



MUNICIPAL CORPORATION OF GREATER MUMBAI

Asstt. Commissioner, L Ward Office

1st Floor, Laxmanrao Yadav Mandai Bldg,

S.G. Barve Marg, Kurla (W) Mumbai 400070

Administrative Officer's

Right to Information Act, 2005

17 Manuals as per Clause 4(1)(b)

Year : 2024-25

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MUNICIPAL CORPORATION OF GREATER MUMBAI

Administrative Officer L Ward Kurla

Introduction

Administrative Officer is important post in the office of Assistant Commissioner L ward .

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

- 1) Establishment (Superior)
- 2) Establishment (Labour)
- 3) Expenditure
- 4) Revenue
- 5) Dispatch

Qualifications and appointment :-

Administrative officer is appointed from head clerk who is completed his/her minimum seven years tenure as a head clerk. The merits and seniority is considered for the appointment.

The Administrative work of A.O. is done through A) Establishment (Superior)

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

Work Procedure :-

A) Establishment section :-

In the Establishment section the salaries of officers, employees, and labours is charged every months. The administrative work in progress as per provision of Mumbai Municipal Corporation Act 1888, Municipal service rules 1989, provident fund rules 1924, pension rules and as per provision of industrial dispute act 1948, minimum wages act, employee's compensation act and gratuity act 1978. The main works of establishment section are as follows:-

Establishment Schedule: - To prepared necessary yearly establishment schedule by taking in to the account increase and decrease of different post and make necessary budget provision for the year on the account of expenditure for wages and allowances.

- 1) To maintain attendance of staff (Muster)
- 2) To scrutiny of leave applications for certifications and sanctions
- 3) To get the approval for yearly increments

- 4) Monthly Wages Pay sheets — As per the establishment date provided by the establishment clerk within specific time period the required monthly pay sheets of the respective staff Section wise / Pay sheet code wise prepared on Computer (by taking into account of time to time leave, transfer, promotion and reservation) by Master creating forms.
- 5) employee is getting his monthly payment through his respective bank account After receipt of monthly pay sheets from Computer Department before allowing actual payment those pay sheets are sent to respective Account Office along with effective reports where in instruction for withholding or allowing payment to the respective employee are given. Accordingly, respective.
- 6) The monthly pay bills of Suspended employees, part time employees are being prepared manually by the Establishment Staff of Ward.
- 7) Preparing monthly effective report of the staff on duty, by taking note of their transfer, removal, reversion or promotion etc.
- 8) On proper sanction to prepare pay sheets for Advance Leave Salary, Encashment of Leave, Leave Travel Assistant etc.
- 9) Making correspondence in case of enquiry of the respective staff as per guidance of the Administration / Sectional head or Enquiry Officer as the case may be.
- 10) To maintain service record of the respective staff and get the same audited as and when required.
- 11) To work out claim under Workman Compensation Act as and when required.
- 12) To make correspondence with Labour Officer whenever required.
- 13) To prepare overtime wages bills whenever applicable.
- 14) To prepare final claims of the employee such as Superannuation Pension Claim, Voluntary Retirement Claim, Provident Fund Claim to get necessary payment to the ex employee as early as possible.

The work of pay fixation is done time to time as per pay fixation agreement and arrears from such fixation is given to the employees.

B) Expenditure Section

The main work of this section is to certify the bills and pay the amount. The procedure is as follows —

- 1) To make provision in the Budget Estimate. This provision is recurring and non-recurring both.
- 2) To make liability for the indent for purchase of proposed works.
- 3) To submit indent and give work order.
- 4) To certify bills, abstract.
- 5) To maintain record of departmental work. To make abstract of expenditure of labour, material and supervision.
- 6) To prepare proposal for supplementing fund.
- 7) To work in consultation with Asstt.Engineer (Maintenance) and Accounts Officer about departmental work and P.W.C. Work.
- 8) Table of expenditure of liability register.
- 9) To keep balance sheet of last years expenditure and current year recurring expenditure of telephone and electricity, so that the double payment will be avoided.

C) Revenue Section

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

This section gives the permits and license as follows.

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

Index Register and Demand Register is maintained for the above.

The licenses, permits are renewed in this department.

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

D) Dispatch :-

To give facilities to the tax payers the dispatch section is working in C.F.C. & ground floor its working is as detail given below :-

- 1) To accept the letters from the citizens directly or by post as well as to accept the papers from the other offices of the Corporation. The important papers/ letters to be distributed departmentally after marking the papers to the notice of the Asstt. Commissioner. To send the papers with the printouts to the different departments after taking note on the Computer.
- 2) To send the letters of the different department by post & to maintained postage register & the account of postage stamp for the same.
- 3) Arranging the meetings for the action of the pending Audit notes.

Section 4(1) (b) (i)

The particulars of functions & duties of the public authority

1	Name of the public authority	Smt Pratibha Gopalkrishna Jere
2	Address	14/Shree Aryadurga CHS, 3 rd Floor Hutatma Chafekar Bhandu Marg Mulund E Mumbai-81
3	Head of the office	Administrative Officer L ward
4	Parent Government Department	Assistant Commissioner L ward.
5	Reporting to which office	1) Assistant Commissioner L ward.
6	Jurisdiction Geographical	<p>Initially the border of the Corporation was limited up to City area. In the year 1950, Suburban area, known as L, M, N, K, Ward & in the year 1957 extended Suburban area known as S, T, P and R ward were merged in the Corporation.</p> <p>The city has been divided to administrative ward for the purpose of local administration with the passage of time larger ward were Subsequently Sub divided and today there are 24 administrative wards. Out of L ward in Situated in the north eastern part of the Suburban. It measures about 15-88 sq.kms. area and as per Census of 2011, Population of L ward is 8, 91,208.</p> <p>L ward office is divided into two parts viz. Kurla East and Kurla West in L ward vicinity 3 railway station ie. Kurla, Chunabhatti & Tilak Naga exists. Most of the areas falls under Slums. Air post Lagsen & Turbo, with River falls under</p>

		L ward. In the ward K.B.Bhabha Hospital is situated in this Hospital Medical aid is given to local people Chhatrapati Shivaji Maharaj Talav is situated in this ward. Nehru Nagar Colony developed by MMRDA is situated of Kurla (East)
7	Mission	"To complete the Establishment works."
8	Vision	"To complete the Establishment works within time."
9	Objectives	Administrative works done through 1) Establishment 2) Expenditure 3) Revenue 4) Dispatch with help of Clerk and Head clerk under the guidance and supervision of Assistant Commissioner
10	Functions	<ol style="list-style-type: none"> 1. To check the musters registers weekly reports and to supervise and guide to head clerk and clerks 2. To check dispatch papers comes from MC, AMC and DMC and distribute papers to concern authorities. 3. To submit application received from local Corporator, MLA for renaming chowks & roads to Municipal secretary. 4. To issue circulars as per order from Assistant Commissioner 5. To co- ordinate with staff and guide them regarding various routine work. 6. To keep record of MCA audit note, document received from various committee and take necessary action. 7. To give reply to the union complaints 8. To co-ordinate between indoor and outdoor staff work 9. To complete the work given by Assistant Commissioner 10.To arrange the grievance committee and follows the decisions
11	Details of services provided (In Brief)	<ul style="list-style-type: none"> · To collect the revenue / taxes from citizens for various purpose in the office of Civic Facility Centre. · To issue Birth & Death Certificate
12	Physical assets (Statement of lands & Buildings and other Assets)	NIL
13	Organization 's structural Chart	As per separate sheet attached
14	Tel. No.s & office timings	<p>Telephone no : 26505103</p> <p>Office timing : 10.00 a.m. to 06.00 pm</p> <p>(Monday to Friday)</p>
15	Weekly Holidays	-----

Section 4(1) (b) (ii)

The powers of officers and employees in the office of Administrative Officer L ward.

(A)

1	Administrative Officer	<u>Financial power</u> 1. Power to incur expenditure-office contingencies Rs.200/-
		2. Power to purchase without prior postaudit up to Rs.200/-
2	Head Clerk	NIL.
3	Clerk	NIL.

(B)

Sr. No.	Designation	Power- Administrative	Under which legislation / rules / order / GRs	Remarks
1	Administrative Officer	1. To sanction increments of Subordinate Staff.	MMC Act 1888	
		2. To sanction casual leaves to subordinate staff up to the rank of Head clerk and clerk accordance with the rules		
		3. To sanction leaves including maternity and injury leave to the labour staff in accordance to Municipal service rule.		
		4. To prepare report of administrative data from respective department and submit to higher authority		
		5. To check works of subordinate staff		
		6. To meet to councilors and officers in the absent of Assistant Commissioner		
2.	Head Clerk	Nil.		
3.	Clerk	Nil.		

(C)

Sr. No .	Designation	Power- Magisterial	Under which legislation / rules / order / GRs	Remarks
	Administrative Officer	N.A	-----	-----

(D)

Sr. No .	Designation	Power- Magisterial	Under which legislation / rules / order / GRs	Remarks
	Administrative Officer	N.A	-----	-----

(E)

Sr. No .	Designation	Power- Magisterial	Under which legislation / rules / order / GRs	Remarks
	Administrative Officer	N.A	-----	-----

THE DUTIES OF OFFICERS AND EMPLOYEES IN THE OFFICE OF ADMINISTRATIVE OFFICER L Ward .

(A)

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

(B)

Sr. No	Designation	Power- Magisterial	Under which legislation / rules / order / GRs	Remarks
1	Administrative Officer	1) To collect information from Establishment and Revenue department and to prepare administrative report.		
		2) To settle the grievance of internal staff or citizens.		
		3) To submit reports to MC Office regarding disposal of complaints received from them..		
		4) To prepare various meeting reports such as Union, Pension Adalat, Audit Note, etc.		
		5) To prepare & submit consolidated RTI & Complaints report.		
		6) To co-ordinate and guide local resident regarding various information of ward.		
		7) To dispose of complaints received from higher authorities		
		8) Any other work assigned by the Asst. Commissioner L Ward		
2	Head Clerk	1. Verification of Payroll, Verification of Penion Claims Etc.		
		2. Carrying Out Promotion Duties		
		3. To report to the Administrative Officer From Time to Time Regarding Establishment Work		
		4. To supervise the work of clerk		
		2. To scrutinize monthly and annual report of recovery of payment		
		3. Dispose of daily outward		
		4. Inspect and submit Budgetary Report Furnish information to clerk and to guide clerk in establishment matters		
		5. Reporting of vacant post to Head office of MCGM.		
		6. Answer to the complaints make by employees		
		7. Inspect and submit Budgetary Report Furnish information to clerk and to guide clerk in establishment matters.		
3	Clerk	1. Preparation Of payroll, Prepration Of Penstion Claims, Updating Of Employees S.R. Etc.		
		2. Carrying Out Duties assigned by Superiors		

		3.Clerk are directly working under Head Clerk		
		4.Do the input related work (pay sheet) work		
		5.To take leave entries in leave register and service record and update it		
		6.Update leave details and recovery in effective register		
		7.Establishment proposals such as new position(Position number) and schedule pos		
		8.Make entries in Daily inward and outward work sheet register		
		9.Prepare arrears sheet as per circular and program per employees		

(C)

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

(D)

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

(E)

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

Section 4(1) (b) (iii)

Procedure followed in Decision Making Process, including channels of supervision and accountability in the office of Administrative Officer L Ward

Name of activities:-

1) Establishment section :-

In the establishment section monthly salary of officers, employees labours are charged and maintain service records. establishment section divides between superior establishment and labour establishment. In the superior section there are one head clerk, five clerks and two peons and In the labour section there are three clerks.

• Pension and NCPF Claim:-

A) The employee superannuated after completion of 58 years, before superannuation pension and NCPF claims prepared in six months advance. Take precaution the employees gets his/her all dues in his/her retirement date.

B) Whenever employee applies for voluntary retirement, after sanction of voluntary retirement all dues of employees get disposed off.

C) Whenever Employee expired and when his/her heirs submits necessary documents all dues of employees get disposed to his/her relatives.

D) Whenever employee unfit for further services, after sanction of competent authority all dues of employees get disposed off.

• Preferential Treatment (P.T.CASE):-

After the death of employee his/her heirs absorbed in the services as per his/her qualifications in the post of Clerk, Peon, Labour etc.

• **Balance leave:-**

Whenever employee gets superannuation / voluntary retirement / service unfit /
On service death with all above cases balance leave salaries to be given after finishes his/her
dues like Pension and NCPF Claim.

A) Name of activity

1) Pension

- (A) Related provision :-
- (B) Name of Act :-
- (C) Rules :- Pension Rule 1953
- (D) Government Resolution :-
- (E) Circulars :-
- (F) Office order :-

2) NCPF

- a) Related provision :-
- b) Name of Act :-
- c) Rules :- P.F. Rule 1924
- d) Government Resolution :-
- e) Circulars :-
- f) Office order :-

3) PREFERENTIAL TREATMENT (P.T. CASE)

- A. Related provision :-
- B. Name of Act :-
- C. Rules :-
- D. Government Resolution :-
- E. Circulars :- 1) LO /19 dtd.18.12.1998
2) LO /16 dtd. 22.03.2007
3) LO /78 dtd.21.12.2011
4) LO /04 dtd.25.10.2007
5) LO /21 dtd.24.12.2008
6) LO /14 dtd.13.10.2008
7) LO /22 dtd.29.10.1990
- F. Office order :-

4) BALANCE LEAVE

- a) Related provision :-
- b) Name of Act :-
- c) Rules :-
- d) Government Resolution :-
- e) Circulars :-
- f) Office order :-

5) ENQUIRY

- (A) Related provision :- Enquiry Manuals
- (B) Name of Act :-
- (X) Rules :-
- (Δ) Government Resolution :-
- (E) Circulars :-
 - 1) DPAR / FGR / 06 dtd.15.05.1999
 - 2) DPAR / FGR / 17 dtd.29.08.2000
 - 3) DPAR / FGR / 08 dtd.26.07.2002
 - 4) DPAR / FGR / 30 dtd.07.02.1995
 - 5) CHE/ ENQ / Z-I/ GEN 272 dtd.19.07.2012
- (Φ) Office order :-

6) INCOME TAX

- (A) Related provision :-
- (B) Name of Act :- Income Tax Act
- (C) Rules :-
- (D) Government Resolution :-
- (E) Circulars :-
- (F) Office order :-

7) PROMOTIONS / TIME BOUND PROMOTIONS

- a) Related provision :-
- b) Name of Act :- Income Tax Act
- c) Rules :-
- d) Government Resolution :-
- e) Circulars :-
 - 1) MPM / 2/ 3447 /dtd.24.05.2008
 - 2) MPM / 2/ 815 /dtd.06.08.2009
 - 3) MPM / 2/ 3389 /dtd.17.01.2008
 - 4) MPM / 2/ 3560 /dtd.15.07.2000
 - 5) DPAR /RGCELL/3 dtd. 24.07.2007
- f) Office order :-

8) PENSION ADALAT

- A. Related provision :-
- B. Name of Act :- Income Tax Act
- C. Rules :-
- D. Government Resolution :-
- E. Circulars :- 1) CA / FPP/27 dtd.07.12.2007
- F. Office order :-

9) RIGHT TO INFORMATION (RTI)

- a. Related provision :-
- b. Name of Act :- RTI ACT 2005
- c. Rules :-
- d. Government Resolution :-
- e. Circulars :-
- f. Office order :-

10) MCA AUDIT NOTE

- a) Related provision :-
- b) Name of Act :-
- c) Rules :-
- d) Government Resolution :-
- e) Circulars :-
- f) Office order :-

11) CONFIDENTIAL REPORT

- (A) Related provision :-
- (B) Name of Act :-
- (C) Rules :-
- (D) Government Resolution :-
- (E) Circulars :- 1) MPM / 6517 /dtd.27.09.1999
2) MPM 2 / 7756 /dtd.29.10.2012
- (F) Office order :-

12) OFFICIAL ENQUIRY

- (A) Related provision :-
- (B) Name of Act :-
- (C) Rules :-
- (D) Government Resolution :-
- (E) Circulars :-
- (F) Office order :-

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

Section 4(1) (b) (iv)

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

Sr. No.	Designation	Activity	Units to be covered	Financial Targets in Rs.	Time Limit	Remarks
1	Administrative Officer	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	Head Clerk & Clerk	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)

The rules/ regulation related with functions in the office of Administrative Officer L ward.

Sr. No.	Subject General Circulars	G.R./Circular/Office order. Rule no. notification etc. date.	Remarks if any
1	Absenteeism	DPR/FGR/30 dtd.07.02.1995	
2	Transfer and Promotions	MPM2/ 1093/dtd.29.09.2009	
3	Continuation after 55 years	MPM1/ 595 /dtd.31.01.2004	
4	Computer Knowledge	MPM2/ 2014 /dtd.20.03.2010	
5	Leave	MSR 1989	
6	Advance payment from P.F	CA / FVA / dtd.21.04.2009	
7	4%Subsidy on housing loan	CA/FHL/51/dtd.03.01.2001	
8	DC-1 Rule	DPAR / FGR/10dtd.04.07.08	
9	Relive Employee after promotion / transfer	MPM2 / 6077 / dtd.05.01.2009	
10	Passport , Visa ,NOC	CH/ENQ/GEN/164/dtd,06.09.05	
11	Additional increment after passed L.S.D.	DPAR / FGR /20/dtd.15.10.08	
12	Passport, NOC	MPM2 / 493 / dtd.19.09.2009	
13	Casual Leave	(a)CA/FGR/79/dtd.31.01.1981 (b)DPAR /FGR / 8/dtd.17.07.09	
14	LTA	CA/ FGR/39dtd.07.10.1985	
15	For Tracking CL	DPAR / FGR/5 dtd.12.06.2008	
16	Pension Adalat	CAT / FPP / 27 dtd.07.12.2007	
17	Pension for absconding Employee	DPAR / FGR/4 dtd.05.05.1992 DPAR / FGR/2 dtd.19.04.1995	
18	Non vacating staff quarters	DPAR / FEM /10 dtd.02.07.1990 DPAR / FEH / 5 dtd.28.05.2001	
19	Pension for unfit	DPAR / FEH /21 dtd.14.01.1998	
20	Saving Account for Pension	CAT /FPP / 40 dtd.12.02.2009	
21	Increase limit of DCRG	DPAR / FGR/08 dtd.06.06.2012	
NCPF			
22	NCPF	NCPF Rule 1925	

P.T.CASE

23	Application	LO /19 /dtd.18.12.1998	
24	Power to DMC	LO/16/dtd.22.03.2007 LO/78/dtd21.12.2011	
25	LAD PAGE Committee (Sweeper Class P.T.)	LO/4/dtd.25.10.2007 LO/21/dtd24.12.2008	
26	P.T. Case for absconding Employee	LO /14 /dtd.13.10.2008	
27	School leaving verification	LO /22 /dtd.29.10.1990	
Enquiry, Suspension, Suspension Allowance			
28	Enquiry, Suspension, Suspension Allowance	Enquiry Manuals , MSR 1989 1)DPAR/FGR/6/dtd.15.05.1999 2)DPAR /FGR/17/dtd.29.08.2000 3)DPAR /FGR/8/dtd.26.07.2002 4)CHOE/ Z-l/gen/272/dtd.29.7.12	
29	Termination	MSR 1989, Municipal Service (Rule and Conduct 1999) , Industrial dispute Act 1948	
30	Suspension Review	MPM2/ 3505 /dtd.21.02.2005 MPM2 /3349/ dtd. 23.01.2008	
Promotion and Time Bound Promotion			
31	Promotion and Time Bound Promotion	DPAR/RGCELL/3/dtd.24.07.07 MPM2/3447/dtd.24.05.2008 MPM2/815/dtd.06.08.2009 MPM2/3389/dtd.17.01.2008 MPM / 3560 / dtd.15.07.2000	

Section 4(1)(a)(vi)

Statement of Categories of documents held in the office of Administrative Officer L ward.

Sr. no.	Subject	Type of Document file or register	File no. Or Register no.	Particulars	Periodicity of preservation
ESTABLISHMENT					
1	Service Record	File		'A' CLASS	PERMANANT
2	Muster	Register			
3	CR Sheets	File			
4	Authority	File			
5	Seniority list	File			
6	Circular file	File			

1	Pension . NCPF, P.T. claim	File		'B' CLASS	30 YEARS
2	Appointment Transfer Promotion Permanency	File			
3	Proposal	File			
1	Leave Papers	File		C2' CLASS	1 5 YEARS
2	O.T.	File			
3	Correspondence	File			
1	Enquiry Papers	File		'C 1' CLASS	1 0 YEARS
2	Disciplinary Action	File			
3	Income Tax	File			
4	PF Advance	File			
1	Temporary Appointment	File		'C' CLASS	0 5 YEARS
2	Cessation of employee	File			
1	Leave application	File		'D CLASS	0 1 YEARS
2	Complaints , ETC	File			
	DISPATCH				
1	Dak sheet	Register		'D CLASS	0 1 YEARS
2	Post Register	Register			
3	Other Register	Register			
4	RTI Register	Register			
	CFC				
1	Stock Register Receipt	Register		'D CLASS	0 1 YEARS
2	Dishonor Cheques	Register			

Section 4(1)(b)(vii)

Particulars of any arrangement that exists for consultation with the members of the public in relation to the formulation of its policy and implementation in the office of Administrative Officer L ward.

-- NOT APPLICABLE --

Section 4(1)(b)(viii)

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

Ward Committee

Sr.no	Name Of the committee / Boards,Councils, or Other bodies	Compositio n Of committee / Boards, Councils, or Other bodies	Purpose of committee / Boards, Councils, or Other bodies	Frequency of meeting	Whether meeting open to public or not	Whether minutes available to public or not	minutes available at
1	L Ward Committee	Councilors of L Ward President & 15+1 Members	To provides basic amenities to the citizen	Once in months Or As per president's order	NO	Yes	On webside

Sexual Harassment Committee

Sr.no	Name Of the committee / Boards,Councils, or Other bodies	Compositio n Of committee / Boards, Councils, or Other bodies	Purpose of committee / Boards, Councils, or Other bodies	Frequency of meeting	Whether meeting open to public or not	Whether minutes available to public or not	minutes available at
2	Sexual Harassment Committee In L Ward	President & 5+1 Members	To prevent the Sexual Harassment in L Ward		Yes	Yes	Administrative Officer

4(1)(b)(xii)

Manner of execution of subsidy program in the office of Administrative Officer at L Ward

-----Nil-----

Section 4(1)(b)(xiii)

Particulars of recipients of concessions, permits or authorizations granted in the office of Administrative Officer L Ward

-----Nil-----

Section 4(1)(b)(xiv)

Details of information available in electronic form in the office of Administrative Officer at L Ward

SR.NO	Type of Documents file/Register	Sub Topic	In which Electronic Format it is kept	Person in Charge
1	Nil	Nil	Nil	Nil

Section 4(1)(b)(xv)

Particulars of facilities available for citizen for obtaining information in the office of Administrative Officer at L Ward.

Types of facilities-

• Information about facilities for inspection of record

SR.NO	Type of Facility	Timings	Procedure	Location	Peron in Charge
1.	Inspection of Record	3.00 p.m. to 5.00 p.m on Tuesday and Thursday (except holidays) with prior appointment only.	For inspection of records no fee for first hour will be charged, however fee of Rs.5/- for each 15 minutes or fraction thereof will be charged thereafter.	Office Administrative officer Department, 3rd Floor, L ward office, Kurla, Mumbai-70	Administrative officer L Ward.

Section 4(1)(b)(xvi)

Details of Public Information Officer/APIOs/Appellate authority in the jurisdiction of (public authority) in the office of Administrative officer at 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	Smt Pratibha Gopalkrishna Jere	Administrative officer	L Ward	Office of Administrative officer L Ward, 3 rd Floor, L Ward Office Building, S.G.Barve Marg, Kurla West Mumbai – 400070 Ph. No.26505103 Ext.302	adminofficer.01.l.@mcgm.gov.in	Shri. Valanju Manish Radhakrishna Assistant commissioner L Ward,, 1st Floor, L Ward Office Building, S.G.Barve Marg, Kurla West Mumbai – 400070 Ph. No.26505103 Ext.111

APIO s**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.Dhanaji Santaji Herlekar	Assistant commissioner	L Ward	Administrative officer	adminofficer.01.l.@mcgm.gov.in

