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 – III

Information about supervision and responsibility with taking decision through proper channel

(Revised up to 31.03.2015)

Solid Waste Management work in wards is under Asst. Engg. (SWM), Asstt. Commissioner of ward is responsible for daily solid waste management work & other all types of administrative work in ward office. Asstt. Eng. complete daily works such as cleaning,collection of waste & transportation of waste from wards under control of ward Asstt. Commissioner.

Asstt. Engineer's are acccountable to Ex.Engr.(Zone) for Technical Assistance & Ex.Eng(zone)'s are accountable to Dy.ChE(SWM)operation. Dy.ChE(SWM) operation reports to ChE(SWM) regarding Technical needs, machinaries & equipments supplied to ward offices. Dy.ChE(SWM) project is responsible for planning and implementation regd. Disposal of Solid Waste at Dumping ground.

Asstt. Head Supervisor & Supervisor and Jr. overseers under ward Assistant Engineer assist them in wards for daily supervision & execution in ward.

Administrative Officer's assists in administrative work such as labourer's service record, their payment, payment of contractor's bills & Budget Record, etc.

Ex. Eng. Transport City/ East Sub./West Sub are under control of Dy. Cheif Engg. (SWM) Transport. Ex. Engr. (Tr.) Not only providing vehicle for collection of transportation of waste in solid waste management Department but also to provide vehicles services to octroi Department, Hospitals, Licence, Security & Disaster Management. To maintain fleet of vehicle & provide services there are various Assistant Engineers under control of Ex. Engineer. Sub Engineer's & Jr. Engineer's are under control of Asst. Engineer's & they are responsible for their respective garages . In garages vehicles are maintained in good condition & services are provided in threee shifts. Administrative Officer, Head Clerk, Clerks assist Ex.Engineer in daily administrative work, like Labour/senvor Employee's payment, service record.

The work regarding invitation of tenders for providing essential machinaries & equipments to ward office is handled through DyChE(SWM) planning office. Zonal Ex.Engr.(SWM)'s are responsible for collection Transportation of waste in transfer stations under their zone. In Mumbai city, there are 4 transfer stations.

Ex. Engg. (SWM) Project are responsible for management of process of disposal of daily waste . There is 3 Dumping grounds in suburbs. Administrative Officer, Head Clerks & Clerks assist in all Office Work, Establishment & Administrative Work.

For management of solid waste in all over Mumbai city Cheif Engg.(SWM) is responsible. He implements measures for providing Technical assistance suitable for disposal of solid waste in 24 Ward Offices & 3 Dumping Grounds in Mumbai area. He is also responsible for implementation of necessary measures for disposal of bio-medical waste. For this award of suitable contract for provision of machinary & equipments for collection, transportation & disposal is responsibility of Cheif Engg.(SWM). In this future projects like disposal of waste, through scientific process is included. Head Supervisor & Asstt. Head Supervisors assist him in appointment of Employees required for all types of conservancy work. Ex.Eng.(SWM) Personal/ Administrative Officer, Sr.Steno & other employees assists him in administrative work. Cheif Engg.(SWM) has power to sanction proposals upto 2 Lakhs.

Cheif Engg.(SWM) is responsible to DMC(SWM) /AMC(City) /Municipal Commissioner. In addition to this he has to keep contact with chief labour officer, Cheif Personnel Officer. DMC(G.A.) & other Departmental Heads & have to attend meetings with Hon. Mayor, Dy.Mayor, Municipal Commissioner, Add. Mun. Commissioners & DMC's.