



BRIHANMUMBAI MAHANAGARPALIKA

Section 4 Manuals as per provisions of RTI Act,
2005 of P/North Ward

ASSISTANT ENGINEER WATER WORKS **DEPARTMENT**

Address - Office of Assistant Engineer Water Works P/N,
7thFloor, P/N ward office building,
Mamledarwadi Road, Liberty garden,
Malad (W), Mumbai - 400 064.

MUNICIPAL CORPORATION OF GREATER MUMBAI
Hydraulic Engineer's Department

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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, Water Works, P/North 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 (Water Works), P/North Ward whose office is situated at P/North 7thFloor, P/N ward office building Mamledarwadi Road, Liberty garden Malad (W), Mumbai - 400 064. The procedure and fee structure for getting information is as per the provisions of RTI Act, 2005.

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

He is empowered by relevant sections of MMC Act 1888(as amended) & power is delegated to him through DMC(SE). All Dy H.E./E.E.W.W./A.E.W.W.'s work under him & he has

overall control to ensure sufficient, wholesome & equated water supply to various water supply zones and to collect water charges.

Assistant Engineer Water Works R/South is a head of department at Ward level in the Hydraulic Engineer's Department. Assistant Engineer Water Works P/North is under administrative control of Assistant Commissioner.

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

Assistant Engineer Water Works P/North overall control in Ward level to ensure to distribute equal & potable water supply to consumer and collect water charges from consumer.

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

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

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

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

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

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

(Shri. Ravikumar Moarya)

Assistant Engineer (Water Works)

P/North Ward

Section 4(1) (b) (i)

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

1	Name of the Section	Office of Assistant Engineer, Water Works
2	Address	P/North Ward office, 7 th Floor, P/N ward office building Mamledarwadi Road, Liberty garden Malad (W), Mumbai - 400 064.
3	Head of the office	Assistant Engineer Water Works
4	Parent Government Department	Hydraulic Department.
5	Reporting to which office	1) Assistant Commissioner, P/North Ward, 2) Office of Deputy Hydraulic Engineer (Western Suburbs), 4 th Floor, K/West Ward office, Opp. Andheri Railway Stn. Off S.V. Rd, Andheri(West), Mumbai - 400 058
6	Jurisdiction Geographical	East Forest boundary West Creek Municipal Boundary North R/South Ward Boundary South P/South Ward Boundary
7	Mission	"To provide adequate, safe and equitable water to the consumers in P/North Ward's area."
8	Vision	"To control on leakages, wastage & theft of water."
9	Objectives	"Distribution of potable water to the consumers in P/North Ward's area." 1) To attend short supply complaint of consumers. 2) To attend leakage of water main up to 250 mm dia. 3) To attend contamination complaints. 4) To inspect unauthorized Water connections.
10	Functions	Control over Distribution of potable water to the consumers in P/North Ward's area. 1) To control and supervise daily water supply valves. 2) To issue permission form for water connections. 3) To recovery of water charge bills from consumers.
11	Details of services provided (In Brief)	"Supply of potable water within P/North Ward's area."
12	Physical assets / Tools (Statement of lands & Buildings and other Assets)	Tools
13	Organization's structural Chart	As per separate sheet attached at page no.6.
14	Tel. Nos. & office timings	Telephone no : 28056000 Extn : 112 Fax -28924894 Email : aeww.rs@mcgm.gov.in Office timing : 8.00 a.m. to 12.00 noon and 2.30 p.m. to 5.30 p.m.(Monday to Friday) 8.00 a.m. to 11.30 a.m. on Saturdays Visiting Hours : 03.00 p.m. to 05.00 p.m. .(Monday to Friday)
15	Weekly Holidays	Sunday and Public Holidays.

Organisation's Structural Chart (Orgonogram): As on January 2015



ACPN/SR/ /ESTT DT 02.07.2024

Dy. H.E. (W.S.)

Report of vacant posts for the month of JULY 2024 in P/North Ward (Water Dept.)

Designation	Total Posts		Charged		Vacant	
	Schedule	Non schedule	Schedule	Non schedule	Schedule	Non schedule
Asst. Engineer	02	00	01	00	01	00
Sub Engineer	02	04	02	03	00	01
Jr. Engineer	03	12	03	03	00	09
Meter Sup.	04	00	03	00	01	00
Asministarative Officer	01	00	01	00	00	00
Head Clerk	02	00	02	00	0	00
Typist	-	-	-	-	-	-
Clerk	09	00	5	00	4	00
Meter Insp.	17	00	06	00	11	00
Record Asst.	01	00	1	00	00	00
Peon	01	00	01	00	00	00
Chaviwala	04	03	04	01	00	02
Mistry II	00	03	00	02	00	01
Fitter II	14	09	10	04	04	05
Mukadam	04	6	00	02	04	04
Slucimen	14	02	04	02	12	04
Labourer	68	16	48	15	20	01

Administrative Officer P/North

Section 4(1) (b) (ii)

The powers of officers and employees in the office of Assistant Engineer Water Works P/North Ward.

A

Sr. No.	Designation		Power- Financial	Under which legislation / rules / order / GRs		Remarks
1.	Assistant Engineer Water Works		1. Power to incur expenditure-office contingencies Rs.7000/- in case of dead stock articles up to Rs.50/- per item and to make the payments of the bills therefore.	MMC	Act 1888	
			2. (a) Power to purchase without prior post-audit up to Rs.25/-			
			(b) Without pre-audit but with post audit Above Rs.25/- but up to 200/-			
			(c) With pre-audit Above Rs.200/- but up to Rs.500/-			
			3. Power to sign payment and adjustment vouchers against the previous sanction of the competent authorities to limit of the Rs.15,000/-			
			4. Signing all indents for purchases of stores and material required for execution of sanctioned Works, provided funds are available.			
			5. Power to enter upon or carry materials through any land for inspection or repairs or execution of Municipal Works.	263	(1), 278	
				(1)		
2.	Sub Distribution	Engineer	NIL.			
3.	Sub (Maint.)	Engineer	NIL.			
4.	Junior Distribution	Engineer	NIL.			
5.	Junior (Maint.)	Engineer	NIL.			
6.	Head Clerk		NIL.			
7.	Meter Supervisor		NIL.			

B

Sr. No.	Designation	Power- Administrative	Under which legislation / rules / order / GRs	Remarks
1.	Assistant Engineer Water Works	1. Power to sanction increments in the time scale promotions to the lab our staff in accordance to rules in force.	MMC Act, 1888	
		2. Power to grant casual leaves to subordinate staff up to the rank of Sub-Engineers accordance with the MC's orders on the subject that application form staff.		
		3. Powers to grant leaves including maternity and injury leave to the lab our staff in accordance to the MC's orders on the subject.		
		4. Power to sign unclaimed wages refund certificates of the staff working under him.		
		5. Power to allow renewal of Railway season Tickets.		
		6. Power to sanction overtime allowance when necessary to the member of the inferior service of the sanctioned scales and in case of those whom the factory.		
		7. To authorize (1) employees to renew subscription to Provident Fund (Rule 16-d of provident fund (2) to grant advance (Rule 24) & (3)to sanction refund of Municipal Contribution in ordinary cases and the recovery in respect of Municipal claims.		
2.	Sub Engineer Distribution	Nil.		
3.	Sub Engineer (Maint.)	Nil.		
4.	Junior Engineer Distribution	Nil.		
5.	Junior Engineer (Maint.)	Nil.		
6.	Head Clerk	Nil.		
7.	Meter Supervisor	Nil.		

C

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

D

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

E

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

The duties of officers and employees in the office of Assistant Engineer Water Works P/North Ward.

A

Sr. No.	Designation	Duties - Financial	Under which legislation / rules / order / GRs	Remarks
1.	Assistant Engineer Water Works	NIL.	-	
2.	Sub Engineer Distribution	NIL.	-	
3.	Sub Engineer (Maint.)	NIL.	-	
4.	Junior Engineer Distribution	NIL.	-	
5.	Junior Engineer (Maint.)	NIL.	-	
6.	Head Clerk	NIL.	-	
7.	Meter Supervisor	NIL.	-	

B

Sr. No.	Designation	Duties - Administrative	Under which legislation / rules / order / GRs	Remarks
1.	Assistant Engineer Water Works	1. To maintain normal day to day supply with the help of available resources such as man, material and machinery.	MMC Act 1888, u/s 169, 92, 263(1), 278(1), 350, 488	
		2. Repairs & maintenance of water mains up to 250mm and get rest of the work done by coordinating with other agencies.		
		3. Initiate proposals for laying of new water mains for replacement of old pipelines and to overcome short supply problem, contamination etc. for sanction of competent authority.		
		4. Attending short supply complaints, contamination leakages in private and municipal unit and disconnection of connections to generate demands of water / sewerage charges, recovery of bills etc.		
		5. To attend the meetings of zonal D.M.C., dept. heads and other meetings such as public grievances and comply the matters.		
		6. To issue necessary permissions for availing the water connections allowing fittings etc. after obtaining necessary sanction from competent authority, Resolving of disputes regarding water charges bills with sanction of competent authority.		
		7. In case of emergency arising out of breakdowns, maintenance of water mains, inform the public and public representatives for change in water timings etc. with available resources.		
		8. Any other duties assigned by the higher authorities.		
		9. Sanction of domestic connections up to 15mm dia., certification of dry fittings up to 40mm dia. and new buildings up to 4th floor.	1)EE Mts. (Rev.) /2553 / Circular dt. 1.01.2002	

			2)HE/15/Cir/HC(Gen.) of 29.10.2005	
		10. Recovery of additional Sewerage Charges for already sanctioned proposals.	Water Bye Laws, Water Charges Rules.	
2.	Sub Engineer Distribution	1. To maintain normal day to day supply with the help of available resources such as man, material and machinery.		
S		2. To initiate proposals for laying new water main for improvement of pressure in the area.		
		3. Certification of 15 mm and 20 mm water connection		
		4. To look after complaints of shortage, leakages, contamination etc.		
		5. To prepare/scrutinize proposal for applications for water connections & other fittings.		
		6. To overall control on distribution staff and issue instructions for specific work.		
3.	Sub Engineer (Maint.)	1. To carry out fieldwork such as repairs, maintenance of water main up to 250mm dia.		
		2. Overall control on maintenance labour staff, to carry out the above repair work.		
		3. To carry out work of making new connections up to 50mm dia.		
		4. Execution of disconnection orders for nonpayment of water charges & Sewerage charges bills, wastages etc.		
		5. To maintain various records of new water connections, meters, preparation of O.T. of maintenance staff.		
4.	Junior Engineer Distribution	1. To maintain normal day to day supply with the help of available resources such as man, material and machinery.		
		2. To initiate proposals for laying new water main for improvement of pressure in the area.		
		3. To look after complaints of shortage, leakages, contamination etc.		
		4. To prepare/scrutinize proposal for applications for water connections & other fittings.		
		5. To overall control on distribution staff and issue instructions for specific work.		
5.	Junior Engineer (Maint.)	1. To carry out fieldwork such as repairs, maintenance of water main up to 250mm dia.		
		2. Overall control on maintenance labour staff, to carry out the above repair work.		

		3. To carry out work of making new connections up to 50mm dia.		
		4. Execution of disconnection orders for nonpayment of water charges & Sewerage charges bills, wastages etc.		
		5. To maintain various records of new water connections, meters, preparation of O.T. of maintenance staff.		
6.	Head Clerk (Billing)	1. To assist AEWV in all matters regarding water charges bills and day to day office duties.		
		2. To supervise and exercise control over working of all billing clerks and verify single line bills.		
		3. To supervise work of billing clerks in preparing monthly and quarterly bills.		
		4. To maintain necessary registers and to prepare periodical reports and submission of the same to the higher authority.		
		5. To initiate refund proposals and adjustments.		
		6. To put up draft reply to audit notes.		
		7. To issue notices to consumer for recovery & report to the higher authority accordingly.		
7.	Clerk	1. To assist H.C. (Billing) in day to day Works.		
		2. To enter the meter data for preparing the water charges bills.		
		3. To prepare challans for payments other than water charges bills		
		4. To maintain register regularly and taking day to day entries.		
		5. To issue duplicate bills.		
		6. To issue notices to consumer for recovery & report to the higher authority accordingly.		
8.	Meter Supervisor	1. To assist AEWV in the work metering section.		
		2. To supervise the work of Meter Inspector.		
		3. To check Meter Reading Book entries on random after visiting sites.		
		4. To report unauthorized water connections and misuse of municipal water.		

		5. To issue notices to consumer for replacement of non working meters.		
		6. To maintain dispute registers and stolen meter register.		
		7. To verify consumption and rates for preparation of water bills prior to approval by A.E.W.W.		
		8. To settle gaps where meter reading is not available or not reliable. So that there is no loss of revenue or burden of excess billing to the consumer.		
		9. To feed regularly necessary data to computer.		
		10. To observe scheduled programme of meter reading.		
		11. To prepare various reports related to water dept.		
9.	Meter Inspector	1. To assist meter supervisor in his day to day working.		
		2. To take meter reading of water connections in the Ward.		
		3. To maintain entries of new metered water connection in meter reading book.		
		4. To keep check on disconnected connections for various reasons & report accordingly.		
		5. To detect and report unauthorized water connection and misuse of water.		
		6. To give required information to higher authority if any.		
10.	Record Assistant	1. To receive, register and dispatch papers.		
		2. To maintain record of connection files and furnish whenever required.		
		3. To maintain inward and outward register.		
		4. To attach the relevant papers to the concerned files.		
11.	Mistry	1. To assist the J.E.(Maint.) and follow his instructions.		
		2. To mark muster of labour.		

		3. To allot Works related to complaints and report the same to J.E.		
		4. To guide and control fitters and labours to carry out the work.		
		5. To maintain the record of complaint.		
12.	Mukadam	1. To assist the J.E.(Maint.)		
		2. To keep record of Municipal /Private meter taken for testing and re fixing of the same.		
		3. To take DCO action as per order.		
		4. To restore connection after recovery of outstanding dues.		
13.	Fitter	1. To attend the leakages and repairs of water main up to 250 mm dia. water main.		
		2. To attend contamination complaint.		
		3. To make new water connections and cutting of connections as per order of higher authority.		
		4. To removal and fixing of meters of the connections.		
14.	Chaviwala	1. To assist to S.E. & J.E. (Distribution) for Valve operations		
		2. To supervise to sluice man and labour for valve operations.		
		3. To operate the valves on water main at the specified time and to the specified limits as per order of higher authority.		
		4. To maintain operation register if required.		
		5. To report about non-working and damaged valve.		
		6. To report leakages.		
		7. To attend the short supply complaint and report to higher authority.		
		8. To attend the site of fire calls.		
15.	Sluice man	1. To operate the valves on water main at the specified time and to the specified limits as per order of higher authority.		

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

C

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

D

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

E

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

Section 4(1) (b) (iii)

Procedure followed in Decision Making Process, including channels of supervision and accountability in the office of Assistant Engineer Water Works P/North.

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

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

Water Connection Application.

Application forms are available on <http://portal.mcgm.gov.in/> website. The applicant has to fill up this form, attach references, requisite documents and submit the papers in the respective Wards through Licensed Plumber. On payment of scrutiny fee, the application is scrutinized.

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

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

Public Complaints.

Complaints of various natures regarding water supply can be registered with Complaint Officer of respective Ward Office and also can be registered with Water Control Office in Western Suburbs known as Parle Control Phone Nos. 022-26184173, 26146852.

The documents procedures.

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

1. The applicant should submit minimum 2 proofs of residence in the structure from the following of their stay prior to 1.1.2000 or from Government Notification from time to time...
2. Ration Card – showing the address of applicant. (Compulsory)

One of the following proof prior to 1.1.2000

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

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

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

C. Water connections to planned building.

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

D. Water connection on Humanitarian ground.

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

E. Water connection for commercial use

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

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

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

Intimation letter or Permission Form.

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

Sr. No	Activity	Steps Involved	Time Limit	Authority role and responsibility of the employee/ officer in connection with each activity. (mention designation)	Remarks
	Granting Water Connection	Scrutiny of Application.	15 days	JE/SE (Distribution)	
		Letter to Party	2 days	JE/SE (Distribution)	
		Compliance of Reply letter by party with scrutiny fee.	30 days	Party	
		After compliance of Reply letter site visit report	7 days	JE/SE (Distribution)	
		After site visit put up proposal to higher authority for sanction.	15 days	JE/SE (Distribution)	
		Reject or approve/ Forwards it to higher competent authority for approval	5 days	AEWW	
		On the recommendation of AEWW, competent higher authority approves or rejects the water connection	7 days each level	EEWW/Dy HE /HE/DMC	
		Preparation of Permission Form (P Form)/ Rejection Letter	7 days	JE/SE (Distribution)	
		Sing on Permission Form (P Form)/	7 days	AEWW	

		Rejection Letter			
		P form issue along with connection form(C form) to plumber/Applicant	2 days	Record Assistant	
		Compliance to P-form and C-form	With in one year	Plumber/Applicant	
		Road Opening permit	15 days	AE(Maint.)	
		Preparation of Meter Card	10 days	Meter Inspector, Meter Supervisor	
		Physical connection of water meter	7 days	S.E.(Maint) /JE(Maint)	
		Generation of CCN Number and Updating of Meter Reading Card.	10 days	S.E.(Maint.)/ J.E.(Maint.)	
	Meter Reading	Taking meter reading and updating MRB.	Monthly	Meter Inspector	
	Disconnection of water connection	Prepare defaulters list and disconnection of water connections	Monthly	H.C / M.S. / SE(M)	
	Water Connection Restoration.	After payment of pending bills by party and additional security deposit and cutting making charges	4 days	H.C / M.S / SE(M)	

Section 4(1) (b) (iv)

Norms set for discharge of its functions in the office of Assistant Engineer Water Works P/North Ward.

Organizational Targets (Annual)

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

Section 4(1)(b)(v)

The rules/ regulations related with functions in the office of Assistant Engineer Water Works P/North Ward.

Sr. No.	Subject	G.R./Circular/Office order. Rule no. notification etc. date.	Remarks if any
1.	Sanction of Water connection	MMC Act 1888 u/s 169, 92 & Cir. No. HE/15/CIR/HC(Gen) of 29/10/2005 & HE/17/Cir. Dt.09/12/2013	
2.	Recovery of Water Charges	Manual of Water Charges Rules.	Available with PRO department on payment of fees
3.	Guidelines for connections	Manual of Water Bye-Laws for water connections.	Available with PRO department on payment of fees
4.	Circular regarding Water department.	Various Circular issued time to time.	

Section 4(1)(a)(vi)

Statement of Categories of documents held in the office of Assistant Engineer Water Works P/North Ward.

Sr. no.	Subject	Type of Document file or register	File no. or Register no.	Particulars	Periodicity of preservation
'A' Class Record					
1.	Case file of Water connection	File		Details of application for water connection	Permanent
2.	Fitting register	Register		Details of Certification as per permission form	Permanent
3.	Connection Register	Register		Details of water connection	Permanent
4.	Meter Reading Book			Details of Meter reading	Permanent
'C' Class Record					
1.	R.T.I Register			Details of application received under R.T.I. Act	5 Years
2	RTI application & their reply (Except appeal cases)			Details of application received under RTI Act & reply given to the same.	01 year
3	First & Second Appeal made under RTI Act			Details of First & Second Appeal made by applicant under RTI Act by the applicant against reply of Public Information Officer and/or order passed by First Appellate Authority	01 year
4	Log sheets	Inward papers		Details of Applications/ complaints/ other documents received by department	01 Year

5	Outward Register (Internal departments)	Outward papers		Details of Applications/ complaints/ other documents forwarded to Internal departments of R/South Ward.	01 Year
6	Outward Register (External correspondence)	Outward papers		Details of Applications/ complaints/ other documents forwarded to external departments of MCGM/ Other Govt. authorities and correspondence with applicants/ complainants /citizens etc.	01 Year
7	Complaint Register	Register		Orally complaint registered.	01 year

Section 4(1)(b)(vii)

Particulars of any arrangement that exists for consultation with the members of the public in relation to the formulation of its policy and implementation in the office of Assistant Engineer Water Works P/North Ward.

-- NOT APPLICABLE --

Section 4(1)(b)(viii)

Statement of Boards, Councils, Committees or Other bodies in the office of
Assistant Engineer Water Works P/North Ward.

---Nil---

Section 4 (1) (b) ix

Dictionary of the officers and employees in the office of Assistant Engineer Water Works P/North Ward (As on September 2016)

SR. NO.	Designation	EMPLOYEE NAME	DATE OF JOINING	DATE OF JOINING IN P/NORTH	GRD	Contact details Ph/Fax/Email
1	ASST. ENG	RAVINDRA KUMAR MOURYA	20.03.1990	01.01.2024	B	022-28056000 8169869059
2	ASST. ENG	Rakesh Manohar Shinde	01.06.96	01.07.19	B	02229994000
3	SUB ENG	Deepak Jaware	10-Oct-2005	01.07.16	B	02229994000
4	SUB ENG	Yedle Dattatray Dilip	06.12.13	06.12.13	B	02229994000
5	SUB ENG	Tushar Bhole	10.12.15	04.02.22	B	02229994000
6	SUB ENG	Salunke Santosh	22.03.11	22.01.22	B	02229994000
7	JR ENGINEER	Prasad Deshmukh	23.11.15	23.11.15	C	02229994000
8	JR ENGINEER	vacant	07.12.15	07.12.15	C	02229994000
9	JR ENGINEER	Pooja Methe	27.07.20	27.07.20	C	02229994000
10	JR ENGINEER	Indrajit Dubey	17.07.91	08.12.19	C	02229994000
11	JR ENGINEER	Sandip Bhalchandra Raut	02.03.05	17.05.19	C	02229994000
12	JR ENGINEER	Vicky Surase	108.12.2015	08.12.2015	C	02229994000
13	Administrative officer	Sangitaa Shinde	16.05.90	16.05.90	C	02229994000
14	JR ENGINEER	Devkate Govind Padurang	30.11.15	01.11.18	C	02229994000
15	METER SUPVR	Patel Varsha Harshad	18.10.97	16.11.21	C	02229994000
16	METER SUPVR	Anita Thike	12.06.89	10.11.21	C	02229994000
17	METER SUPVR	DIPALI CHOUDHARY	08.07.91	01.11.16	C	02229994000
18	HEADCLERK	GUNJAN JAIN	20.09.94	04.01.24	C	02229994000
19	HEAD CLERK	Shravan Laxman Dhanve	05.11.90	22.09.22	C	02229994000
20	CLERK	Sunita Balsamvar	18.08.09	18.08.09	C	02229994000
21	CLERK	Ramu Jagol	08.08.06	08.08.06	C	02229994000
22	CLERK	Trupti Gosavi	27.02.09	28.08.19	C	02229994000
23	CLERK	Payal Sawant	07.07.12	11.05.18	C	02229994000

24	CLERK	Somnath Choudhari	03.01.19	18.03.24	C	02229994000
25	METER INSPECTOR	Ashvini Palkar	24.07.2000	24/05/12	C	02229994000
26	METER INSPECTOR	Sanjay Kajrolkar	01.09.95	21/10/13	C	02229994000
27	METER INSPECTOR	Nilesh Ghodekar	16.03.98	12/07/11	C	02229994000
28	METER INSPECTOR	Manu Kundhadya	08.07.91	08.07.91	C	02229994000
29	METER INSPECTOR	Manish Patel	17.06.96	01.08.17	C	02229994000
30	RECORD ASST	Shreelata Shaji	27.07.93	01.04.16	C	02229994000
31	PEON	Sharad Kadam	17.06.91	17.06.91	C	02229994000
32	CHAVIWALA	Jadhav Chandrashekhar Jagannath	02.12.96	02.12.96	D	02229994000
33	MISTRYII	Gengje Dayanand Baban	22.07.05	22.07.05	D	02229994000
34	FITTERII	Jadhav Anand Dharma	18.09.1993	18.09.1993	D	02229994000
35	FITTERII	Manke Baburao dadaya	04.12.1990	04.12.1990	D	02229994000
36	FITTERII	Kokale Santosh Pandurang	01.03.1993	01.03.1993	D	02229994000
37	FITTERII	Bharmal Sunil Yashwant	19.08.1993	19.08.1993	D	02229994000
38	FITTERII	Kazi Naziruddin Mahammed	01.10.2006	01.10.2006	D	02229994000
39	FITTERII	Pawar Vilas Laxman	07.12.1995	07.12.1995	D	02229994000
40	FITTERII	Pai Prashant Nagappa	14.10.1994	14.10.1994	D	02229994000
41	FITTERII	Kamble Anand Sitaram	08.04.1995	08.04.1995	D	02229994000
42	FITTERII	Pawar Dipak Rajaram	15.09.1994	15.09.1994	D	02229994000
43	FITTERII	Bhojgatar Girdhar Bhika	06.08.1999	06.08.1999	D	02229994000
44	FITTERII	Jadhav Prakash Shivram	25.10.1999	25.10.1999	D	02229994000
45	FITTERII	Chavan Rajnish Anant	10.06.1987	10.06.1987	D	02229994000
46	FITTERII	Baria Vinod Laxman	09.06.1987	09.06.1987	D	02229994000
47	FITTERII	Sawant Dayanand Motiram	19.08.1993	19.08.1993	D	02229994000
48	SLUICEMAN	Raut Kiran Parshuram	11.06.08	11.06.08	D	02229994000
49	SLUICEMAN	Waghmode Sambhaji Vikas	11.06.08	11.06.08	D	02229994000
50	SLUICEMAN	Jadhav Sanjay Dhakala	01.10.94	01.10.94	D	02229994000
51	SLUICEMAN	Sonavne Suresh Rama	11.06.08	11.06.08	D	02229994000
52	SLUICEMAN	Raut Prasad Raghunath	23.07.08	23.07.08	D	02229994000
53	MUKADAM	Chaudhari Milind Narayan	13.03.90	13.03.90	D	02229994000
54	MUKADAM	Bagad Damu Vithal	17.06.08	17.06.08	D	02229994000
55	LABOURER	Kulkarni Sachin Subhash	03.05.2016	03.05.2016	D	02229994000

56	LABOURER	Asale Shyamrao Bharat	29.01.2019	29.01.2019	D	02229994000
57	LABOURER	Shaikh Aftab Alihasan	16.08.2011	16.08.2011	D	02229994000
58	LABOURER	Awad Suresh Lahu	13.12.96	13.12.96	D	02229994000
59	LABOURER	Meher Ganesh Damodar	22.10.2008	22.10.2008	D	02229994000
60	LABOURER	Bhoir Mahesh Kashinath	22.10.2008	22.10.2008	D	02229994000
61	LABOURER	Pradip Wankhade	13.02.2020	13.02.2020	D	02229994000
62	LABOURER	Kadam Satish Jagannath	17.09.2011	17.09.2011	D	02229994000
63	LABOURER	Sangare Sandesh Sitaram	11.06.2008	11.06.2008	D	02229994000
64	LABOURER	Salvi Rakesh Suresh	19.01.19	19.01.19	D	02229994000
65	LABOURER	Bambare Raghunath Sonya	01.11.2011	01.11.2011	D	02229994000
66	LABOURER	Tikar Nilesh Suresh	15.01.19	15.01.19	D	02229994000
67	LABOURER	Jadhav Sadanand Bhanudas	11.06.2008	11.06.2008	D	02229994000
68	LABOURER	Garle Sarjerao	29.09.2011	29.09.2011	D	02229994000
69	LABOURER	Jadhav Mahesh Vilas	26.02.19	26.02.19	D	02229994000
70	LABOURER	Gavad Dhanesh Sadanand	18.03.20	18.03.20	D	02229994000
71	LABOURER	Gavande Haribhau Nanasahab	21.09.2017	21.09.2017	D	02229994000
72	LABOURER	Mane Maruti Vishwnath	18.08.94	18.08.94	D	02229994000
73	LABOURER	Shinde Vijay Ananda	27.09.2011	27.09.2011	D	02229994000
74	LABOURER	Pabrekar Vaibhav Dashrath	18.02.19	18.02.19	D	02229994000
75	LABOURER	Madane Appasaheb Maruti	11.06.2008	11.06.2008	D	02229994000
76	LABOURER	Gosavi Anilgiri Eknath	21.11.2011	21.11.2011	D	02229994000
77	LABOURER	Jakhere Hemlata Namdeo	26.02.19	26.02.19	D	02229994000
78	LABOURER	Pole Kailash Vishwanath	02.02.19	02.02.19	D	02229994000
79	LABOURER	Karande Ashok Hira	11.05.94	11.05.94	D	02229994000
80	LABOURER	Mahadik Nilesh Vasudeo	01.10.96	01.10.96	D	02229994000
81	LABOURER	Satish Ramchandra Jadhav	07.10.20	07.10.20	D	02229994000
82	LABOURER	Chavan Vikas Laxman	21.11.2027	21.11.2017	D	02229994000
83	LABOURER	Rumale Sangeeta Bandu	22.04.19	22.04.19	D	02229994000
84	LABOURER	Kharat Pravin Arjun	21.11.2011	21.11.2011	D	02229994000
85	LABOURER	Mohite Vikas Sakharam	01.08.2007	01.08.2007	D	02229994000
86	LABOURER	Sutar Deepak Vilas	19.05.12	19.05.12	D	02229994000
87	LABOURER	Mayekar Swapnil Suhas	15.01.19	15.01.19	D	02229994000
88	LABOURER	Mhamunkar Prakash Baliram	17.09.2011	17.09.2022	D	02229994000
89	LABOURER	Sachin Maladkar	23.11.11	23.11.11	D	02229994000
90	LABOURER	Shelke Vijay Vithal	02.07.2008	02.07.2008	D	02229994000
91	LABOURER	Satavi Krishna Harishchandra	17.08.2010	17.08.2010	D	02229994000
92	LABOURER	Wagh Ganesh Baban	15.01.19	15.01.19	D	02229994000
93	LABOURER	Jadhav Sanjay Bhaskar	16.08.06	16.08.06	D	02229994000
94	LABOURER	Patil Manmohan	04.04.05	04.05.05	D	02229994000

		Ramchandra				
95	LABOURER	Naik Ajay Vasudeo	07.07.2007	07.07.2007	D	02229994000
96	LABOURER	Tuskano Sanjiv Bavtis	07.07.2007	07.07.2007	D	02229994000
97	LABOURER	Mhatre Dilip Janardan	07.07.2007	07.07.2007	D	02229994000
98	LABOURER	Jakhere Shivaji Sahadu	28.05.12	28.05.12	D	02229994000
99	LABOURER	Harijan Narsing Kotappa	03.01.97	03.01.97	D	02229994000
100	LABOURER	Nagare Satish Yashwant	27.09.2011	27.09.2011	D	02229994000
101	LABOURER	More Yogesh Ramesh	09.09.2011	09.09.2011	D	02229994000
102	LABOURER	Bane Suresh Madhukar	09.09.2011	09.09.2011	D	02229994000
103	LABOURER	Randhir Anil Govind	21.11.2011	21.11.2011	D	02229994000
104	LABOURER	Panhalekar Schin Shivram	01.10.2011	01.10.2011	D	02229994000
105	LABOURER	Sawant Sachin Namdev	27.09.2011	27.09.2011	D	02229994000
106	LABOURER	Kadam Anant Padmakar	27.09.2011	27.09.2011	D	02229994000
107	LABOURER	Gavas Shekhar Vithal	27.09.2011	27.09.2011	D	02229994000
108	LABOURER	Dhavade Sunil Dattaram	14.10.2011	14.10.2011	D	02229994000
109	LABOURER	Paradkar Sukhadeo Purushottam	20.9.12	20.9.12	D	02229994000
110	LABOURER	Navnath viththal Mundhe	17.09.2011	17.09.2011	D	02229994000
111	LABOURER	Sakre Tukaram Manohar	25.02.12	25.02.12	D	02229994000
112	LABOURER	Govari Navnit Anant	02.11.2011	02.11.2011	D	02229994000
113	LABOURER	Shaikh shanali aziz	25.09.11	25.09.11	D	02229994000
114	LABOURER	Yogesh Chetty	17.08.13	01.04.2022	D	02229994000
115	LABOURER	Hemant Babu Shere	22.04.22	22.04.2022	D	02229994000
116	LABOURER	Kore Ram Dattatray	21.11.2011	21.11.2011	D	02229994000

Section 4 (1) (b) x

Details of remuneration of officers and employees in the office of Assistant Engineer Water Works P/North Ward (As on June-2024)

SR. NO.	Designation	EMPLOYEE NAME	GRD	Basic + GRP	DA	CA	SPA	TA	MMA	HRA	WC	TOTAL SALARY
1	ASST.ENG	RAKESH SHINDE	B	24860 + 5400	35664	463	-	2700	-	20061	-	74300
2	ASST. ENG	RAVINDRAKUMAR MOURYA	B	24860+5400	35664	463	-	2700	-	9078	-	73979
3	SUB ENG	TUSHAR BHOPALE	B	13060+4600	28128	463	-	5400	-	15822	-	58600
4	SUB ENG	DEEPAK JAWARE	B	13060+4600	33600	463	-	2700	-	18900	-	70000
5	SUB ENG	Yedle Dattatray Dilip	B	23650+4600	31680	463	-	2700	-	17820	-	66000

6	SUB ENG	Santosh Salunkhe	B	23650+4600	31680	463		2700		17820		66000
7	METER SUPVR	Anita Thike	C	19580+4200	38976			2700		21924		81200
	Junior eng.	Prasad Deshmukh	B		24192			2700		13608		50400
	Junior eng.	Pooja Methe	B		24192			2700		13608		48900/-
	Junior eng.	Indrajit Dubey	B		24192			2700		13608		48900/-
	Junior eng.	Vicky Surase	B		24192			2700		13608		50400
	Junior eng.	Sandip Bhalchandra Raut			21504			2700		12096		48900/-
8	METER SUPVR	Dipali Choudhary	C	18610+4200	30768			2700		17307		64100
9	METER SUPVR	Patel Varsha Harshad	C	18610+4200	30768			2700		17307		64100
10	HEAD CLERK	GUNJAN JAIN	C	18610+4200	30768			2700		17307		64100
11	HEAD CLERK	SHRAVAN DHANAVE	C	19640+4200	28608			2700		16092		59600
12	CLERK	Sunita Balsamvar	C	10120+2000	18384			2700		10341		38300
13	CLERK	Ramu Jagol	C	10350+2000	17328			600		9747		36100
14	CLERK	Payal Sawant	C	6990+2000	15360			5400		8640		32000
15	CLERK	Trupti Gosavi	C	12850+2000	17856			2700		10044		37200
16	CLERK	Minakshi Mane	C	10970+2000	10032			2700		5643		20900
17	CLERK	Somnath choudhari	C	10970+2000	10032			2700		5643		20900
18	METER INSPECTOR	Manu Kundhadya	C	13970+2000	28608	463		2700		16092		59600
19	METER INSPECTOR	Ashvini Palkar	C	16000+2000	24000	463		2700		13500		50000

20	METER INSPECTOR	Manish Patel	C	13510+2000	24000	463	2700	13500	50000
21	METER INSPECTOR	Nilesh Ghodekar	C	13980+2000	24000	463	2700	13500	50000
22	METER INSPECTOR	Sanjay Kajrolkar	C	13180+2000	21936	463	2700	12339	45700
23	METER INSPECTOR	Ajay Laxman Kore	C	12200+2000	23280	463	2700	13095	48500
24	RECORD ASST	Shreelata Shaji	C	11410+1950	23424		2700	13176	48800
25	JR ENGINEER	Devkate Govind Padurang	C	11480+4300	24192	463	2700	13608	50400
26	JR ENGINEER	Prasad Deshmukh	C	11480+4300	24192	463	2700	13608	50400
27	JR ENGINEER	Sandip BhalchandraRaut	C	11480+4300	21504	463	2700	12096	44800
28	JR ENGINEER	Pooja Methe	C	10130+4300	20880	463	2700	11745	43500
29	PEON	Sharad Kadam	C	5200+1850	20832		2700	11718	43400
30	CHAVIWALA	Jadhav Chandrashekhar Jagannath	D	11750+1950	20832	0	2700	11718	43400
31	MISTRYII	Gengje Dayanand Baban	D	10390+1900	17328	0	2700	9747	36100
32	FITTERII	Jadhav Anand Dharma	D	10670+1900	22608	0	2700	12717	47100
33	FITTERII	Manke Baburao dadaya	D	11090+1900	20688	0	2700	11637	43100
34	FITTERII	Kokale Santosh Pandurang	D	10780+1900	20064	0	2700	11286	41800
35	FITTERII	Kazi Naziruddin Mahammed	D	9590+1900	21312	0	2700	11988	44400
36	FITTERII	Bharmal Sunil Yashwant	D	10780+1900	19488	0	2700	10962	40600
37	FITTERII	Pawar Vilas Laxman	D	10250+1900	16992	0	2700	9558	35400

38	FITTERII	Pai Prashant Nagappa	D	8740+1900	21312	0	2700	11988	115	44400
39	FITTERII	Kamble Anand Sitaram	D	11020+1900	21312	0	2700	11988	115	44400
40	FITTERII	Pawar Dipak Rajaram	D	10950+1900	21312	0	2700	11988	115	44400
41	FITTERII	Bhojgatar Girdhar Bhika	D	10170+1900	20064	0	2700	11286	115	41800
42	FITTERII	Jadhav Prakash Shivram	D	8390+1900	20064	0	2700	11286	115	41800
43	FITTERII	Chavan Rajnish Anant	D	11510+1900	18912	0	2700	10638	115	39400
44	FITTERII	Baria Vinod Laxman	D	11730+1900	18912	0	2700	10638	115	39400
45	FITTERII	Sawant Dayanand Motiram	D	11050+1900	18912	0	2700	10638	115	39400
46	SLUICEMAN	Mane Narayan Yalappa	D	11940+1900	17520	0	2700	9855	115	36500
47	SLUICEMAN	Jadhav Sanjay Dhakala	D	11050+1900	21312	0	2700	11988	115	44400
48	SLUICEMAN	Sonavne Suresh Rama	D	10250+1900	14928	0	2700	8397	115	31100
44	SLUICEMAN	Raut Prasad Raghunath	D	11540+1900	14928	0	2700	8397	115	31100
49	SLUICEMAN	Waghmode Sambhaji Vikas	D	11090+1900	14928	0	2700	8397	115	31100
50	SLUICEMAN	Raut Kiran Parshuram	D	9720+1900	14928	0	2700	8397	115	31100
51	MUKADAM	Chaudhari Milind Narayan	D	10340+1850	22752	0	2700	12798	115	47400
52	MUKADAM	Bagad Damu Vithal	D	11090+1850	14592	0	2700	8208	115	30400
53	LABOURER	Kulkarni Sachin Subhash	D	10220+1800	10944	0	2700	6156	115	22800
54	LABOURER	Asale Shyamrao Bharat	D	10090+1800	10032	0	2700	5643	115	20900
55	LABOURER	Shaikh Aftab Alihasan	D	11200+1800	12672	0	2700	7128	115	26400
56	LABOURER	Bharade Bharat eknath	D	10480+1800	22176	0	2700	12474	115	46200
57	LABOURER	Awad Suresh Lahu	D	10780+1800	19728	0	2700	11097	115	41100
58	LABOURER	Mane Meenakshi Balaji	D	11090+1800	10032	0	2700	5643	115	20900
59	LABOURER	Meher Ganesh Damodar	D	11080+1800	14256	0	2700	8019	115	29700
60	LABOURER	Bhoir Mahesh Kashinath	D	11420+1800	14256	0	2700	8019	115	29700
61	LABOURER	Pradip Wankhade	D	11200+1800	9744	0	2700	5481	115	20300
62	LABOURER	Kadam Satish Jagannath	D	11090+1800	10608	0	2700	5967	115	22100
63	LABOURER	Sangare Sandesh Sitaram	D	9630+1800	14256	0	2700	8019	115	29700

64	LABOURER	Patil Ruchita Pradip	D	9230+1800	10032	0	2700	5643	115	20900
65	LABOURER	Salvi Rakesh Suresh	D	6580+1800	8400	0	2700	4725	115	17500
66	LABOURER	Bambare Raghunath Sonya	D	6580+1800	12672	0	2700	7128	115	26400
67	LABOURER	Tikar Nilesh Suresh	D	6580+1800	10512	0	2700	5913	115	21900
68	LABOURER	Jadhav Sadanand Bhanudas	D	6580+1800	14256	0	2700	8019	115	29700
69	LABOURER	Garle Sarjerao	D	6580+1800	12672	0	2700	7128	115	26400
70	LABOURER	Jadhav Mahesh Vilas	D	6580+1800	10032	0	2700	5643	115	20900
71	LABOURER	Gavad Dhanesh Sadanand	D	6580+1800	17520	0	2700	9855	115	36500
72	LABOURER	Gavande Haribhau Nanasahab	D	4990+1300	10608	0	2700	5967	115	22100
73	LABOURER	Mane Maruti Vishwnath	D	5860+1800	20304	0	2700	11421	115	42300
74	LABOURER	Shinde Vijay Ananda	D	5860+1800	10608	0	2700	5967	115	22100
75	LABOURER	Pabrekar Vaibhav Dashrath	D	5860+1800	8880	0	2700	4995	115	18500
76	LABOURER	Madane Appasaheb Maruti	D	4990+1300	14256	0	2700	8019	115	29700
77	LABOURER	Gosavi Anilgiri Eknath	D	5860+1800	12672	0	2700	7128	115	26400
78	LABOURER	Jakhare Hemlata Namdeo	D	4990+1300	10032	0	2700	5643	115	20900
79	LABOURER	Pole Kailash Vishwanath	D	5410+1800	8880	0	2700	4995	115	18500
80	LABOURER	Karande Ashok Hira	D	4800+1300	19152	0	2700	10773	115	39900
81	LABOURER	Mahadik Nilesh Vasudeo	D	5630+1800	17952	0	2700	10098	115	37400
82	LABOURER	Satish Ramchandra Jadhav	D	5630+1800	9744	0	2700	5481	115	20300
83	LABOURER	Chavan Vikas Laxman	D	4620+1300	10608	0	2700	5967	115	22100
84	LABOURER	Rumale Sangeeta Bandu	D	6840+1800	10032	0	2700	5643	115	20900
85	LABOURER	Kharat Pravin Arjun	D	4440+1800	12672	0	2700	7128	115	26400
86	LABOURER	Sutar Deepak Vilas	D	5630+1800	12336	0	2700	6939	115	25700
87	LABOURER	Mayekar Swapnil Suhas	D	11090+1800	10032	0	2700	5643	115	20900
88	LABOURER	Mhamunkar Prakash Baliram	D	5630+1800	10608	0	2700	5967	115	22100
89	LABOURER	Sachin Maladkar	D	5630+1800	12672	0	2700	7128	115	26400

114	LABOURER		D	5860+1800		0		2700	-		115	
		Shaikh shanali aziz			11952					6723		24900
115	LABOURER		D	5860+1800		0		2700	-		115	
		Yogesh Chetty			11952					6723		24900
116	LABOURER		D	5860+1800		0		2700	-		115	
		Hemant Babu Shere			7680					4320		16000

Section 4(1)(b)(xi)

Details of allocation of budget and disbursement made in the office of Assistant Engineer Water Works at P/North Ward for the year 2014-2015.

Publish Copy of the budget Rs.73,09,97,000.00

Publish Copy of grant distribution _____

Format A for current year 2024 - 25

Sr. No.	Budget head description	Grants received	Planned use (Give details area wise or work wise in a separate form)	Remarks
1.	4150490000 P/N Ward-H.E.	Rs.73,09,97,000.00	Rs.53,386,661.00	

Format B for previous year 2013 - 2014

Sr. No.	Budget Head	Grants received	Grants utilized	Grants Surrendered	Results
1.	4150490000	6,93,17,000.00	3,50,49,390.00	--	

Section 4(1)(b)(xii)

Manner of execution of subsidy program in the office of Assistant Engineer Water Works at P/North Ward.

-----Nil-----

Section 4(1)(b)(xiii)

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

-----Nil-----

Section 4(1)(b)(xiv)

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

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

Section 4(1)(b)(xv)

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

Types of facilities-

- Information about facilities for inspection of record.

Sr. No.	Type of Facility	Timings	Procedure	Location	Person in Charge
1.	Inspection of Record as per RTI Act.	3.00 p.m. to 5.00 p.m. on Tuesday and Thursday (except holidays) with prior appointment only.	For inspection of records no fee for first hour will be charged, however, fee of Rs.5/- for each 15 minutes or fraction thereof will be charged thereafter.	Office of Asstt. Engineer Water Works, 7 th Floor, P/N ward office building Mamladarwadi Road Liberty Garden Malad(W), Mumbai- 400 064.	Asstt. Engineer, Water Works P/North Ward.

- Interactive website – www.mcgm.gov.in
- Facilitation center - Facilitation center is available at the ground floor of Ward office Building. Working Hours – 08.00 a.m. to 08:00 p.m.
- Notice board - Displayed in the office of Assistant Engineer (Water Works)
- Inspection of work & inspection of samples – N.A
- Facilities for library, Inquiry window & reception – Not available

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.S.S.Pabrekar	Ward Executive Engineer	R/South Ward	A.E.W.W.R/S	ee01.rs@mcgm.gov.in

Section 4(1)(b)(xvii)

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