

# **BRIHANMUMBAI MUNICIPAL CORPORATION**

## **Chief Engineer (Bridges) Department**

<b>Manual No</b>	<b>INDEX</b>	<b>Page No</b>	
		<b>From</b>	<b>To</b>
-	Introduction	1	4
1	Particulars of Organization, Function and Duties	5	8
2	Powers and Duties of officers and employees	9	16
3	Procedure followed in the decision making process, including channels of supervision and accountability	17	17
4	Norms set for discharge of its functions	18	18
5	Rules, regulations, instructions, manuals and records held by it under its control or used by its employees for discharging its functions	19	19
6	Statement of the categories of the documents that are held by it or under its control	20	20
7	Particulars of any arrangement that exists for consultation with, or representation by the members of the Public in relation to the formulation of its policy or implementation thereof	21	21
8	Statement of boards, councils, committees and other bodies consisting of two or more persons constituted as its part for the purpose of 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 to public.	22	22
9	Directory of officers and employees	23	28
10	Monthly remuneration received by each of its officers and employees including the system of compensation as provided in the regulations	29	30

<b>11</b>	Budget allotted to each agency indicating the particulars of all plans, expenditures and reports on disbursement made	31	31
<b>12</b>	Manner of execution of subsidy programmed including the amounts allocated and the details of beneficiaries of such programmers.	32	32
<b>13</b>	Particulars of recipients of concessions, permits, or authorization granted by department.	33	33
<b>14</b>	Details in respect of information available to or held by department reduced in an electronic form	34	34
<b>15</b>	Particulars of the facilities available to citizens for obtaining information, including the working hours of library or reading room, if maintained for public use.	35	35
<b>16</b>	Names, designations and other particulars of the public information officers.	36	37
<b>17</b>	Such other information as may be prescribed.	38	38

## **INTRODUCTION**

### **A. Background**

RTI Act, 2005 is an Act to provide for setting out the practical regime of Right to Information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority, the constitution of a Central Information Commission and State Information Commissions and for matters connected therewith or incidental thereto.

### **B. Objective/ Purpose of this Handbook**

As per the above Act, every public authority is required to:—

- a) Maintain all its records duly catalogued and indexed in a manner and the form which facilitates the Right to Information under this Act and ensure that all records that are appropriate to be computerized are, within a reasonable time and subject to availability of resources, computerized and connected through a network all over the country on different systems so that access to such records is facilitated.

Also, it is required to publish the following: —

- i. The particulars of its organization, functions and duties;
- ii. The powers and duties of its officers and employees;
- iii. The procedure followed in the decision making process, including channels of supervision and accountability;
- iv. The norms set by it for the discharge of its functions;
- v. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;

- vi. A statement of the categories of documents that are held by it or under its control;
- vii. The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;
- 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;
- ix. A directory of its officers and employees;
- x. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;
- xi. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
- xii. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;
- xiii. Particulars of recipients of concessions, permits or authorizations granted by it;
- xiv. Details in respect of the information, available to or held by it, reduced in an electronic form;

- xv. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;
- xvi. The names, designations and other particulars of the Public Information Officers;
- xvii. Such other information as may be prescribed and thereafter update these publications every year;

**C. Intended user of this Handbook**

The intended user of this Handbook is public.

**D. Definitions of key terms**

In this Handbook, following are the definitions:-

In the manual wherever the word ‘Corporation’ appears it means ‘Municipal Corporation of Greater Mumbai’ and the department means ‘Chief Engineer (Bridges)’. Further the abbreviations Ch. E., Dy.Ch.E. , E.E., A.E., S.E., J.E., A.O., H.C. means Chief Engineer, Deputy Chief Engineer, Executive Engineer, Assistant Engineer, Sub Engineer, Junior Engineer, Administrative Officer, Head Clerk, respectively.

**GAD** - General Arrangement Drawing

**TAD** - Temporary Arrangement Drawing (Launching Scheme).

**BR** - Bridge Over Nalla/River (Vehicular)

**ROB** - Road Over Bridge (Vehicular) Across Railways

**Fly over** - Bridge across Road junction or Over Roads

**FOB** - Foot Over Bridge

**FOB RL-** Foot Over Bridge Over Railway Tracks

**VS** - Vehicular Subway

**PS** - Pedestrian Subways

**E. Organization of Information**

The information is organized in 17 manuals as the required by the above Act.

**F. Getting additional Information**

The general information may be made available by the A.O., however, for detailed information provisions in the Act shall be followed.