



# BRIHANMUMBAI MAHANAGARPALIKA

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

## ADMINISTRATIVE OFFICER (SCHOOL) P/NORTH

**Address -**

**Office of Administrative Officer (School),  
Bandongi Municipal School Building,  
Daftary cross Road,  
Malad (E), Mumbai – 400 097.**

**Contact no.28883206**

## INDEX

<b>Sr, No.</b>	<b>Section 4 (1) B Sub Clauses</b>	<b>Description of the Chapter's Contents</b>	<b>Page No.</b>
1	4 (1) (b) (i)	The particulars of functions & duties of the Office of Administrative Officer (School)	4-5
2	4 (1) (b) (ii)	Administrative officer P/North Ward located in Administrative officer (School) ward	6-7
3	4 (1) (b) (iii)	The Procedure followed in the decision- making process, including channels of supervision and accountability in the office of Administrative Officer (School)	8
4	4 (1) (b) (iv)	Financial and physical targets set for discharge of its functions in the office of Administrative Officer (School)	9
5	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	10-11
6	4 (1) (b) (vi)	Statement of categories of documents that are held and under the control of the office of Administrative Officer (School)	12-14
7	4 (1) (b) (vii)	Particulars of any arrangement that exists for consultation with the members of public in relation to the formulation of policy and implementation in the office of Administrative Officer (A/O- Department of Schools) at the Assistant Commissioner- P/NORTH	15
8	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 for 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.	16-17
9	4 (1) (b) (ix)	Directory of the officers and employees	18
10	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.	19
11	4 (1) (b) (xi)	The Budget allocated to the office of Administrative Officer (A/O- Department of Schools) at the Assistant Commissioner- P/N	20
12	4 (1) (b) (xii)	The System for disbursement at the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- P/N)	21
13	4 (1) (b) (xiii)	The particulars of recipients of concession, permits or authorizations granted by the office of Administrative Officer (A/O- Department of Schools) at the Assistant Commissioner- P/N)	22
14	4 (1) (b) (xiv)	Details in respect of the information available to or held by it, reduced in an electronic form	23
15	4 (1) (b) (xv)	The particulars of facilities available to citizens for obtaining information the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- P/N)	24
16	4 (1) (b) (xvi)	The particulars of facilities available to citizens for obtaining information the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- P/N)	25-26
17	4 (1) (b) (xvii)	Others	27

**BRIHAMUMBAI MAHANAGAR PALIKA  
ADMINISTRATIVE OFFICER (SCHOOL) R/NORTH  
RTI ACT. 4 MANNUAL. 4 (1) (B) (i) TO (XVII)**

**SECTION 4 (1) (B) (i)**

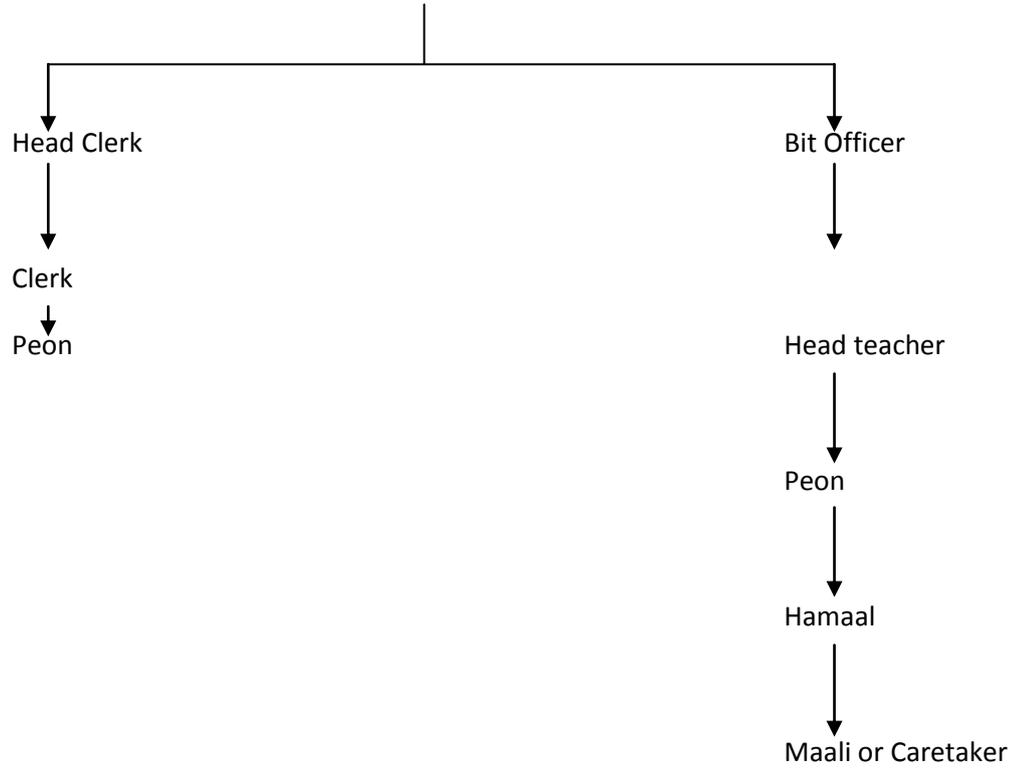
**The particulars of functions & duties of the Office of Administrative Officer (School)**

1	Name of the Public Office	Administrative Officer (School)
2	Address	Office of A O (School), Bandongari Municipal School Building.Daftary Road, Malad(E), Mumbai –97.
3	Head of the office	Administrative Officer (School)
4	Office Timings	Monday to Saturday: 10.30am to 5.30pm (Lunch time 1 to 1.30) 2 <sup>nd</sup> and 4 <sup>th</sup> Saturday holiday Ph No. 28883206 Email: <a href="mailto:aopnward@gmail.com">aopnward@gmail.com</a>
5	Parent Government Department	Education Officer
6	Reporting to which office	Deputy Education Officer, Zone : 4
7	Jurisdiction Geographical	P/North ward is bounded by the East side of Kurar village, West side by Manori village, Madhlland, Arabian Sea Coast & North side by Goraswadi, Valnai, Shankar lane, Ganesh nagar& South side by Govindnagar road, Chincholibunder.
8	Vision	Education & Administration Work
9	Mission	Education
10	Objectives	
11	Functions	Give visit to school building and keep check on school functioning and management, day to day operations and maintenance works of Administrative Office (School).
12	Section Duties	<ol style="list-style-type: none"> <li>1. Supervision and control of office staff.</li> <li>2. Check the daily attendance of staff</li> <li>3. Check records</li> <li>4. Keep checks on important papers coming from Commissioner and deputy commissioner.</li> <li>5. Keep records of audit note made by MCGM's auditors and clear the audit note.</li> <li>6. Maintain office discipline.</li> <li>7. Give answers to the questions of labour organization.</li> <li>8. Guide the staff and grant their leaves.</li> <li>9. To dispose the correspondence and information required under RTI.</li> </ol>
13	Details of services provided ( In Brief)	Education
14	Weekly Holidays	Sunday and Public Holidays.

**BRIHANMUMBAI MAHANAGARPALIKA**

**Administrative Officer (School) P/N**

**Administrative Officer**



**SECTION 4 (1) (B) (ii)**

**MANUAL No. 2**

**YEAR 2015-16**

Administrative officer P/North Ward located in Administrative officer (School) ward

Sr. No	Designation	Rights	Under which legislation	Remarks
1	Administrative Officer	1. Financial Rights :- To Sanction the bill up to the amount Rs. 5000/-	Municipal Corporation Service Rules, 1989	
		2. Administrative Rights:- 1. To approve leaves of the staff of A.O office 2. To sanction financial matters of lower cadre employees. 3. Take information compliance made by staff. 4. To check S.B of staff of AO School 5. If necessary take action of inquiry against staff of A.O school 6. To give sanction for pay sheet, effective and contingency and other cheques of school in respective ward. 7. To give order of transfer of peon and Hamaal of the department. 8. To keep record of all schools of respective ward. 9. Municipal building, rented building and unrented school building maintainace 10. Maintain communication with government, semi government and public. 11. To provide salary and service certificate. 12. To finalize and approve school contingency amount 13. Make a demand of goods need to BhandarNiyntak, uniform to class IV staff and stationary needed for school.	Municipal Corporation Service Rules, 1989	
		Magisterial Rights: Nill		
		Quasi Judicial Rights: Nil		
		Judicial Rights: Nill		

**SECTION 4 (1) (B) (iii)**

**MANUAL No. 3**

**The Procedure followed in the decision- making process, including channels of supervision and accountability in the office of Administrative Officer (School)**

Office Administrative Officer (School), P/North ward does not take any decision

1. Name of Activity -
2. Name of the Acts/Acts -
3. Related Provisions -
4. Rules -
5. Govt. Resolutions -
6. Circulars -

<b>Sr. No.</b>	<b>Activity</b>	<b>Steps involved</b>	<b>Time limit</b>	<b>Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)</b>	<b>Remark</b>
Nil	Nil	Nil	Nil	Nil	Nil

**Section 4 (1) (b) (iv)**

**Manual: 4**

**Year 2015-16**

**Financial and physical targets set for discharge of its functions in the office of Administrative Officer (School)**

Organizational targets (Annual) = Nil

<b>Sr.No.</b>	<b>Designation</b>	<b>Activity</b>	<b>Financial/ Physical Targets in Rs.</b>	<b>Time Limit</b>	<b>Remarks</b>
1.	Administrative Officer	Administrative work	Nil	Nil	Nil

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

**Manual No. 5**

**The rules, regulation, instruction, manuals and records, held by it or under its control or used by the employees for discharging department functions**

**1. Administrative Officer (School) P/North**

<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		MMC Service Rules	
		Provident Fund Act	
		Pension Act	
		Industrial Dispute Act	
		RTE	

**2. Expenditure:**

<b>No.</b>	<b>Subject</b>	<b>G.R. /Circular / Office order. Rule no. Notification etc. date.</b>	<b>Remark</b>
1.	Sign on cheques	Sign on certificates and cheques send by Engineer Department before sending it to Accountant.	
2	Renewal of Railway Pass of staff	Need to take permission to new railway pass or renew of it	
3	Conduct annual exam, set paper and declare result		

**3. Revenue:**

<b>No.</b>	<b>Subject</b>	<b>G.R. /Circular / Office order. Rule no. Notification etc. date.</b>	<b>Remark</b>
Nil	Nil	Nil	Nil

**4. Inward and outwards:**

<b>No.</b>	<b>Subject</b>	<b>G.R. /Circular / Office order. Rule no. Notification etc. date.</b>	<b>Remark</b>
Nil	Nil	Nil	Nil

**5. Citizen Facilitation Centre:**

<b>No.</b>	<b>Subject</b>	<b>G.R. /Circular / Office order. Rule no. Notification etc. date.</b>	<b>Remark</b>
Nil	Nil	Nil	Nil

**Section 4 (1) (b) (VI)**

**Manual No. VI**

**Year – 2015-16**

**Statement of categories of documents that are held and under the control of the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- P/N)**

Sr. No.	Subject	Type of Document file or register	File No. or Register No.	Particulars	Periodicity of Preservation
1	Employer's attendance & Pay Scale	Documentation	72	A Record Class	Permanently
	Confidential report		789		
	AUTHORIZATION Letter		Nil		
	Service Seniority List		Nil		
	Employer's Service Book		789		
2	Municipal Corporation Payment and Claims (Retirement Salary, Provident Fund, Pity Case) Documents	Documentation		B Record Class	30 YRS
	Appointment/ Transfer Promotions/ Post				
	Appointment/ Permanent				
3	Proposal				
3	Leave Application Documents	Documentation		C 2 Record Class	15 YRS
	Overtime Allowance Documents Register				
	Book				
3	Correspondence with the Employees				
4	Inquiry Documents	Documentation		C 1 Record Class	10 YRS
	Insubordination Documents/Indiscipline				
	Income Tax File	FILE			
	PF (Advance Income)	Documentation			
5	Temporary Appointment	NIL		C Record Class	05 YRS
6	Leave Application	NIL	1	D Record Class	01 YRS

### 1. Expenditure

Sr. No.	Subject	Type of Document file or register	File No. or Register No.	Particulars	Periodicity of Preservation
1	27 Articles	File		B Class	5 years

### 2. Revenue

Sr. No.	Subject	Type of Document file or register	File No. or Register No.	Particulars	Periodicity of Preservation
Nil	Nil	Nil	Nil	Nil	Nil

### 3. Onward and outward

Sr. No.	Subject	Type of Document file or register	File No. or Register No.	Particulars	Periodicity of Preservation
Nil	Nil	Nil	Nil	Nil	Nil

### 4. Citizen Facilitation Centre:

Sr. No.	Subject	Type of Document file or register	File No. or Register No.	Particulars	Periodicity of Preservation
Nil	Nil	Nil	Nil	Nil	Nil

Documents kept in Education department Commissioner No. 16 (1965-66)

As following according to No. MLG 9586 Dated 19-4-65

Grade	Periodicity of Preservation
A	Permanent
B	30Years
C2	15Years
C1	10Years
C	5Years
D	1Year

All above grade documents are available at Education Department in Hindu Colony

**Section 4 (1) (b) (vii)**  
**Manual No. VII**  
**Year – 2015-16**

**Particulars of any arrangement that exists for consultation with the members of public in relation to the formulation of policy and implementation in the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- P/N)**

In the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- P/N)No Policy decision has been taken, therefore question of before implementation of any such decision discussing with public or local representative do not arise.

**Section 4 (1) (b) (viii)**  
**Manual No. VIII**  
**Year – 2015-16**

**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.**

1. M.C.G.M has created a PrabhagSamiti (Ward Committee) to address grievances of citizens, to provide basic services at P/North as below.

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	P/North	Advance Locality Management (ALMI)					
		1. Mr.AjitDamodarBhandari	To help all common people in their basic needs and provide their needs	Monthly Once or as per the presidents directions	None	Yes the Minutes are available on the website	MCGM R/NORTH Secretary
		2. Mr. SirazIiyasShaikh					
		3. Mr.ParaminderRatansinghBhamara					
		4.Mrs.Anagha PrakashMhatre					
		5. Dr.RamBarot					

	6. Mr.SunilDaulatGujar	3 4					
	7.Mr. BhomsinghHirsinghRathod	3 5					
	8.Mr.Prashant DashrathKadam	3 6					
	9.Mrs.Manisha SadashivPatil	3 7					
	10.Mrs.Rupali AjitRaorane	3 8					
	11.Sayali Sunil Warise	3 9					
	12.Mr.Dnyanmurti Ramchandra Sharma	4 0					
	13.Vinod BabajiShelar	4 1					
	14.Mr.Deepak PandurangPawar	4 2					
	15.Kamarjahan M.Moin	4 3					
	16.Cyril D'souza	4 4					

**2. Statement of categories of documents that are held and under the control of the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner-P/N)**

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.
2	Local Area Citizens Committee (LACC)	NIL					

Section 4 (1) (b) (ix)

Manual No. IX

Year – 2015-16

Directory of the officers and employees of A.O.(School)P/North Ward

Sr. No.	Designation	Name of the officers/ employees	Cadre	Dt of Joining the post	Contact Details Ph/Fax/E-mail	Basic Pay+ GRP	D .A.
1	AOSchool	Ashok Mishra	B	27-7-1993	<a href="mailto:aopnward@gmail.com">aopnward@gmail.com</a> <a href="tel:28802794">28802794</a>	17680+5100	25741
2	Beat Officer	Kalpana Umbare	B	03-02-1986		17850+4800	18120
3	Beat Officer	Ruta Vankhade	B	10-12-1993		15890+4800	16552
4	Head Clerk	Shrikant Morti	B	18-7-1991		17770+4200	26144
5	Clerk	Vandana Baniya	C	23-12-1991		15090+2000	20337
6	Clerk	Deepak Pandya	C	12-11-2003		9280+2000	9024
7	Clerk	Surekha Konkeri	C	06-06-2006		9780+2000	14018
8	Clerk	Dnyaneshwar Kapase	C	08-01-2015		6460+2000	9560
9	Clerk	Ganesh Budhiya Nayak	C	01-12-1983		17400+2000	23086
10	Peon	Suresh Gurav	D	25.05.1987		11970+1900	16505
11	Peon	Laxmikant Kargutkar	D	02-05-2006		7200+1850	7240

Section 4 (1) (b) (x)

Manual No. X

Year – 2015-16

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

The details information regarding total Salaries of Officers/ Staff/ Workers has been given in section Section 4 (1) (b) (ix)

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

**Manual No. XI**

**Year – 2015-16**

**The Budget allocated to the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- P/N) indicating the particulars of all allocation and expenses amount for the period 01.04.2015 to 31.03.2016 given below**

Budget Usage                      Date:      20.01.2016

Financial Management

Area                                      MCGM      MCGM                                      FM Payment Budget  
Fiscal Year                                      2016                                      Version

Fund/Group                                      30

Funded Program/Group      \*                      Functional Area/Group                      88202020000  
Year of Cash Effectivity

Funds Center/Commitment Item	Consumable Budg	Consumed Budget	Available Amoun
<b>FdsCtr/CmmtItem</b>	<b>624,607,000.00</b>	<b>340,430,481.96</b>	<b>284,176,518.04</b>
<b>4150300000 P/N WARD - EDUCATIO</b>	<b>624,607,000.00</b>	<b>340,430,481.96</b>	<b>284,176,518.04</b>
130100600 Rent-Marriage/Commu	-24,000.00	-39,450.00	15,450.00
130100800 Rent - School Bldgs	-1,524,000.00	-2,559,174.00	1,035,174.00
140130000 Fee-Certifi/Extract		-50	50
140200101 Penalty fromSupplie		-15,922.00	15,922.00
140200105 Penalt fromContract		-129,760.00	129,760.00
140200202 Chrg & Fine -RTI Ac	-1,000.00	-248	-752
140400100 Tuition Fees		-132	132
140400300 Term Fees		-16	16
140409900 Miscellaneous Fees		-390	390
140700105 Ser Chrg Mun proper		-6,960.00	6,960.00
140700107 ADM CHG-BLD CONS CE		-1,169.00	1,169.00
180400200 Fine	-1,000.00	-322,689.00	321,689.00
180400300 Rent Recovery	-1,000.00		-1,000.00
180401100 Elec Chrg Recov		-332,199.00	332,199.00
180409900 Other Recoveries	-1,000.00	-32,895.00	31,895.00
180809900 Miscellaneos Receipt	-60,000.00	-30,956.00	-29,044.00
180809902 Supervsn Chrg recov		-938,966.00	938,966.00
180809906 Mis. recpt CHQ Boun			
210100101 Basic Pay	142,451,000.00	76,722,540.48	65,728,459.52
210100102 Incentive Bonus	9,477,000.00	135,255.00	9,341,745.00
210100104 Grade Pay (Superior	33,624,000.00	18,681,148.84	14,942,851.16
210100199 Others	25,000.00	12,411.23	12,588.77
210100201 Basic Pay	12,521,000.00	6,623,466.87	5,897,533.13

210100202 Incentive Bonus	1,404,000.00		1,404,000.00
210100204 Grade Pay (Labour)	2,380,000.00	1,303,994.23	1,076,005.77
210100299 Others	2,000.00	0.21	1,999.79
210200101 Dearness Allowance	212,066,000.00	109,562,211.00	102,503,789.00
210200102 House Rent Allowanc	51,744,000.00	27,630,857.00	24,113,143.00
210200103 Conveyance Allowanc	11,000.00	9,837.00	1,163.00
210200105 LTA	1,892,000.00	295,500.00	1,596,500.00
210200107 Mun Med Allowance	1,743,000.00	553,168.00	1,189,832.00
210200111 Prted Der Allo (Sup		-26,291.00	26,291.00
210200113 Trv All for Sup&Sub	5,279,000.00	2,541,890.00	2,737,110.00
210200118 F.Planning Allow-su	20,000.00		20,000.00
210200119 Children Edu Allow-	1,570,000.00	401,490.00	1,168,510.00
210200199 Other Allowances	1,000.00	563	437
210200201 Dearness Allowance	18,625,000.00	9,540,323.00	9,084,677.00
210200202 House Rent Allowanc	4,471,000.00	1,999,955.00	2,471,045.00
210200205 LTA	203,000.00	49,500.00	153,500.00
210200207 Mun Med Allowance	260,000.00	77,809.00	182,191.00
210200211 Prted Der Allo (Lab		-1,790.00	1,790.00
210200213 Transport Allowance	779,000.00	297,949.00	481,051.00
210200218 Family Planning All	15,000.00		15,000.00
210200219 Children Education	100,000.00	12,000.00	88,000.00
210200299 Other Allowances	156,000.00	49,429.50	106,570.50
210209913 Uniforms	93,000.00	89,816.00	3,184.00
210209915 Contrbn-Int 4% towr	400,000.00	174,350.00	225,650.00
210209918 MS-CIT EXPENSES		-12,450.00	12,450.00
220100102 Rentpvt Bldgs	30,000.00	26,335.00	3,665.00
220100103 RentGovt Bldgs	410,000.00		410,000.00
220100203 Property Tax/Mun Ta	2,500,000.00	2,411,590.00	88,410.00
220110101 Offic Electricity Ex	9,000,000.00	2,815,495.00	6,184,505.00
220110200 Water Charges	1,505,000.00	87,210.00	1,417,790.00
220119900 Other Off Contin Ex	30,000.00	3,204.00	26,796.00
220120101 Official Teleph Exp	50,000.00	46,230.00	3,770.00
220120200 Internet Charges	20,000.00		20,000.00
220120300 Broad B& Charges	152,000.00		152,000.00
220120500 Postage Expenses	3,000.00	1,860.00	1,140.00
220129900 Misc Commcatn Exp	5,000.00		5,000.00
220210400 Stationery	30,000.00	4,081.00	25,919.00
220210500 Consumables	10,000.00		10,000.00
220210600 Photocopying Exp	20,000.00	7,422.00	12,578.00
220300200 Conveyance	10,000.00	6,494.00	3,506.00
220309900 Misc Travel&Conv Ex	10,000.00	2,859.00	7,141.00
220800401 HousKeep&OutSideSer	25,322,000.00	16,434,768.00	8,887,232.00
220800800 Conference Expenses	5,000.00	840	4,160.00
230350013 School store	60,592,000.00	51,773,112.25	8,818,887.75
230510901 Gen Civil Repairs	2,500,000.00		2,500,000.00
230520701 Gen Civil Repairs	200,000.00		200,000.00
230590200 RMaintElectrl Instl	100,000.00		100,000.00

230590400 Rep&MaintOfficeEquipm	10,000.00		10,000.00
230590401 Rep&MaintComp&ITEqu	50,000.00	4,685.00	45,315.00
230803013 Incentvegirlattendn			
230803021 Incen girl students	5,490,000.00		5,490,000.00
230803024 Cont Compr Evalu Ex	1,216,000.00		1,216,000.00
230803099 Miscellaneous	300,000.00		300,000.00
240700200 Bank dishonored che		-100	100
250203014 Balkotsav	360,000.00	81,000.00	279,000.00
250203021 Excursions	1,216,000.00	1,215,720.00	280

**Section 4 (1) (b) (XII)**

**Manual No. XII**

**Year – 2015-16**

**The System for disbursement at the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- P/N)**

In the Year 2014-15 no grants disbursement has been made and there is provision for disbursement in the Office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- P/N)

**Section 4 (1) (b) (XIII)**

**Manual No. XIII**

**Year – 2015-16**

**The particulars of recipients of concession, permits or authorizations granted by the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- P/N)**

From the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- P/N) no concessions permissions or authorizations letter as been issued to any citizen, the details is NIL.

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

**Manual No. XIV**

**Year – 2015-16**

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

**1. Administrative Officers (School)**

<b>Sr. No.</b>	<b>Type of Documents File/ Register</b>	<b>Sub Topic</b>		<b>In which Electronic Format it is kept</b>	<b>Person In Charge</b>
1	Nil	Nil	1	Tape	
			2	PhotoFith (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 No. XV**  
**Year – 2015-16**

**The particulars of facilities available to citizens for obtaining information the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- R/N)**

1	Time reserved for public meeting	During Office hours (Monday- Thursday)
2	Information of Website	
3	Information of Call Centre	Nil
4	Information for records Information	Timing for records Inspections 3.00 pm to 5.00 pm
5	Information available for work Inspection.	3.00 pm to 5.00 pm
6	Information available for format collection	3.00 pm to 5.00 pm
7	Information about Notice Board	
8	Information about Library	Nil
9	Information about Reception/ Enquiry	Nil
10	Information to contact after Office Hours	Nil
11	Information regarding Emergency Contact	Emergency Contact No- 28883206

Section 4 (1) (b) (xvi)

Manual No. XVI

Year – 2015-16

Information regarding public information Officer, Assistant information Officers and first information officers at the the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- P/N)

Format 'A'

**Public Information Officers PIO**

Details of Public information officer/APIOs/Appellate authority in the jurisdiction of (public authority)

PIO

A

Sr. No	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address/ Ph. No	Email ID for purpose of RTI	Appellate authority
1	Shri Ashok Mishra	AO School	P/N ward	Bandongari Mun.School Bldg. Daftary Road, Malad(E) Mumbai 97	: <a href="mailto:aopnward@gmail.com">aopnward@gmail.com</a>	Asst. Commissioner P/N ward

**APIOs**

B

Sr. No.	Name of APIO	Designation	Jurisdiction asAPIO under RTI	Address/ Ph. No
1	Smt. Kalpana Umbare	Beat Officer	P/N ward	Bandongari Mun.School Bldg. Daftary Road, Malad(E) Mumbai 97
2	Smt.Ruta Vankhade	Beat Officer	P/N ward	Bandongari Mun.School Bldg. Daftary Road, Malad(E) Mumbai 97

A board has been displayed in the main office of Administrative Officer (School) P-North, Bandongri Mun.School, showing there name, Designation of Public Information Officer.

**Format 'B'**

**First Appellate Authority**

	<b>Name of Appellate authority</b>	<b>Designation</b>	<b>Jurisdiction as Appellate authority</b>	<b>Address/ Ph. No</b>	<b>Email ID for purpose of RTI</b>
<b>1</b>	<b>Smt Sangeeta Hasnale</b>	<b>Asst. Commissioner P/North ward</b>	<b>P/North ward</b>	<b>Office of the Asst. Commissioner P/North ward, Malad, Mumbai 64. Ph No. 28823266 Ext 201</b>	

**Section 4 (1) (b) (xvii) – Others**

**Manual No. XVII**

**Year – 2015-16**

**Such other information as may be prescribed at the office of Administrative Officer (A/O- Department of Schools) at the Assistant Commissioner-P/N)**

The information related to this is NIL at the office of Administrative Officer (A/O- Department of Schools) at the Assistant Commissioner- P/N).