



BRIHANMUMBAI MAHANAGARPALIKA

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

TOWN PLANING (IMPLEMENTATION) G/NORTH WARD

Address - Office of the Assistant Engineer,
Town Planning (I) Deptt.
G/North Ward Office Building,
Room no.36, 1st floor,
Harishchandra Yelve Marg,
Dadar (W), Mumbai – 400 028.

INDEX

Sr, No.	Section 4 (1) B Sub Clauses	Description of the Chapter's Contents	Page No.
		Introduction	3
1	4 (1) (b) (i)	Particulars of Organization, Function and Duties	4
2	4 (1) (b) (ii)	Powers and Duties of Officers and Employees	9
3	4 (1) (b) (iii)	Procedure followed in Decision Making Process including Channels of supervision and accountability	18
4	4 (1) (b) (iv)	Norms set for discharge of its functions	20
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	21
6	4 (1) (b) (vi)	Statement of categories of documents that are held and under the control of the office of Assistant Engineer, Town Planning (I),G/North, G/South	23
7	4 (1) (b) (vii)	Particulars of any arrangement that exists for consultation with the members of the public in relation to the formulation of the department's policy and implementation thereof.	27
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.	27
9	4 (1) (b) (ix)	Directory of the officers and employees	27
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.	28
11	4 (1) (b) (xi)	The Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made.	29
12	4 (1) (b) (xii)	The manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programs.	29
13	4 (1) (b) (xiii)	The particulars of recipients of concession, permits or authorizations granted by department.	29
14	4 (1) (b) (xiv)	Details in respect of the information available to or held by it, reduced in an electronic form.	30
15	4 (1) (b) (xv)	The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room	30
16	4 (1) (b) (xvi)	The names, designations and other particulars of the Public Information Officers	31
17	4 (1) (b) (xvii)	Such other information as may be prescribed.	31

Introduction

Assistant Engineer Town Planning(I)

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, Town Planning (I),G/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, and 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, Town Planning (I),G/North & G/South ward whose office is situated at G/North ward office, Room No. 36, 1st floor, Harishchandra Yelve Marg, Dadar (W), Mumbai-400028. The procedure and fee structure for getting information is as per the provisions of RTI Act, 2005.

The Municipal Corporation of Greater Mumbai has decentralized most of the main departments and placed the relevant sections of these Departments under the Assistant Commissioner at ward level. Assistant Engineer, Town Planning (I), is under administrative control of Assistant Commissioner. Assistant Engineer, Town Planning (I) is separately delegated powers u/s 68 of MMC Act 1888 and u/s 152 (1) of MRTP Act 1966 to function effectively.

The Assistant Engineer, Town Planning (I) is the sectional Head of Town Planning (I) department who exercises supervisory control over Town Planning (I) buildings and Premises. He has to take action under appropriate provisions of MMC Act/MRTP Act to implement TP Scheme.

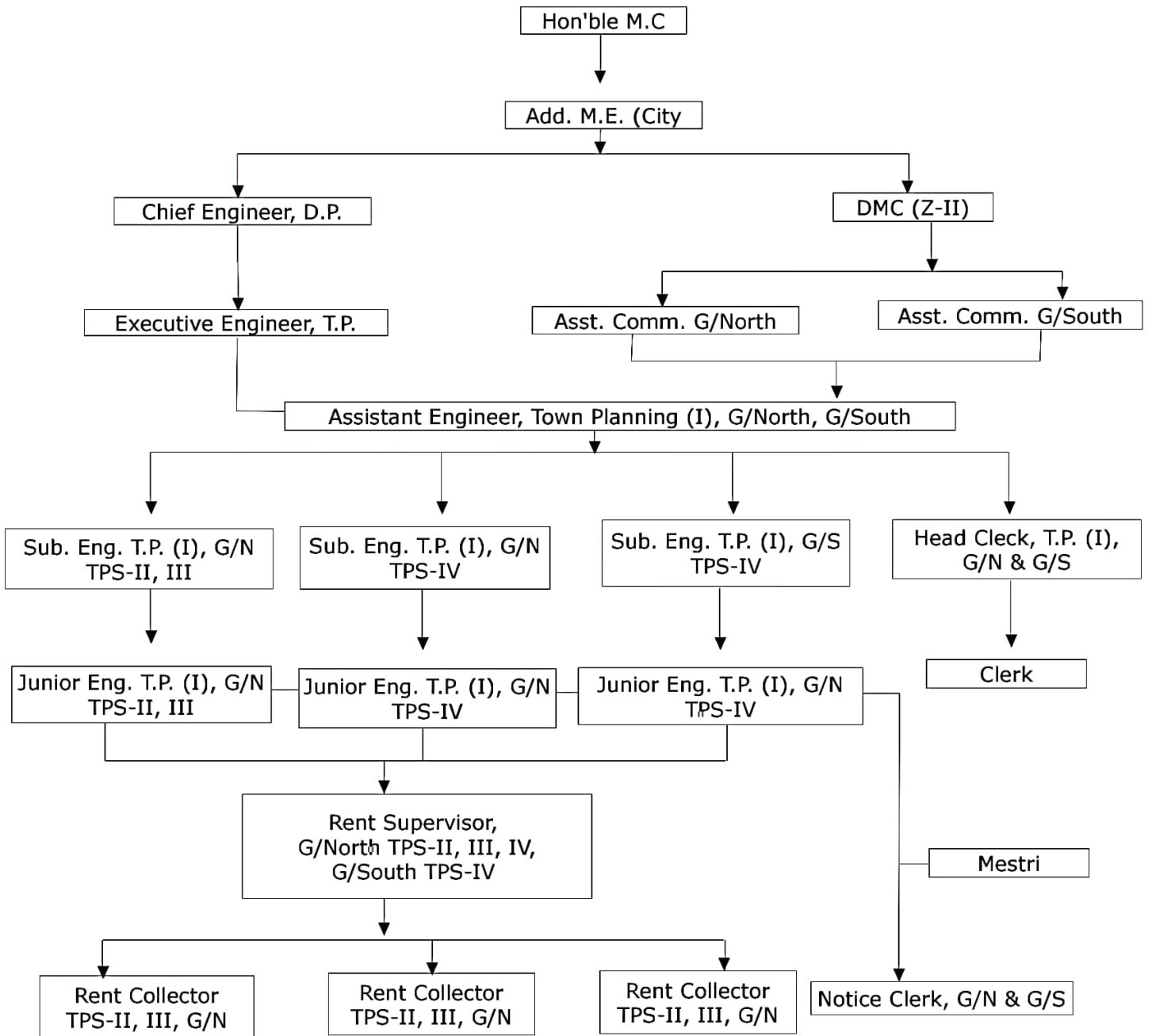
Assistant Engineer, Town Planning (I) is assisted by Sub Engineer Town Planning (I) Junior Engineer Town Planning (I) G/N & G/S Ward respectively. Each Sub Engineer Town Planning (I) Junior Engineer Town Planning (I) is given TPS II,III,IV to perform the duties pertaining to T.P. (I) G/North Ward.

SECTION 4 (1) (b) (i)

**The particulars of functions & duties of the office of
Assistant Engineer, Town Planning (I), G/North Ward**

1	Name of the Department	Assistant Engineer, Town Planning (I)
2	Address	Room No. 36, 1 st floor, G/North ward office Building, Harishchandra Yelve Marg, Dadar(W), Mumbai- 400 012
3	Head of the Office	Assistant Engineer, Town Planning (I)
4	Parent Department	1. Chief Engineer (D.P.) & Executive Engineer Town Planning 2. Assistant Commissioner G/North (for Technical matters at Ward level)
5	Reporting to which office	Assistant Commissioner, G/North Ward
6	Jurisdiction -Geographical	G/North ward is bounded by the Arabian Sea on the West, Western Railway on East, Mithi River / Mahim Creek on North and Sayani Road / Kashinath Dhuru Road on South side. for G/south ward Kashinath Dhuru Road on North side.
7	Mission	1. To prevent unauthorized activities on TP Plot & Properties. 2. To regulate & implement Town Planning Scheme of mahim division II, III, IV of Mahim Division
8	Vision	Development of city in planned manner as per sanctioned Development Plan by removing & Clear Contravening and Affected Structures & hutment sub to Rehabilitation for Roads, Reservation of Garden ,School other infrastructural facilities to Citizen
9	Objectives	1. To Implementation of Town Planning Scheme
10	Functions	(1) To supervision of TP Plot & Properties (2) To Collect Rent from Tenant (2) To take action against unauthorized Construction activities on TP Plot (3) To grant repair permission on TP Plot & Properties to TP Tenants (4) To issue Notice for unauthorized occupants. on TP Plot & Properties (5) To take survey of private plot if contravening structures being affected in final plot (6) To take action on TP Plot, Properties & Contravening Structure of section 33 ,38 & sec 89,90 MRTP Act, Sec 488 MMC, Sec 33, 38 Slum Act Respectively
11	Details of Services provided (In Brief)	1. Implementation of Town Planning Scheme by removing contravening structures, contravening to the scheme as per M.R. & T.P. Act 1966. 2. To implement Town planning schemes, Roads, Reservations etc.by removing contravening Structure. 3. To provide permanent alternative accommodation to the eligible occupants of contravening structures as per Corporation / Govt. Policies & D.C. Regulations. 4. To issue N.O.C in the form of Annexure-II on the plots which are reserved in T.P. Schemes and owned by Corporation but encumbered with hutments, on its merits which are to be developed under S.R.Scheme.

		<ol style="list-style-type: none"> 5. To attorn the occupants of contravening structures on T.P. record as per MCGM policy 6. To recover occupational charges from the occupants attorned on T.P. records. 7. To effect the transfer cases of attorned occupants as per the MCGM policy. 8. To remove / demolish unauthorized structures on reserved plots in the T P Schemes. 9. To take actions against non consenting members in S.R. Schemes as per Slum Act 1971. 10. To attend Court Cases in court of Law wherever actions & duties of Town Planning (Implementation) department are challenged. 11. To re-habilitate the eligible persons coming in the alignment of proposed TP roads or residing in contravening structures as per DC rule 33(15). Subsequently as per 33 (12) DCPR 2034. 12. To reply the applications of Right to Information Act, 2005 related to this office.
13	Organization's structural Chart	As per separate sheet attached
14	Tel. No.s & Office Timings	Telephone no : 24397882/24397880 Office timing : For Rent Collector 10:00 a.m. to 06:00 P.M. :For Other Staff 10:00 a.m. to 06:00 P.M.
15	Weekly Holidays	All Saturday, Sunday and Public Holidays.



As per actual working arrangement not on pay sheet

	Total Posts	Posts Vacant	Charging	Working
A.E.T.P.	01	00	01	01 (Maint)
S.E.	04	01	03	03 (Maint)
J.E.	04	00	02	02 (B &F)
H.C	01	00	00	01 (Lab Est.)
RSTP	01	00	00	00
RCTP	02	00	02	00
Notice Clerk	01	01	00	00
Clerk	06	03	03	02 (Esst. & Colony)
Peon	04	02	02	00

No.	Name of Employees	Designation	Pay	DA	HRA	All	Total
1	Keshav Yallapa Dhotre	A.E.	86100	14637	20664	1600+1400	124401
2	Sandeep Panditrao Kadam	S.E.	53600	9112	12864	1200+463	77239
3	Amit Atmaram Patil	S.E.	53600	9112	12864	1200+1400	78175
4	Rajesh Sahebrao Sonawane	S.E.	56900	9673	13656	1200+463	81892
5	Bhushan Suresh Parate	J.E.	46100	7837	11064	600+463	66063
6	Prafull Gulekar	J.E.	44800	7616	10752	660+463	64231
7	Sagar Shankar More	J.E.	38600	6562	9264	600+463	55488
8	Anil Ramgonda Vijapure	J.E.	38600	6562	9264	600+463	55488
9	Seema Santosh Bedarkar	H.C.	62199	10574	14928	600	88301
10	Shital Babasaheb Jankar	Clerk	27600	4692	6624	600	39516
11	Sanjay Shivram Jadhav	Clerk	39400	6698	9456	600	56153
12	Vidyadhan Kamble	Clerk	47100	8007	11304	600	67011
13	Sitaram Chavan	R.C.	50000	8500	12000	600	71100
14	Jayesh Gigabhai Boricha	R.C.	36100	6137	8664	600+463	51964
15	Sameer Gopal Vengurlekar	Peon	22600	3842	5424	600+115	32580
16	Prathmesh M. Navale	Peon	22600	3842	5424	600+115	32580

Sr. No.	Name	Designation	MCGM Join	G/North Join
1	Sandeep Panditrao Kadam	S.E.	03/07/09	01/01/14
2	Amit Atmaram Patil	S.E.	03/12/04	10/20/18
3	Rajesh Sahebrao Sonawane	S.E.	09/15/08	06/24/19
4	Bhushan Suresh Parate	J.E.	07/15/13	07/15/13
5	Prafull Gulekar	J.E.	08/09/08	03/01/21
6	Sagar Shankar More	J.E.	07/16/20	07/16/20
7	Anil Ramgonda Vijapure	J.E.	07/28/20	07/28/20
8	Seema Santosh Bedarkar	H.C.	12/05/94	10/14/15
9	Shital Babasaheb Jankar	Clerk	04/18/12	02/17/19
10	Sanjay Shivram Jadhav	Clerk	09/01/95	05/16/18
11	Vidyadhan Kamble	Clerk	01/18/91	10/01/20

SECTION 4 (1) (b) (ii)

**The powers of officers and employees in the office of Assistant Engineer Town Planning
(implementation)**

A – Financial Powers

Sr. No	Designation	Powers-Financial	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Engineer Town Planning (Implementation)	Rs.3000/-	As per the circular no: CA/FRD//48, dated : 31/01/2013	
2	Sub Engineer / Junior Engineer Town Planning (Implementation)	NIL	N.A	

SECTION 4 (1) (b) (ii) ...continued

**The powers of officers and employees in the office of
Assistant Engineer, Town Planning (Implementation)**

B - Administrative Powers

Sr. No.	Designation	Powers -Administrative	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Engineer Town Planning (Implementation)	Please refer to Delegation of powers to Assistant Engineer	1. MMC Act 1888 2. MRTP Act 1966 3. Government Notification no: उपआयुक्त/अ.नं./010 द (4/4/2013 4. Slum Act 1971	
2	Sub Engineer / Junior Engineer Town Planning (Implementation)	Please refer to Delegation of powers to Sub Engineer / Junior Engineer	1. MMC Act 1888 2. MRTP Act 1966 As per section 152 (1) of MRTP Act.	

SECTION 4 (1) (b) (ii)...continued

**The powers of officers and employees in the office of Assistant Engineer Assistant Engineer
Town Planning (implementation)**

C – Magisterial Powers

Sr. No.	Designation	Powers -Magisterial	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Engineer Town Planning (Implementation)	NIL	N.A	
2	Sub Engineer / Junior Engineer Town Planning (Implementation)	NIL	N.A	

SECTION 4 (1) (b) (ii)...continued

**The powers of officers and employees in the office of Assistant Engineer Assistant Engineer
Town Planning (implementation)**

D - Quasi Judicial Powers

Sr. No.	Designation	Powers- Quasi Judicial	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Engineer Town Planning (Implementation)	1.Appointed as Public Information Officer under RTI Act,2005	Circular No. MOM/8957 dtd: 02.01.2006	Refer Pg-367 of Annexure
2	Sub Engineer / Junior Engineer Town Planning (Implementation)	NIL	N.A	

SECTION 4 (1) (b) (ii)...continued

**The powers of officers and employees in the office of Assistant Engineer Town Planning
(Implementation)**

E – Judicial Powers

Sr. No.	Designation	Powers -Judicial	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Engineer Town Planning (Implementation)	NIL	N.A	
2	Sub Engineer / Junior Engineer Town Planning (Implementation)	NIL	N.A	

Section 4 (1) (b) (ii)...continued
The duties of officers and employees in the office of
Assistant Engineer Town Planning (implementation)

Assistant Engineer Town Planning (Implementation) of the ward works as per Mumbai Municipal Corporation Act, 1888, Maharashtra Regional & Town Planning Act, 1966, Maharashtra Slum Act 1971 and Development Control Rules 1991. Development control and promotion regulation 2034. His work includes collecting Rent from T P Tenants, Remove Contravening Structure or huts on Roads & T.P. plots to carry out structural audit of attorned properties

Powers are delegated to Assistant Engineer Town Planning (Implementation) of the ward to perform his duties as per section 68 of Mumbai Municipal Corporation Act, 1888 and section 152 of MRTP Act 1966.

Assistant Engineer Town Planning (Implementation) of the ward has to report to Assistant Commissioner of the Ward and Zonal Dy. Municipal Commissioner for day-to-day work of the department in respect of administrative and policy work. He is also responsible to Executive Engineer Town planning in respect of technical matters.

Assistant Engineer Town Planning (Implementation) of the ward is assisted by Junior Engineers Town Planning (Implementation) and Sub-Engineer Town Planning (Implementation) to execute daily work. Respective Sub-Engineers & Junior Engineers of the department. Assistant Engineer Town Planning (Implementation) of the ward executes following duties/works with the help of the staff working under his control :-

1. Implementation of Town Planning Scheme by removing contravening structures, contravening to the scheme as per M.R. & T.P. Act 1966.
2. To implement Town planning schemes, Roads, Reservations etc.by removing contravening Structure.
3. To provide permanent alternative accommodation to the eligible occupants of contravening structures as per Corporation / Govt. Policies & D.C.Regulations.
4. To issue N.O.C in the form of Annexure-II on the plots which are reserved in T.P. Schemes and owned by Corporation but encumbered with hutments, on its merits which are to be developed under S.R.Scheme.
5. To attorn the occupants of contravening structures on T.P. record as per Corporation policy
6. To recover occupational charges from the occupants attorned on T.P. records.
7. To effect the transfer cases of attorned occupants as per the Corporation policy.
8. To remove / demolish unauthorized structures on reserved plots in the T P Schemes.
9. To take actions against non consenting members in S.R. Schemes as per Slum Act 1971.
10. To attend Court Cases in court of Law wherever actions & duties of Town Planning (Implementation) department are challenged.
11. To re-habilitate the eligible persons coming in the alignment of proposed TP roads or residing in contravening structures as per DC rule 33(15).
12. To reply the applications of Right to Information Act, 2005 related to this office.

Section 4 (1) (b) (ii)...continued The duties of officers and employees in the office of Assistant Engineer town planning (implementation)

DUTIES OF JUNIOR ENGINEER TOWN PLANNING (IMPLEMENTATION)

- 1) He shall subordinate to the Sub Engineer and Assistant Engineer and follow their orders in general.
- 2) He shall draft notices after inspections for contravening structure for which the Notice Clerk has brought to him information or which he finds on his inspection rounds and also for works falling within the purview of the division.
- 3) He shall pursue actions under Sections for which he issues notices till the notices are complied with.
- 4) He shall take action against the contravening structure as per M.M.C.Act and M.R.T.P.Act and as per the policy guidelines issued by time to time by the administration.
- 5) He shall also serve notices personally for pulling down dangerous parts of the Bldg. and for propping them. , as per the structural audit report of the MCGM Property
- 6) He shall attend collapses in case of emergency and get the dangerous part of the building vacated with the help of the police.
- 7) He shall draft complaints to be lodged in Courts.
- 8) He shall attend the Courts as and when required for giving evidence helping the Sub Engineer and Assistant Engineer in conduction cases etc.
- 9) He shall draft replies to the complaints or references received in his section.
- 10) He shall maintain in proper order Registers of Notices, Complaints, NOC's issued etc.

Section 4 (1) (b) (ii)...continued the duties of officers and employees in the office of Assistant Engineer town planning (implementation)

DUTIES OF SUB ENGINEER TOWN PLANNING (IMPLEMENTATION)

- 1.** He shall be subordinate to the Sub Engineer and Assistant Engineer shall carry out their orders in general.
- 2.** He shall draft notices in assistance of J E after inspections for contravening structures for which the Notice Clerk has brought to him information or which he finds on his inspection rounds and also for works falling within the purview of the department.
- 3.** He shall pursue actions under Sections for which he issues notices till the notices are complied with.
- 4.** He shall Supervise action against the contravening structure M.M.C.Act and M.R.T.P.Act and as per the policy guidelines issued by time to times by the administration.
- 5.** He shall attend collapses in case of emergency and get the dangerous part of the building vacated with the help of the police.
- 6.** He shall draft complaints to be lodged in Courts.
- 7.** He shall attend the Courts as and when required for giving evidence helping the Assistant Engineer in conduction cases etc.
- 8.** He shall draft replies to the complaints or references received in his section.
- 9.** He shall supervise the Registers of Notices, Complaints, NOC's issued etc.maintained by JE

Power vested under Section 152 of the MRTP 1966

DELEGATION OF POWERS TO SUB ENGINEER/JUNIOR ENGINEER

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

Section 4 (1) (b) (iii)

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

NAME OF ACTIVITY - Action against Contravening structures

On receipt of complaint.

Related Provisions - under section 89 & 90 of MRTP act 1966

Name of the Acts/Acts - MRTP act 1966 Rules -

Govt. Resolutions -

Circulars

Office Orders -

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity.	Remark
1	Issue notice U/s 89	Survey / inventory to the structure holders	30 days	ACGN	
2	Issue notice U/s 90	After hearing of the structure holders	30 days	ACGN	
3	Issue notice U/s 488	Before Demolition or removing the structure	48 Hours	ACGN/AETP(I)	

Section 4 (1) (b) (iii)

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

NAME OF ACTIVITY - Action against illegal occupants in SRA tenements On TP Plot Or TP Roads

Related Provisions - Under Section 33 & 38 of MSA (I.C & R.) Act

Name of the Acts/Acts - MSA (I.C & R.) Act

Govt. Resolutions

Circulars - Competent authority AC G/N Circular no. Office

Orders -

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity.	Remark
1	Issue notice U/s 33	Survey / inventory to the structure holders	30 days	Assistant Commissioner as a competent Authority.	In consultation with SRA
2	Issue notice U/s 38	After hearing of the structure holders	30 days	Assistant Commissioner as a competent Authority	In consultation with SRA

Section 4 (1) (b) (iv)

**Norms set for discharge of its functions in the office of Assistant Engineer Town Planning
(Implementation) Organizational Targets (Annual)**

Sr No.	Designation	Activity	Financial Targets in Rs.	Time Limit	Remarks
1	Assistant Engineer T.P.(I)	As mentioned in section 4 (1) (b)(ii) at pg 09	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)at pg 21 to 39	
2	Sub Engineer T.P. (I)	As mentioned in section 4 (1) (b)(ii) at pg 10	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)at pg 21 to 39	
3	Junior Engineer T.P.(I)	As mentioned in section 4 (1) (b)(ii) at pg 11	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)at pg 21 to 39	

Section 4 (1) (b) (v) Town Planning (Implementation)

The rules / regulation related with the functions

Note: Please refer **Annexure** for G.R. /Circular / Office order Rule no/. Notification etc. mentioned below.

Sr. No.	Subject	G.R. /Circular / Office order. Rule no. Notification etc. date.	Page No.
	Increase in rent of municipal tenements constructed/acquired under different schemes residential & commercial.	AC/Estates/17/2021-2022	
	Attornment of occupants of structures/huts/chawls on municipal land plot as per the policies Estate Department	AC/Estate/2184/A/c of 10.02.2010	
	Delegation of powers to sanction the transfer proposals of residential/ commercial and industrial tenements allotted to the General public	Est/1205/Gen of 27.04.89	
	Transfer of tenements in the name of actual occupants from the name of P T	Est/6160/Gen of 31.07.90	
	Transfer of Municipal Tenements shops and industrial galas allotted to the public .	Estates/Gen/69 of 08.11.2000	
	Transfer of tenements on the plots vesting in Municipal Corporation as per T.P. Scheme provisions in greater Mumbai	CE/DP/816/TPS/M of 09.07.1999	
	Structural audit of Municipal Properties A) Structures having life more than 30 years. B) Structures appearing in distress condition less than 30 years	Ch.E/8653/PD/II/04.10.13	

Section 4 (1) (b) (vi)
Statement of Categories of documents held in the office of Assistant Engineer
(Town Planning) (I) G/North Ward

Note : Classification of record and periodicity of preservation is as proposed by this office vide letter under no. FS/26601/BF/OS, Dated : 08/11/2012 (at Pg 365 of Annexure) and subject to approval from the office of City Engineer.

Sr No	Subject	Type of Document/ file or register	File No. or Register No.	Particulars	Periodicity of Preservation (Proposed)
'A' Class Record					
1	Scheme Book	Scheme book	Tps II,III,IV	All details of reservation of the plot with FP OP no.	
2	Demand Register 1962-63	D R	DR No.1 to 3 as tps II,III,IV	All Rent Demand Regular payment record or any changes of tanents	
3	Compensation Book	CB	tps II,III,IV	Compensation of plots road set back	
4	Attornment & Transfer files	A& T files	tps II,III,IV	Details of tanents & plots	
'C2' Class Record					
1	Service Record of Employees year 1970-80	SR Book	TP SR	Service details of employees Any promotion any memo Any salary increment	
'C1' Class Record					
3	Service Record of Employee year 1980-90	SR Book	TP SR	Service details of employees Any promotion any memo Any salary increment	
4	TP Plot details as FP OP Numbers in nasti files	TP Plot files	TP Plot files	Total details of TP plot with map &	
5	Notices	Notice nasti files	Notice fies	All notices 89,90 & 488, 33,38,105b,354	
'C' Class Record					
1	Dispatch book	SA 141		Details of papers, files numbers in short	
2	S R NO Book	SA 195		New no of outward papers files	
3	Dark Sheet of Despatch	Box files		Details of papers, files no in short wirh no	
4	RTI Register			Details of RTI applicant name address	
5	Pay sheet book			Paysheet details of employee	
6	Duplicate book			Employee details service Joining & holidays ,Leaves	
7	Paysheet			Paysheet details of employee	
8	OC files			All establishment papers	
9	Audit Book			Audit details with no & Amt	
10	Rent Register			Each tenent wef details of rent & balance amt of fees	
11	Demand register			Each tenent wef details of rent & balance amt of fees	

12	Daily cash Remittance Book A /B/C statement			Daily collection of rent, any transfer fee, Adhoc deposit, vat, service tax, outsider charges, transaction	
13	RTI Files			All RTI applicant answer oc papers	
14	Service Record Book			All details of employees in whole service promotion	
15	Receipt Book			Rent,vat,fees,details receipt no.	
16	Service Tax OC files			Service tax challan cheque details oc report	
17	VAT OC files			VAT oc report files	
18	Betterment papers			Details of plots betterment papers as setback & compensation as NOC	
19	Nasty files of transfer cases			Details of Nasty files of transfer cases of Tanents	
20	Semi stiff files of Atonement cases			Details of Semi stiff files of Atonement of transfer cases of new Tanents	
21	Small internal ward /outward dispatch book	SA 141		Details of Details of papers, files no in short wirh no	
22	MCL Book			Details of MCL applicant	
23	MCL Files			Details of MCL applicant oc copy	
24	Star Question papers Files			Details of Star Question papers Files	
25	LAQ OC Files			Details of LAQ OC	
26	Point of Order papers OC files			Details of Point of Order papers	
27	Circular OC files			Details of Circular OC papers	
28	Daily Cash Collection monthly report,performance montly report,Audit report,Retirement report,FPP report,oc papers files			Details of Daily Cash Collection monthly report,performance montly report,Audit report,Retirement report,FPP report,oc papers files	
29	Personal Files of employee			Details of Personal record of employee	
30	Second Appeal papers Files			Details of Second Appeal papers	
31	Abstract Files			ABC statement daily collection details transaction	
32	Computer receipt files			Collection report receipt details	
'D' Class Record					

1	Current Dispatch book			Details of papers, files no in short	
2	Current S R NO Book			New no of outward papers files	
3	Current Dark Sheet of Dispatch			Details of papers, files no in short wirh no	
4	Current RTI Register			Details of RTI applicant name address	
5	Current Pay sheet book			Paysheet details of employee	
6	Current Duplicate book			Employee details service Joining & holidays ,Leaves	
7	Current Pay sheet			Paysheet details of employee	
8	Current OC files			All establishment papers	
9	Current Audit Book			Audit details with no & Amt	
10	Current Rent Register			Each tenant wef details of rent & balance amt of fees	
11	Current Demand register			Each tenant wef details of rent & balance amt of fees	
12	Current Daily cash Remittance Book A BC statement			Daily collection of rent, any transfer fee, Adhoc deposit, vat, service tax, outsider charges, transaction	
13	Current RTI Files			All RTI applicant answer oc papers	
14	Current Service Record Book			All details of employees in whole service promotion	
15	Current Receipt Book			Rent,vat,fees,details receipt no.	
16	Current Service Tax OC files			Service tax challan cheque details oc report	
17	Current Vat OC files			Vat oc report files	
18	Current Betterment papers			Details of plots betterment papers as setback & compensation as NOC	
19	Nasty files of transfer cases			Details of Nasty files of transfer cases of Tanants	
20	Current Semi stiff files of Atonement cases			Details of Semi stiff files of Atonement of transfer cases of new Tanants	
21	Current Small internal ward /outward dispatch book			Details of Details of papers, files no in short wirh no	
22	Current MCL Book			Details of MCL applicant	
23	Current MCL Files			Details of MCL applicant oc copy	
24	Current Star Question papers Files			Details of Star Question papers Files	
25	Current LAQ OC Files			Details of LAQ OC	

26	Current Point of Order papers OC files			Details of Point of Order papers	
27	Current-Circular OC files			Details of Circular OC papers	
28	Current-Daily Cash Collection monthly report, performance montly report, Audit report, Retirement			Details of Daily Cash Collection monthly report, performance montly report, Audit report, Retirement	
	report, FPP report, oc papers files			report, FPP report, oc papers files	
29	Current Personal Files of employee			Details of Personal record of employee	
30	Current Second Appeal papers Files			Details of Second Appeal papers	
31	Current Abstract Files -			ABC statement daily collection details transaction	
32	Current Computer receipt files			Collection report receipt details	

Note : Destruction of record shall be done as per guidelines issued by the office of General Administration vide circular under no. MOM/4107, dated : 27/11/2000. (please refer Pg 363 of Annexure)

Section 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 Assistant Engineer (Town Planning Implementation)

Sr. No.	Consultation for	Details of Mechanism	Under which legislation / rules / orders / GRs	Periodicity
	NIL	NIL	NIL	NIL

Section 4 (1) (b) (viii)

Statement of Boards, Councils, Committees or Other bodies

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.
Not Applicable							

Section 4 (1) (b) (xi)

**Details of allocation of budget and disbursement made in the office of Assistant Engineer
(Town Planning Implementation) G/North ward for the year 2021-2022.**

Sr. No	Budget Head description	Grants received	Planned use (give details area wise or work wise in a separate form)	Remarks
1	Repairs to the properties of TP department	Rs. 54 Thousand	Unplanned	Not utilized

Section 4 (1) (b) (xii)

**Manner of execution of subsidy program in the office of
Assistant Engineer Town Planning (Implementation)**

- No subsidy programs are executed by this office.

Section 4 (1) (b) (xii)....continued

**Details of Beneficiaries of subsidy program in the office of
Assistant Engineer Town Planning (Implementation), G/North
ward**

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

Section 4 (1) (b) (xiii)

Particulars of recipients of concessions, permits or authorizations granted in the office of Assistant Engineer Town Planning (Implementation)G/North ward.

Sr. No	Name of the license	License no.	Issued on	Valid up to	General Conditions	Details of the license
Not Applicable						

Section 4 (1) (b) (xiv)

Details of information available in electronic form in the office of Assistant Engineer, Town Planning (Implementation), G/North ward

Sr. No.	Type of Documents File/ Register	Sub Topic	In which Electronic Format it is kept	Person In Charge
NIL				

Section 4 (1) (b) (xv)

Particulars of facilities available for citizen for obtaining information in the office of Assistant Engineer Town Planning (Implementation) G/North ward

Sr. No	Type of Facility	Timings	Procedure	Location	Person In Charge
1	Inspection of Record under RTI Act, 2005	11.00 a.m. to 1.0 p. m on every Wednesday (except holidays) with prior appointment only or on any other optional day provided by this office.	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 , Town Planning (I) 1 st floor, G/North ward office, Dadar (W), Mumbai-28.	Asstt. Engineer , Town Planning (I) G/North ward.
2	Transfer & Attornment cases	10:00 am to 6:00 pm on all working days Saturday , Sunday & public Holidays	Submit the documents for the proof the occupancy in the case of transfer & attornment sub to site Inspection	do	do
3	Recovery of Rent	10:00 am to 01:00 pm on all working days Except Saturday , Sunday & public Holidays on site During Working Hours	Door to Door service of tenants Premises as Residential & Commercial Properties	On site	do
4	Recovery of Betterment Charges	10:00 am to 6:00 pm on all working days Except Saturday , Sunday & public Holidays	On receipt of Application from Developers With all relevant documents subject to calculation of interest as per format	Office of Asstt. Engineer , Town Planning (I) 1 st floor, G/North ward office, Dadar (W), Mumbai-28.	do

- Interactive website – mcgm.gov.in
- Facilitation center - Facilitation center is available at the ground floor of ward office Building. Working Hours –
- Notice board - Displayed in the office of Asstt. Engineer Town Planning (Implementation)
- Inspection of work & inspection of samples – N.A
- Facilities for library, Inquiry window & reception – Not available

Section 4 (1) (b) (xvi)

**Details of public information officers / APIO's / appellate authority in the jurisdiction of
(Public authority) in the office of**

Assistant Engineer, Town Planning (Implementation)

Sr. No.	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address / Ph. No.	E mail id for purpose of RTI	Appellate authority
1	Deepak Manohar Parab	Assistant Engineer Town Planning(I) (i/c)	TPS II,III & IV of Mahim Division G/N	Room No.36,1st Flr, G/N Ward M.C.G.M. Office,J K Sawant Road,Dadarl (w)-28 02224397882		Ward Executive Engineer G/North

Section 4 (1) (b) (xvi)...continued

**Details of public information officers / APIO's / appellate authority in the jurisdiction of the
office of Assistant Engineer (Town Planning Implementation)**

Sr. No.	Name of APIO	Designation	Jurisdiction as APIO under RTI	Address / Ph no.
1	Vijay Pimpaldohkar	Sub Engineer Town Planning (I)	TPS II & III G/N	Room No.36,1st Flr,G/N Ward M.C.G.M. Office, J K Sawant Road,Dadar (w)-28 02224397882
2	Deepak Manohar Parab	Sub Engineer Town Planning(I)	TPS IV G/N	Room No.36,1st Flr,G/N Ward M.C.G.M. Office, J K Sawant Road, Dadar (w)-28 02224397882

Section 4 (1) (b) (xvi)...continued

Details of public information officers / APIO's / appellate authority in the jurisdiction of the

Sr. No.	Name of Appellate Authority	Designation	Jurisdiction as Appellate authority	PIO Reporting	E mail id for purpose of RTI
1	Keshav Dhotre	Ward Executive Engineer	G/north Ward TPS II,III,IV	A.E.T.P.(I)	

Section 4 (1) (b) (xvii) ...continued

Annexure "D"

Monthly report regarding the detection /demolition of unauthorized works for the Month of _____
(Town Planning (I) Department , G/North)

Sr. No.	Ward	Complaint Received	Detected by Dept.	Total complaint	No. of cases recorded under section	No. of cases registered under section
1	2	3	4	5	6	7
Nil	Nil	Nil	Nil	Nil	Nil	Nil

**Assistant Commissioner,
G/North ward**

Assistant Commissioner, (R.E.)