



BRIHANMUMBAI MAHANAGARPALIKA

Section 4 Manuals as per provision of
RTI Act 2005 of R/Central Ward

ADMINISTRATIVE OFFICER (SCHOOL)

R/CENTRAL

Address - Office of
Administrative Officer (School), IInd Floor,
R/CENTRAL Ward NEW B.M.C
BLDG.Chandavarkar Rd,
Borivali (West), Mumbai – 92.

INDEX

Sr. No.	Section 4 (1) B Sub Clauses	Description of the Chapter's Contents	Page No.
1	4 (1) (b) (i)	The particulars of functions & duties of the Office of Administrative Officer (School)	4
2	4 (1) (b) (ii)	Administrative officer R/central Ward located in Administrative officer (School) ward	6
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
6	4 (1) (b) (vi)	Statement of categories of documents that are held and under the control of the office of Administrative Officer (School)	13
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-R/C	16
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.	17-18
9	4 (1) (b) (ix)	Directory of the officers and employees	19
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.	20
11	4 (1) (b) (xi)	The Budget allocated to the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner-R/C)	21
12	4 (1) (b) (xii)	The System for disbursement at the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- R/C)	22
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-R/C)	23
14	4 (1) (b) (xiv)	Details in respect of the information available to or held by it, reduced in an electronic form	24
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- R/C)	25
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-R/C)	26-27
17	4 (1) (b) (xvii)	Others	28

**BRIHAMUMBAI MAHANAGAR PALIKA
ADMINISTRATIVE OFFICER (SCHOOL) R/Central
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	New B.m.c Bldg, chandaverker Rd, II nd Floor, Borivali (W)
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 nd and 4 th Saturday holiday Ph No. 022 2897982 aosrcward@gmail.com
5	Parent Government Department	Education Officer
6	Reporting to which office	Deputy Education Officer, Zone : 2
7	Jurisdiction Geographical	
8	Vision	
9	Mission	
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	<ul style="list-style-type: none"> <input type="checkbox"/> Supervision and control of office staff. <input type="checkbox"/> Check the daily attendance of staff <input type="checkbox"/> Check records <input type="checkbox"/> Keep checks on important papers coming from Commissioner and deputy commissioner. <input type="checkbox"/> Keep records of audit note made by MCGM's auditors and clear the audit note. <input type="checkbox"/> Maintain office discipline. <input type="checkbox"/> Give answers to the questions of labour organization. <input type="checkbox"/> Guide the staff and grant their leaves. <input type="checkbox"/> To dispose the correspondence and information required under RTI.
13	Details of services provided (In Brief)	Give permission to use MCGM's school hall for marriage, engagement, Munj.
14	Weekly Holidays	Sunday and Public Holidays.

BRIHANMUMBAI MAHANAGARPALIKA
Administrative Officer (School) F/S
Administrative Officer

Head Clerk	= 1
Beat Officer	= 2
Clerk	= 3
Principal	=NIL
Peon	= 2
Head teacher	=19
Peon	=50
Hamaal	= 17
Mali	= 6

SECTION 4 (1) (B) (ii)

MANUAL No. 2

YEAR 2013-14

Administrative officer R/Central Ward located in Administrative officer (School) ward

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

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), R/Central ward does not take any decision

- Name of Activity -
- Name of the Acts/Acts -
- Related Provisions -
- Rules -
- Govt. Resolutions -
- Circulars -

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

Section 4 (1) (b) (iv)

Manual: 4

Year 2013-14

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

Organizational targets (Annual) = Nil

Sr. No.	Designation	Activity	Financial/ Physical Targets in Rs.	Time Limit	Remarks
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

Administrative Officer (School)

Sr. No.	Subject	G.R. /Circular / Office order. Rule no. Notification etc. date.	Remarks if any
1		MMC Service Rules	
		Provident Fund Act	
		Pension Act	
		Industrial Dispute Act	
		RTE	

Expenditure:

No.	Subject	G.R. /Circular / Office order. Rule no. Notification etc. date.	Remark
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		

Revenue:

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

Inward and outwards:

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

Citizen Facilitation Centre:

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

Section 4 (1) (b) (VI)
Manual No. VI
Year - 2013-14

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- R/C)

Sr. No.		Subject	Type of Document file or register	File No. or Register No.	Particulars	Periodicity of Preservation
1	1	Employer's attendance & Pay Scale	Documentation		A Record Class	Permanently
	2	Confidential report				
	3	Authorization Letter				
	4	Service Seniority List				
	5	Employer's Service Book				
2	1	Municipal Corporation Payment and Claims (Retirement Salary, Provident Fund, Pity Case) Documents	None		B Record Class	30 YRS
	2	Appointment/ Transfer Promotions/ Post Appointment/ Permanent				
	3	Proposal				
3	1	Leave Application Documents	None		C 2 Record Class	15 YRS
	2	Overtime Allowance Documents Register Book				
	3	Correspondence with the Employees				
4	1	Inquiry Documents	None		C 1 Record Class	10 YRS
	2	Insubordination Documents/Indiscipline				
	3	Income Tax File				
	4	PF (Advance Income)				
5	1	Temporary Appointment	None		C Record Class	05 YRS
6	1	Leave Application	None		D Record Class	01 YRS

Expenditure

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

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

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
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 - 2013-14**

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 of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner-R/C

In the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner-R/C). 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 - 2013-14

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.

- M.C.G.M has created a PrabhadgSamiti (Ward Committee) to address grievances of citizens, to provide basic services at F/ south and F/ 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	Frequen cy of meetings	Whether meeting open to public or not	Whether Minutes are available to public or not	Minutes available at.
1	R/c	Advance Locality Management (ALMI)						
		1. Mrs. Waghdhare Pranita Prakash	165	To help all common people in their basic needs and provide their needs	Monthly Once or as per the presiden ts direction s	None	Yes the Minutes are available on the website	MCGM R/C/South Secretary
		2. Mrs. YadavLalitaKachroo	166					
		3. Mrs. Shirwadkar Rajshri Rajesh	167					
		4. Shri. Tamil Selvan R.	168					
		5. Mrs. Jadhav Shraddha Shridhar	169					
		6. Shri. Chaubey Mahant Ramnaresh	171					
		7. Shri. Sansarei ManojKumar Martandrao	172					
		8. Mrs. Doke Alka Hemant	173					
		9. Mrs. Seth Nayana Manhar	174					
		10. Shri. More Sunil Vishnu	195					
		11. Mrs. Mungekar Pallav iMahendra	196					
		12. Shri. Vichare Nandkishor Sakharam	197					
		13. Shri. Ambole Sanjay Gajanan	198					
		14. Mrs. Chemburkar Hemangi Hemantkumar	199					
		15. Mrs. Chavan Vaibhavi Vijay	200					
		Mrs. Rane Shweta Shyamkumar	201					

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-R/C)

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
2	Local Area Citizens Committee (LACC)	Chairman			Yes	Yes
		Mrs. Priya Suresh Salunkhe				
		Members				
		1 Shri. K. S. Lande				
		2 Mrs. MangalChavan				
		3 Shri. SantoshJuvale				
4 Mrs. Sheetal V. Pai						
5 Shri. VitthalHeere						

**Section 4 (1) (b) (ix)
Manual No. IX
Year - 2013-14**

Directory of the officers and employees

Sr. No.	Designation	Name of the Officers/ Employees	Ward	Date of Joining	Contact Details ph/ fax/ email
1	A.O (Office)	Mrs.sanjeevani . N. kapse	R/C	15.10.1993	9773560066
2	Area Incharge	smt. Alaka .A.pimpale.	R/C	14.11.1984	9867284397
3	Head Clerk	Mrs.vandana. Gokhale	R/C		
4	Clerk	smt.vrushali .v.Mhatre	R/C	1.4.1987	9970857294
5	Clerk	Mrs.saroj. D. kadam	R/C	15.1.1997	9969112276

**Section 4 (1) (b) (x)
Manual No. X
Year - 2013-14**

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 - 2013-14**

The Budget allocated to the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner-R/C) indicating the particulars of all allocation and expenses amount for the period 01.04.2012 to 31.0.2013 given below

**Section 4 (1) (b) (XII)
Manual No. XII
Year - 2013-14**

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

In the Year 2012-2013 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-R/C

**Section 4 (1) (b) (XIII)
Manual No. XIII
Year - 2013-14**

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- /R/C)

From the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner-R/C) 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 - 2013-14

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

Administrative Officers (School)

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	PhotoFith (Film)	
			3	CD	
			4	Floppy	
			5	Others	
				As above any information is not in record	

- Expenses
- Revenue
- Inward- Outward
- Civic Facilities

Section 4 (1) (b) (xv)
Manual No. XV
Year - 2013-14

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/C

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	Available at display board at the Office Administrative Officers (Schools)
8	Information about Library	Nil
9	Information about Reception/ Enquiry	Nil
10	Information to contact after Office Hours	Contact No- 228927982
11	Information regarding Emergency Contact	Emergency Contact No- 02228927982

Section 4 (1) (b) (xvi)
Manual No. XVI
Year - 2013-14

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- R/C)

Format 'A'

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	Sanjeevani. N. kapse. A.O (School)	A.O. School	R/C Ward	R/Central New B.M.C Bldg chandaverker rd 400092. Landline- 02228927982 VistarExtn:-		

Format 'B'
First Appellate Authority

Sr. No	Name of First Appellate Authority	Designation	Jurisdiction as First Appellate authority	PIO Reporting	E mail id for purpose of RTI
1	Shri Kishor Gandhi	Assistant Commissioner	R/Central	A.O.School, R/C Ward Landline- 02228927982 VistarExtn:-	

**Section 4 (1) (b) (xvii) – Others
Manual No. XVII
Year - 2013-14**

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

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