



# **BRIHANMUMBAI MAHANAGARPALIKA**

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

## **ADMINISTRATIVE OFFICER (SCHOOL) P/SOUTH**

**Address -**

**Office of Administrative Officer (School),  
P/South Ward Office Building, 4<sup>th</sup> floor,  
Near Ratna Hotel, S.V.Road  
Goregaon (West), Mumbai – 400 104.**

**Contact no.28710908**

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**BRIHAMUMBAI MAHANAGAR PALIKA  
ADMINISTRATIVE OFFICER (SCHOOL) P/SOUTH  
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)**

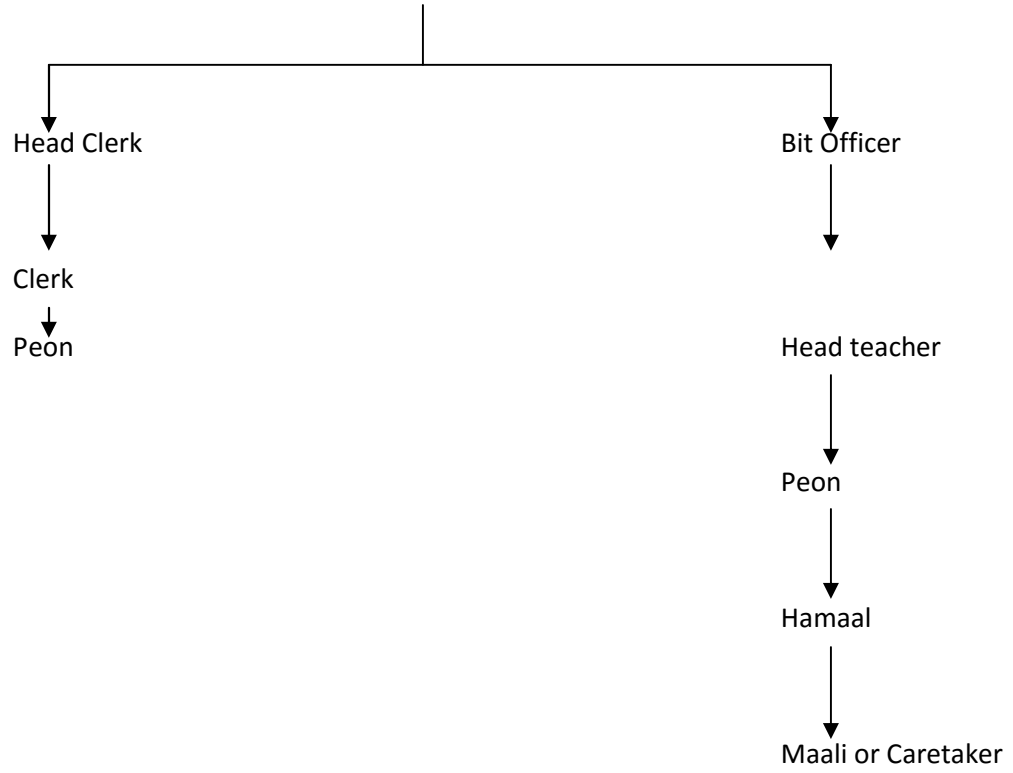
1	Name of the Public Office	Administrative Officer (School)
2	Address	Office of A O (School), P/South Ward Office Building, 4 <sup>th</sup> floor, Near Ratna Hotel, S.V.Road Goregaon (West), Mumbai – 400 104.
3	Head of the office	Administrative Officer (School)
4	Office Timings	Monday to Saturday: 10.30am to 5.30pm (Lunch time 1 to 1.30) 2 <sup>nd</sup> and 4 <sup>th</sup> Saturday holiday Ph No. 28710908 Email: <a href="mailto:aopsward@gmail.com">aopsward@gmail.com</a>
5	Parent Government Department	Education Officer
6	Reporting to which office	Deputy Education Officer, Western Suburb
7	Jurisdiction Geographical	P/South ward is bounded by the East side of Aareay Colony, S.R.P.Camp West side by Station Road I.B.Patel to Mitha Nagar, Siddharth Nagar, Motilal Nagar,Unnat Nagar
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/S**

**Administrative Officer**



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

**MANUAL No. 2**

**YEAR 2017-18**

Administrative officer P/South Ward located in P/South 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: 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), P/South 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>

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

**Manual: 4**

**Year 2017-18**

**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/South**

<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 – 2017-18**

**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/S)**

<b>Sr. No.</b>	<b>Subject</b>	<b>Type of Document file or register</b>	<b>File No. or Register No.</b>	<b>Particulars</b>	<b>Periodicity of Preservation</b>
1	Employer's attendance & Pay Scale	Documentation	72	A Record Class	Permanently
	Confidential report		313		
	AUTHORIZATION Letter		Nil		
	Service Seniority List		Nil		
	Employer's Service Book		313		
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				
	Proposal				
3	Leave Application Documents	Documentation		C 2 Record Class	15 YRS
	Overtime Allowance Documents Register Book				
	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	1 Temporary Appointment	NIL		C Record Class	05 YRS
6	1 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:

<b>Sr. No.</b>	<b>Subject</b>	<b>Type of Document file or register</b>	<b>File No. or Register No.</b>	<b>Particulars</b>	<b>Periodicity of Preservation</b>
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

<b>Grade</b>	<b>Periodicity of Preservation</b>
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 – 2017-18**

**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- P/S)**

In the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- P/S)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 – 2017-18**

**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.**

1. M.C.G.M has created a PrabhaqSamiti (Ward Committee) to address grievances of citizens, to provide basic services at P/South 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/South	Advance Locality Management (ALMI)						
		1. Mr.Deepak Jayprakash Thakur	50	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 P/South Secretary
		2. Mr. Swpnil Mohan Tambvalkar	51					
		3. Mrs.Preeti Mohan Satam	52					
		4.Mrs.Rekha Dadasaheb Ramvanshi	53					
		5. Mrs. Sadhna Sadashiv Mane	54					
		6. Mr. Harsha Bhargav Patel	55					
		7.Mrs. Rajul Sameer Desai	56					
		8.Mrs. Shrikala Ramchandran Pille	57					

**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/S)**

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 – 2017-18

Directory of the officers and employees of A.O.(School)P/South 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	Meena Maru	B	03.01.1991	<a href="mailto:aopsward@gmail.com">aopsward@gmail.com</a> 28710908	19680+5100	33701
2	Beat Officer	Minakshi Nishad	B	18.12.2008		18950+4800	32300
3	Beat Officer	Shobha Wadiyar	B			15890+4800	16552
4	Head Clerk	Pranjal Kakirde	B	01.10.1985		20720+4200	33891
5	Clerk	Mamata Kamble	C	11.03.1994		15510+2000	23814
6	Clerk	Ramesh Kurale	C				
	Clerk	Monika Jerold	C	13.06.1996		14260+2000	22114
7	Peon	Rahul Jadhav	D	01.01.1988		13300+1900	20672
8	Peon	Milind Kamble	D	19.11.1996		12240+1900	19230

**Section 4 (1) (b) (x)**

**Manual No. X**

**Year – 2017-18**

**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 – 2017-18**

**The Budget allocated to the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- P/S) indicating the particulars of all allocation and expenses amount for the period 01.04.2017 to 31.03.2018 given below**

Budget Usage

Financial Management Area	MCGM	MCGM	FM Payment Budget	Version	
Fiscal Year	2017				
Fund/Group	30			88200000000	
Funded					
Program/Group	*				
Funds Center/Commitment Item		Consumable Budg	Consumed Budget	Available Amt.	Available Amoun
		-		-	
FdsCtr/CmmtItem		1,305,000.00	-292,514.00	1,012,486.00	
4140300000 P/S WARD -		-		-	
EDUCATIO		1,305,000.00	-292,514.00	1,012,486.00	
130100600 Rnt-					
Mar.Hal/C.CTR(N		-50,000.00	-22,627.00	-27,373.00	
130100800 Rent-Sch Bldg(N		-			
TAX		1,182,000.00	-238,021.00	-943,979.00	
140200202 Chrg & Fine -RTI Ac		-1,000.00	-240	-760	
140409913 FEES FOR					
DUPLICATE			-75	75	
140709903 Administrative Char			-180	180	
180400200 Fine		-50,000.00	-26,096.00	-23,904.00	
180400300 Rent					
Recovery		-1,000.00		-1,000.00	
180401100 Elec Chrg					
Recov		-1,000.00		-1,000.00	
180409900 Other					
Recoveries		-10,000.00		-10,000.00	
180809900 Miscellaneous					
Receipt		-10,000.00	-4,735.00	-5,265.00	
180809906 Chq/DD Bounce					
Chg			-400	400	

460500504 Adv. To  
Department

88202020000

		-140	140
4140300000 P/S WARD -EDUCATIO	255,294,000.00	89,430,693.98	165,863,306.02
140200101 Penalty fromSupplie		-23,604.00	23,604.00
140409913 FEES FOR DUPLICATE		-1,025.00	1,025.00
140500110 Meter testing charg		-360	360
140800700 WatrConnct Parties/		-370	370
140809988 LEAVING CERT CHGS		-50	50
180400000 Recovery - Emplys		-800	800
180400300 Rent Recovery		-424	424
180401100 Elec Chrg Recov		-80	80
180409900 Other Recoveries		-33,004.00	33,004.00
210100101 Basic Pay	47,058,000.00	16,744,817.09	30,313,182.91
210100102 Incentive Bonus	3,564,000.00	141,294.00	3,422,706.00
210100104 Grade Pay (Superior	11,082,000.00	3,874,888.35	7,207,111.65
210100201 Basic Pay	6,440,000.00	2,176,564.00	4,263,436.00
210100202 Incentive Bonus	770,000.00		770,000.00
210100204 Grade Pay (Labour)	1,111,000.00	391,636.00	719,364.00
210200101 Dearness Allowance	89,011,000.00	30,237,844.14	58,773,155.86
210200102 House Rent Allowanc	17,228,000.00	5,848,032.96	11,379,967.04
210200103 Conveyance Allowanc	1,000.00	463	537
210200105 LTA	37,000.00		37,000.00
210200107 Mun Med Allowance	1,000.00	791	209
210200113 Trv All for Sup&Sub	1,906,000.00	433,722.19	1,472,277.81
210200118 F.Planning Allow-su	3,000.00		3,000.00
210200119 Children Edu Allow-	200,000.00		200,000.00
210200199 Other Allowances	4,000.00	1,200.00	2,800.00
210200201 Dearness Allowance	11,701,000.00	3,963,842.01	7,737,157.99
210200202 House Rent Allowanc	2,264,000.00	710,813.00	1,553,187.00
210200205 LTA	11,000.00		11,000.00
210200213 Transport Allowance	332,000.00	74,980.00	257,020.00
210200218 Family Planning All	10,000.00		10,000.00
210200219 Children Education	100,000.00		100,000.00
210200299 Other Allowances	145,000.00	19,812.30	125,187.70
210209913 Uniforms	48,000.00		48,000.00
210209914 Cloth,Raincoat,Umb	14,000.00		14,000.00
210209915 Contrbn-Int 4% towr	113,000.00	112,426.00	574
210400600 Leave Encashment	2,704,000.00	2,600,527.00	103,473.00
220100103 RentGovt Bldgs	14,000.00		14,000.00
220100203 Property Tax/Mun Ta	2,818,000.00	2,020,146.00	797,854.00

220110101	Offic Electricity Ex	2,540,000.00	843,795.00	1,696,205.00
220110200	Water Charges	600,000.00	140,993.00	459,007.00
220119900	Other Off Contin Ex	3,000.00		3,000.00
220120101	Official Teleph Exp	81,000.00	25,778.00	55,222.00
220120300	Broad B& Charges	81,000.00		81,000.00
220120500	Postage Expenses	3,000.00		3,000.00
220129900	Misc Commcatn Exp	1,000.00		1,000.00
220210400	Stationery	5,000.00		5,000.00
220210500	Consumables	3,000.00		3,000.00
220210600	Photocopying Exp	5,000.00		5,000.00
220300200	Conveyance	2,000.00		2,000.00
220309900	Misc Travel&Conv Ex	1,000.00		1,000.00
220800401	HousKeep&OutSideSer	15,498,000.00	6,989,471.29	8,508,528.71
230350013	School store	21,362,000.00	12,135,394.65	9,226,605.35
230350015	Consumables	500,000.00		500,000.00
230510901	Gen Civil Repairs	800,000.00		800,000.00
230520701	Gen Civil Repairs	200,000.00		200,000.00
230590200	RMaintElectrl Instl	50,000.00		50,000.00
230590400	Rep&MaintOfceEquipm	5,000.00		5,000.00
230590401	Rep&MaintComp&ITEqu	10,000.00	1,180.00	8,820.00
230803011	Scholarship exam ex	25,000.00		25,000.00
230803021	Incen girl students	1,450,000.00		1,450,000.00
230803024	Cont Compr Evalu Ex	373,000.00		373,000.00
230803025	Inc to Divyang Stud	458,000.00		458,000.00
230803026	Scholshp Divyang St	164,000.00		164,000.00
230803027	Pradnya Shodh Exam	217,000.00		217,000.00
230803028	BetiBachavBetIPdhav	1,116,000.00		1,116,000.00
230803029	ExpMainstrmSchChild	1,235,000.00		1,235,000.00
230803099	Miscellaneous	100,000.00		100,000.00
230803704	ReimbBESTBusFareMSt	9,169,000.00		9,169,000.00
250203014	Balkotsav	79,000.00		79,000.00
250203021	Excursions	467,000.00		467,000.00
250203031	Bus Fare to Student			
250203050	ParentTeacherAso Me	1,000.00		1,000.00
350110510	DC.Pen.Sch1-Payable			
350119997	Coin Note adjustmen			
350200101	PF Payabl			
350200102	Insurance Prem Paya			
350200103	rec Emp Housing Loa			
350200106	Int Credit Societie			
350200108	Gymkhana Recov Payb			
350200300	Other Recoveries			
350200402	Profession Tax			

350200408	Inc TDS-Emplys			
350200419	Inc Tax-SHRT-REC-EM			
460100200	Housing Loans			
460100201	Int Acc on Hsng Loa			
460500504	Adv. to Department			
FdsCtr/CmmtItem		-1,305,000.00	-292,514.00	-1,012,486.00
4140300000	P/S WARD -EDUCATIO	-1,305,000.00	-292,514.00	-1,012,486.00
130100600	Rnt-Mar.Hal/C.CTR(N	-50,000.00	-22,627.00	-27,373.00
130100800	Rent-Sch Bldg(N TAX	-1,182,000.00	-238,021.00	-943,979.00
140200202	Chrg & Fine -RTI Ac	-1,000.00	-240	-760
140409913	FEES FOR DUPLICATE		-75	75
140709903	Administrative Char		-180	180
180400200	Fine	-50,000.00	-26,096.00	-23,904.00
180400300	Rent Recovery	-1,000.00		-1,000.00
180401100	Elec Chrg Recov	-1,000.00		-1,000.00
180409900	Other Recoveries	-10,000.00		-10,000.00
180809900	Miscellaneous Receip	-10,000.00	-4,735.00	-5,265.00
180809906	Chq/DD Bounce Chg		-400	400
460500504	Adv. to Department		-140	140



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

**Manual No. XII**

**Year – 2017-18**

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

In the Year 2017-18 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/S)

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

**Manual No. XIII**

**Year – 2017-18**

**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/S)**

From the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- P/S) 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 – 2017-18**

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

**1. 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	

2. Expenses

3. Revenue

4. Inward- Outward

5. Civic Facilities

**Section 4 (1) (b) (xv)**  
**Manual No. XV**  
**Year – 2017-18**

**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/S)**

1	Time reserved for public meeting	During Office hours (Friday)
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. 28710908

Section 4 (1) (b) (xvi)

Manual No. XVI

Year – 2017-18

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/S)

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	Smt. Meena Maru	AO School	P/S ward	Office of A O (School), P/South Ward Office Building, 4 <sup>th</sup> floor, Near Ratna Hotel, S.V.Road Goregaon (West), Mumbai – 400 104.	: <a href="mailto:aopsward@gmail.com">aopsward@gmail.com</a>	Asst. Commissioner P/S ward

**APIOs**

**B**

Sr. No.	Name of APIO	Designation	Jurisdiction asAPIO under RTI	Address/ Ph. No
1	Smt. Minakshi Nishad Smt. Shobha Vadiyar	Beat Officer	P/S ward	Office of A O (School), P/South Ward Office Building, 4 <sup>th</sup> floor, Near Ratna Hotel, S.V.Road Goregaon (West), Mumbai – 400 104.

A board has been displayed in the main office of Administrative Officer (School) P-South, P,South Ward Office Building, showing two 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 . Chanda Jadhav</b>	<b>Asst. Commissioner P/South ward</b>	<b>P/South ward</b>	<b>Office of the Asst. Commissioner P/South ward, Goregaon (West), Mumbai 104. Ph No. 28737000, Ext.201</b>	

**Section 4 (1) (b) (xvii) – Others**  
**Manual No. XVII**  
**Year – 2017-18**

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

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