MUNICIPAL CORPORATION OF GREATER MUMBAI

SOLID WASTE MANAGEMENT DEPARTMENT

INFORMATION OF

SOLID WASTE MANAGEMENT DEPARTMENT

UNDER SUB SECTION 4(1)(b) OF

CENTRAL GOVERNMENT'S

RIGHT TO INFORMATION ACT-2005

Manual – II

The Powers and duties of Officers and employees

(Revised up to 31.03.2015)

MANUAL – II

Duties of Chief Engineer

1. 1) Responsible for overall management and co-ordination of Conservancy, Transport and Environment Departments.

   2) Responsible to the Municipal Commissioner, Additional Municipal Commissioner (City), Dy. Municipal Commissioner (S.W.M.) for general cleansing services, conservancy and its personnel matters and transport respectively.

   3) Responsible to Dy. Municipal Commissioner (S.W.M.) for future development of disposal techniques as incineration, composting, waste-to-energy etc.

2. Responsible for overall control over administrative matters such as Establishment, Accounts and Budget works of the offices of conservancy, transport section of 24 wards of S.W.M. departments and Dy.Ch.Engr.(Civil) Environment departments.

3. To formulate policy for the Solid Waste Management in consultation with Head Supervisor, Chief Labour Officer and the Municipal Commissioner.

Duties of the office of Dy. Chief Engineer (SWM) Operation

1) To look after the management of inward-outward dispatch received from Government and higher offices.
2) To monitor the works of "Pay & Use Toilets."
3) To monitor the works related to Clean-up Marshal.
4) To monitor the works related to Advance Locality Management.
5) To monitor the works related to Service Level Benchmark.
6) Micro Planning of Collection and Transportation of Solid Waste Management.
7) To monitor the works of Bio-medical waste disposal.
8) To monitor the works of Plastic waste disposal.
9) To monitor the works of Trade Refuse Charges.
10) To monitor the works of Beach Cleaning and maintaining cleanliness of Tourist sports.
11) To prepare Debris Management Plan.
12) To make available items to be procure through Central Purchase Department.
13) To Provide / Execute private contract of Hire of vehicles for collection and transportation of solid waste.
14) To redress complaints of citizens related to solid waste management.

Duties of the office of Dy. Chief Engineer (SWM) Palnning

1) To look after the management of inward-outward dispatch.
2) To process the Tenders of important works pertaining to daily operation and transport related activities of S.W.M. Dept.

Duties of the office of Dy. Chief Engineer (SWM) Transport

1) To look after the management of inward-outward dispatch.
2) To monitor the works pertaining to procurement, operation and maintenance of vehicles under S.W.M. Dept.
3) To oversee the Establishment matters, pertain to labours and superior staff of Transport Division.

Duties of the office of Dy. Chief Engineer (SWM) Project

1) To look after the management of inward-outward dispatch.
2) To monitor the activities and projects pertaining to the Solid Waste Treatment at (Kanjur, Deonar, Mulund and Gorai)
3) Monitor the activities pertaing to rufus transfer station.
4) Policy and other related matters pertaing to Dumping Grounds.
5) To pertain and implement the project of waste to energy project.

Duties of the office of Dy. Chief Engineer (Civil) Environment

1) To look after the management of inward-outward dispatch.
2) To oversee the Civil works of Building under S.W.M. Dept.
3) To monitor the activities related to Silence Zone.
4) To monitor Air and Noise Pollution and Industrial Waste Water.
5) To oversee the parameters of Air quality monitoring prescribe by Central Pollution Control Board.
6) To oversee the Environment related issue pertaining to M.C.G.M.
7) To oversee the activities of Laboratory.
8) To oversee the Establishment related matters pertaining to Civil Environment.
9) To oversee the activities related to Ashray Yojana.

Duties of Head Supervisor

Head Supervisor is the head of the Conservancy Branch. He is responsible for the entire working of the Conservancy Department. His duties are as under :-

1. To supervise and control the entire Conservancy Staff.
2. To formulate policies and procedures for smooth working of the Department.
3. To attend and to redress the grievances of the Labour Staff once in a week.
4. To report on matters likely to effect the health of residents of Greater Mumbai to the concerned department.
5. To issue office orders in the cases of P.T. employment.
6. To attend the meetings of Works Committee (City and Public Health Committee and fortnightly meeting with M. C. and office meetings for policy matters.
7. To look after the maintenance of Conservancy Chawls and control allotments, transfers etc. of the rooms in the said chawls.
8. To issue necessary instructions to the Dy. Head Supervisors and Assistant Head Supervisors, Ward Supervisors in their work.
9. To look after the speedy removal of animal carcasses.
10. To give expert opinion on Conservancy matter and to give guidelines to Assistant Commissioner in respect of the Conservancy Ward.
11. Any other work that may be entrusted by the Administration.

Duties of Jt. Chief Personnel Officer (S.W.M.)

1. Follow up with Ch.Engr.(SWM) /DMC (SWM) with respect to the following matters submitted, for order :-
   a) Examination of recruitment rules, recruitment / promotion policy, promotion committee etc.
   b) Resolving grievances of the staff.
   c) Fixing duty hours, duties of various cadres of the employees in S.W.M. Deptt.
   d) Organization and methods study.
   e) Prescribing qualifications for various posts related to the S.W.M. Department.
   f) Supervision and overall control over the administrative staff of S.W.M. Deptt.
2. Attending establishment proposals regarding creation of posts, continuation of posts, filling up the posts, promotions, disciplinary action, prescribing qualifications for various posts and compilation thereof.
3. Scrutiny of proposals regarding fixation of grades, allowances, organizational set-up, etc.
4. Collecting various data for personnel matters etc.
5. Attending meetings in connection with the personnel matters, grievances of the employees, service rules and regulations for the employees, etc.
6. Attending meetings in connection with the personnel matters related with Municipal Employees Service Conduct and Discipline Rules, Standing Orders, Computerisation, etc.
7. To scrutinize the proposals for filling in the posts pertaining to the Solid Waste Management Department.
8. To attend Promotion Committee / Transfer Committees meetings constituted by City Engineer for all categories of Engineering Units.
9. To attend interviews fixed for filling in the posts in Engineering Units.
10. To make correspondence with Government of Maharashtra and other Government & Semi Government Bodies / Institutions and Unions of the Municipal Employees.

11. Scrutiny of proposals in respect of the employees from the Cadre of Head Clerks and above for continuation of appointments beyond 55 years of their age.
12. Work of compilation of booklet of qualifications for all the posts related with S.W.M. Deptt.
13. To visit the unit / ward offices to keep a watch on the work such as Establishment proposals / P.F., Pension Claims / P.T. Cases / Audit Notes / outstanding resolution / O.T. proposals / Roster for reservation / Outstanding advances etc.
14. To maintain liason with various Municipal Departments in respect of personnel and establishment matters.
15. To implement reservation policy in the matter of recruitment / promotion of personnel working in the Solid Waste Management Department.
16. To attend to any work that may be entrusted by the superiors.

Duties of Chief Labour Officer (S.W.M.)

1. Follow up with Ch.Engr.(SWM) /DMC (SWM) with respect to the following matters submitted, for order :-

a) Examination of recruitment rules, recruitment / promotion policy, promotion committee etc. for Labour, Mukadam, Care Takers, Nuisance Detectors, Depot Attendant

b) Resolving grievances of the labour staff.

c) Fixing duty hours, duties of various cadres of the labour staff in S.W.M. Deptt.

d) Organization and methods study.

2. To attend meetings with Lokseva / Safai Commission regarding labour issue.

3. Sanction the Insurance claim matters of Rs. 1,00,000/- of deceased labour while in service.

4. To scrutinize the proposals for filling in the posts of labour in Solid Waste Management Department.

5. To make correspondence with Government of Maharashtra and other Government & Semi Government Bodies / Institutions and Unions of the Municipal Employees.

6. To scrutinize the proposals of P. T. case of labour and put up for sanction of higher authority.

7. To attend to any work that may be entrusted by the higher authorities.

Duties of the office of Zonal Dy. H. S.

Dy. Head Supervisor is responsible for the entire working of the Conservancy Department in his jurisdiction. His duties are as under :-

1. To supervise and control the entire conservancy labourers/employees and office staff of the wards of his zone.
2. To attend and discuss about grievances of the labour staff once in a week.
3. To report on matter likely to affect the health of Greater Bombay to Zonal D.M.C., Chief Engineer (SWM), Dy. Ch. Engineer (SWM) Operation and Head Supervisor.
4. To submit P.T. cases to Chief Engineer (SWM) for final orders after ascertaining that the said cases are studied carefully by the Administrative Officer of the Ward.
5. To attend the meetings of Zonal Phublic Health Commisttee and Deputy Municipal Commissioner and to attend the meetings arranged by Chief Engineer (SWM) for taking policy decision.
6. To look after the maintenance of Conservancy Chawls and control allotment, transfers, etc. of the rooms in the said chawls.
7. To issue necessary instructions and give guidance to the Assistant Head Supervisors in their work.
8. To submit, overall report regarding solid waste management of the wards under his jurisdiction, to the higher authorities by achieving co-ordination between Administrative Officer and Assistant Head Supervisors.
9. While working under concerned zonal Deputy Municipal Commissioner as a representative of S.W.M. Deptt., to see that the conservancy services are provided orderly in zonal area by co-ordinating the work of A.H.Ss of Various wards of the zone.
10. To work as co-ordinator for proper line of the chain for conservancy works in between concerned zonal D.M.C. /Chief Engineer (SWM)/ Dy.Ch. Engr.(SWM)/ Asstt. Comm. And Head Supervisor (SWM).
11. To make arrangement of necessary equipments for removal of waste and labourers for removing the waste in his zonal wards and submit the suitable proposal if the arrangement is not sufficient.

12. It is expected that at ward level field work be kept in control by A.H.S. and office work in control of Administrative Officer respectively. As the grade of the both the officers is same, they can not be senior of each other. Therefore, being senior of concerned ward give suitable justice to complaint received.
13. To control over the work of concerned Zonal Enquiry Officer (SWM) and submit the report of their enquiry cases to concerned Additional Municipal Commissioner per month through Chief Engineer (SWM)'s office.
14. Any other work that may be entrusted by the Administration.

Duties of the Executives Engineer (S.W.M.) in Zones

1. Lead, Plan and Supervise the functioning of ward A.E.s (SWM) in solid waste management activities under the guidance & control of Deputy Chief Engineer (Solid Waste Management), Chief Engineer (Solid Waste Management), Deputy Municipal Commissioner (Solid Waste Management) and in close coordination with the Executive Engineer (Transport) and respective Ward Assistant Commissioner and respective Zonal Deputy Municipal Commissioner.
2. Planning, controlling, executing & monitoring outsourcing of assigned Solid Waste Management works and activities with the help of Engineers and staff down the line required for wards under the zone.
3. Implementing and enforcing the new debris management model in coordination with Ward Assistant Commissioner, AE (B&F), AE (Maintenance), Utilities and related agencies. Oversee the operations of licensed debris management agencies and evaluate their performance.
4. Lead the AE. (SWM) Wards, to implement and increase door-to-door collection and other targets under MSW 2000 rules and Section 368 and 372 of the Mumbai Municipal Act.
5. Evaluate the performance of AE. (SWM) at wards.
6. Lead the AE. (SWM), coordinate with municipal officers (OSD-ALMs, CBOs), corporators and public representatives, citizen groups, ALMs and NGOs on public awareness programmes.
7. Empower the nuisance detectors for enforcement of MSW 2000 rules, section 368 and 372 of the Mumbai Municipal Act and other environment related by-laws.
8. Coordinate with the SWM department contracting & procurement team for surveying and analyzing requirements.
9. Any such duties assigned by higher authorities

Duties of the Asst. Engineer (SWM) in Wards

1. Lead, Plan and supervise the day-to-day operations related to solid waste management in close coordination with the respective ward officer
   a. Sweeping through municipal labour.
   b. Sweeping through "Hyderabad- pattern" NGOs.
   c. Other sweeping operations (e.g. power-sweeping) through private
   d. Manning and mopping operations.
   e. Collection and transportation of refuse through municipal vehicles including door to door collection.
   f. Collection and transportation of refuse through private contractors including door to door collection.
   g. Optimizing route-plans (routes, timing and frequency of collection vehicles) so as to improve effectiveness of collection and ensure elimination of open dumps and overflowing bins, in coordination with E.E. (Transport).
   h. Up-gradation, beautification and maintenance of refuse collection spots and open dumps.
   i. Minimize un-authorized debris dumping in coordination with AE (B&F) and AE (Maintenance) and collection of un-authorized debris dumps.
   j. Regulate allotment, maintenance and operations of "pay-and-use" public sanitary conveniences, slum sanitation public sanitary conveniences and municipal toilet blocks.
2. Planning, controlling, executing & monitoring outsourcing of assigned. Solid Waste Management works and activities with the help of Engineers and staff down the line.
3. Plan, implement and increase door-to-door collection and other targets under MSW 2000 rules and Section 368 and 372 of the Mumbai Municipal Act.
4. Evaluate the performance of municipal labour junior overseers and supervisors.
5. Evaluate the performance of private contractors in various SWM related activities.

6. Co-ordinate with Municipal officers, OSD, ALMs, CBOs, corporators and public representatives, citizen groups, ALMs and NGOs to spread public awareness on

   "Waste-minimization" and "Segregation" of refuse,

   House-to-house collection system in slum pockets.

   Bell-based collection system in slum pockets.

   Appropriate disposal of construction and demolition debris.

7. Lead the nuisance detectors for enforcement of MSW 2000 rules, section 368 and 372 of the Mumbai Municipal Act and other environment related by-laws.
8. Assist the SWM department contracting & procurement team and Zonal Executive Engineer (SWM) in surveying and analyzing requirements of

   Requirement of tools and implements for municipal labour.

   Requirement of refuse bins and litter bins.

   Waste collection demand at various spots for refuse collection contracts.

   New public sanitary conveniences.
9. Implementing and enforcing the debris management model in co-ordination with Zonal Executive Engineers (SWM)
10. To exercise suitable control over expenditure of budgetary grant and submit proposal for additional budgetary grant (especially in respect of store articles and removing refuse / debris).
11. Any such duties assigned by higher authorities from time to time.

Duties of the Sub - Engineer (SWM) in Wards

1. Assist A.E. (SWM) and Plan and supervise the day-to-day operations related to solid waste management in close coordination with the AHS
   a. Optimizing route-plans (routes, timing and frequency of collection vehicles) to improve effectiveness of collection and ensure elimination of open dumps and overflowing bins, in coordination with E.E. (Transport).
   b. Up-gradation, beautification and maintenance of refuse collection spots and open dumps.
   c. Coordination with Swachha Mumbai Prabodhan Abhiyan in slums.

d. Minimize un-authorized debris dumping in coordination with AE (B&F) and AE (Maintenance) and collection of un-authorized debris dumps after panchanama.
e. To allot and monitor works of public toilets on “pay-and-use” and works of Swachha Mumbai Prabodhan Abhiyan in slums in ward.

2. Planning, controlling, executing & monitoring outsourcing of assigned. Solid Waste Management works and activities with the help of Engineers and staff down the line.
3. Plan, implement and to increase door-to-door collection and other targets under MSW 2000 rules and Section 368 and 372 of the Mumbai Municipal Act.
4. Evaluate the performance of municipal labour, junior overseers and supervisors.
5. Evaluate the performance of private contractors in various SWM related activities.
6. Coordinate with Municipal officers (OSD-ALMs, CBOs), corporators and public representatives, citizen groups, ALMs and NGOs to spread public awareness on

   “Waste-minimization” and “Segregation” of refuse,
   House-to-house collection system in slum pockets.
   Bell-based collection system in slum pockets.
   Appropriate disposal of construction and demolition debris.
7. Lead the nuisance detectors for enforcement of MSW 2000 rules, section 368 and 372 of the Mumbai Municipal Act and other environment related by-laws.
8. Assist the SWM department contracting & procurement team and Zonal Executive Engineer (SWM) in surveying and analyzing requirements of
   Requirement of tools and implements for municipal labour.
   Requirement of refuse bins and litter bins.
   Waste collection demand at various spots for refuse collection contracts.
   New public sanitary conveniences.
9. Any such duties assigned by higher authorities from time to time.

Duties of the Junior - Engineer (SWM)

1. To perform works allotted by Sub. Engg.
2. To prepare engineering proposals.
3. To do proposals as directed under the supervision of seniors.
4. Duties assigned by higher authorities.

Duties and Responsibilities of Assistant Head Supervisor (Ward)

1) To be responsible for overall supervision and control of conservancy work of concerned ward.
2) (a) To make regular inspections for checking up the attendance and work of the staff.

   (b) To pay surprise visits at Muster timings in the Zone and to verify whether the work is started and carried out punctually and properly.

   (c) To regularly pay visits to Ward Offices, inspect the work of Labour and Office Staff and give them necessary guidance and instructions.
3) To inform the Senior Officer regarding matters which are likely to bring obstructions in Conservancy Services.
4) To render general assistance to the Deputy Head Supervisor and Asstt.Commissioner from time-to-time in respect of Conservancy Service.
5) To check proper loading of refuse lorries/Cess Pool lorries in the ward.
6) To attend meeting of concerned and zonal Deputy Municipal Commissioner's and Ward Councillors. To remain present at the time of Deputy Municipal Commissioner's visit to ward. To attend the meetings arranged for taking policy decision by the concerned zonal Deputy Municipal Commissioner and Asstt. Commissioner. To attend meetings arranged by Head Supervisors concerned Dy. Ch. Engr. (SWM), Ch. Engr.(SWM)
7) To attend to Mayor's Meeting and Standing Committee Chairman's or Public Health Committee Chairman's and Works Committee Chairman's special meeting arranged in wards.
8) To attend to Meeting arranged by local committee, high rank officer or any other Government officials, Municipal Commissioner for taking policy decisions such as improving Express Highways or main roads under Clean Mumbai Campaign.

9) To submit and follow up proposals regarding new collection spots, refuse bins, muster chowkies, stores, handcarts and stores articles.

10) To exercise suitable control over expenditure of budgetary grant and submit proposal for additional budgetary grant (especially in respect of store articles and removing refuse / debris).

11) To issue necessary instructions to the Ward Supervisors and given them guidance in their work.

12) To work as mediator in between Asstt. Commissioner, concerned zonal Dy.Head Supervisor, Head Supervisor and concerned Dy.Ch.Engr.(SWM).

13) To convey the instructions regarding policy matters received from Chief Engineer (SWM) , Dy.Chief Engineer (SWM), Head Supervisor (SWM) to Ward Supervisors.

14) To take down information of the candidates family, in prescribed proforma, by making enquiry directly and give remarks about the behaviour of the ex-employee, make recommendations for employment to suitable candidate in P.T. recruitment cases wherein there is no municipal quarter holder.

15) To keep full-fledged watch on all conservancy services for making suitable and complete use of equipment and labourers and employees of the ward.

16) To know the obstructions and difficulties in keeping conservancy services continuously smoothly, bring the same to the notice of higher authorities and suggest the majors to eradicate the same.

17) To inform higher authorities about irregularities, defects, bad affairs of conservancy services of daily work.

18) Any other work that may be entrusted by higher officers.

Duties and Responsibilities of Assistant Head Supervisor(Chawls)

1) a) To look after the maintenance of chawls under his jurisdiction and make recommendation for allotment and transfer of rooms of chawls.

b) To pay attention towards complaint and grievances relating chawls and remove the same.

c) To take action on resident tenants / others on violating rules related to residence in chawls.

2) To give information about family, in prescribed proforma, of P.T.cases of chawl residents.

Duties of Administrative Officer

1. Controlling over office staff working in Conservancy Department, Transport Department, Ward Offices and Zonal Offices. To dispose off policy matter after discussing the same with Che. Engg. (S.W.M.). In addition to this / by issuing orders to office staff to get work done from them and other works to dispose off official work.
2. To dispose of official work through Head Clerk, Clerks as directed by Che. Engg. (S.W.M.), Ex. Engg., Head Supervisor , Asst. Engg. to do daily works and guide them.
3. Most of the employees in the Conservancy and Transport Department and as the works relating to their pay details are look after. In addition to this Bill Regd. Supply, Correspondence at upper level, works related to Chawls, Repairs of Vehicles their maintenance back up etc. to get it completed from concerned employees and also to guide and control them.

Duties of Enquiry Officer

1. To conduct enquires of absence due to unauthorized leave or any other such reason and submit the report to Administrative Officer and superior.

Duties of Senior Steno "B" Grade

1. To type out dictation of notes given by Ch. Eng.(S.W.M.) and submit for approval.
2. To convey the schedule of meeting of Head of the Department, Corporation and other such meetings with date and time.
3. To distribute typing work among SST, JST, Typist and exercise control over them.

Duties of Senior Steno "C" Grade

1. To type out the notes dictated by Ch. Eng.(S.W.M.), Dy. Ch. Eng.(S.W.M.) Operation, Transport, Project, Planning.
2. To Distribute the typing work amongst SST and typist.

Duties of Junior Steno Grade

1. To type out the notes given by Ex. Engg. , Head Supervisor and superior Officer.

Duties of Head Clerk

1. Being a labour oriented Department, most of the works looked after are related to Establishment matters.
2. To guide clerical staff while getting work done from them.
3. To inspect the works of clerical staff and exercise control over them.

Duties of Clerk

1. To carry out works of 5 sections i.e. Dispatch section, Account section, Establishment -1, Establishment- 2, General section, under the guidance of Administrative Officers.
2. Being a labour oriented Department, most of the works carried out are pertaining to Establishment matters along with store, accounts, chawls related matters. Getting work done from concerned section.

Duties of Peon

1. To handover and takeover documents related to Dispatch section, Account section, Establishment- 1, Establishment- 2 and General section and file them with relevant papers.
2. To provide necessary stationery items to the clerical staff.
3. To file documents.

Duties and Responsibilities of Supervisors

1. It shall be the duty of a Supervisor on taking charge of a Ward to make himself acquainted with (a) the boundaries and working section of the ward, (b) the distribution of staff in each section and different operations in his ward, (c) the places of special sanitary importance such as Dust-bin, sheds, refuse trailor, stands and to ascertain the history of all lands and buildings that are in charge of Conservancy Branch.
2. To maintain property register for Conservancy properties in his ward.
3. To put up in a conspicuous place of the ward office a statement with a map of the ward and a chart showing sections and sub-sections with labour staff dust bin stands, refuse trailors places, public sanitary conveniences etc.
4. To maintain a correct and up-to-date register of roads, house gullies etc., in the ward giving length in km. and areas etc.
5. Supervisor shall regularly and systematically examine registers, to be maintained by the outdoor staff, periodically and shall be responsible for such being kept in proper order.
6. He is to arrange for conservancy work in all its aspects in his respective ward. He shall make special inspections and give surprise checks to ascertain that the ward staff commence work punctually and properly and works full time. The inspections and checks should be so arranged that every portion of ward is visited not less than once in a fortnight.
7. It is the duty of the Supervisor to inspect the ward office premises to see that it is kept clean and properly attended to.
8. To check the articles of stores once in 3 months at the Ward Offices with a view of preventing over-stocking and seeing that the balances shown in the ledger tallies with the actuals and to initial with date and time of check in token of having done so in wards where the stores is not centralized.
9. He is to see that the complaints received are properly recorded, disposed of expeditiously and relief given to complainants.
10. He is to make arrangements for meeting emergency that may arise so far as his ward is concerned.

11. He is to arrange substitutes in the leave vacancies, permanent vacancies and in accordance with the rules in that behalf . He has also to arrange and regularize the appointments of daily recruits in casual absentees. He has to maintain the Seniority Register of recruits in Scavengers, Halalkhors, Additional Temporary Posts and Motor Loaders. To make monthly recruitments/internal transfers of labour staff.
12. He will listen to the complaints of the labour staff once in a week, according to prescribed procedure.
13. Any order which a Supervisor may give in the execution of his duty, is to be promptly obeyed by the Ward Staff and in the event of any one of the ward staff refusing to obey or carry out such orders it is the duty of ward supervisor to at once take proper action and report the matter to the Assistant Head Supervisor. In the event of act of gross negligence with the approval of Chief Engineer (SWM)/ concerned D.M.C.
14. Supervisor should make especially acquainted with the Municipal Act and Bye-laws related to public Health and Conservancy.
15. The Supervisor should hold, in the ward office, weekly meetings of Junior Overseers and monthly of Mukadams giving them necessary instructions and guidance and solving their difficulties to obtain monthly absentee report and to send it to A.O. for further action.
16. He is to see specially that the refuse collection from his ward is daily sent to Dumping Ground for disposal after arranging for all necessary transport and staff for the same.
17. Supervisor is responsible for temporary collection of refuse sites under his charge and will see that they are at all times kept in proper condition.
18. To arrange for speedy removal of carcasses from public streets during the day.
19. To make immediate reports to the nearest Police Station of any thefts of articles in his charge sending a copy of such intimation to the higher authorities for information.
20. In case a number of workers combine to strike work, Supervisor is to send immediate report of the same by special arrangement to Assistant Head Supervisor, concerned Dy.H.S., Asstt. Commissioner/ Dy.Ch.Engr.(SWM)

and in the meantime to take such actions as he considers best to deal with the workers threating to strike work or refusing to perform duty.

21. He shall report on the matters likely to affect the health of the cith ti A.H.S. /Dy.H.S.
22. He has to get the survey done of all trading concerns in his ward and ascertain the quantity of refuse they generates. To get assured that trading concerns taking municipal services for said refuse disposal are paying Trade Refuse Charges and to take action against those whi are not paying the same.
23. To co-operate cleanliness campaign fully.
24. Supervisors will attend the office of the Dy.H.S./Head Supervisor once in a month, or as and when called.
25. He is to take part in labours' co-operative credit societies and other work in ex-officio capacity (This work is required to be done after office hours).
26. He has to attend monthly meetings which are held in the Ward Officer's Office to represent Conservancy Branch.
27. Any other work that may be entrusted by the higher authorities.

Duties and Responsibilities of Chawl Supervisor

1. To attend complains from employees of Chawls regarding unauthorized occupations, harbouring of outsiders, issuing warning letters, show cause notices, suspension orders etc. in consulation with Assistant Head Supervisor (Chawls).
2. Preparation and distribution of monthly recovery statements to wards and other departments.
3. Weekly meetings to be held in each chawl office for disposing of chawl complaints in the presence of Assistant Head Supervisor (Chawls). Inquiries of employees (who deny charges) in the presence of Assistant Head Supervisot (Chawls).
4. Periodical checking of rooms.
5. Maintenance of Occupancy Register upto date by taking yearly census (from 1977).
6. Proposal of allotment of rooms to be put up.
7. To start with and pursue ejectment action.

8. Periodical survey of chawls for its maintenance and follow up till the works are carried out.
9. To verify the works carried out either departmentally or through Petty Works Contractor and certify the bills thereof.
10. To observe cleanliness of the chawls through the Ward Supervisors' staff.
11. To watch the observance of agreement and condition by the allottees.
12. To do the work entrusted by Administration.

Duties of Junior Overseer (Section Work)

1. To keep correct muster book of the Labour Staff and to initial the same twice a day.
2. To look after and supervise the work of cleansing and sweeping of roads and foot-paths, house gullies, open spaces.
3. To look after removal of faecal matters from roads, foot-paths, house gullies and open spaces.
4. To arrange removal of animal carcasses and unclaimed carcasses.
5. To arrange removal of dumps of earth and debris, if negligible, departmentally or through Assistant Engineer (Maintenance) of the ward.
6. To attend to complaints and requirements of the Section and report them to the Ward Supervisor.
7. To recover bills received from the Ward Supervisors.
8. To supervise the work of Mukadams and the Sweepers.
9. To take necessary precautions to prevent fouling of public streets, gullies.
10. To report the other Departments' defects such as leakage of service pipes, storage, tanks, chocks, chokes in waste water pipes and soil pipes, Debris and earth in the street i.e. those defects affecting conservancy work.
11. To help the Ward Supervisors in respect of activities such as Health, Cleansing Weeks or fighting epidemics during emergencies.
12. To do clerical work in the Ward Office for issuing memo regarding defects, notice, during the day and to attend to correspondence pertaining to the sections. To maintain registers such as Complaint, Trade Refuse, Worksheet, Back log.
13. To check the lorries, Refuse collection sites in his section.

Duties of Junior Overseer – Motor Loading Work

1. To keep the correct muster book of the labour staff working under him and to intial the same.
2. To attend to the refuse vehicles and manage regular removal of refuse by ascertaining the position of refuse from Section Junior Overseers and Mukadams.
3. To keep an account of the utilization of staff and to submit reports.
4. To keep an account of the utilization of vehicles and the working of the same.
5. To check and verify the bills of the contractors' lorries.
6. To supply and verify the use of implements and uniforms supplied to the staff.
7. To ensure full utilization of staff and vehicles.
8. To take periodical survey of the refuse spots and adjust the programme with the approval of the Supervisors.
9. To scrutinize the logsheets and take suitable actions against the defaulters.
10. To arrange for the refuse vehicles as per daily requirement and to check their timings of arrival and departure.
11. To arrange for additional staff to man extra vehicles if employed.
12. To maintain trip register and to watch and report if short trips are made.
13. To examine carefully working of refuse vehicles in the Section and see that they are properly loaded and covered.
14. To help the Ward Supervisor in respect of the activities such as Health, Cleaning weeks or fighting epidemics during emergencies.
15. To supervise work of Motor Loading Mukadams and Motor Loaders.
16. To do clerical work in ward office such as maintenance of register, refuse position register and do correspondence work in that regard.

Duties of Care Takers

1. A Care Taker will make himself acquainted with the chawl or chawls in his charge.
2. He will acquaint himself with the rules regarding the occupation and management of the chawls.

3. He will carry out all the duries and instructions given to him by the Chawls Supervisor faithfully and diligently.
4. He will have all the chawls, rooms sanitary conveniences properly numbered.
5. He will maintain the Occupancy Registers, Occupancy Cards, Census Registers and such other records as necessary, proper;y and neatly.
6. He will take note of the orders Of Assistant Head Supervisor/Head Supervisor, on transfers, allotment, vacation and changes immediately on receipt thereof in the registers concerned and maintain such records up-to-date at all times. All such endorsements shall be under the initials of the Supervisor concerned.
7. He will be responsible for any discrepancies in the registers given in his charge for their maintenance.
8. He will be on duty at the chawls both in the morning and afternoon in ordinary course and will attend the office of the Supervisor (Chawls) in the evening as directed by him.
9. He will pay surprise visits to the chawls in his charge during non-working hours of the day and also at night, at least twice a week and check not less than twenty rooms as to their occupancy etc. and will report the result of such inspections to the Supervisor on the following day. He will particularly note the over-crowding in the room as well as unauthorized occupations, and unusual occurrences that may be detected by him in the course of his routine as well as special inspection and pursue the action taken in that regard.
10. He will prepare the Occupancy Cards of all the occupied rooms and maintain the same upto date.
11. He will prepare the rent recovery lists and statements and submit them in time for effective recoveries.
12. He will effect the cash rent recoveries regularly every month and submit cash immediately on its receipt to the Supervisor for being forwarded to the office of the Head Supervisor and will arrange to deliver the receipt thereof.
13. He will keep the chawls, entrusted to his care, in a neat and tidy condition and see that the cleansing staff employed at the chawls do their work

properly and regularly and that the sanitation as a whole maintained satisfactorily.

14. He will report to the Supervisor any fact of negligence, fault or lapse on the part of the cleansing staff and other staff in his charge at the chawls.
15. He will take prompt steps to remove and abate any nuisance or cause of complaint.
16. He will not permit any person to occupy a room in the chawl without previous direction from the Supervisor.
17. He will report immediately death occurring amongst thee residents of the chawls to the Supervisor and effect the necessary not in the Registers concerned. In case of death of the persons in Municipal employment, he will arrange to give immediately the intimation of the same to the office concerned such as Supervisor of the ward of the department concerned.
18. He will get all the minor structural and sanitary repairs done immediately through the technical staff for the chawls and shall supervise such work, and completion thereof. He will take test checks of the material and articles used.
19. He will attend to all the legal and official matters pertaining to the residers of the chawls in his charge, particularly in respect of the Municipal employees as regards their Provident Fund Claims, Preferential Treatment enquiries etc. and in case of latter portion, furnish the information immediately without delay.
20. He will arrange of the service of the notice, summons and execution of warrants etc. and will attend to all the legal proceedings in the suit filed for ejectment etc.
21. He will render all possible assistance to various agencies under instructions of the Supervisor, labouring for promoting healthier and cleaner living.
22. He will check unhealthy and undesirable activities in the chawls and make efforts to maintain peach and tranquility of the chawl. He will immediately bring any unusual occurrences to the notice of the Supervisor which cover the following and take necessary instructions from the Supervisor in the matter.

    a) Any meeting by day or night.

b) Riot, disturbance or fire.
c) Family feuds or quarrels.
d) Assaults, intimation, violents acts, immoral acts, etc.
e) Robbery of theft.
f) Nefarious trades.
g) Gambling.
h) Illicit distillation of liquor.
i) Any scene of strike of stoppage of work.
j) Persons of questionable characters causing harassment, intimation, disturbance.
k) Accidents, suicides, injuries by assaulting etc.

23. He will take yearly census of every tenement within 3 months from January to March as 5 tenants a day.

Duties of Nuisance Detectors

1. The Nuisance Detector, on being appointed, must make himself thoroughly acquainted with the Section or Sections to which he is posted.
2. After attending morning muster he shall go round his section or sections systematically paying attention to places where people usually commit nuisance.
3. He shall maintain a field book in which all cases caught by him shall be entered from which a monthly statement of cases shall be prepared and submitted to Ward Supervisor.
4. He shall keep with the Sanad granted to him by the Commissioner of Public as well as Municipal Authority Card and shall behave very politely towards the members of the public.
5. If in the course of the execution of his duties he finds any opposition from any section of the public he should immediately apprise his Superviosr and to the nearest Police Station of the fact with a view to obtain timely help.
6. He is expected to make as many cases as he can his average number of cases under the Police Act (Section 115).

7. Each Nuisance Detector is expected to visit the Police Station to which he is attached at regular intervals to find out if any of his warrants are awaiting execution so as to give no cause for the Superintendent of Police of the Division for complaints.
8. He shall be in touch with the Police Station to which he is attached and shall attend the Courts of the Hon'ble Magistrate whenever required.
9. He shall also detect as many cases as he can under Section 372(e) of the Mumbai Municipal Corporation Act,1888.
10. He has to work as per the directions of his supervisors in respect of timing and duties and duty spot for watch duty for making cases.
11. He has to carry out any specific job assigned to him by Supervisor as per the timings fixed by him and nature of work decided by him.

Duties of Depot Attendant

1. He should be punctual in attendance.
2. He is incharge of Depot. He should see that the Depot filler, working under him, properly carries out his duties and keeps the Depot clean.
3. He should maintain trip register for vehicles coming for unloading at the depot and give proper endorsement on logsheet of Cesspool/ Refuse/Silt/Debris Lorry as to the timings and load etc. and time of arrival and departure.
4. He should check whether the lorries coming for unloading at Depot are properly filled in and in case of irregularity submit the report to the Ward Supervisor concerned.
5. He should see that the Depot is not utilized for any other purposes or for storing any odd articles etc.

Duties of Scavenging Mukadam

1. The Mukadam will approach the Supervisor and the Junior Overseer of the Section so as to get himself acquainted with his duties. The Overseer must show him the boundaries of the Section or Sub-section he is appointed to.
2. He shall call out daily musters at the appointed place and at scheduled times in the presence of the Section Overseer of the staff under him and mark the same correctly. The absentees should be got inked out immediately after mustering time.
3. He shall see that the staff working under him commences the work punctually and does the same for full time.
4. He will be responsible for the full time attendance and work of the labour staff working under him.
5. He shall move in the Section as per programme given to him and supervise the work of the staff under him. He should be in a position to say as to which worker is working at what place.
6. He shall inform his Supervisor daily any neglect of duly or disobedience on the part of his staff noticed by him.
7. He shall see that all the public roads, passages, house gullies are thoroughly swept in the morning and afternoon and refuse carried at the appointed place for removal.
8. He shall be responsible for the cleansing and disinfecting of all the defeated spots on public roads in his Section. He shall be responsible for the cleansing of Dust-bin-shed sites.
9. In case of injury to the staff while on work he shall immediately take steps to provide necessary medical aid to the injured and report to the Overseer.
10. He will see that he himself and his staff wear uniform supplied to them, while on duty.
11. He shall remain present at the pay table on pay day to identify the labour staff working under him.
12. He shall see that the labour staff working under him is adequately and properly equipped with materials required to discharge the duties and shall see that the materials so supplied are properly used by the labour staff while on work.

13. He will replace the person in respect of casual absentee.
14. He will replace the person by engaging recruit in case of abrupt absence after utilizing entire staff (Casual Leave Reserve etc.) and in case recruit not necessary should mark NDR.

Duties of Motor Loader and Mukadam

1. A Mukadam or Assistant Mukadam should get instructions from Motor Loading Oversees about his duties in general, the route that is to be taken and the order in which the places for the removal of refuse to be visited.
2. He shall call out the muster of staff at the scheduled timings and mark the same correctly. He shall also get the absentees inked out immediately after grace time and approach Overseer for daily recruits in place of unauthorized absentees, and see that the staff present on lorry is as per approved working strength.
3. He should see that the work of loading the refuse in the lorry starts without delay and the Loaders do not idle and work full time.
4. He is to see that the load is thorough well covered before the lorry leaves for unloading the refuse.
5. He will be responsible for the proper loading of the lorry and see that no unnecessary time is taken for the same.
6. As soon as the lorry is ready for dispatch he should correctly mark log-sheet and hand over the same to the Driver of the lorry. He is responsible to see that log-sheet is property filled in at his end.
7. He will on completion of the loading operations at each hault, see that all refuse droppings on or about the stand are thoroughly swept up and that no dust bin shed attended to by him is left without being securedly closed.
8. He is to report to the Overseer any defect he may have observed in respect to the cover or about undue timings taken by Driver in between two trips or any misbehavious of his staff or Driver. He has to report in writing giving reasons about short trips, if any.
9. He will see that he himself and the staff under him wear uniform while on duty.
10. He shall remain present at the pay table or pay day to identify the labour staff working under him.

11. He shall see that labour staff working under him is adequately and properly equipped with the material required to discharge the duties and shall see that the materials so supplied is properly used by the labour staff while on work.
12. He should see that the loading operations are properly carried out and endorse the logsheet in respect of defaults on the part of staff such as fictitious loading, absence of any Motor Loader for any oeriod during working hours, sorting of refuse by loaders or attendants.
13. He should report the defects noticed in respect of Dust bins, sheds etc. such as torned sheets, miising of door, breakages etc.
14. He will accompany the vehicle when goes for unloading and see that the same is returned back without waste of time and get properly loaded.