



## **BRIHANMUMBAI MAHANAGARPALIKA**



Section 4 Manuals as per provision of RTI Act 2005 of  
M/West Ward

### **SOLID WASTE MANAGEMENT DEPARTMENT**

Address - Office of Assistant Engineer,  
(SWM),M/West Ward office,  
Ground Flr, Room No.12,  
Sharadbhau Acharya Marg,  
Near Natraj Cinema,Chembur,  
Mumbai – 400 071

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## Introduction

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, (SWM) ,M/West 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 (SWM), M/West ward whose office is situated at M/West ward office, (SWM),M/West Ward office,Ground Flr,Room No.12,Sharadbhau Acharya Marg, Near Natraj Cinema,Chembur, Mumbai- 400 071 The procedure and fee structure for getting information is as per the provisions of RTI Act, 2005.

The corporation has decentralized most of the main departments functioning at the city central level under Departmental Heads, and placed the relevant sections of these Departments under the Assistant Commissioner. Assistant Engineer (SWM) is under administrative control of Assistant Commissioner.

PTO

**For SWM department:-**

He is assisted by Sub Engineer (SWM) and Asst. Head supervisor, Supervisor, Jr. Overseer and Mukadams.

For administrative work he is assisted by Administrative Officer. Head Clerk and Clerk. Each Jr. Overseer is given one beat to perform the duties pertaining to Sweeping and cleaning.

As per Central Right to Information Act 2005, he is appointed as Public Information Officer (SWM) for Dept. and as per Maharashtra Public Records Act-2005 and Maharashtra Public Records Act Rules -2007, he is appointed as designated officer as Record Officer.

Sd/-

**Assistant Engineer (SWM)  
M/West Ward**

## SECTION 4 (1) (B) (i)

### The particulars of functions & duties of the Office of Assistant Engineer (SWM)

1	Name of the Section	Office of Assistant Engineer, Solid Waste Management
2	Address	M/West Ward office,(SWM) Ground Flr,Room No.12,Sharadbhau Acharya Marg, Near Natraj Cinema,Chembur,Mumbai- 400 071
3	Head of the office	Assistant Engineer, Solid Waste Management
4	Office Timings	Monday to Friday 8.00 a.m. to 12.00 noon and 2.30 P.M. to 5.30 p.m. Saturdays 08.00am to 11.30 am Visiting Hours - (Monday – Friday) 03.00 p.m. to 05.00 pm
5	Chowky Timings	06:30 am – 1:15 pm
6	Contact Details	Telephone no : 2522500 Extn : 429,430,431,432,433,434,435,436,437,438,439,440. Email Asst. Eng – aeswmmw@gmail.com Email Sub Eng - aeswmmw@gmail.com
7	Parent Government Department	Chief Engineer (SWM)
8	Reporting to which office	Assistant Commissioner, M/West Ward
9	Jurisdiction Geographical	<b>M/West ward is bounded by the waman tukaram patil marg on the East, somaiya nala/tansa pipiline on West, somaiya nala/cheda nagar on North and mahul creek .</b>
10	Vision	To keep the ward garbage free.
11	Mission	To minimize all the garbage collection point on the road/ sub road.
12	Objectives	To keep ward clean and green.
13	Functions	<p>1 .Day to day operations and maintenance works of SWM Section along with improvement schemes introduced time to time.</p> <p>2. A.E. (SWM) in ward shall approve estimate upto Rs.3 lacs and execute the work of SWM. sanction of Competent Authority. For the work beyond 3 lacs, the proposal will be scrutinized by E.E. (SWM.) for S.W.M. works in respective wards.</p> <p>3. Day to day maintenance of Electrical &amp; Mechanical equipment and installation of Municipal properties, tenements in ward.</p> <p>4. Co-ordination with various department viz. Ch.E.(SWM), Ch.E.(S.O.), Ch.E.(M.S.D.P.), Ch.E.(SWD), Ch.E.(M&amp;E).</p> <p>5. A.E. (SWM) shall scrutinize the proposal in respect of P.S.C. blocks on Pay &amp; Use basis and maintained by the N.G.O. The periodical inspection enforcement of action against the N.G.O. found not maintaining the P.S.C. blocks in proper manner.</p>
14	Section Duties	<p>Sanitary Provisions</p> <p>Scavenging and Cleansing</p> <p>366 – Refuse, etc to be the property of the corporation.</p> <p>367 – Provision and appointment of receptacles, depots and places for refuse.</p> <p>368 – Duty of Owner and occupiers to collect and deposit dust, etc.</p> <p>369 – Provision may be made by mcgm for collection, etc, of</p>

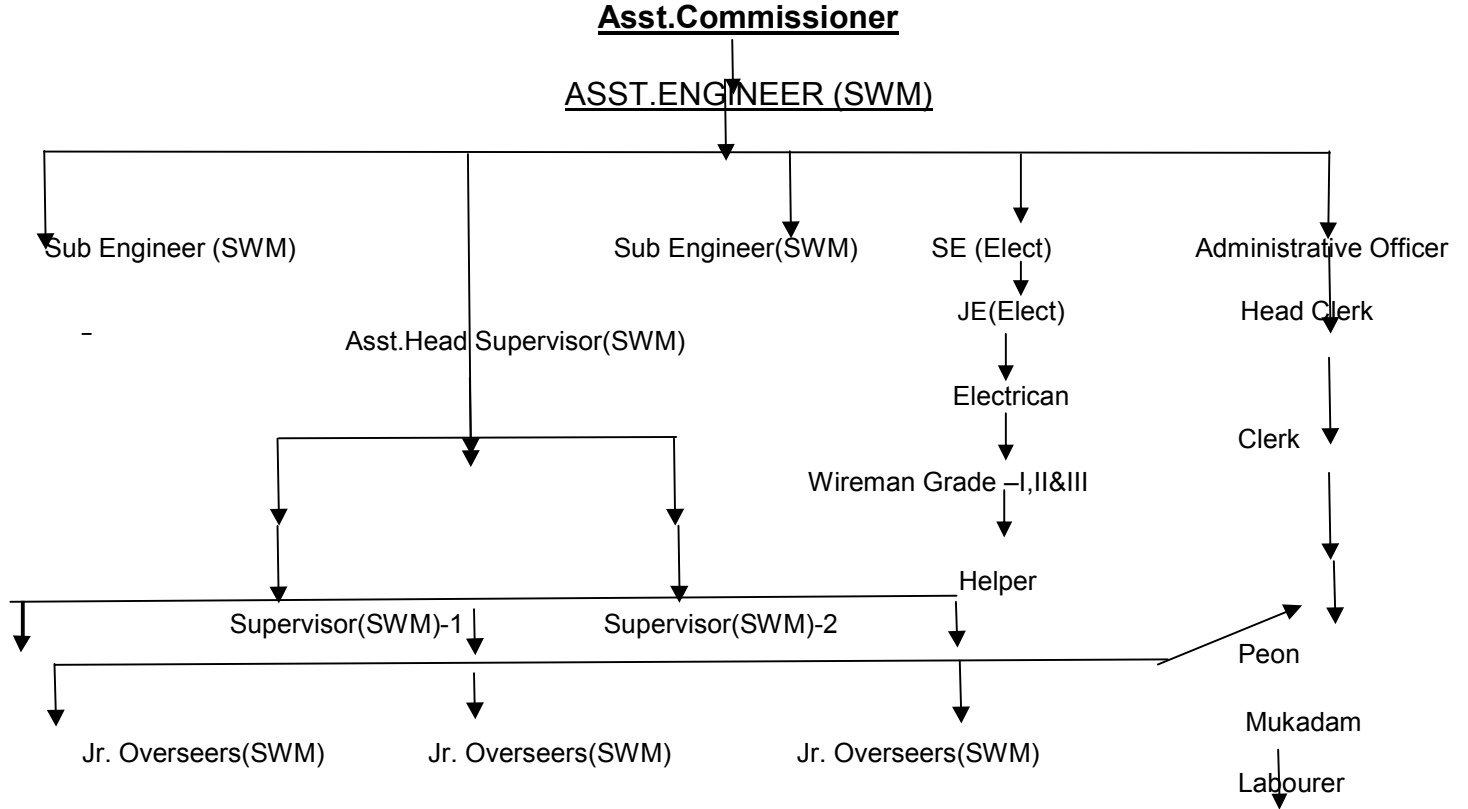
		<p>excrementitiously and polluted matter.</p> <p>370 – Collection and removal of excrementitiously and polluted matter when to be provided for by occupiers.</p> <p>371 – Halalkhors duties in certain cases may not be discharged by private individuals without the Commissioner permission.</p> <p>372 – Prohibition of failure to remove refuse, etc, when bound to do so.</p> <p>373 – Presumption as to offender under clauses (e) of section</p> <p>374 – Powers to inspect premises for sanitary purposes.</p> <p>375 – Cleansing and lime washing of any building may be required..</p> <p>377 (A) – Nuisances arising from defective roof.</p> <p>385 – Removal of care cases of dead animals.</p> <p>386 – Place for public bathing, etc to be fixed by the Commissioner.</p> <p>387 – Regulation of use of public bathing places etc.</p> <p>388 – Prohibition of bathing, etc, contrary to order or regulation.</p> <p>389 – Prohibition of corruption of water by steeping therein animal or other matter, etc.</p> <p>390 – Factory, etc not to be newly established without permission of the Commissioner.</p>
15	Details of services provided ( In Brief)	1. SWM- Sweeping / Clearing Removal of Debris / Silt
16	Physical assets (Statement of lands & Buildings and other Assets)	List of Chowkies and Address (please refer to page no. 6)
17	Organization's structural Chart	Please refer to page no. 8.
18	Weekly Holidays	Sunday and Public Holidays.

### **Details of Departmental Chowky In SWM Section**

<b>Sr. No.</b>	<b>Name of Department</b>	<b>Name of Chowy</b>	<b>Address of Chowy</b>	<b>Contact No.</b>
1	SWM	Shankar Deual	B.P.C.L.Road,Nr.Vanikaran Junction of BPCL Rd.& Mahul Main Rd. Chembur	9892740519
2	SWM	Lal Donger	Hemu Kalani Marg, Behind Chembur Police Station Chembur.	9892356080
3	SWM	Navjeevan Society	M.S. Colony, Opp. Bldge.No.24, Nr.Bhojawani Garden, Chembur.	7208692675
4	SWM	Sindhi Society	Nr.Municipal Dispensary C.G. Road Chembur	9821844480
5	SWM	Siddharth Colony&RSY (EEH)	Below Tambhe Bridge, Chembur, D.K.Sandu Marg,Nr.Sawant Bazar Chembur	9869501967
6	SWM	Swastik Park	Hemu Kalani Marg,Behind Chembur Police Station Chembur.	9987173058
7	SWM	Thakkar Bappa Colony	Nr.Raja Milind Nagar, Thakkarbappa Colony Rd.Chembur,Mumbai-74 Nr.Jetwan Garden.	9892325552
8	SWM	Acharya Garden	Nr.Gandhi Maiydan, Behind Reliance Energy Office Rd no-15, Chembur,	8425968282

			Mumbai -400071.	
9	SWM	Deul Wadi	Below Thambe Bridge,Chembur, D.K.Sandu Marg,Nr.Sawant Bazar.	9820938886
10	SWM	Khardev Nagar	Kisan Kamble Mande, Khardev Nagar,Nr.Fish Market	8454847759
11	SWM	Labour Camp	P.Y.Thorat Marg, Labor Capm, Nr.Chembur Railway Station, Chmebur, Mumbai-89	9967718845
12	SWM	Tilak Nagar	Below Tambhe Bridge,Nr.Shoba Hotel, Shanta Jog Marg, Chmebur Mum-89	9757307492
13	SWM	Pestam Sagar	Below Tambhe Bridge,Nr.Shoba Hotel, Shanta Jog Marg, Chembur Mum-89	9870662345
14	SWM	Chheda Nagar	P.Y.Thorat Marg,Labour Camp, Nr.Chembur Railway Station,Chembur, Mumbai-400089	7208880270
15	SWM	Moter Loader Chowky (Morning)	10 <sup>th</sup> Rd. Nr.Sandu Garden,Chembur, Mumbai-400071	9867721634
16	SWM	Moter Loader Chowky (Evening)	10 <sup>th</sup> Rd. Nr.Sandu Garden,Chembur, Mumbai-400071	9892758232
17	SWM	Moter Loader Chowky (Night)	10 <sup>th</sup> Rd. Nr.Sandu Garden,Chembur, Mumbai-400071	9594345481

**BRIHANMUMBAI MAHANAGARPALIKA**  
**SOLID WASTE MANAGEMENT, M/West Ward**



1) Shankar Dewool	1) Dewoolwadi	1) Cleaning Roads Under 4 Rsy Yojana
2) Lal Donger	2) Khardeo Nagar	
3) Navjeevan	3) Labour Camp	2) Prabhag 143 SMPA
4) Sindhi Society	4) Tilak Nagar	3) Ghatla SMPA
5) Swastik Park	5) Pestom Sagar	4) R.C Marg RSY
6) Acharya Garden	6) Cheda Nagar	
7) Sidharth Colony	7) Thakkar Bappa Colny (SMPA)	

Name of the HOD	SHRI.RAVINDRA MAYARAM NAGARKAR
Phone number	022 22255000
Email id	ae01swm.mw@mcgm.gov.in
Timing	8:00 am To 5:30 pm



Address	Room no.12, Ground Floor, SWM Department,M/West Ward, M/West office, Sharadbhau
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	Acharya Marg,Near Natraj Cimena,Chembur,Mumbai Pin-400071	
Name of the employee	<b>S.E-1(SWM)M/W</b>	SHRI.ABASHEB SARGAR
	<b>S.E-2(SWM)M/W</b>	SHRI.GANESH CHANDOLKAR
	<b>S.E (Elect.)M/W</b>	SHRI. SAUDAGAR
	<b>A.O.(SWM)M/W</b>	SMT. PRACHI JADHAV
	<b>A.H.S.(SWM)M/W</b>	SHRI.HARISHCHANDRA KOLEKAR (I/C)
	<b>HEAD CLERK</b>	SHRI.ANIL M.GOHIL
		VACANT
	<b>SUPERVISOR</b>	SHRI.H.S.KOLEKAR
		SHRI.DIGAMBAR KALE
	<b>CLERK</b>	SHRI. MOHAN ANDHALE
		SHRI.HIRALAL NARWADE
		VACANT
		SMT.DAMYANTI SHETTY
SHRI.MANISH V. ZHENDE		
SHRI.PURUSHOTTAM N.NAGPURE		
Name of the Employee	<b>JUNIOR OVERSEER</b>	1 KARDALE KAVITA DHANU
		2 VAIDYA NARAYAN GOPAL
		3 MANJREKAR DINESH VISHRAM
		4 JAGTAP JITENDRA SHANKAR
		5 SWATI HEMANT NAWALE
		6 KAMBLE PRABHAKAR. N
		7 YASHWANT CHANDIWADE
	<b>JUNIOR OVERSEER</b>	8 KAILAS TANJANE
		9 RUPALI SHRIVARDHANKAR
		10 SONAWALE SUDHAKAR POPAT

		11	RAJESH PARANDWAL
		12	UTTAM BHOSALE
		13	JAMATE MURAD CHANDSAHEB
		14	KADAM MAHENDRA SHRIPAT
		15	VISHNU GAJABHAU GHUMRE
		16	BHORE SIDARAM LAXMAN
		17	KAMBLE SHIVAJI GOVIND
		18	GAWARE RAJESH ASHOK
		19	KISHOR PADAYAR
		20	WAGHELA KIRAN RAMESH
		21	DETHE ANIL SUKHDEO
		22	MOHITE DATTATRAYA ANNA
Name of the Employee	<b>PEON</b>	1	SMT. NEHA KHILARE
	<b>MUKADAM</b>	1	GAMRE CHANDRPAL VITHAL
	<b>MUKADAM</b>	2	GAIKWAD ASHOK RAGHUNATH
	<b>MUKADAM</b>	3	PANDURANG ABA MANE
	<b>MUKADAM</b>	4	KADAM CHANDRAKANT .S.
	<b>MUKADAM</b>	5	ASHOK YASHWANT RANE
	<b>MUKADAM</b>	6	MAGADE RAJENDRA KONDIBA
	<b>MUKADAM</b>	7	BANSODE BALOO LALOO
	<b>MUKADAM</b>	8	KHANDAGALE DILIP VITHOBA
	<b>MUKADAM</b>	9	SALVE HARESH DEORAM
	<b>MUKADAM</b>	10	JADHAV RAMESH BABU
	<b>MUKADAM</b>	11	SOLANKI KISHOR DAYA
	<b>MUKADAM</b>	12	ALHAT SHASHIKANT SUKHDEO
	<b>MUKADAM</b>	13	WAGHMARE RAMAKANT. D.

	<b>MUKADAM</b>	14	SARAVADE SUGANDH POPAT
	<b>MUKADAM</b>	15	SOSA DINESHBHAI P
	<b>MUKADAM</b>	16	SOLANKI JASWANT NARAYAN
	<b>MUKADAM</b>	17	KAMBLE VIVEK RAMCHANDRA
	<b>MUKADAM</b>	18	DARI BABURAO TIPANNA
	<b>MUKADAM</b>	19	JADHAV SAYLI ASHOK
Name of the Employee	<b>MUKADAM</b>	20	SOLANKI KISHOR MOHAN
	<b>MUKADAM</b>	21	SURYVANSHI GAUTAM MARUTI
	<b>MUKADAM</b>	22	CHAWADA VISHAL DINESH
	<b>MUKADAM</b>	23	SARVADE PINTU TANAJI
	<b>MUKADAM</b>	24	SORATE GAJANAN BABU
	<b>MUKADAM</b>	25	MOTE SANDIP KASHINATH
	<b>MUKADAM</b>	26	NERURKAR MAHESH .S.
	<b>MUKADAM</b>	27	GAIKWAD GORAKSHANATH HARI
	<b>MUKADAM</b>	28	JADHAV GAUTAM BHIMRAO
	<b>MUKADAM</b>	29	JADHAV SANJAY SHIVRAM
	<b>MUKADAM</b>	30	RATHOD KANTILAL HIRALAL
	<b>MUKADAM</b>	31	YEDE DATTA KADUBA
	<b>MUKADAM</b>	32	SAKHARE SURESH FAKIRA
	<b>MUKADAM</b>	33	KELGENDRE KANIFNATH HARI
	<b>MUKADAM</b>	34	SALVE GAUTAM SHRIDHAR
	<b>MUKADAM</b>	35	BHADRIKE RAMESH DADU
	<b>MUKADAM</b>	36	JADHAV VIJAY ANANT
	<b>MUKADAM</b>	37	KALE BABASAHEB RADHAKISAN
	<b>MUKADAM</b>	38	SAKPAL GAUTAM KASHIRAM
	<b>MUKADAM</b>	39	KHAMBE MAHENDRA .R.
<b>MUKADAM</b>	40	SHINDE GOKUL BABASAHEB	
<b>MUKADAM</b>	41	ADANGALE RAMNATH DAGDU	
<b>MUKADAM</b>	42	KAMBLE MAHENDRA UTTAM	

	<b>MUKADAM</b>	43	PALANDE SUHAS SHANTARAM
	<b>MUKADAM</b>	44	NAGAONKAR MANGESH ATMARAM
	<b>MUKADAM</b>	45	KAMANE MANOJ VISHNU
	<b>MUKADAM</b>	46	KADAM ANIL SHRIPAT
	<b>MUKADAM</b>	47	MARU MANOJKUMAR WALJI
	<b>MUKADAM</b>	48	PAWAR SUNIL KISAN
	<b>MUKADAM</b>	49	LADE SUNIL RAMCHANDRA
	<b>MUKADAM</b>	50	SHINDE ASHOK EKNATH
	<b>MUKADAM</b>	51	JADHAV PRAKASH BHAGWAN
	<b>MUKADAM</b>	52	CHOUHAN MOHAN RAMA
	<b>MUKADAM</b>	53	LOKHANDE RAJENDRA RAVJI
	<b>MUKADAM</b>	54	BAWASKAR ANAND DASHRATH
	<b>MUKADAM</b>	55	MORE RAMESH MAHADU
	<b>MUKADAM</b>	56	SOLANKI HAMIR MAWJI
	<b>MUKADAM</b>	57	AGIVALE ATMARAM BALU
	<b>MUKADAM</b>	58	MAGADE VIJAY SITARAM
	<b>MUKADAM</b>	59	WAGHMARE CHANDU BAPU
	<b>MUKADAM</b>	60	JADHAV ANIL GULAB
	<b>MUKADAM</b>	61	PARMAR KISHOR BECHAR
	<b>MUKADAM</b>	62	SATPUTE BABA SARJERAO
	<b>MUKADAM</b>	63	RANKHAMBE DIGAMBAR. M.
	<b>MUKADAM</b>	64	BHADRIKE SURESH DADU
	<b>MUKADAM</b>	65	PAWAR MINAKSHI MAHENDRA
Name of the Employee	<b>MUKADAM</b>	66	KADAM PRADEEP DHAKU
	<b>MUKADAM</b>	67	KADAM DEEPAK DHAKU
	<b>MUKADAM</b>	68	GHODERAO ASHOK MARKAS
	<b>MUKADAM</b>	69	VACANT
	<b>MUKADAM</b>	70	VACANT
	<b>MUKADAM</b>	71	VACANT

	<b>MUKADAM</b>	72	VACANT
	<b>MUKADAM</b>	73	VACANT
	<b>MUKADAM</b>	74	VACANT
	<b>MUKADAM</b>	75	VACANT
	<b>MUKADAM</b>	76	VACANT
	<b>MUKADAM</b>	77	VACANT
	<b>MUKADAM</b>	78	VACANT
	<b>MUKADAM</b>	79	VACANT
	<b>MUKADAM</b>	80	VACANT
	<b>MUKADAM</b>	81	VACANT

# BRIHANMUMBAI MAHANAGARPALIKA

A.E / Env./

/ M/W. dt.

Sub-: Information regarding post of S.W.M Department.

Ward -: M/West

## Superior Staff

Sr. No.	Name of Post	Scheduled		Non Scheduled	Vacant Post
		6204	6197		
1	A.E.( S.W.M.)	1	-	-	-
2	S.E. (S.W.M.)	2	-	-	-
3	S.E.(Elect)	1			
4	J.E.(Elect)	1			
5	A.O.(S.W.M.)	1	-	-	-
6	A.H.S.	1			-
7	SUPERVISOR	2	-	-	-
8	HEAD CLERK	1	-	-	-
9	CLERK	4	-	-	-
10	J.O.	12	4	9	-
11	N.D.	2	-	-	2
12	PEON	1	-	-	-
13	R.B.	1	-	-	1
<b>TOTAL</b>		<b>30</b>	<b>4</b>	<b>9</b>	<b>3</b>

## Labour Staff

Sr. No	Name of Post	Conservancy			Slum	
		6205	6206	6207	6198	6199
1	MUKADAM	-	37	36	4	4
2	Pump At. C. Wireman	-	-	2	-	-
3	Scavenger	-	128	154	-	2
4	Motor Loader	-	118	86	-	-
5	Halalkhor	-	21	24	26	64
6	Sweeper	-	-	-	19	51
7	Drain Cleaner	-	-	-	44	78
8	Plungerman	-	-	-	1	-
9	Labour (A.T.P.)	224	-	-	-	-
10	Sweeper C. Halal.	-	-	8	-	-
11	Scaven. C. Halal.	-	1	-	-	-
<b>TOTAL</b>		<b>224</b>	<b>305</b>	<b>310</b>	<b>94</b>	<b>199</b>
<b>GRAND TOTAL</b>		<b>Sup,41+Lab,1132=1173</b>				



**SECTION 4 (1) (b) (ii)**

**The powers and duties of officers and employees in the office of Assistant Engineer (SWM)**

**Financial Powers**

**A**

<b>Sr. No.</b>	<b>Designation</b>	<b>Powers-Financial</b>	<b>Under which legislation / rules / orders / GRs</b>	<b>Remarks</b>
1	Assistant Engineer (SWM)	Rs.3000/-	As per the circular no: CA/FRD/I/48, dated : 31/01/2013	For per job
		Rs. 3 Lacs	Circular Reference	To approve Estimate
2	Sub Engineer (SWM)	Nil		
3	Asst.head supervisor	Nil		
4	Supervisor	Nil		

**B**

<b>Sr. No.</b>	<b>Designation</b>	<b>Powers Administrative</b>	<b>Under which legislation / rules / orders / GRs</b>	<b>Remarks</b>
1	Assistant Engineer (SWM)			Refer to pg. No.17
2	Sub Engineer			
3	Asst.Head supervisor			
4	Supervisor			

**C**

<b>Sr. No.</b>	<b>Designation</b>	<b>Powers -Magisterial</b>	<b>Under which legislation / rules / orders / GRs</b>	<b>Remarks</b>
1	Assistant Engineer (SWM)	Nil		
2	Sub Engineer	Nil		
3	Asst.Head supervisor	Nil		
4	Supervisor	Nil		

**D**

<b>Sr. No.</b>	<b>Designation</b>	<b>Powers- Quasi Judicial</b>	<b>Under which legislation / rules / orders / GRs</b>	<b>Remarks</b>
1	Assistant Engineer (SWM)	Appointed as Public Information Officer under RTI Act,2005	Circular No. MOM/8957 dtd: 02.01.2006	
2	Sub Engineer	Nil		
3	Asst.Head Supervisor	Nil		
4	Supervisor	Nil		

**E**

<b>Sr. No.</b>	<b>Designation</b>	<b>Powers -Judicial</b>	<b>Under which legislation / rules / orders / GRs</b>	<b>Remarks</b>
1	Assistant Engineer (SWM)	Nil		
2	Sub Engineer	Nil		
3	Asst.Head Supervisor	Nil		
4	Supervisor	Nil		

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

The power of officers and employees in the office of Assistant Engineer (SWM)

#### **Administrative Powers**

#### **ASSTT.ENGINEER (SWM)**

Asstt.Engineer (SWM) of the ward is responsible to Asstt.Commissioner of the Ward and Zonal Dy.Municipal Commissioner for day-to-day work of the department in respect of Administrational and policy work. He is also responsible to Executive Engineer (SWM) in respect of technical matters.

Asstt.Engineer (SWM) of the ward is assisted by Sub-Engineers (SWM),Sub-Engineer (Electrical) A.H.S, Supervisor, A.O. and these are assisted by respective J.O, Mukadam, Head Clerk, Clerk of the department, to execute daily work.

Asstt.Engineer (SWM) of the Ward executes following duties/works from his staff working under his control:-

1. Day to day operations and maintenance works of SWM Section along with \_Improvement schemes introduced time to time.
2. Periodical cleaning, maintenance and operation of drainage system i.e. sewer Lines, and other appurtenances of sewer networks, inspection and identifications of defects in the sewer network affecting its smooth functioning including street connection & other related works.
3. Enforcements of various section related to SWM, system and as per various sections i.e. 61 (a) 227, 228,229,257,258,260,368,372 of M.M.C.Act.
4. Remedial work related to sewerage network and repairs, improvement of SWM section in respective Ward.
5. A.E.(Env.) in ward shall approve estimate upto Rs.3 lacs and execute the\_work of SWM and sewerage related on sanction of Competent Authority.\_For the work beyond 3 lacs, the proposal will be scrutinized by E.E. (Main\_Sewer)\_E.E. (Civil) S.O. for sewerage work and by E.E. (SWM.) for S.W.M. works in\_respective wards.
6. Day to day maintenance of Electrical & Mechanical equipment and installation of Municipal properties, tenements in ward.
7. Co-ordination with various department viz. Ch.E.(SWM)..
8. A.E. (SWM) shall scrutinize the proposal in respect of P.S.C. blocks on Pay & Use basis and maintained by the N.G.O. The periodical inspection enforcement of action against the N.G.O. found not maintaining the P.S.C. blocks in proper manner.

#### **DELEGATION OF POWERS TO ASSISTANT ENGINEER**

Sections	Nature of Powers, Duties and Functions delegated
84 & 85(1)	(e) Grant Casual Leave to the inferior staff working under him upto the limit allowed by any rules for the time being in force. (f) Grant leave without pay admissible under the Rules to the Labour staff. To appoint when necessary, persons to act in place of employees who are absent on leave.
112	To receive money in respect of any matter pertaining to the City Engineer's Department.
113(3)	(a) To incur expenditure on office contingencies (except furniture) upto Rs.25/- per item. (b) To make cash purchase and payment of bills out of imprest upto Rs.3000/- and payment of telephone call bills for any amount.
222(1) & (2)	To construct, repair or alter Municipal drains and to enter upon land for the purpose.
228	To grant permission and prescribed conditions as to communications with Municipal drains.
234	Determining details of drains and drainage fittings or cesspools for new buildings.
240	Granting permission for the construction of the drain so as to pass beneath building.
259-A	Requiring any person to employ a Licensed Plumber to execute a work to furnish the name of a Plumber and to put up completion certificate by the Licensed Plumber.
368	To require owners to provide receptacles of a size for collection of dust, ashes, refuse, rubbish and trade refuse, etc.
374	To inspect building or premises for the purpose of ascertain sanitary conditions thereof.
375-A	To require the owners to remove buildings, materials or debris, etc. accumulated due to house collapse etc.
488	To enter into or upon buildings or and with or without Assistant or workment (1) for the purpose of exercising performing or discharging, the powers, duties or functions hereinabove delegated with reference to the sections above specified. The delegation of powers of entry under Section 488 is to be subject in each case to strict observance of and compliance with the provisions and conditions prescribed by Clauses (a), (b), (c) and (d) so far as applicable.
461 (E.E) under Upvidhi 2006	As per Act Mumbai Upvidhi – 2006 Cleanliness of passage, premises, garbage collection, segregation Upvidhi No :- 4.1 to 4.6, 5.1 to 5.10 & 7.7 to 7.10

**Under the power vested in me under Section 152 of the MRTP 1966**

**DELEGATION OF POWERS TO JUNIOR ENGINEER/SUB ENGINEER**

SECTION	BRIEF DESCRIPTION OF THE POWERS AND FUNCTIONS TO BE EXERCISED AND PERFORMED
<b>135</b>	To enter with or without assistant into/or/upon any land or Bldg. for the purpose enumerated to Section 135(1)(a) to (c) of this Act.
<b>136</b>	To serve notices and orders.

**Under the power vested in me under Section 152 of the MRTP 1966**

**DELEGATION OF POWERS TO ASSISTANT ENGINEER**

<b>SECTION</b>	<b>BRIEF DESCRIPTION OF THE POWERS AND FUNCTIONS TO BE EXERCISED AND PERFORMED</b>
135	To enter with or without assistant into/or/upon any land or Bldg. for the purpose enumerated to Section 135(1)(a) to (c) of this Act.

**DELEGATION OF POWERS TO JUNIOR ENGINEER/SUB ENGINEER**

<b>Sections</b>	<b>Nature of Powers, Duties and Functions delegated</b>
84 & 85(1)	a) Grant Casual Leave to the inferior staff working under him upto the limit allowed by any rules for the time being in force. b) Grant leave without pay admissible under the Rules to the Labour staff. c) To appoint when necessary, persons to act in place of employees who are absent on leave.
222(1) & (2)	To cause to be served a notice of demand.
228	To grant permission and prescribed conditions as to communications with Municipal drains.
231	To enforce drainage of un-drained premises situate within a hundred feet of a Municipal drains.
234	Determining details of drains and drainage fittings or cesspools for new buildings.
243(2)	Making requisition in respect of taps, covering and means of ventilation for drain and cesspools.
244(1)	To power affix pipes for ventilation of drains.
244(4)	To erect shafts or pipes for ventilating drains and cesspools
246-A	To permit the construction of water closets and privies.
247	Prescribing water closet and other accommodation in buildings newly created or re-erected.
248(1)(a), (b),(c)	Requisition to enforce provision of water closet or privy or urinal or bathing or washing place etc.
251	Determining details regarding water closets under Clauses (a)(d) and (e).
251(B)	To determine use of places of bathing or washing clothes or domestic utensils.
253	Inspecting and examining drains, etc. not belonging to the Corporation.
254	Opening ground etc. for inspection and examination under Section 253.
255	Reinstating the ground etc. opened for purposes of inspection.
257	Making requisition on owners of premises as provided in Sub-Section (1) for doing the work mentioned in Sub-Section (2).
258(a)(b)(c)	Prohibition of acts, contravening the provisions under Chapter IX of the M.M.C.Act.
259-A	Requiring any person to employ a Licensed Plumber to execute a work to furnish the name of a Plumber and to put up completion certificate by the Licensed Plumber.

**The duty list of the Asstt.Engineer (SWM) working in Wards**

1. The Asstt. Engineer (SWM) will report to Asstt. Commissioner respective Ward.
2. Day to day operations and maintenance works of SWM Section along with improvement schemes introduced time to time.
3. Periodical cleaning, maintenance and operation of drainage system i.e. sewer lines, and other appurtenances of sewer networks, inspection and identifications of defects in the sewer network affecting its smooth functioning including street connection & other related works.
4. In respect of city wards on Zone-I & II and A.E. (SWM) shall be responsible for periodical cleaning of SWD lines and other appurtenances of SWD networks, inspection and identification of defects in the S.W.D. networks effecting its smooth functioning including street connection lateral & other related work in city area.
5. Enforcements of various section related to SWM, Drainage and SWD system and as per various sections i.e. 61 (a) 227, 228,229,257,258,260,368,372 of M.M.C.Act.
6. Remedial work related to sewerage network and repairs, improvement of SWM section in respective Ward.
7. A.E. (SWM) in ward shall approve estimate upto Rs.3 lacs and execute the work of SWM and sewerage related on sanction of Competent Authority. For the work beyond 3 lacs, the proposal will be scrutinized by E.E. (Main Sewer) E.E.(Civil) S.O. for sewerage work and by E.E. (SWM) for S.W.M. works in respective wards.
8. Day to day maintenance of Electrical & Mechanical equipment and installation of Municipal properties, tenements in ward.
9. Co-ordination with various department viz. Ch.E.(SWM), Ch.E.(S.O.), Ch.E.(M.S.D.P.), Ch.E. (SWD), Ch.E.(M&E).
10. A.E.(SWM) shall scrutinized the proposal in respect of P.S.C. blocks on Pay & Use basis and maintained by the N.G.O. The periodical inspection enforcement of action against the N.G.O. found not maintaining the P.S.C. blocks in proper manner.

#### **Duties of Sub-Engineer (SWM) in Wards**

1. Assist A.E. (SWM) to Plan and Supervise the day-to-day operations related to solid waste management in close coordination with the AHS
  - a. Optimizing route-plans (routes, timing and frequency of collection vehicles) to improve effectiveness of collection and ensure elimination of open dumps and overflowing bins, in coordination with E.E. (Transport)
  - b. Up-gradation, beautifloation and maintenance of refuse collection spots and open dumps.
  - c. Coordination with dattak-vasti yojanas in slums.
  - d. Minimize un-authorized debris dumping in coordination with A.E. (B&F) and A.E. (Maintenance) and collection of un-authorized debris dumps.
  - e. Regulate allotment maintenance and operations of "Pay-And-Use" public sanitary conveniences, slum sanitation public sanitary conveniences and municipal toilet blocks.
2. Planning, controlling executing & monitoring outsourcing of assigned Solid Waste Management works and activities with the help of Engineers and staff down the line.
3. Plan and Implementation of increased door-to-door collection and other targets under MSW 2000 rules and section 368 and 372 of the Mumbai Municipal Act.
4. Evaluate the performance of municipal labour, junior overseers and supervisors.
5. Evaluate the performance of Private contractors in various SWM related activities.
6. Coordinate with municipal officers (OSD-ALMs, CBOs) Corporator and public representatives, citizen groups, ALMs and NGOs to spread public awareness on following points.
 

a.	and 'segregation' of refuse, House-to-House collection.	Waste-minimization
b.	system in slum pockets.	Bell based collection
c.	of construction and demolition debris.	Appropriate disposal
7. Lead the Nuisance Detectors for enforcement of MSW 2000 rules, section 368 and 372 of the Mumbai Municipal Act and other environment related by laws.
8. Assist the SWM department contracting & procurement team for following:
 

a.	Requirement of tools and implements for municipal labour.
b.	Requirement of refuse bins and litter bins.
c.	Waste collection demand at various spots for refuse collection contracts.
d.	New public sanitary conveniences.
9. Any such duties assigned by higher authorities from time to time.

### **Duties of AHS (Ward)**

1. He will be responsible for complete removal of garbage from the ward & will supervise cleaning operation.
  - a. Inspection of work & muster of labours.
  - b. To visit the muster chowky at presently time & ensure that work is started well in time.
  - c. To check labour staff in field & instruct them / guide them regarding work.
2. To inform higher authority regarding matters this can pose obstacles in cleaning / removal of garbage.
3. To help Assistant Commissioner of ward & zonal Dy. H.S. regarding removal of garbage.
4. To ensure Garbage / Debris / Sewage etc are filled in vehicles properly to their capacity.
5. To attend councilors meeting of the ward. To remain present during visit of Dy. Municipal Commissioner to attend arranged by D.M.C. & Asst. Commissioner regarding policy matters. To attend meeting of Head supervisor & zonal Dy. Head Supervisor.
6. To attend special meetings arranged in ward in presence of major standing Committee Chairman public Health Committee Chairman, Chairman of works Committee.
7. To remain present for the meetings arranged by any Municipal Commissioner or local / governing body regarding drives to be undertaken under clean Mumbai Campaign, express ways or development of existing roads.
8. To submit proposal & to take follow up regarding new garbage sheds, garbage bins, mustering chowky, stores Hand carts & store items.
9. To submit proposal for addition grant especially for lifting garbage / debris & store items. To keep watch on expenses done from budget head.
10. To instruct & guide ward A.H.S. in their day to day work.
11. To act as a middle man for Assistant Commissioner & Zonal Dy. H.S. & Dy. Zonal Engineer (SWM).
12. To execute work assigned by higher authority.
13. To inspect & scrutinize carefully field diaries of Junior Overseers periodically & to ensure that they are preserved properly
14. To ensure proper cleaning of beat in his ward, surprise checks & to ensure labours are performing their duty in time, in proper manner & are doing their duty full time. He should ensure at least he is visiting once a fortnight to all beats
15. To redress the grievances of labours once a week
16. To arrange for vehicles to transfer garbage collection in ward dumping ground & to arrange for requisition of labours for the same.



### **Duties of Motor Loading Junior Overseers**

1. To ensure muster of labour working under him & to counter sign it.
2. To be in touch with beat Junior Overseers & Superior field workers & to confirm with them regarding garbage accumulation in the areas & to arrange for disposal of garbage.
3. To keep of labours utilized & submit the report.
4. To keep record of vehicle utilized & submit the report.
5. To check the bills & to certify the bills of contractors.
6. To provide equipments & uniform to labours & ensure that they use it.
7. To ensure labours & vehicle are fully utilized.
8. To inspect periodically garbage collection points & to co-ordinate with A.H.S for making programme for disposal of garbage.
9. To check log sheets & initiate against defaulters.
10. Depending on the need of day to day to make arrangement for vehicles & to check timings of to & from.
11. If more vehicles are used then to provide additional labours.
12. To maintain & check vehicle trip register & if less trips are made then to submit the report to higher authority.
13. To monitor vehicles used for disposal of garbage closely & ensure that the vehicles are filled to carrying capacity & the garbage is covered.
14. Health, cleansing programme & during emergency of contagious diseases to help concerned Junior Overseers to curtail the disease incidence.
15. To supervise work of motor loader & Mukadam.
16. To carry our clerical work such as to certify noting book, day to day garbage situation & communicate it to higher authority.

### **Duties of Nuisance Detector**

1. After appointment as nuisance detector in sub division of ward he should understand all noon & corner of his area of Jurisdiction.
2. After his muster is over he should take round in field in systematic manner in his area should pay attention at spots where public nuisance is observed.
3. He should maintain his field book & it should have details of all accused whom he has caught based on that he should submit monthly report to AHS of the ward.
4. We should uniform provided to him.
5. He should behave in courtesy with citizens & should carry police authority & authority issued by Municipal Commissioners.<sup>3</sup>
6. He should inform AHS & nearest police station if apposed by citizens in discharging his duties.
7. It is expected from him that under police section (sub section 115) he will register maximum cases will try to achieve average target set.
8. To avoid complaints from zonal police officials every nuisance detector will visit local police station of his area & will check whether his any warrant is pending that needs execution.
9. He should be in touch with local police station & must appear in person in court as & when called by Hon' Magistrate.
10. He should discover maximum cases under section 372 (E) of MMC act 1888.
11. He should work as per instruction given to him by his seniors with respect to his duties, work place & time required to prepare cases.
12. Designated work assigned to him by supervisors, he should complete & execute it in time.

### **Duties of Safai Mukadam**

1. To get acquainted with his duties & area of work he should meet concerned JO & AHS. JO should show him boundaries of his area of work.
2. He should call muster of labours working under him in presence of JO & those absent should be marked by ink according to given time.
3. He should ensure that labours that are working under him starts work well in time & will work till working hours are over.
4. He will be responsible for full time presence of his labours working under him & work assigned.
5. He should move in the fields as per programme given & must be in a position to tell which labour is working where & supervise their work.
6. He should inform AHS daily about any irregularity, indiscipline, negligence of staff working under him.
7. He will pay attention to make sure that sweeping of public roads, house gali's are done in the morning & at noon & the garbage collected is brought to garbage disposal point.
8. He responsible for disinfecting & maintain cleanliness at dirty places on public roads & cleanliness at dust bins.
9. He should pay attention that his staff & he himself wears uniform while on duty.
10. He should remain at table / window of salary disbursement & will enable paymaster to recognize the labours.
11. He should take immediate steps for medical assistance to his staff injured while performing his duties & inform AHS accordingly.
12. He will pay attention to make sure that his staff is equipped with all equipments require to discharge their assigned duties & are using them in proper manner.
13. He will appoint substitute labours in place of other labour who have taken casual leave.
14. In case of long leave / absence after using all available labours he will appoint other labours (Khadda Badli) for work.

### **Duties of Motor Loader**

1. He will take Mukadam instruction for JO (Motor Loading) regarding his duties route to be taken & places points are to be visited for disposal of garbage.
2. He will take labours on duty by taking musters & after grace period is over he will mark them absent in ink and report the same to JO regarding unauthorized absent & will demand Khadda Badli labours & will ensure sufficient labours as per sanction are available to work.
3. He will pay attention that work of filling garbage in lorry start immediately & motor loaders are working full time.
4. Before lorry leaves for unloading garbage are dumping he will ensure that garbage in lorry is properly covered.
5. He will be responsible for filling lorry with garbage properly & labours do not take unwarranted time for doing so.
6. He will be responsible for filing log sheets of lorry properly & will handover it driver of vehicle.
7. He will make sure that after filling garbage from every collection points the surrounding of garbage bins is cleared of garbage & no dustbin is left unattended for whom he is responsible.
8. He will report in writing to JO regarding if driver is taking longtime to make trips of lorries or if drivers & sub ordinate staff misbehaves any lacunas in covering garbage in lorry if less trips of lorry is made the reasons behind it.
9. He will pay attention that he himself & his staff wears uniform on duty,
10. He will pay attention to the fact that his staff is fully equipped with equipments & are utilized them completely to discharge their duties.
11. He will make sure that lorry is filled in proper manner with garbage & will note on log sheet any irregularity notice in filling lorry, absence of motor loader while on duty negligence in segregating garbage by motor loader & subordinate staff.
12. He will be present at salary disbursement table on designated day to identify the labours.
13. He will bring to notice of JO regarding conditions of dustbins, missing doors, broken sheets of roof at garbage collection points.
14. He will accompany vehicle (lorry) when it is going for unloading garbage & will make sure vehicle arrival time without wasting any time lapse & is filled properly by garbage.

**Section 4 (1) (b) (iii)**

**The Procedure followed in the decision- making process, including channels of supervision and accountability in the office of Assistant Engineer (SWM)**

NAME OF ACTIVITY - Sweeping of roads & Removal of refuse  
 Name of the Acts/Acts - MMC Act 1888  
 Related Provisions - Under section 365 (a) of MMC Act.  
 Rules -  
 Govt. Resolutions -  
 Circulars - DMC / ENV SWM / 4345 / Dt. 16.03.2006  
 Office Orders -

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)	Remark
1	Sweeping of roads & Removal of refuse.	1.Sweeping of the roads & Footpath 2.Collection & Transportation of refuse collects to nearest refuse collection point 3.Refuse vehicle (Compactor) respond to ML Chowky 4. Compactor collects the garbage from refuse collection point as per the schedule 5. Compactor collects the garbage from House to House (i.e. Building to building as per the Schedule.	Within 24 Hours	Designation : Junior overseer / Supervisor	

NAME OF ACTIVITY	- Removal of Silt & Debris
Name of the Acts	- MMC Act 1888
Related Provisions	- Under section 375 (A) of MMC Act
Govt. Resolutions	-
Circulars	- DMC / ENV SWM / 4345 / Dt. 16.03.2006
Office Orders	-

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)	Remark
1	Removal of Silt & Debris	1. Sectional Junior overseer reports the spot of silt & debris (Backlog Register) 2. Dumper reports to ML Chowky as per the Programme given by ML Junior overseer, silt & debris are collected sent to Mulund Dumping for un-loading 3. Nuisance Detector a) Received the complete from citizen b) Verified by N.D. c) Ask the party to rectify the N.D. d) If refuse, Pending by N.D.	Within 24 Hours	Designation : Junior overseer / Supervisor	

#### Section 4 (1) (b) (iv)

#### Norms set for discharge of its functions in the office of Assistant Engineer (SWM)

Organizational targets (Annual) = Nil

Sr. No.	Designation	Activity	Financial Targets in Rs.	Time Limit	Remarks
1.	AE (SWM)	As mentioned in section 4 (1) b (ii)	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.	A.H.S. & Supervisor	As mentioned in section 4 (1) b (ii)	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, instruction, manuals and records, held by it or under its control or used by the employees for discharging department functions**

<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	Office order	DMC/Env. S.W.M./4345/ dt.16.03.2006	
	Rules	As per MMC Act 365 - 481	
	Regulations	Implementation of all Rules related to SWM Section	
	Instructions	NIL	
	Manuals	Please refer Manual No. 17	
	Records	Outward & Inward Book and Log Sheet	

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

**Statement of categories of documents that are held and under the control of the office of Asstt. Engineer (SWM)**

<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>
		A			Permanent
		B			30Years
		C2			15Years
		C1			10Years
		C			5Years
		D			1Year

**Details of Documents that are held under the control of the office of Assistant Engineer SWM are attached.**

**Section 4 (1) (b) (vii)**

**Particulars of any arrangement that exists for consolation with the members of public in relation to the formulation of policy and implementation in the office Assistant Engineer (SWM)**

<b>Sr. No.</b>	<b>Consultation for</b>	<b>Details of Mechanism</b>	<b>Under which legislation / rules / orders / GRs</b>	<b>Periodicity</b>
1	Policy Details	Ward Committee	Nil	Once in a Month

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

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

Sr. No.	Name of the committee board / council / other bodies	Composition of committee Board council other bodies	Purpose of the committee Board/ Council/ other bodies	Frequency of meetings	Whether meeting open to public or not	Whether Minutes are available to public or not	Minutes available at.
1	Advance Locality Management (ALMI)	Nil	Nil	Nil	Nil	Nil	Nil
2	Local Area Citizens Committee (LACC)	Nil	Nil	Nil	Nil	Nil	Nil
3	Local Area Citizens Group (LACG)	Nil	Nil	Nil	Nil	Nil	Nil

**Section 4 (1) (b) (ix)**

**Directory of the officers and employees**

Sr. No.	Designation	Name of the Officers/ Employees	Cadre	Contact Details ph/ fax/ email
1	Assistant Engineer (SWM)	Shri.RAVINDRA M.NAGARKAR		<a href="mailto:aeswmwm@mcgm.gov.in">aeswmwm@mcgm.gov.in</a>
2	Sub Engineer / SWM	Shri.ABASAHEB SARGAR SHRI.GANESH CHANDOLKAR		<a href="mailto:aeswmwm@mcgm.gov.in">aeswmwm@mcgm.gov.in</a>
3	Sub Engineer (electrician)	Shri.SAJID SAUDAGAR		seelec01.mw@mcgm.gov.in
4	Junior Engineer (electrician)	Shri.GANESH DESHMUKH		seelec01.mw@mcgm.gov.in
5	Asst.head supervisor	Shri.KOLEKAR (I/C) SHRI. DIGAMBAR		<a href="mailto:ahsswmwm@gmail.com">ahsswmwm@gmail.com</a>



		KALE		
6	Supervisor	Shri.H.S.KOLEKAR		<a href="mailto:ahsswmwm@gmail.com">ahsswmwm@gmail.com</a>
7	Administrative officer	Smt.PRACHI JADHAV		<a href="mailto:aoswmwm@gmail.com">aoswmwm@gmail.com</a>
8	Head Clerk	Shri.ANIL M.GOHIL		<a href="mailto:aoswmwm@gmail.com">aoswmwm@gmail.com</a>

**Section 4 (1) (b) (x)**

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

Sr. No.	Name	Designation Cadre	Basic Pay	DA	HRA	Special Allowance, Transport Allowance, Project Allowance	Total
1	SHRI.RAVINDRA M. NAGARKAR	A.E. (SWM)	25840+5400	35301	9372	200+1600+0	77713
2	SHRI.ABASAHEB SARGAR	S.E. (SWM)	22720+4600	30872	8196	200+1200+463	68251
3	SHRI.SAJID SAUDAGAR	<b>S.E.(ELECT)</b>					
4	SHRI.GANESH DESHMUKH	<b>J.E(ELECT)</b>					
5	SHRI. GANESH CHANDOLKAR	S.E. (SWM)	18590+4600	26205	6957	200+1200+463	58215
6	SHRI. HARISHCHANDRA KOLEKAR	A.H.S. (SWM)	19700+4300	27120	0	200+600+463	52383
7	SMT.PRACHI JADHAV	A.O. (SWM)	24550+4600	32940	8745	200+1200+0	72235
8	KOLEKAR HARICHANDRA S	Supervisor (SWM)	15910+4200	22724	6033	200+600+463	50130
9	SHRI. ANIL M. GOHIL	Head Clerk (SWM)	16640+4200	23549	6252	200+600+0	51441
10	SHRI. MOHAN ANDHALE	Clerk(SWM)	13210+2000	17187	4563	200+600+0	37760
11	VACANT	Clerk(SWM)	8130+2000	11447	3039	200+600+0	25416
12	SMT.DAMYANTI SHETTY	Clerk(SWM)	7260+2000	10464	2778	200+600+0	23302
13	SHRI. NAGPURE PURUSHOTTAM.N.	Clerk(SWM)	6720+2000	9854	2616	200+600+150	22140
14	SMT. NEHA KHILARE	PEON(SWM)	11670+1850	15278	4056	200+600+115	33769
15	VACANT	N.D.(SWM)	12260+1900	16001	4248	200+600+463+115	35787
16	VACANT	Jr Overseer(SWM)	11600+2000	15368	4080	200+600+463	34311
17	KAMBLE PRABHAKAR NARAYAN	Jr Overseer(SWM)	14820+4200	21493	5706	200+600+463+765	48247
18	VACANT	Jr Overseer(SWM)	16740+4200	23662	6282	200+600+463	52147
19	VACANT	Jr Overseer(SWM)	15730+4200	22521	5979	200+600+463	49693
20	VACANT	Jr Overseer(SWM)	17220+4200	24205	0	200+600+463	46888
21	VACANT	Jr Overseer(SWM)	13860+2000	17922	4758	200+600+463	39803

22	SONAWALE SUDHAKAR POPAT	Jr Overseer(SWM)	12200+2000	16046	4260	200+600+463	35769
23	PALANDE MILIND SHANTARAM	Jr Overseer(SWM)	14010+2000	18091	4803	200+600+463	40167

24	VACANT	Jr Overseer(SWM)	11290+2000	15018	3987	200+600+463	33558
25	JAMATE MURAD CHANDSAHEB	Jr Overseer(SWM)	11750+2000	15538	4125	200+600+463+ 708	35384
26	KADAM MAHENDRA SHRIPAT	Jr Overseer(SWM)	11740+2000	15526	4122	200+600+463	34651
27	VISHNU GAJABHAU GHUMARE	Jr Overseer(SWM)	11700+2000	15481	4110	200+600+463	34554
28	BHORE SIDARAM LAXMAN	Jr Overseer(SWM)	11370+2000	15108	4011	200+600+463	33752
29	KAMBLE SHIVAJI GOVIND	Jr Overseer(SWM)	11750+2000	15538	4125	200+600+463+ 545	35221
30	GAWARE RAJESH ASHOK	Jr Overseer(SWM)	11390+2000	15131	4017	200+600+463	33801
31	VACANT	Jr Overseer(SWM)	10980+2000	14667	3894	200+600+463	32804
32	WAGHELA KIRAN RAMESH	Jr Overseer(SWM)	8660+2000	12046	3198	200+387+299	26790
33	DETHE ANIL SUKHDEO	Jr Overseer(SWM)	10650+2000	14295	3795	200+600+463	32003
34	VACANT	Jr Overseer(SWM)	9100+2000	12543	0	200+600+463	24906
35	MOTHITE DATTATRAYA ANNA	Jr Overseer(SWM)	10580+2000	14215	3774	200+600+463	31832
36	KARDALE KAVITA DHANU	Jr Overseer(SWM)	7110+2000	10294	2733	200+600+463	23400
37	VACANT	Jr Overseer(SWM)	18970+4200	26182	6951	200+600+463	57566
38	VAIDYA NARAYAN .G.	Jr Overseer(SWM)	14750+2000	18928	5025	200+600+463	41966
39	VACANT	Jr Overseer(SWM)	14990+2000	19199	5097	200+600+463	42549
40	JAGTAP JITENDRA.S	Jr Overseer(SWM)	11390+2000	15131	4017	200+600+463	33801

Details of perks for Assistant Engineer

1. Rental Car for Office use.
2. Mobile Allowances – upto 1200/-

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

The Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made.

Sr. No.	Budget Head description	Grants received	Planned use ( give details area wise or work wise in a separate form)	Remarks
	Budget is related to AE SWM M/West is attached in Circulars Sheet			

**Form B for previous year**

Sr. No.	Budget Head description	Grants received	Grant utilized	Grants Surrendered	Result
	Budget is related to AE SWM M/West is attached in Circulars Sheet				

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

The manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programs.

Sr. No.	Name and Address of Beneficiary	Amount of Subsidy / Concession Sanctioned
	Nil	Nil

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

The particulars of recipients of concession, permits or authorisations granted by department.

Sr. No.	Name of the license	License no.	Issued on	Valid up to	General Conditions	Details of the license
	Sulabh International Toilets 11	-	-	-	-	-

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

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

Sr. No.	Type of Documents File/ Register	Sub Topic	In which Electronic Format it is kept	Person In Charge
1	Purchase Order	Materials	YES	Assistant Engineer (SWM)
2	Good Receipts	To Received Materials	YES	Assistant Engineer (SWM)
3	Service Entry	For Service served	YES	Assistant Engineer (SWM)

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

The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room

Sr. No.	Type of Facility	Timings	Procedure	Location	Person In Charge
1	Inspection of Record as per to RTI	3.00 p.m. To 5.00P.m. Tuesday Thursday With prior appointment only	RTI Payment pay previous day	Office of:- A.E.(SWM) M/West, Sharadbhau Acharya marg, Ground Flr, Room .No.12, chembur, Mumbai-71	Asstt.Engineer (SWM)M/West
2	Library and Reading Room	Not Available	Not Available	Not Available	Not Available

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

The names, designations and other particulars of the Public Information Officers PIO

Sr. No.	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address / Ph. No.	E mail id for purpose of RTI	Appellate authority
1.	Shri.R.N AGAR KAR	A.E.(SWM)	M/West Ward	022-2522500	<a href="mailto:aeswmmw@mcgm.gov.in">aeswmmw@mcgm.gov.in</a>	Ward E.E. M/W Ward.First Flr,Sharadbhau Acharya Marg,Chembur,Mum-71

APIOs

Sr. No.	Name of APIO	Designation	Jurisdiction as APIO under RTI	Address / Ph no.
1			NA	

Appellate Authority

Sr. No.	Name of Appellate Authority	Designation	Jurisdiction as Appellate authority	PIO Reporting	E mail id for purpose of RTI
1.		E.E.	M/WEST	E.E.	

## Section 4 (1) (b) (xvii) – Others

**Such other information as may be prescribed**

### Route plans of all section under SWM department

1. Sweepers Dustbin Plan – Attached
2. Slit & Debris Plan – Mention below

Sr. No.	Day	Name of JO	Section	
1		Cheda Nagar/Tilak Nagar	Shri – RUPALI SHRIVARDHANKAR Shri- M.C.Jamate	
2		Labour Camp I and II	Shri –SUDHAKAR SONAWLE Shri – SHIVAJI KAMBLE	
3		Monday	Dewoolwadi	Shri- UTTAM BHOSALE
4		Tuesday	Acharya Garden	Shri- ANIL DETHE
5		Thursday	Khardev Nagar	SMT. KAVITA KARDALE
6		Friday	Siddhartha Colony	Shri – YASHWANT CHANDIVALE
7		Saturday	Thakkarbappa	Shri- DATTATRAY MOHITE
8		Sunday	Swastik park/ Laldongar	Shri – N. G. Vaidya Shri- P.N.Kamble
9			Sindhi Camp (North)	Smt – HANUMANT GAWDE
10			Nav jeevan	Shri-JITENDRA JAGTAP
11			Shankar Dewool	Shri – KAILAS TANJANE
12			M.L. Chowky(Morning)	SMT-SWATI NAWALE SHRI- RAJESH GAWARE
13			M.L. Chowky (Evinging)	Shri – M. S.Kadam
14			M.L. Chowky (Night)	Shri – V. G. Ghumare

3. Details and records of Marshals – Attached
4. Toilet Manuals – Attached Total No. Toilets, Charges and maintained by which organization.
5. SMPA Circular records – Attached Indexing and Paging
6. Project Records – NIL
7. Audit Records
  - a) MCA Audit – Spot Audit / Audit Note
  - b) Tahvo Audit – Spot Audit
  - c) State Audit – Audit Note
  - d) CAG Audit – Central Government