Maintenance) issue road opening permission.</li> <li>• Plumber submits road opening permit to Sub-Engineer (Distribution).</li> <li>• Sub-Engineer (Distribution) instructs Record Assistant (Water Works) to submit the respective water connection file. Sub-Engineer (Distribution) files the following documents in the file. <ul style="list-style-type: none"> <li>- C- Form</li> <li>- Road Opening Permission Form</li> <li>- Undertaking from applicant</li> <li>- Documents as per P-Form</li> </ul> </li> </ul>	
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				<ul style="list-style-type: none"> <li>• In case of private meter to be fixed, Plumber is informed to submit the approved make tested meter along with valid manufacturer's test certificate to Sub-Engineer (Distribution), if the connection size is upto 25 mm. For Meter beyond 25 mm approved make meter must be tested by MCGM Meter testing lab before installation.</li> <li>• The file is forwarded to Meter Supervisor (Meter Section) for preparation of Meter Reading Card.</li> </ul> <p><b>f) Preparation of Meter Reading Card.</b></p> <ul style="list-style-type: none"> <li>• Meter Supervisor (Meter Section) forwards the file to Meter Inspector (Meter Section) for preparation of Meter Reading Card.</li> <li>• Meter Inspector (Meter Section) prepares the Meter Reading Card and returns the file to Meter Supervisor (Meter Section). Meter Supervisor (Meter Section) forwards the file to Sub-Engineer (Distribution).</li> </ul> <p><b>g) Physical Connection of Water Meter</b></p> <ul style="list-style-type: none"> <li>• Sub-Engineer (Distribution) fills up the details in C- form of connection to be made such as location of connection (sketch), Size of connection, size of water main, meter number / make / size, section.</li> <li>• AQ2 (Form 32) is filled up by Sub-Engineer (Distribution) with required water distribution information such as Name of Consumer, Mobile number, site address, discharge and requirement of connection, portion of premises water connection sanctioned, size of connection, size of meter, MMC Act section, Deposits, number of flats, supply zone, purpose of connection, property SAC number etc. AQ2 is attached to file.</li> <li>• Sub-Engineer (Distribution) makes entry into fitting register and submits file to Assistant Engineer</li> </ul>	
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				<p>(Water Works) for approval of C-Form. The file is forwarded to Sub-Engineer (Maintenance) for making connection after approval of C-Form and signing of AQ2 form.</p> <ul style="list-style-type: none"><li>• File Number (Case Number) is allocated by Sub-Engineer (Maintenance)/Junior Engineer (Maintenance). Ferrule connection is made along with meter by Sub-Engineer (Maintenance)/Junior Engineer (Maintenance) as per C-Form.</li><li>• If the length of the connection increases than the charges recovered, the connection is plugged and intimation is given to Sub-Engineer (Distribution) for recovering additional connection charges and road permit charges.</li><li>• On payment of the additional charges, Meter will be fixed and connection will be restored by Sub-Engineer (Maintenance)/Junior Engineer (Maintenance).</li><li>• Sub-Engineer (Maintenance)/Junior Engineer (Maintenance) make entry into following form/ file.</li><li>• Connection Register: Detail of the water connection and other relevant details of AQ2 (Meter size, make and number, Initial Reading of Meter, size of water connection, date of connection, location of meter, etc.)</li><li>• Daily diary: Name of fitter.</li><li>• AQ8 containing details such as Meter size, make and number, Initial Reading of Meter, size of water connection, date of connection, etc is prepared by Sub-Engineer (Maintenance)/Junior Engineer (Maintenance) and sends copy to Meter Supervisor (Meter Section) and Head Clerk (Billing).</li><li>• Sub-Engineer (Maintenance)/Junior Engineer (Maintenance) returns the file to Sub-Engineer (Distribution) for generation of CCN code.</li></ul> <p><b>h) Generation of CCN Number and Updation of Meter Reading</b></p>	
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				<p><b>Card.</b></p> <ul style="list-style-type: none"> <li>• Sub-Engineer (Distribution) / Junior Engineer (Distribution) generates CCN code and enters the CCN code in Meter Reading Card and sends the file to Meter Supervisor (Meter Section).</li> <li>• Meter Supervisor (Meter Section) enters the relevant details in Meter Reading Card, detaches Meter Reading Card and forwarded to Meter Inspector (Meter Section) to place in Binder Book. Meter Supervisor (Meter Section) also enters CCN number etc on the C-Form.</li> <li>• File is returned to Sub-Engineer (Maintenance)</li> <li>• Sub-Engineer (Maintenance) updates Connection register and returns file to Sub-Engineer (Distribution) for sending AQ2 (Form32) to assessment department.</li> <li>• Sub-Engineer (Distribution) prepares certificate under 270(A) of MMC Act, where ever applicable and gets approval of Assistant Engineer (Water Works).</li> <li>• Four copies of 270(A) certificate are issued each for Building Proposal Department, License Plumber and Applicant and Office Copy is retained in file.</li> <li>• The file is sent to Record Assistant (Water Works) for record.</li> </ul>	
	<b>Meter Reading</b>	Taking meter reading and updating MRB.	Monthly	<ul style="list-style-type: none"> <li>• AMR and Non AMR Meters reading are taken by Meter Inspector (Meter Section) manually as per the schedule mentioned on Meter Reading Book.</li> <li>• Meter Readings are taken either monthly or quarterly based on the billing cycle (M; every month, A; 1st month every quarter, B; 2nd month every quarter, C; 3rd month every quarter).</li> <li>• For AMR meters reading are taken monthly by the agency nominated for this purpose with help of Hand Held Unit(HHU). Meter Inspector</li> </ul>	

				<p>(Meter Section) also reads the AMR meter manually but as per the billing cycle i.e. monthly or once in a quarter.</p> <ul style="list-style-type: none"> <li>• Status of the meter is also noted by the Meter Inspector (Meter Section). In case the meter is not functioning or he cannot take/read the data, Meter Inspector (Meter Section) records the status of the meter or the reason for which he cannot take meter reading.</li> <li>• Meter Inspector (Meter Section) submits the data to Meter Supervisor (Meter Section). Meter Supervisor (Meter Section) checks the data collected by Meter Inspector (Meter Section).</li> <li>• For any missing data or doubtful or abnormal reading observed by Meter Supervisor (Meter Section), Meter Inspector (Meter Section) is directed to take or confirm the meter reading again and modifies the same if required.</li> <li>• In case water consumption is observed to be abnormal then high consumption card is issued to consumer.</li> </ul>	
	<p><b>Disconnection of water connection</b></p>	<p>Prepare defaulters list and disconnection of water connection</p>		<p>If consumer does not pay his bill within the due date, his water connection becomes liable for disconnection. The department does not send notice to the consumer. The bill itself is a notice.</p> <p>The process flow for disconnection is as follows:</p> <ul style="list-style-type: none"> <li>• Head Clerk (Billing) generates the list of “Connections liable to be disconnected (CLD)” report from AQUA Billing System and forwards to Meter Supervisor (Meter Section) for verification.</li> <li>• Meter Supervisor (Meter Section) provides clearance to Sub-Engineer (Maintenance)/ Junior Engineer (Maintenance) after verification.</li> <li>• Sub-Engineer</li> </ul>	

				<p>(Maintenance)/Junior Engineer (Maintenance) disconnects the connection and fills up AQ8 form manually for the Disconnection Order (DCO).</p> <ul style="list-style-type: none"> <li>• Initially connection is disconnected on meter.</li> <li>• Sub-Engineer (Maintenance)/ Junior Engineer (Maintenance) submits the AQ8 to Head Clerk (Billing) and Meter Supervisor (Meter Section).</li> <li>• Meter Supervisor (Meter Section) enters the details into the Meter Reading Book (MRB).</li> <li>• Head Clerk (Billing) enters AQ8 form in the AQUA Billing System.</li> <li>• In case the payment is not received within one month of the meter disconnection then Sub-Engineer (Maintenance)/Junior Engineer (Maintenance) disconnects the connection on ferrule i.e. mains.</li> <li>• Sub-Engineer (Maintenance)/ Junior Engineer (Maintenance) fills up AQ8 form manually submits the AQ8 to Head Clerk (Billing) for information and to Meter Supervisor (Meter Section) to enter the details into Meter Reading Book (MRB).</li> <li>• On disconnection of water connection intimation is sent by Meter Supervisor (Meter Section) under signature of Assistant Engineer (Water Works) to Assessment and Collection department after one month to levy Water Tax and /or Sewerage Tax</li> </ul> <p>Disconnection can also be carried out if consumer applies for closing the water connection for which formal approval of Assistant Engineer (Water Works) is required.</p>	
	<b>Water Connection Restoration</b>			<p>Water Connection Restoration is carried out after payment of all outstanding dues, additional Security Deposit, past water used charges (if any) and cutting as well as restoration</p>	

				<p>charges.</p> <ul style="list-style-type: none"><li>• The consumer submits application addressed to Assistant Engineer (Water Works) at dispatch to the ward he belongs to.</li><li>• Dispatch Clerk forwards the application to Record Assistant (Water Works) who forwards the same to Assistant Engineer (Water Works).</li><li>• Assistant Engineer (Water Works) forwards the application to Junior Engineer (Maintenance)/Sub-Engineer (Maintenance), who informs the disconnection details to Meter Supervisor (Meter Section).</li><li>• Based on disconnection date the Meter Supervisor (Meter Section) will levy the charges and forwards the application to Clerk (Billing).</li><li>• Clerk (Billing ) prepares AQ3 form in the system and generates a Challan.</li><li>• Consumer pays charges for reconnection at CFC Counter as per the Challan received by him.</li><li>• Consumer submits receipt of payment to Head Clerk (Billing).</li><li>• Head Clerk (Billing) issues the restoration Memo and sends it to Assistant Engineer (Water Works).</li><li>• Assistant Engineer (Water Works) approves the restoration memo and forwards it to Junior Engineer (Maintenance)/Sub-Engineer (Maintenance).</li><li>• JE Junior Engineer (Maintenance)/Sub-Engineer (Maintenance) does the actual restoration and prepares the AQ8 form and enters in AQUA System. He sends the information to Meter supervisor and Head Clerk.</li><li>• Meter Supervisor (Meter Section) enters the restoration details in CCN folio/binder.</li></ul> <p>An AQ8 form is filled for every restoration process. This form can be the same if disconnection and</p>	
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				restoration is done at the same time for cases like shifting of the connection, change in connection size, replacing meters. Additional Security deposit is charged.	
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**Section 4(1) (b) (iv)**

Norms set for discharge of its functions in the office of Assistant Engineer  
Water works L Ward.

Organisational Targets (Annual)

<b>Sr. No.</b>	<b>Designation</b>	<b>Activity</b>	<b>Units to be covered</b>	<b>Financial Targets in Rs.</b>	<b>Time Limit</b>	<b>Remarks</b>
1.	Assistant Engineer Water Works	As mentioned in Section 4 (1) (b) (iii)		There are no financial targets set for this department. As mentioned earlier the work is carried out on day to day basis.	Time limit for each activity is as mentioned in Section 4 (1) (b) (iii)	
2.	Sub Engineer/ Junior Engineer	As mentioned in Section 4 (1) (b) (iii)		There are no financial targets set for this department. As mentioned earlier the work is carried out on day to day basis.	Time limit for each activity is as mentioned in Section 4 (1) (b) (iii)	

**Section 4(1)(b)(v)**

**Section 4(1)(b)(v)**

The rules/ regulation related with functions in the office of Assistant Engineer  
Water works L Ward.

<b>Sr. No.</b>	<b>Subject</b>	<b>G.R./Circular/Office order. Rule no. notification etc. date.</b>	<b>Remarks if any</b>
1.	Sanction of Water connection	MMC Act 1888u/s 169, 92. & Cir. No. HE/15/CIR/HC(Gen) of 29/10/2005.	
2.	Recovery of Water Charges	Water Charges Rules.	
3.	Guidelines for connections	Water Bye-Laws for water connections.	
4.	Circular regarding Water department.	Various Circular issued time to time.	

**Section 4(1)(a)(vi)**

**Section 4(1)(b)(vi)**

Statement of Categories of documents held in the office of Assistant Engineer  
Water works L Ward.

<b>Sr. no.</b>	<b>Subject</b>	<b>Type of Document file or register</b>	<b>File no. or Register no.</b>	<b>Particulars</b>	<b>Periodicity of preservation</b>
<b>'A' Class Record</b>					
1.	Case file of Water connection	File		Details of application for water connection	Permanent
2.	Fitting register	Register		Details of Certification as per permission form	Permanent
3.	Connection Register	Register		Details of water connection	Permanent
4.	Meter reading Book			Details of Meter reading	Permanent
<b>'C' Class Record</b>					
1.	R.T.I Register			Details of application received under R.T.I.Act	5 Years
2.	Log sheets	Inward papers		Details of Applications/ complaints/ other documents received by department	01 Year
3.	Outward Register(Internal departments)	Outward papers		Details of Applications/ complaints/ other documents forwarded to Internal departments of	01 Year

				L Ward.	
4.	Outward Register (External correspondence)	Outward papers		Details of Applications/ complaints/ other documents forwarded to external departments of MCGM/ Other Govt. authorities and correspondence with applicants/ complainants /citizens etc.	01 Year
5.	Complaint Register	Register		Orally complaint registered.	01 year
6.	RTI application & their reply (Except appeal cases)			Details of application received under RTI Act & reply given to the same.	01 year
7.	First & second appeal made under RTI Act			Details of First & second appeal made by applicant under RTI Act by the applicant against reply of Public Information Officer and/or order passed by First Appellate Authority	01 year

**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 Assistant Engineer Water works L Ward.

**-- NOT APPLICABLE --**

**Section 4(1)(b)(viii)**

Statement of Boards, Councils, Committees or Other bodies in the office of Assistant Engineer Water works L Ward.

**---Nil---**

## Section 4(1)(b)(ix)

Directory of the officers and employees in the office of Assistant Engineer Water works L Ward.

SR. NO.	Designation	Name of the Officers/ Employees	Cadre	Dt. Of Joining the post	Dt. Of Joining in L Ward	Contact Details Ph/Fax/ E-mail
1	ASST.ENGINEER	CHAUDHARI AJAY BHAURAO	B	18.01.1995	16.12.2011	022-24114293/ 9930260422
2	SUB ENGINEER	CHOUGULE YUSUF EBRAHIM	B	06.01.1982	04.04.2012	022-24114293/ 9869320452
3	SUB ENGINEER	TADVI SHKIL SAMSHER	B	13.07.2005	12.08.2011	022-24114293/ 9930260474
4	SUB ENGINEER	KHAJURE SACHIN BALIRAM	B	24.02.2009	24.02.2009	022-24114293/ 9930260473
5	JR. ENGINEER	NIKHADE HARSHAL NANDKUMAR	C	15.12.2009	15.12.2009	022-24114293/ 9373989535
6	JR. ENGINEER	SHINDE SATISH MADHUKAR	C	25.03.2009	25.03.2009	022-24114293/ 9820482665
7	JR. ENGINEER	WAGHAMARE PRAMOD VITHOBA	C	05.03.2009	05.03.2009	022-24114293/ 9930337082
8	JR. ENGINEER	NAR KISHRI DEELIP	C	23.11.2011		022-24114293/ 9870204514
9	JR. ENGINEER	NINGOLE RAHUL MOTIRAM	C	23.11.2009	23.11.2009	022-24114293/ 9820829377
10	METER SUPVR.	MRUNGEKAR UTTRA SURESH	C	10.12.1995	01.03.2012	022-24114293/ 9969017364
11	HEAD CLERK	TORASKAR NILESH R	C	01.09.1989	25.01.2013	022-24114293/ 9869956888

12	METER INSPECTOR	WADIA HOSHANG PIROJSHA	C	07.10.1992	30.04.2010	022-24114293
13	METER INSPECTOR	GAMARE DIGVIJAY BHIKAJI	C	02.08.1976		022-24114293
14	METER INSPECTOR	SATVI ANIL BALKRISHNA	C	14.11.1996	18.03.2011	022-24114293
15	METER INSPECTOR	GADKARI BIPINCHANDRA	C	10.02.1986	22.06.2011	022-24114293
16	CLERK	NAYAR SWAPNA RAVIKUMAR	C	01.04.1986	02.03.2009	022-24114293
17	CLERK	GORE PRIYA B.	C	04.08.2008	04.08.2008	022-24114293
18	CLERK	AVCHITE ANITA RAMESH	C	17.04.2012	17.04.2012	022-24114293
19	PEON	KRUPA SHRIKRISHNA RANE	D	09.10.2012		022-24114293
20	RECORD ATTD	BHANDALKAR SAJEEVKUMAR N	D	13.01.1993	24.01.2013	022-24114293
21	CLERK	VACANT	C			022-24114293
22	CLERK	VACANT	C			022-24114293
23	CL.C.TYPIST	VACANT	C			022-24114293
24	CHAVIWALA	KARANKALE BHAGWAN KONDAJ	D	04.06.1979		022-24114293
25	CHAVIWALA	VACANT	D			022-24114293
26	CHAVIWALA	VACANT	D			022-24114293
27	CHAVIWALA	VACANT	D			022-24114293
28	SLUICEMAN	BENDRE DATTARAM SADU	D	1.11.1981		022-24114293
29	SLUICEMAN	VACANT	D			022-24114293
30	SLUICEMAN	VACANT	D			022-24114293
31	SLUICEMAN	VACANT				022-24114293
32	SLUICEMAN	GHODKE SANJAY PANDURANG	D	10.10.1990		022-24114293
33	SLUICEMAN	MAYEKAR DEODATTA SHRIDHAR	D	01.05.1980		022-24114293



34	SLUICEMAN	BALU .S.POTKULE	D	02.02.1998		022-24114293
35	SLUICEMAN	RANE RAVINDRA GOVIND	D	10.05.1980		022-24114293
36	LABOURER	CHAVAN NAMDEV RANGRAO	D	02.06.2008		022-24114293
37	LABOURER	PATIL DYANDEV DUNDURAM	D	13.10.2008		022-24114293
38	LABOURER	PATIL SANTOSH KALIRAM	D	08.10.2008		022-24114293
39	LABOURER	VINAYAK .V.PARKAR	D	01.04.2005		022-24114293
40	LABOURER	GAIKWAD LAXMAN VITHAL	D	06.11.1989		022-24114293
41	LABOURER	IDE TUKARAM KISAN	D	27.06.2008		022-24114293
42	LABOURER	JAKHERE PANDIT AVAJI	D	14.07.2008		022-24114293
43	LABOURER	INDULKAR EKNATH RAJARAM	D	01.01.1985		022-24114293
44	LABOURER	NAIK SANTOSH JANNATH	D	07.07.2007		022-24114293
45	LABOURER	PADWAL SANTOSH LAXMAN	D	12.04.1995		022-24114293
46	LABOURER	PALAYE PRAKASH VISHRAM	D	17.10.1989		022-24114293
47	LABOURER	JANARDAN .K.VISHE	D	01.06.1974		022-24114293
48	LABOURER	VACANT.	D			022-24114293
49	LABOURER	TURMBEKAR PRADIP R	D	17.01.1987		022-24114293
50	LABOURER	VADAYE SITARAM DHONDU	D	11.10.1991		022-24114293
51	LABOURER	JIJARAM .N.HILE	D	09.11.2005		022-24114293
52	LABOURER	KAMBLE RAJESH SHANKAR	D	07.02.1996		022-24114293

53	LABOURER	HIRE HARIKANT SHIVRAM	D	01.10.1996		022-24114293
54	LABOURER	TAMBE LAVESH GOPAL	D	15.02.1997		022-24114293
55	LABOURER	KAMBLE SANTOSH KASHIRAM	D	15.02.1997		022-24114293
56	LABOURER	MUTHE ANKUSH BUDHA	D	27.08.1998		022-24114293
57	LABOURER	THORAT SANJAY SUBHASH	D	03.08.1999		022-24114293
58	LABOURER	VHATKAR VIKAS LAXMAN	D	07.07.2007		022-24114293
59	MASON II	KAMBLE BHAGWAN S.	D	01.06.1994		022-24114293
60	MISTRY II	VACANT	D			022-24114293
61	FITTER II	DHANGDE CHANDRAKANT K	D	01.06.1994		022-24114293
62	FITTER II	GAONKAR PRAMOD DADU	D	01.06.1994		022-24114293
63	FITTER II	MOTE VITHOBA RAMU	D	02.05.1980		022-24114293
64	FITTER II	VACANT				022-24114293
65	MUKADAM	ANAND .D.THAMBRE	D	01.06.1994		022-24114293
66	LABOURER	JADHAV SANDEEP DATTARAM	D	01.07.2008		022-24114293
67	LABOURER	JADHAV MILIND MAHADEO	D	20.11.1990		022-24114293
68	LABOURER	KELASKAR SURESH BHIKAJI	D	01.06.1994		022-24114293
69	LABOURER	CHAWAN LAHU BABURAO	D	10.01.2009		022-24114293
70	LABOURER	JADHAV NIRNAY B	D	01.06.1994		022-24114293
71	LABOURER	KODEYA DEVIRAM LEELARAM	D	01.05.1981		022-24114293

72	LABOURER	DATTARAM P MEDEKAR.	D	01.08.1986		022-24114293
73	LABOURER	MOHITE KAKA JAGANNATH	D	01.08.1986		022-24114293
74	LABOURER	MULANI AKBAR BHIKANBHAI		15.07.1986		022-24114293
75	LABOURER	SOLANKI DINESH CHUNILAL	D	02.04.1981		022-24114293
76	FITTER II	TALEKAR BABAN SITARAM	D	01.06.1994		022-24114293
77	LABOURER	NAIK SHAILENDRA DILIP	D	06.06.2008		022-24114293
78	LABOURER	PATIL VASANT DHARMU	D	01.06.1994		022-24114293
79	LABOURER	PEDNEKAR VIJAY WAMAN	D	01.06.1994		022-24114293
80	LABOURER	SAKPAL SUDHIR BABAJI	D	01.09.1995		022-24114293
81	LABOURER	SHELAR GURUNATH PADMAKAR	D	01.09.1995		022-24114293
82	LABOURER	GILANDE P. V..	D	02.05.2006		022-24114293
83	FITTER II	VACANT	D			022-24114293
84	LABOURER	METKARI ANNA SANDIPAN	D	01.04.2009		022-24114293
85	LABOURER	VACANT	D			022-24114293
86	LABOURER	MASKE KIRAN TANAJI	D	25.05.2010		022-24114293
87	LABOURER	GAWADE AMIT ANANT	D	12.10.2011		022-24114293
88	LABOURER	PANDE RAJEH VIJAY	D	13.10.2011		022-24114293
89	LABOURER	SAKPAL DHONDU KASHIRAM	D	05.10.2011		022-24114293
90	LABOURER	GHADI SUSHANT ATMARAM	D	14.10.2011		022-24114293

91	LABOURER	CHIKANE PRAVIN ANKUSH	D	04.10.2011		022-24114293
92	LABOURER	CHAVAN SADEEP DATTARAM	D	13.10.2011		022-24114293
93	LABOURER	VACANT	D			022-24114293
94	LABOURER	MORE PRAKASH CHANDRAKANT		13.10.2011		022-24114293
95	LABOURER	VACANT	D			022-24114293
96	LABOURER	REDEKAR RAJENDRA SUBHANA	D	13.10.2011		022-24114293
97	LABOURER	TADVI RAKESH DASTAGIR	D	18.11.2011		022-24114293
98	LABOURER	VACANT	D			022-24114293
99	LABOURER	MORE JIRENDRAKUMAR K	D	17.11.2011		022-24114293
100	LABOURER	VACANT	D			022-24114293
101	LABOURER	VACANT	D			022-24114293
102	LABOURER	VACANT	D			022-24114293
103	LABOURER	GHADAGE VINAYANT C.	D	17.11.2011		022-24114293
104	LABOURER	GHADIGAONKAR SANDEEP HANUMANT	D	25.11.2011		022-24114293
105	LABOURER	LOKE NILKHANTH MANOHAR	D	17.11.2011		022-24114293
106	LABOURER	VACANT	D			022-24114293
107	LABOURER	MANE AVINASH RAMDAS	D	21.11.2011		022-24114293
108	LABOURER	BASANE RAVINDRA BABURA0	D	08.12.2011		022-24114293
109	LABOURER	KHARAT SUBHASH POPAT	D	25.11.2011		022-24114293
110	LABOURER	GHRADE JAGANNATH	D	18.11.2011		022-24114293

		LUXMAN				
111	LABOURER	KADALI LUXMAN DHARMA	D	18.11.2011		022-24114293
112	LABOURER	TAMORE NILESH PANDURANG	D	03.12.2011		022-24114293
113	LABOURER	PATIL PRAFUL ANANT	D	03.12.2011		022-24114293
114	LABOURER	SHINDE SURESH SAHADU		30.11.2011		022-24114293
115	LABOURER	VACANT	D			022-24114293
116	LABOURER	HIRE SOMANTH RAJAMRAM		09.12.2011		022-24114293
117	LABOURER	MADANE ANIL RAMCHANDRA	D	12.12.2011		022-24114293
118	LABOURER	SHELAR RAVINDRA R.	D	08.12.2011		022-24114293
119	LABOURER	KARANDE DATTU HIRA		12.01.2012		022-24114293
120	LABOURER	CHOUGULE DINESH PRABHAKAR	D	11.05.2012		022-24114293
121	LABOURER	KARBHARI DILIP SHANKAR	D	14.08.2012		022-24114293

Section 4(1)(b)(x)

Details of remuneration of officers and employees in the office of Assistant Engineer Water

Works L Ward.

SR. NO.	DESIGNATION	EMPLOYEE NAME	GRD	Basic + GRP	DA	WC	CA	SPA	TA	MMA	HRA	TOTAL SALARY
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		CHAUDHARI										
1	ASST.ENGINEER	AJAY BHAURAO	B	20710+5400	20888	----	463	----	1600	200	7833	57094
		CHOUGULE										
2	SUB ENGINEER	YUSUF EBRAHIM	B	21470+4600	20856	----	463	----	1200	200	7821	56610
		TADVI SHKIL										
3	SUB ENGINEER	SAMSHER	B	12450+4600	13640		463		1200	200	5115	36274
		KHAJURE										
4	SUB ENGINEER	SACHIN BALIRAM	B	14140+4600	14992		463		1200	200	5600	41217
		NIKHADE										
5	JR. ENGINEER	HARSHAL NANDKUMAR	C	10570+4300	11896		463		600	200		28029
		SHINDE SATISH										
6	JR. ENGINEER	MADHUKAR	C	10570+4300	11896		463		600	200	4461	32490
		WAGHAMARE										
7	JR. ENGINEER	PRAMOD VITHOBA	C	10570+4300	11896		463		600	200	4461	32490
		NAR KISHRI										
8	JR. ENGINEER	DEELIP	C	9710+4300	11208		463		600	200	4203	30684
		NINGOLE RAHUL										
9	JR. ENGINEER	MOTIRAM	C	9710+4300	11208		463		600	200	0	26481
		MRUNGEKAR										
10	METER SUPVR.	UTTRA SURESH	C	21320+4200	20416		463		600	200	7656	54855
		TORASKAR										
11	HEAD CLERK	NILESH R	C	11150+4200	12280			912	600	200	4605	33947
		WADIA HOSHANG										
12	METER INSPECTOR	PIROJSHA	C	13370+2000	12296		373		600	200	4611	33334
		GAMARE										
13	METER INSPECTOR	DIGVIJAY BHIKAJI	C	17390+2000	15512		463		600	200	5817	41982
		SATVI ANIL										
14	METER INSPECTOR	BALKRISHNA	C	12920+2000	11936		463		600	200	4476	31738

15	METER INSPECTOR	GADKARI BIPINCHANDRA	C	17180+2000	15344		463		600	200	5754	41541
16	CLERK	NAYAR SWAPNA RAVIKUMAR	C	16910+4200	16888				600	200	6333	45131
17	CLERK	GORE PRIYA B.	C	7470+2000	7576				600	200	2841	20687
18	CLERK	AVCHITE ANITA RAMESH	C	6400+2000	7620				600	200	2520	18440
19	PEON	KRUPA SHRIKRISHNA RANE	D	4440+1350	4632				600	200	1737	12959
20	RECORD ATTD	BHANDALKAR SAJEEVKUMAR N	D	10980+1900	10304			913	600	200	3864	28761
21	CLERK	VACANT	C									
22	CLERK	VACANT	C									
23	CL.C.TYPIST	VACANT	C									
24	CHAVIWALA	KARANKALE BHAGWAN KONDAJ	D	16550+1650	9760	115		908	1080	200	3660	27923
25	CHAVIWALA	VACANT	D									
26	CHAVIWALA	VACANT	D									
27	CHAVIWALA	VACANT	D									
28	SLUICEMAN	BENDRE DATTARAM SADU	D	10120+1600	9376	115		883	1080	200	3516	26890
29	SLUICEMAN	VACANT	D			115				200		
30	SLUICEMAN	VACANT	D			115				200		
31	SLUICEMAN	VACANT										
32	SLUICEMAN	GHODKE SANJAY PANDURANG	D	10650+1900	10040	115			600	200	322	23560
33	SLUICEMAN	MAYEKAR DEODATTA SHRIDHAR	D	8780+1600	8304	115		883	1080	200	3114	24076
34	SLUICEMAN	BALU .S.POTKULE	D	8450+1600	8040	115		930	1080	200	3015	23430
35	SLUICEMAN	RANE RAVINDRA GOVIND	D	10480+1600	9664	115		948	1080	200	340	24427
36	LABOURER	CHAVAN NAMDEV RANGRAO	D	6090+1800	6312	115			600	200	2367	17484
37	LABOURER	PATIL DYANDEV	D		6312	115			600	200	2367	17484

		DUNDURAM				
38	LABOURER	PATIL SANTOSH KALIRAM	D	6590+1300	6312	115
39	LABOURER	VINAYAK .V.PARKAR	D	7600+1300	7120	115
40	LABOURER	GAIKWAD LAXMAN VITHAL	D	9500+1300	8640	115
41	LABOURER	IDE TUKARAM KISAN	D	6090+1800	6312	115
42	LABOURER	JAKHERE PANDIT AVAJI	D	6830+1300	6504	115
43	LABOURER	INDULKAR EKNATH RAJARAM	D	10230+1300	9224	115
44	LABOURER	NAIK SANTOSH JANNATH	D	6330+1800	6504	115
45	LABOURER	PADWAL SANTOSH LAXMAN	D	9000+1300	8240	115
46	LABOURER	PALAYE PRAKASH VISHRAM	D	9000+1300	8240	115
47	LABOURER	JANARDAN .K.VISHE	D	7600+1300	7120	115
48	LABOURER	VACANT.	D			
49	LABOURER	TURMBEKAR PRADIP R	D	9000+1300	8240	115
50	LABOURER	VADAYE SITARAM DHONDU	D	9510+1300	8648	115
51	LABOURER	JIJARAM .N.HILE	D	7340+1300	6912	115
52	LABOURER	KAMBLE RAJESH SHANKAR	D	9510+1800	9048	115
53	LABOURER	HIRE HARIKANT SHIVRAM	D	8750+1300	8040	115
54	LABOURER	TAMBE LAVESH GOPAL	D	8750+1300	8040	115
55	LABOURER	KAMBLE SANTOSH	D	8630+1300	7944	115

600	200	2367	17484
1080	200	2670	20085
1080	200	3240	24955
600	200	2367	17484
1080	200	2439	18468
1080	200	3459	26524
600	200	2439	17988
1080	200	3090	24028
1080	200	3090	24111
1080	200	2670	20085
1080	200	3090	24111
1080	200	3243	24976
1080	200	2592	19539
600	200	3393	24666
680	200	3015	23442
680	200	3015	23442
1080	200	345	20601



		KASHIRAM				
56	LABOURER	MUTHE ANKUSH BUDHA	D	8500+1300	7840	115
57	LABOURER	THORAT SANJAY SUBHASH	D	7420+1300	6976	115
58	LABOURER	VHATKAR VIKAS LAXMAN	D	6330+1800	6504	115
59	MASON II	KAMBLE BHAGWAN S.	D	9510+1600	8888	115
60	MISTRY II	VACANT	D			
61	FITTER II	DHANGDE CHANDRAKANT K	D	10430+1900	9864	115
62	FITTER II	GAONKAR PRAMOD DADU	D	10300+1900	9760	115
63	FITTER II	MOTE VITHOBA RAMU	D	10500+1600	9680	115
64	FITTER II	VACANT				
65	MUKADAM	ANAND .D.THAMBRE	D	9450+1300	8600	115
66	LABOURER	JADHAV SANDEEP DATTARAM	D	6090+1800	6312	115
67	LABOURER	JADHAV MILIND MAHADEO	D	9940+1800	9292	115
68	LABOURER	KELASKAR SURESH BHIKAJI	D	9940+1800	9392	115
69	LABOURER	CHAWAN LAHU BABURAO	D	6090+1800	6312	115
70	LABOURER	JADHAV NIRNAY B	D	9450+1300	8600	115
71	LABOURER	KODEYA DEVIRAM LEELARAM	D	10370+1300	9336	115
72	LABOURER	DATTARAM P MEDEKAR.	D	9890+1300	8952	115
73	LABOURER	MOHITE KAKA JAGANNATH	D	9890+1300	8952	115
74	LABOURER	MULANI AKBAR BHIKANBHAI		7650+1800	7560	115

1080	200	2940	23423
1080	200	2616	20507
600	200	2439	17988
1080	200	3333	25482
	200		
600	200	392	23501
600	200	3660	26535
1080	200	3630	27326
	200		
1080	200	3225	25269
600	200	2367	17369
600	200	3525	25472
600	200	3522	25569
600	200	2367	17369
1080	200	3225	24762
1080	200	3501	26830
1080	200	3357	25770
1080	200	3357	25770
600	200	2835	28320

75	LABOURER	SOLANKI DINESH CHUNILAL	D	10870+1800	10136	115
76	FITTER II	TALEKAR BABAN SITARAM	D	10300+1900	9760	115
77	LABOURER	NAIK SHAILENDRA DILIP	D	6090+1800	6312	115
78	LABOURER	PATIL VASANT DHARMU	D	9940+1800	9392	115
79	LABOURER	PEDNEKAR VIJAY WAMAN	D	9450+1300	8600	115
80	LABOURER	SAKPAL SUDHIR BABAJI	D	9830+1800	9304	115
81	LABOURER	SHELAR GURUNATH PADMAKAR	D	9830+1800	9304	115
82	LABOURER	GILANDE P. V..	D	6580+1800	6704	115
83	FITTER II	VACANT	D			
84	LABOURER	METKARI ANNA SANDIPAN	D	6090+1800	6312	115
85	LABOURER	VACANT	D			
86	LABOURER	MASKE KIRAN TANAJI	D	5630+1800	5944	
87	LABOURER	GAWADE AMIT ANANT	D	5410+1800	5768	
88	LABOURER	PANDE RAJEH VIJAY	D	5410+1800	5768	
89	LABOURER	SAKPAL DHONDU KASHIRAM	D	4620+1300	4736	
90	LABOURER	GHADI SUSHANT ATMARAM	D	5410+1800	5768	
91	LABOURER	CHIKANE PRAVIN ANKUSH	D	4620+1300	4736	
92	LABOURER	CHAVAN SADEEP DATTARAM	D	4620+1300	4736	
93	LABOURER	VACANT	D			
94	LABOURER	MORE PRAKASH CHANDRAKANT		4620+1300	4736	
95	LABOURER	VACANT	D			

600	200	3801	27522
600	200	3660	26535
600	200	2367	17369
600	200	3522	25569
1080	200	3225	24762
600	200	2489	25258
600	200	2489	25258
600	200	2514	18398
	200		
600	200	2367	17369
	200		
600	200	2229	16400
600	200	2163	15941
600	200	2163	15941
600	200	1776	13232
600	200	2163	15941
600	200	1776	13232
	200		
600	200	1776	13232
	200		

96	LABOURER	REDEKAR RAJENDRA SUBHANA	D	4620+1300	4736		
97	LABOURER	TADVI RAKESH DASTAGIR	D	5410+1800	5768		
98	LABOURER	VACANT	D				
99	LABOURER	MORE JIRENDRAKUMAR K	D	4620+1300	4736		
100	LABOURER	VACANT	D				
101	LABOURER	VACANT	D				
102	LABOURER	VACANT	D				
103	LABOURER	GHADAGE VINAYANT C.	D	4620+1300	4736		
104	LABOURER	GHADIGAONKAR SANDEEP HANUMANT	D	5410+1800	5768		
105	LABOURER	LOKE NILKHANTH MANOHAR	D	5410+1800	5768		
106	LABOURER	VACANT	D				
107	LABOURER	MANE AVINASH RAMDAS	D	5410+1800	5768		
108	LABOURER	BASANE RAVINDRA BABURA0	D	5410+1800	5768		
109	LABOURER	KHARAT SUBHASH POPAT	D	5410+1800	5768		
110	LABOURER	GHRAD JAGANNATH LUXMAN	D	4620+1300	4736		
111	LABOURER	KADALI LUXMAN DHARMA	D	5410+1800	5768		
112	LABOURER	TAMORE NILESH PANDURANG	D	5410+1800	5768		
113	LABOURER	PATIL PRAFUL ANANT	D	4620+1300	4736		
114	LABOURER	SHINDE SURESH SAHADU		5410+1800	5768		
115	LABOURER	VACANT	D				

200	1776	13232
200	2163	15941
200		
200	1776	13232
200		
200		
200		
200	1776	13232
200	2163	15941
200	2163	15941
200		
200	2163	15941
200	2163	15941
200	1776	13232
200	2163	15941
200	2163	15941
200	1776	13232
200	2163	15941
200		

116	LABOURER	HIRE SOMANTH RAJAMRAM		4620+1300	4736				200	1776	13232
117	LABOURER	MADANE ANIL RAMCHANDRA	D	5410+1800	5768				200	2163	15941
118	LABOURER	SHELAR RAVINDRA R.	D	4620+1300	4736				200	1776	13232
119	LABOURER	KARANDE DATTU HIRA		5200+1800	5600				200	2100	15500
120	LABOURER	CHOUGULE DINESH PRABHAKAR	D	5200+1800	5600				200	2100	15500
121	LABOURER	KARBHARI DILIP SHANKAR	D	5200+1800	5600				200	2100	15500

**Section 4(1)(b)(xi)**

Details of allocation of budget and disbursement made in the office of Assistant Engineer Water Works at L Ward for the year 2013-2014.

Publish Copy of the budget Rs.7,61,13,000.00

Publish Copy of grant distribution \_\_\_\_\_

Format A for current year 2013 - 14

Sr. No.	Budget head description	Grants received	Planned use ( Give details area wise or work wise in a separate form)	Remarks
1.	4060490000 F/S Ward –H.E.	Rs.7,61,13,000.00	Rs.67,39,384.55	

Format B for previous year 2012 - 2013

<b>Sr. No</b>	<b>Budget Head</b>	<b>Grants received</b>	<b>Grants utilized</b>	<b>Grants Surrendered</b>	<b>Results</b>
1.	406049000 0 F/S Ward -H.E.	Rs.6,52,13,000.0 0	Rs.3,54,69,918.0 0	Rs.2,97,43,081.0 0	

**Section 4(1)(b)(xii)**

Manner of execution of subsidy program in the office of Assistant Engineer Water Works at L Ward.

-----Nil-----

**Section 4(1)(b)(xiii)**

Particulars of recipients of concessions, permits or authorizations granted in the office of Assistant Engineer Water Works at L Ward.

-----Nil-----

### **Section 4(1)(b)(xiv)**

Details of information available in electronic form in the office of Assistant Engineer Water Works at L Ward.

<b>Sr.No.</b>	<b>Type of Documents file/Register</b>	<b>Sub Topic</b>	<b>In which Electronic Format it is kept</b>	<b>Person in Charge</b>
	Nil	Nil	Nil	

### **Section 4(1)(b)(xv)**

Particulars of facilities available for citizen for obtaining information in the office of Assistant Engineer Water Works at L Ward.

Types of facilities-

- Information about facilities for inspection of record.

<b>Sr.No.</b>	<b>Type of Facility</b>	<b>Timings</b>	<b>Procedure</b>	<b>Location</b>	<b>Peron in Charge</b>
1.	Inspection of Record as per RTI Act.	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 of Asstt. Engineer, Water Works Department, Room no.15, 1 <sup>st</sup> Floor, L Ward office, Parel, Mumbai-12	Asstt. Engineer, Water Works L Ward.

- Interactive website – mcgm.gov.in
- Facilitation center - Facilitation center is available at the ground floor of ward office Building.  
Working Hours – 10.00 a.m. to 4:30 p.m
- Notice board - Displayed in the office of Asstt. Engineer (Water Works)
- Inspection of work & inspection of samples – N.A
- Facilities for library, Inquiry window & reception – Not available

### **Section 4(1)(b)(xvi)**

Details of Public Information Officer/APIOs/Appellate authority in the jurisdiction of (public authority) in the office of Assistant Engineer Water Works at L 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.	Shri. Ajay B Chaudhari	A.E.W.W. F/S	F/South Ward	Office of the Assistant Engineer Water Works L Ward, R.no. 15, 1 <sup>st</sup> Floor, Brihanmumbai	aewwfs@gmail.com	Shri. Rajesh Dange Executive Engineer L Ward, R. No.35, 2 <sup>nd</sup> floor,
				Mahanagar Palika, Jn. Of Dr. B. A. Road & Elphinston Road, Parel, Mumbai-400 012. Ph.022-24166093 Ex.103		Brihanmumbai Mahanagar Palika, Jn. Of Dr. B. A. Road & Elphinston 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. Rajesh Dange	Executive Engineer	L Ward	A.E.W.W.F/S	

**Section 4(1)(b)(xvii)**

**Manual – 17**