



BRIHANMUMBAI MAHANAGARPALIKA

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

ADMINISTRATIVE OFFICER **(SCHOOL)**

Address - N ward Office,
Dhanji Dhevashi Municipal
School bldg.,Patel chowk,
Hingwala lane, opp.jainmandir
2nd floor,90 ft Roads,
Ghatkopar (E), Mumbai-400077

Section 4 (1) (B) (i)4

Manual No. 1

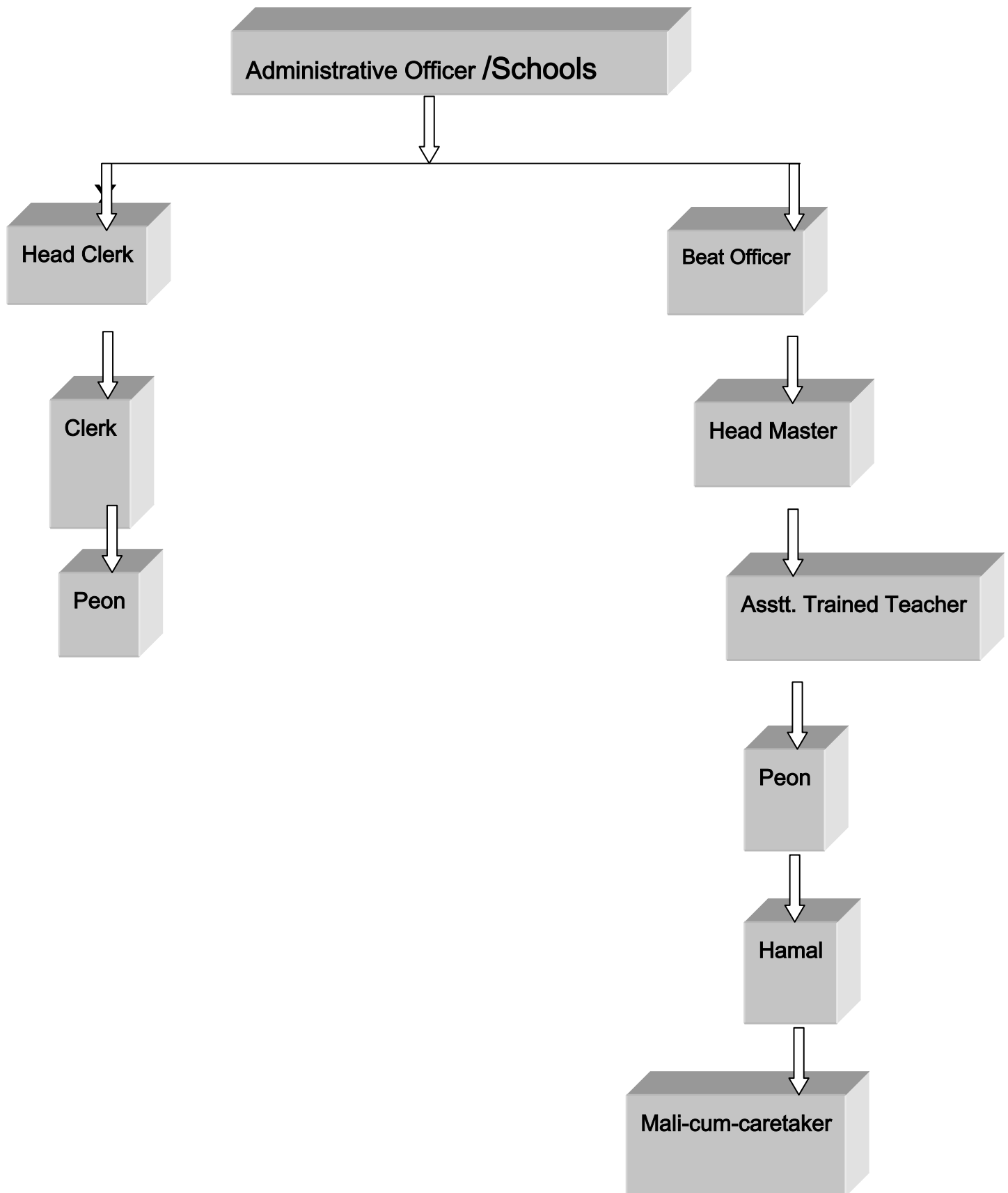
Year2015-16

Information of Duties & Delegation of Powers of Administrative Officer (School)/N-Ward

1	Name of the Department	Administrative Officer/N-Ward
2	Address	N-Ward Office, Dhanji Dhevashi Muncipal school bldg,patel chouk Hingwala lane opp jainmandir 2 nd floor, 90 ft Roads, Ghatkopar (East), Mumbai-400 077.
3	Name of the Head of Office	Smt..Surekha Khairmode, Administrative Officer (Schools)/ N-Ward
4	Office time , Phone No. & E-mail for urgent work	Monday to Saturday :10.30am to 5.30pm (Lunch Time 1.30 to 2.00pm) 2 nd and 4 th Saturday holiday Ph no. 022- 25011632 Email : aonward@gmail.com
5	Head of the Department	Education Officer
6	Reporting office	Dy. Education Officer (Zone-6)
7	Geographical Jurisdiction	N-Ward is bounded
8	Vision	Establishment and progressive functioning and effective management of all the schools of Education Department of Municipal Corporation of Greater Mumbai as per RTE Act-2009.
9	Mission	Effective and progressive functioning and management of all the schools of Education Department of Municipal Corporation of Greater Mumbai as per the RTE Act-2009.
10	Aims and objectives	
11	Functions	To give visit to the schools and keep check on the functioning and management of schools, smooth day to day operations and maintenance of school buildings.

12	Section Duties	<ol style="list-style-type: none"> 1. To supervise and Control over the work of employees of the office of Administrative Officer (Schools) –N Ward. 2. To inspect the attendance and attendance register of the employees. 3. Check records. 4. To Keep checks on important papers/documents received from Municipal commissioner and deputy commissioner. 5. To Keep& updates records of audit note made by auditors and clear the audit note. 6. Maintain office discipline. 7. To give the answers to the questions raised by labour unions. 8. To guide the employees and grant their leaves. 9. To provide information and give answers to the letters received under RTI Act-2005.
10	Details of Services provided to Public (in brief)	<p>To grant permission to use Municipal School Halls for marriages, engagements thread ceremony etc. and provide vacant class rooms for Social & Educational programmes on rental basis.</p> <p>.</p>
11		<ol style="list-style-type: none"> 1. Office time 10.30 a.m. to 5.30 p.m. कार्यालयाचीवेळ – सकाळी 10.30 तेसांय. 5.30 2. Phone No. – 022-25011632 दुरध्वनीक्रमांक – 022-25011632 3. E-mail aonward@gmail.com
12	Weekly Holidays	Sunday and public holidays.

Chapter-2 (MANUAL)-I
DESIGN OF ORGANIZATIONAL SET UP
Administrative and Academic Set up



Section 4 (1) (B) (ii)

Manual 2

Year 2015-16

Powers of the employees under the office of the Administrative Officer

(Schools) N-ward

Sr. No.	Designation	Powers	Under related law/act/rule/order/G.R.	Remarks
1.	Administrative Officer	1. Financial Powers: ToSanction the bills upto Rs. Five Thousand Only.	Municipal Service Rules-1989	
		<p>2. Administrative Powers :</p> <p>1 To approve/grant the leaves of the employees of the A.O. (Schools).</p> <p>2 To sanction the financial demands of junior employees.</p> <p>3 Take information compliance made by staff.</p> <p>4 To check the portfolios of the employees under this office.</p> <p>5 To set the primary/departmental enquiries against employee if it is necessary.</p> <p>6 To sanction the paysheets, Effectives, and contingencies and other bills of the schools working under this office.</p> <p>7 To transfer or depute Peons and Hamals in tha schools running under this office.</p> <p>8 To keep the statistical information of schools</p> <p>9 To expedite the matter of physical facilities of schools such as getting the repairs done to municipal Owned,rented ,rent free schools buildings.</p> <p>10 To communicate/correspondence with various bodies of the government, semi-government and with public.</p>	<p>Municipal Service Regulation Act 1989</p> <p>Municipal Service Regulation Act 1989</p>	

		<p>11 To issue the salary and service certificates to the employees.</p> <p>12 To finalize and approve the school contingency amount.</p> <p>13 To place indents with the controller of Stores for annual requirements, Clothing, Water-proof Coats etc. & to place indents with the Stores 27 articles to schools and school staff</p>		
		3 Magisterial rights : ----Nil----		
		4 Quasi- Judicial Rights ; -----Nil----		
		5 Judicial Rights : -----Nil -----		

Section 4 (1) (B) (iii)

Manual-3

Year 2015-16

The procedure followed in the decision-making process, including channels of supervision and accountability in the office of the Administrative officer (Schools) –N - Ward.

Administrative Officer (Schools) N-Ward does not take/involve any decision related to public affairs.

1. Nature of the work :-
2. provisions
3. Related laws/Act:
4. Rules:
5. Government Resolutions:
6. Circulars ;
7. Office orders;

Sr. no.	Nature of the work	Steps involved	Time limit	The role and responsibilities of the officers and employees with respect to given work	Remark
	Nil				

Section 4 (1) (B) (iv)

Manual- 4

Year 2015-2016

Financial and physical aims/objectives set for discharge of its functions in the office of the Administrative Officer (schools)

Monthly /Quarterly/Half yeary Objectives/targets : --Nil--

Sr. No. .	Designation	Work	Physical Aims	Financial Aims	Period	Remarks
1.	Administrative Officer	Administrative work	NIL	NIL	NIL	NIL

Section 4 (1) (B) (v)

Manual-5

Year 2015-2016

The General Rules & Regulations held by it or under its control or used by the employees while discharging duties.

1 Administrative officer (Schools)

Sr.no.	Subject	G,R./circulars/office orders/Rules/ Notifications issued wide no. and date	Remark
1.		<ol style="list-style-type: none">1. Municipal Service Rules2. Provident Fund Act3. Pension Act4. Industrial Dispute Act5. Right to Information Act	

1) Expenditure

Sr. no.	Subject	G,R./circulars/office orders/Rules/ Notifications issued wide no. and date	Remark
1	To sign on bills	To sign on certificates & bills which are sent from the dept.of Engineer before sending it to Chief auditor.	
2	Renewal of railway passes of employees	To sanction the renewal of railway passes. To seek the permission from commissioner while allotting new passes of Railway.	
3	To set the question papers,conduct final /annual examination & to declare results		

3)Revenue

Sr.n o.	Subject	G,R./circulars/office orders/Rules/ Notifications issued wide no. and date	Remark
	-----Nil---	-----Nil---	-----Nil---

2) Inward- Outward

Sr.no.	Subject	G,R./circulars/office orders/Rules/ Notifications issued wide no. and date	Remark
	-----Nil---	-----Nil---	-----Nil---

3) Citizen Facilitation centre

Sr.no.	Subject	G,R./circulars/office orders/Rules/ Notifications issued wide no. and date	Remark
	-----Nil---	-----Nil---	-----Nil---

Section 4 (1) (B) (vi)

Manual No. 6

Year 2015-2016

Statement of categories of documents that are held and under the control of the office of the Administrative officer (schools) at the office of the Assistant commissioner-N Ward

1. Education Department

Sr. No.	Subject	Type of Document/File/ Register	File No. / Register No.	Particulars Record Class	Periodi/ Duration of preservation
1)	1. Employee's attendance Muster & Paysheets 2. Confidential Report 3. Authorization Letters 4. Service Seniority List 5. Service books of employees	Documents		Record Class 'A'	
2)	1 Bills and claims (Leave Encashment, Exgretia, provident fund claims) 2 Appointments/Transfer/Promotions/Confirmation	Documents		Record Class "B"	
3)	1. Leave applications 2 Over time Allowances Register 3. Correspondence with employees	Documents		Record Class "C-2"	
4)	1. Documents of Enquiry 2 Documents of Disciplinary actions taken 3. Income Tax Register 4. Advance Loan from Provident fund	Documents Files		Record Class "C-1"	
5)	1. Temporary Appointment	Documents		Record Class "C"	
6)	1 Leave applications 2. Complaints and others	Documents		Record Class "D"	

2. Expenditure

Sr. No.	Subject	Type of Document/File/ Register	File No. / Register No.	Particulars Record Class	Periodi/ Duration of preservation
---Nil---	---Nil---	---Nil---	---Nil---	---Nil---	---Nil---

3. Revenue

Sr. No.	Subject	Type of Document/File/ Register	File No. / Register No.	Particulars Record Class	Periodi/ Duration of preservation
---Nil---	---Nil---	---Nil---	---Nil---	---Nil---	---Nil---

4. Inward- Outward

Sr. No.	Subject	Type of Document/File/ Register	File No. / Register No.	Particulars Record Class	Periodi/ Duration of preservation
---Nil---	---Nil---	---Nil---	---Nil---	---Nil---	---Nil---

5. Citizen Facilitatiopncentre

Sr. No.	Subject	Type of Document/File/ Register	File No. / Register No.	Particulars Record Class	Periodi/ Duration of preservation
---Nil---	---Nil---	---Nil---	---Nil---	---Nil---	---Nil---

Categories of documents that are held by Education Deptt

Wide circular No.Commissioner No.– 16 (1965-66)

MLG/9586 Dated19-4-65.

ClassDuration	
A	Permanent
B	30 years
B2	15 years
C2	10 years
C	5years
D	1 Year

The details of the above classification of record are available in Education Department,
Hindu Colony, Dadar (East)

Section4 (1) (B) (VII)

Manual. VII

Year 2015-16

Particulars of any arrangement that exists for consolation with the members of public in relation to the formulation of policy and implementation of in the office of the Administrative officer (schools) /N-Ward .

No decision has been taken regarding the policy making in the office of the Administrative Officer (Schools) N-ward. Therefore question does not arise regarding the policy making and its implementation at the office of the administrative Officer (schools) N-ward.

Section 4 (1) (B) (VIII)

मॅन्युअलक्र. VIII

Year 2015-16

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

1 M.C.G.M. has created a prabhagsamiti(ward committee) to address grievances of citizens, to provide basic services at N-ward and as below:

Sr. No.	Name of the committee/ board/council /other bodies	Composition of committee /board/councils/other bodies	Objectives /ppurpose of committee/boar d/council	Frequency of meeting	Whether meeting open to public or not	Wheth er Minut es of meeti ng are availa ble for public or not	Minutes available at
1	N Ward PrabhagCo mmittee	Councillors in N Wards Chairman ; Shri. Suresh Awale Members Prabhag no. Councillors of "N" Ward 1. Shri. Suresh Awale (126) 2. Smt. Bharti Bawdane (117) 3. Shri. Harun Khan (118) 4. Shri. Sanjay Bhalerao (119) 5. Smt. Ashwini Mate (120)	To provide basic civic facilities to the citizens.	Once in a month or on notice of Presiden t	No	Yes. Minut es of the meeti ngs area vaila ble on web site	Asstt. Muni. Secreta ry/N Ward

		6. Smt. Pratiksha Ghuge (120) 7. Shri. Deepakbaba Hande(122) 8. Shri. Pravin Cheda (123) 9. Smt. Ritu Tawade (123) 10.Smt. Falgunu Dave (124) 11.Smt. Rakhi Jadhav (125) 12.Smt. Mangal p Kadam (128)					
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1. Meetings are held to resolves the complaints of sexual harassment

Sr. No.	Name of the committee/ board/council/ other bodies	Composition of committee /board/councils/other bodies	Objectives /purpose of committee/b oard/council	Frequency of meeting	Whether meeting open to public or not	Whether Minutes of meeting are available for public or not	Minutes available at
1	Committee for the prevention of sexual harrasment	Chairman: Smt. Pranjali Gosavi AO T Ward Members ; 1. Smt. Ujwala Kondollikar C.E.O 2. Smt. Rajkumari c Giri Bo sachiv 3. Shri.Lalchand Kahar Bo member	To stop/pre vent the sexual harrasment at work place/offic e	Monthly or as per the directive of the chairman of the committe e	none	Yes. Minutes of the meetings are availa ble on web site	Asstt. Munl. Secretary /N Ward

Section 4 (1) (B) (IX)

Manual- IX

Year 2015-16

Directory of officers and employees at the office of the Administrative officer
(Schools) N-Ward

The details of the Employees ,their contact no. Pay and pay Scales

Sr. No.	Designation	Name of the Officer /Employees	Class	Date of joining the service	Contact No.
1	Administrative Officer (Schools)	Smt. Surekha Khairmode	BII	16.11.1992	022-25011632 aonward@gmail.com
2	Beat Officer	1.Shri.Vinayak Karne 2.Smt. Christina dias 3.Shri. Lalchand Kahar 4.Smt. Vaishali Wavekar	BII	18.08.1992 23.07.1990 01.08.1990 15.01.1993	
3	Head Clerk	Shri. Maruti Murlidhar Bagad	CIII	24.12.1992	
4	Clerk	Smt. Bharti Chaudhary	CIII	29.03.1996	
5	Clerk	Smt. Pramila Pardeshi	CIII	26.08.2008	
6	Clerk	Shri. Nitin Dabare	CIII		
7	Clerk	Smt. Sneha Sontakke	CIII	14.12.2009	
8	Peon	Smt. Pradnya Desai	DIII	05.09.1996	
9	Peon	Shri. Uttam Shinde	DIII	01.03.1993	

Section 4 (1) (B) (X)

Manual- X

Year 2015-16

Pay, Pay Scale and allowances of Employees and officers at the office of the Administrative Officer (Schools) N-ward

SR. NO	Designation	EMPLOYEE NAME	GR D	DATE OF APPOINTMENT in MCGM	Appointment in N Ward	Basic + GRP	DA	WC	CA	SPA	TA	MMA	HRA	Total Salary
1	A.O.	Smt. Surekha Khairmode	BII	16.11.1992		19010+5100	27244	-	-	-	1200	-	7233	59787
2.	Beat Officer	Shri.Vinayak Karne	BII	18.08.1992		17570+4800	25278	-	-	-	2400	-	6711	56759
3	Beat Officer	Smt. Christina Dias	BII	23.07.1990		18660+4800	26510	-	-	-	1200	-	7038	58208
4	Beat Officer	Shri.Lalchand Kahar	BII	01.08.1990		18650+4800	26499	-	-	-	1200	-	7035	58184
5	Beat Officer	Smt. Vaishali Wavekar	BII	15.01.1993		16720+4800	24318	-	-	-	1200	-	6456	53494
6	Head Clerk	Shri.Maruti M. Bagad	CIII	24.12.1992		15790+4200	22589	-	-	-	600	-	5997	49176
7	Clerk	Shri.Bharti Chaudhary	CIII	29.03.1996		13990+2000	18069	-	-	-	600	-	4797	39456

Section 4 (1) (B) (XI)

Manual- XI

Year 2015-16

The budget allocated to the office of the Administrative officer (Schools) T-Ward at the Assistant Commissioner N-ward indicating the particulars of all allocation and expenses amount for the period of 01.04.2015 to 31.03.2016

Section 4 (1) (B) (XII)

Manual- XII

Year 2015-16

The system for the disbursement at the office of Administrative Officer (Schools) N-Ward at the Assistant Commissioner N-ward

No grants has been disburse at the office of the Administrative Officer (Schools) N-Ward and there is no provision of disbursement of grants at the office of the Administrative officer (Schools) N-ward for the Financial Year 2015-16

Section 4 (1) (B) (XIII)

Manual- XIII

Year 2015-16

The particulars of recipients of concession, permits or authorizations granted by the office of Administrative officer (Schools) at the Assistant Commissioner N-ward
From the office of the administrative officer (schools) at the Assistant commissioner N-ward, No concessions, permissions or authorization letters has been issued to any citizen.
The detail is Nil.

Section 4 (1) (B) (XIV)

Manual- XIV

Year 2015-16

Details with respect to the information available/held/reduced in an Electronic form.

1.)

Sr. No.	Type of Documents/File/ Register	Sub Topic	In which electronic format it is kept	Person in-charge
1	Nil	Nil	1 tape 2 Photafith (Film) 3 CD 4 Floppy 5 Others As above any information is not in record.	

2. Expenses

3. Revenue

4. Inward- outward

5. Civic Facilities

Section 4 (1) (B) (XV)

Manual- XV

Year 2015-16

सहाय्यक आयुक्तटी विभाग येथील प्रशासकीय अधिकारी (शाळा)

विभागाया सार्वजनिक प्राधिकरणात उपलब्ध असणारी माहिती नागरिकांना पुरविण्यासाठी उपलब्ध असलेल्या सुविधा.

1. Visiting days/hours for public	Tuesday & Friday during Office hours
2. Information of website	NIL
3. Information of Call centre	NIL
4. Information regarding checking of records	Time 10.30 a.m. to 5.30 p.m.
5. Information regarding checking of works	Time 10.30 a.m. to 5.30 p.m.
6. To get the forms and formats	Time 10.30 a.m. to 5.30 p.m.
7. Information regarding Notice Board	Available at display board at the office of the Administrative Officer (Schools) N-Ward
8. Information about Liabrary	NIL
9. Information about Enquiry /Reception	NIL
10. Information regarding contact nos. after office hours	Mobile No. -
11. Information regarding Emergency Contact	Tel No. 022-25011632

Section 4 (1) (B) (XVI)

Manual- XVI

Year 2015-16

Information of Public Information Officer , Assistant Public Information Officer
& First Appellate Officer for the office Administration Officer (School)/N-Ward
at the office of Assistant Commissioner N-ward

PIO

Public Information Officer . No.	Name of Public Information Officer	Designation	Jurisdiction of PIO under RTI	Address & Phone No.	E mail ID	First Appellate Officer
1	Smt. Surekha Khairmode Ao School N ward Ghatkopar	Administrative Officer	Administrative Officer (School)	N-Ward Dhanji Dhevashi Muncipal school bldg,patel chouk Hingwala lane opp jainmandir 2 nd floor, 90 ft Roads, Ghatkopar (East), Mumbai-400 077	aonward@gmail.com	Shri. S.M. Dwivedi Asstt. Munl. Commissioner/ N Ward

APIOs

B

Sr.No.	Name of APIO	Designation	Jurisdiction as APIO under RTI	Address/ ph. no.
	N.A.			

Appellate authority

Sr. No.	Name of the First Appellate Officer	Designation	Jurisdiction of First Appellate Officer	Address & Phone Nos.
1	<p>Smt. Surekha Khairmode Ao School. / N Ward Ghatkopar</p> <p>Final Appellate Officer Shri.S.M.Dwivedi Assistant Commissionar N ward</p>	<p>Administrative Officer N Ward</p>	<p>Office of the Assistant Commissioner N-ward</p>	<p>N- Ward Office, Dhanji Dhevashi Muncipal school bldg,patel chouk Hingwala lane opp jainmandir 2nd floor, 90 ft Roads, Ghatkopar (East), Mumbai- 400 077.</p> <p>Office of the Assistant Commissioner N-ward Ghatkopar Mumbai.400077</p>

Section 4 (1) (B) (XVII)

Manual- XVII

Year 2015-16

**Such other information as may be prescribed at the office of Administrative Officer
(Schools) at the Assistant Commissioner N-ward**

**The information related to this office is Nil at the office of Administrative Officer
(Schools) at the Assistant commissioner N-ward.**