

MANUAL – 3

3.1 POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

As per Hon'ble M.C's approval MGC/F/9437 dtd.09.09.2009

<u>DESIGNATION:</u> General Manager		
<u>POWERS</u>	Administrative	<p>Apart from staff in the category of clerks, inspectors, peons, he can make appointments upto the grade scale of Sr. Veterinary Officer, subject to the sanction by Municipal Commissioner.</p> <p>To sanction all types of leaves of the staff working under him. Subject to the circulars issued by Municipal Commissioner, to sanction casual leaves (subject to the stipulated limit) of the staff working under him, to allot residential quarters in concessional rent for the employees who are eligible for free residential quarters.</p>
	Financial	<p><u>Provident Fund</u></p> <ul style="list-style-type: none"> - To grant permission for renewal of non-contributory P.F. (P.F.Rule 18) - To sanction advance against P.F. (P.P.F. Rule No.24A, 25A) - To sanction for refund of Municipal Corporation's contribution in ordinary cases and to recover the Municipal demands (Rule 33) - To sanction Special Municipal Contribution (Rule 21).
		<ul style="list-style-type: none"> - Approval of the legal heirs of the deceased employees whose salary remained unpaid and sanction the payment to them with consent of Chief Accountant, after submitting necessary heirship, death certificates. - Sanction periodical increments. - Give permission for crossing efficiency bar. - Charge penalties to the employees terminate them, suspend or dismiss them subject to the provisions of Municipal Corporation Act, Part 83.
		- To renew railway season tickets.
		- To sanction overtime allowance of not more than one month's salary, subject to the provisions of Industrial Act and Minimum Wages Act.
		- To sanction pension payment to the lower category employees whose grade pay is less than Rs.7000.00 Pension Payment No. Rule (1) (B) and (7)
		- Deposit Municipal Corporation revenue as per M.C.G.M. Act, Section 112.
		- To sign adjustment bills and reimburse payments.
		- Issue license for the revenue received (received upto Rs.2500.00 as per scheduled charges)
		- Expenditure (except office contingencies, furniture) Rs.5,000.00 each (Note – Powers to reimburse the charges under Factories Act), to give permission for license fees upto Rs.10,000.00
		- To indent stationery as per the schedule from contractors and certify the bills.

		- To purchase material as per schedule (Rs.1000.00 each)
		Give death certificate on production of the evidence.
		Sanction periodical increments.
		Give permission to cross efficiency bar in the wage scale.
		Charge penalty, dismiss, terminate or rusticate – Section 83.
		Sanction overtime allowance not more than one month's salary, subject to the provisions of Factories Act and Minimum Wages Act and post sanction of Chief Accountant.
		Give license for collected revenue. Expenditure received as per scheduled charges (except office contingencies, furniture) Rs.5000.00 each.
		Call for tenders and dispose off the following properties of M.C.G.M.
		To dispose off the discarded material as per instructions in Circular of Chief Accountant, Stores bearing No. CS/129 of 68-69 (CS/150/SRD dtd.1/2/2005) (Accept offer letters upto Rs.10,000.00)
		Movable property Rs.5000.00 at one instance.
		Agree permission or give authority for a period not more than 12 months (Rs.5000.00 at one instance)
		To call for material necessary for Deonar Abattoir and to open the sealed tenders/quotation. Rs.20,00,000.00 limit.
		- If for any matter the purchases are to be made immediately and if the approximate amount of the purchases will be within the powers given to the incharge of the department, they can call for the tenders/quotations in the office of Deonar Abattoir. However, it would be necessary to comply with the guidelines in the Municipal Commissioner's Circular No. MC/6A dtd.15.4.2021.
		Call for sealed tenders for disposing off the miscellaneous material, and to open the same
		To dispose off the unclaimed material.
		Carry out the work within the department.
		1. For Municipal Department
		2. For Private Parties
		- The estimated amount should be as per the reasonable market rate. Scheduled building constructions, drainage work, road constructions and consolidated schedule and rate list etc.
		- Carry out the work for private parties and receive advance amount as per the instructions issued from time to time.
		- To verify the estimated expenditure and get the available funds certified from the Chief Accountant.
		- Get the works done from other private contractors other than the contractors (Rs.5000.00)
<u>BRIEF SCHEDULE OF THE DUTIES</u>		The General Manager is the Chief of administrative as well executive branch. The General Manager carries out his duties as per the powers conferred upon him vide M.C.G.M. Regulations No. 68, as well as powers given by Municipal Commissioner from time to time.
		1. To arrange for slaughtering the animals for providing meat fit for human consumption, for M.C.G.M. Market as well as outside mutton shops.

		2. Get the repairs and maintenance of various machineries done by Asst. Engineer and their employees.
		3. Get the alternate arrangement done immediately in case of failure of animals slaughtering machinery.
		4. To arrange for sending the sample of meat to the laboratory for verifying the quality of the animal meat.
		5. To collect the by-product and glands etc. generated from the slaughtered animals and to dispose them off.
		6. To submit proposals for increasing the service charges offered by the slaughterhouse.
		7. To give permission to the sellers of eatable meat to import cattle, sheep, goats, pigs.
		8. Auction the vacant shops, premises / societies, canteens etc.
		9. To submit proposals for disposing the plots reserved for by-products.
		10. To give permission to take the sheep and goats out of the slaughter house for "Qurbani" on special festivals.
		11. To dispose off the animals seized from the unauthorized dealers.
		12. To appoint employees in different categories and supervisors their duties.
		13. To call for tenders for different works.
		14. To carry out managerial work in the slaughter house as per the rules laid down in the Brihanmumbai Mahanagarपालिका rules and regulations.
		15. To redress the complaints received from license holders, merchants, commission agents, gawal, shop holders, shopkeepers as well as other persons.
		16. To redress the complaints received from employees.
		17. To give speech and guidance regarding different types of consumable meats, to the visitors coming from different places, as well as representatives of local independent bodies, coming to the Deonar Abattoir.
		18. To keep liaison with concerned pharmaceutical companies concerning to the by-products prepared in Deonar Abattoir.
		19. To keep liaison with educational and research centers in the country as well as abroad regarding the administration of Deonar Abattoir.
		20. To give technical guidance to the other Government slaughter houses on their request.
		21. To work on committees appointed by Centre, State and Semi-Government bodies.
		22. To remain present in the Market and Garden Committee meetings.
		23. To carry out the responsibilities of In charge of Deonar Abattoir and to keep control and supervision over the staff working under him.
<u>DESIGNATION</u>	Deputy General Manager (Production)	He will appoint the staff upto the grade scale of Head Slaughter man. He can sanction all kinds of leaves to the staff upto Veterinary Officer and Head Inspector.

	Administrative	
Powers	Financial	- To give permission for renewal of Non-contribution Provident Fund amount (P.F.Rule 18) (Upto the grade scale of Veterinary Officer / Chief Inspector)
		- Sanction advance from P.F. (P.F. Rule No. 24A, 25A) (Upto the grade scale of veterinary officer)
		- To give sanction for refund of M.C.G.M.'s contribution in ordinary matters and to recover the amounts in Municipal claims) (Rule 33)
		- To give sanction for advance against M.C.G.M.'s contribution (Rule 21) (Upto the grade scale of Veterinary Officers)
		- To give sanction to the salary advanced to the deceased employees with the consent of Chief Accountant, after submitting the necessary evidences such as legal heirship certificate, death certificate as required by the Chief Accountant.
		- To sanction periodical increment (In the grade scale of Veterinary Officer and Chief Inspector)
		- To give permission for crossing efficiency bar (In the grade scale of Veterinary Officer and Chief Inspector)
		- To renew the railway season tickets.
		- To sanction pension for the employees of lower cadre whose grade pay is less than Rs.7000.00 Pension Wages No. (Rule (1) (B) and (7) (Upto the grade of Veterinary Officer)
		- Sign adjustment Bills & reimbursement.
		- To collect revenue as per M.C.G.M. Rules Sec. 112.
		- To give heirship certificate to the heirs of deceased employees for the purpose of gratuity etc.
		- To get the clothes, rainy season material etc. from the Chief Accountant (Stores) for the employees as per the rates stipulated from time to time. (Except officer Sadilwar (contingency), furniture) (Rs.500.00 per item)
		- To indent stationery from contractor and certify the bills.
		- To purchase scheduled material (Rs.500.00 per item)
		- To relax the condition of written agreement for purchase of following material.
		Books (Rs.250.00 per item)
		Dead Stock (Furniture) (Rs.250.00 per item at one instance)
		Operates (Rs.500.00 per item at one instance)
<u>LIST OF DUTIES</u>		1) All responsibility relating to the meat production in all the departments (i.e. cattle, sheep, goats, pigs, zatka and jewish)
		2) To keep supervision and control over proper consumable products as per prevailing procedure.
		3) To plan work timings of employees in different departments, to appoint extra employees in different departments in order to complete the meat production on time, or to get the work completed by giving overtime allowance.
		4) To keep control over production of cattle, sheep, goats, pigs in the departments and to store it properly till its

		disposal.
		5) To make arrangements of distribution of consumable meat.
		6) To make arrangements for disposal of the edible offal (Kena) procured from the slaughtered animals in different departments.
		7) To look after the duties of General Manager in his absence.
<u>DESIGNATION</u>	Dy. General Manager (Chief Inspector) Administrative	He will make appointments upto the grade of Head Slaughter man. All the leaves upto the grade of Veterinary Officer and Chief Inspector.
<u>POWERS</u>	Financial	- To give permission for renewal of Non-contribution Provident Fund amount (P.F.Rule 18) (Upto the grade scale of Veterinary Officer / Chief Inspector)
		- Sanction advance from P.F. (P.F. Rule No. 24A, 25A) (Upto the grade scale of veterinary officer)
		To give sanction for refund of M.C.G.M.'s contribution and make recovery of Municipal Claims (Rule 33)
		- To give sanction for Special Municipal Contribution advance (Rule 21) (Upto the grade scale of Veterinary Officers)
		- To give sanction to the salary advanced to the deceased employees with the consent of Chief Accountant, after submitting the necessary evidences such as legal heirship certificate, death certificate as required by the Chief Accountant.
		- To sanction periodical increment (In the grade scale of Veterinary Officer and Chief Inspector)
		- To give permission for crossing efficiency bar (In the grade scale of Veterinary Officer and Chief Inspector)
		- To renew the railway season tickets.
		- To sanction pension for the employees of lower cadre whose grade pay is less than Rs.7000.00 Pension Wages No. (Rule (1) (B) and (7) (Upto the grade of Veterinary Officer)
		- Sign adjustment Bills & reimbursement.
		- To collect revenue as per M.C.G.M. Rules Sec.112.
		- To give heirship certificate to the heirs of deceased employees for the purpose of gratuity etc.
		- To get the clothes, rainy season material etc. from the Chief Accountant (Stores) for the employees as per the rates stipulated from time to time. (Except officer Sadilwar (contingency), furniture) (Rs.500.00 per item)
		- To indent stationery from contractor and certify the bills.
		- To purchase scheduled material (Rs.500.00 per item)
		- To relax the condition of written agreement for purchase of following material.
		Books (Rs.250.00 per item)
		Dead Stock (Furniture) (Rs.250.00 per item at one instance)
		Operates (Rs.500.00 per item at one instance)

<u>LIST OF DUTIES</u>		1) Keep supervision over the inspection of the animals before slaughter and the meat after slaughtering.
		2) To supervise and control the animals entered into the Deonar Abattoir.
		3) To recover entry fee/eatable fee etc.
		4) To dispose off the animals seized/brought for unauthorized slaughter.
		5) To supervise and keep control over the work allotted to slaughter men, head inspector, chief slaughter man, veterinary officers, senior veterinary officers, assistant general manager, from time to time.
		6) To keep control over the head Inspector (Cleanliness), in maintaining cleanliness in the entire Deonar Abattoir Complex.
		7) To supervise and keep control over various tests conducted in quality control laboratory.
		8) To give guidance and information to the visiting Veterinary, Medical, Nursing, Catering students, Local self government students, Government institutions from time to time.
		9) To look after the duties of General Manager in his absence.
<u>DESIGNATION POWERS</u>	Asst. Engineer (Maint.) Administrative	- To sanction leaves subject to the provisions in service Regulations (except pre-retirement leave or leave for giving services at other places) (All the leaves of employees upto the grade of Foreman / Sub-Engineer)
		- To sanction casual leave (subject to the limits prescribed, subject to the circulars issued by Municipal Commissioner, upto the grade of Asst. Foreman working under him).
	Financial	P. F.
		- To give permission for renewal of Non-contribution Provident Fund amount (P.F.Rule 18) (Upto the grade of Head Clerk/Sub Engineer/Asst. Foreman)
		- Sanction advance from P.F. (P.F. Rule No. 24A, 25A) (Upto the grade of Head Clerk/Sub Engineer/Asst. Foreman)
		- To give sanction for refund of Municipal Contribution in ordinary cases and to make recovery of Municipal Claims (Rule 33) (Upto the grade of Asst. Foreman)
		- To give sanction for Special Municipal contribution payment (Rule 21) (sanction for Special Contribution advance (Rule 21)
		- To sanction periodical increment (Head Clerk, Sub Engineer and all the employees working under him.)
		- To renew the railway season tickets.
		- To sanction pension for the employees of lower cadre whose grade is less than Rs.1200.00 Pension Wages No. (Rule (1) (B) and (7) (Upto the grade of Asst. Foreman)
		- Sign adjustment Bills and reimbursement.

		- To collect revenue as per M.C.G.M. Rules Sec. 112.
		- Issue heirship certificates to heirs of deceased employees for gratuity. To indent for clothes, rainy season material etc. from Chief Accountant (Stores) as per the rates prescribed from time to time. Expenditure (except office Sadilwar (contingency), furniture) (Rs.250.00 per item)
		- To indent stationery as per schedule from the contractors and certify its bills.
		- To recover material on un-scheduled material (Rs.250.00 per item)
		- To relax condition of agreement for purchase of following material.
		- Books (Rs.100.00)
		- Dead Stock (Furniture) (Rs.250.00 per item at one instance)
		- To dispose off the property of M.C.G.M. by calling tenders.
		- To dispose off discarded material having negligible value (upto Rs.250.00)
<u>LIST OF DUTIES</u>		<ol style="list-style-type: none"> 1. To supervise over the employees in Mechanical, Electrical, Architectural departments. 2. To supervise over the work of store. 3. To get the new works done departmentally as well as from the approved contractors or from private parties. 4. Co-ordinate between maintenance employees and production employees. 5. To keep supervision over the employees in workshop 6. To keep supervision over the supply of fresh water. 7. To keep supervision over the draftsmen. 8. To arrange for annual inspection of Boiler, electricity apparatus, Lift, pressure vessels, weighing machines as per the provisions in the rules, through Government department. 9. To sanction casual, earned leaves of subordinate employees. 10. To purchase material for routine maintenance. 11. Apart from the above duties, to carry out duties entrusted by any other concerned competent authorities. 12. To get the work planned and done through employees of Mechanical, Electrical Department, from available financial budget.
<u>POWERS</u>	Administrative Officer	Sanction of leave subject to the provisions in Service Condition (except pre-retirement leave or leave availed for carrying out duties at other places) (except accident leave, all leaves of employees upto the grade of Head Clerk and accident leave for only fourth grade employees). Sanction of casual leave (upto the limit of prescribed limit- limits prescribed vide circulars issued by Municipal Commissioner).
	Financial	Provident Fund.
		- To give permission for renewal of Non-contribution Provident Fund amount (P.F.Rule 18) (Upto the grade of

		Head Clerk/Sub Engineer)
		- Sanction advance from P.F. (P.F. Rule No. 24A, 25A) (Upto the grade of Head Clerk/Sub Engineer)
		- To give sanction for refund of Municipal Contribution in ordinary cases and to make recovery of Municipal claims (Rule 33) (upto the grade of clerk employees/junior engineer)
		- To give sanction to the salary advanced to the deceased employees with the consent of Chief Accountant, after submitting the necessary evidences such as legal heirship certificate, death certificate as required by the Chief Accountant. (Only labour staff)
		- To sanction periodical increment (upto the grade of Head Clerk and other employees)
		- To renew the railway season tickets.
		- To sanction pension for the employees of lower cadre whose grade is less than Rs.1200.00 Pension Wages No. (Rule (1) (B) and (7) (Upto the grade of Clerk/Head Clerk)
		- To sign adjustment bills and allowances
		- To Issue heirship certificates to heirs of deceased employees for gratuity etc.
		- To obtain the clothes, rainy season, material etc. for the employees from Chief Accountant, Stores as per the rates stipulated from time to time.
		- Expenditure (except Sadilwar (contingency) (contingency), furniture) (Rs.250.00 per item)
		- To indent stationery as per schedule from the contractors and certify its bills.
		- To recover material on un-scheduled material (Rs.250.00 per item)
		- To relax condition of agreement for purchase of following material.
		- Books (Rs.100.00)
		- Dead Stock (Furniture) (Rs.250.00 per item at one instance)
		<u>LIST OF DUTIES</u>
		1) Responsible for administrative work in the jurisdiction of the General Manager.
		2) To carry out all the work under the control of General Manager, as per his advice.
		3) To help the General Manager from time to time for disposing off the important matters.
		4) To give advice and guidance to the subordinate employees working under him.
		5) To supervise and control the administrative functions of Accounts Department, correspondence, Establishment

		Department 1 & 2, Time Keeper (T.K.), Expenditure etc. concerning Deonar Abattoir.
		6) To sanction all types of leaves of clerks head clerk and other employees.
		7) To take disciplinary action against the employees.
		8) To receive tenders/quotations received in Deonar Abattoir and if necessary take lead in opening same.

LIST OF DUTIES**ASST. GENERAL MANAGER**

1.	To give permission to the shopkeepers outside Mumbai to take the sheep and goats out of Mumbai on Salesette Diary
2.	To give permission to the citizens of Mumbai to take sheep, goats within the boundaries of Mumbai, for religious purpose.
3.	To Supervise over the work in different slaughter houses, Market, Sanitary Department within Deonar Abattoir, to redress the problems of license holders and the public.
4.	To dispose off the meat of seized animals.
5.	To look after the duties of Dy. General Manager (Production) / (Chief Inspector) in their absence.

SENIOR VETERINARY OFFICER

1.	Antemortem examination of animals.
2.	To make arrangement of water for the animals.
3.	To keep record of the incoming and rejected animals.
4.	Examine the animals seized by the Government Veterinary doctors.
5.	Properly dispose off the seized animals and the meat.

Safety Officer

1.	Identify and assess hazards, risks and control measures for a Deonar Abattoir
2.	Control Ongoing review of operations and processes to identify potential hazardous, risks and control measures.
3.	Supervise the operation of any potential hazards in the workplace.
4.	Provide Office Safety training .
5.	Properly dispose off the seized animals and the meat.

SLAUGHTERING DEPARTMENT

1.	To appoint the slaughterman at the place of work with the help of Head Slaughterman.
2.	Maintain proper pace of production.
3.	Make arrangements of slaughtering for export and issue certificate.
4.	To supervise the pre-slaughtering and post-slaughtering examinations conducted by the veterinary officer.
5.	Maintain various registers.
6.	To indent essential material from stores.
7.	To keep records of blood, skin, floor sweeping.
8.	Conduct preliminary enquiries in respect of work avoiding employees.
9.	To send reports to seniors.

REGIONAL LABOUR & WELFARE OFFICER

1.	To verify the claims of priority category prepared by the wage clerks and forward the same to Chief Labour Officer for sanction.
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2.	To redress the complaints etc. received from the labour unions in Deonar Abattoirs.
3.	To conduct complaints redressal meeting and submits its reports.
4.	To give legal advice to General Manager regarding the employees problems etc.
5.	To carry out the duties allotted by the General Manager from time to time and submit its report.

VETERINARY OFFICER

1.	To conduct pre-slaughter examination of the animals and post-slaughter examination of the meat as well as by-products, and also keep the records in the context.
2.	To maintain registers of different departments.
3.	To prepare reports as per the orders of Senior Veterinary Officer.
4.	To control and supervise the work of slaughtermen.
5.	To supervise the work of distribution of meat and by-products.

SUB-ENGINEER (STORES)

1.	To purchase from the Imprest Cash, the non-scheduled material from local market.
2.	To take advance from Head Clerk (Accounts) from _____ fund for purchases, to submit certified bills for keeping account of the advanced amount.
3.	To submit the indent letters to Central Stores and approved contractors.
4.	To keep accounts of material received and disbursed.
5.	To keep record of details/inventory and price of various items in the stores.
6.	To certify the bills of private/scheduled suppliers and the statements of Central Stores.
7.	To make arrangements for receiving material from Central Stores.
8.	To make arrangement for getting the Boiler examined by the Boiler Inspector, Government of Maharashtra.

SUB-ENGINEER (CIVIL)

1.	To take attendance of the workers, distribute work and receive material from stores.
2.	To maintain the items in Deonar Abattoir and attend the work relating to architecture.
3.	To take afternoon attendance of the workers.
4.	To supervise and control the work in the department.
5.	To guide the workers for carrying out the duties properly.
6.	To take note of the complaints, get them done by the workers, follow them up, to review the complaints and answer them.
7.	To get the gutters, open gutters, tanks cleaned, get the plumbing work done and supervise the work.
8.	To obey the orders of General Manager and Asst. Engineer.
9.	To maintain all the items and make provisions for ensuring year.
10.	To prepare maps and sketches of all the work, to get them verified by the Executive Engineer (Special) Zone 5, to get separate sanction from Dy. Commissioner (Zone 5) or to submit it to the Ward Committee.
11.	To keep records of liabilities, meet City Engineer and to visit the other internal departments and discuss about the work.
12.	To remain present for the meetings of Ward Committee.
13.	To give work orders to the civil contractors, to get the work done from them properly and keep its proper records.

MEDICAL OFFICER	
	<p>To examine the patients coming to the dispensary, to send those patients to the dispensary if further examinations are required. To check and treat the patients with first aid, who are injured during the work. Thereafter send them to the dispensary for further treatment if necessary. Send the patients of heart decease, blood pressure, diabetes, T.B. H.I.V. to the dispensary for further treatment. To send the patients having skin diseases to dispensary if necessary after examination. Guide the patients to keep themselves safe from the diseases like malaria, dengue, leptosporosis. To send the suspected patients to the dispensary for further examination and treatment. To look after the administration of the dispensary and endeavour to keep the complex of the dispensary clean. To give anti-titanus, vaccination etc. for the patients coming to the dispensary (those who suffer injuries due to accidents, burns, injured due to knives etc.) To send all the workers to the dispensary for their regular health check up, blood tests etc. after every three, six months.</p> <p>To provide medical services at the time of Bakri-Idd festival every year.</p>

PHARMACIST	
	To place indent by indent letter to the scheduled contractor for providing medicines and other material required for dispensary.
	Make entries of the medicines received in the record, to keep its account, to keep track of expiry dates of the medicines and keep separate register for the purpose.
	To give medicines to the patients as per the prescription of Medical Officer, to explain its doses and keep records in a separate register for the medicines (costly medicines) given to them.
	To get the Spirit License and S.S.P.II required for the dispensary renewed from time to time.
	To prepare liquid medicines, ointments etc. required for the dispensary.
	To make entries of the items, furniture etc. of the dispensary in Dead Stock Register.
	To work in the Medical Aid Centre, First Aid Centre opened during Bakri-Idd. To keep proper register for the same and to attend other administrative work.

DRESSER	
	To clean the wounds and provide dressing for the patients coming in the dispensary. To keep record of patients visiting the dispensary. Keep separate record of patients who are provided with dressing and to attend other incidental work.

HEAD CLERK ESTABLISHMENT 1 & 2	
1.	To supervise and control the work of subordinates such as clerks, peons and distribute the work properly.
2.	To submit various proposals, Employee's promotions etc.
3.	To examine the proposals received in respect of benefits to retired/deceased employees such as P.F., Gratuity, Pension etc.
4.	To examine proposals received for employment to the children of deceased employees on preferential rights, to check school certificates.
5.	To answer accounts remarks.
6.	To work as supervisor over the cash counter during Bakri-Idd.
7.	To provide information called for by Dy. Commissioner/Commissioner and other departments.
8.	To verify the leave record of employees, to check the claims for leave

	encashments.
9.	To take 55 years service continuity of the employees. Get the confidential reports filled up.
10.	To calculate income tax and supervise the work of preparation of Forms No. 18, 24.

HEAD CLERK – ACCOUNTS

1.	To keep supervision over consolidation work of revenue received in Abattoir on daily basis and to deposit the amount in Municipal Corporation's treasury.
2.	To maintain the registers concerned with Accounts Department.
3.	To maintain advance amounts of Rs.60,000.00
4.	To supervise the work of slaughter fees recovery clerks.
5.	To maintain rent register, allotment of rooms and to attend related work.
6.	To get the records audited.
7.	To attend correspondence regarding export licenses.
8.	Rent recovery of sub-plot.
9.	Budget of Revenue Income
10.	Auctions regarding list of charge and submit proposals in that regard.
11.	Recovery of deposits and refund.
12.	To maintain the records of revenue receipt books an the related registers.
13.	To submit periodical reports.
15.	Additional work during the period of Bakri-Idd.
15.	Other work related to Accounts Department.

HEAD CLERK- EXPENDITURE

1.	To submit budgetary and other proposals.
2.	To prepare work-wise reports. To prepare statistical reports.
3.	To call for different contracts proposals / tenders / quotations and to publish advertisements through Newspaper Liaison Officer.
4.	To prepare all types of bills.
5.	To close the accounts.
6.	To take action regarding Audit Notes.
7.	To open tenders/quotations and prepare comparative statements.
8.	To get the indent letters sanctioned for purchase of stationery from Printing Press/Outside.
9.	Work relating to the canteen/different annual maintenance work.

HEAD CLERK- DISPATCH

1.	To make note of all the papers received from M.C.G.M. Head Office, Dy. Commissioner (Zone 5) and from other departments and send the same to Inward Clerk for inward.
2.	To supervise the work of Inward-Outward clerk.
3.	To maintain all the works related to Right to Information Act,2005
4.	To maintain the record of flow no. of Sheep/Goat and buffalos
5.	To prepare the contract files of Manure
6.	To keep control over all the correspondence regarding Bakri-Idd.
7.	To prepare the circular of nonslaughter day

CLERK EMPLOYEE STAFF

1.	Establishment Department : To prepare salaries, certify leaves, take entries in service records, wage registers, to prepare reports, to prepare Income Tax Statements, attend to work relating to scholarship, to prepare supplementary
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	statements of slaughterman on daily wages and give advance, to attend to the work on Bakri-Idd. To prepare final claims of all the employees. To prepare statements relating to pension wages, family pension, encashment of balance leave, supplementary statement of conveyance allowance, to attend all incidental work required to be done.
2.	Accounts Department: To collect revenue of all kinds and prepare receipts. To tally the revenue accounts received from other departments and deposit the same in concerned Accounts Department, to keep all types of incidental registers and submit the report, to prepare bills and keep control over recovery, to make allotment of service residential quarters and keep control over recoveries. To maintain waiting list for service residential quarters, allot rooms, take legal action against the rooms for which complaints are received, to make payments of different bills, to keep record of bills and submit the same to Accounts Department, to bring recovery books, distribute, to keep accounts and to submit the same to auditors. To prepare monthly / yearly report, to attend the work on Bakri-Idd. Schedule of duties of clerks, stenographers and head clerks working on correspondence department.
3. Correspondence	
	To deliver all the papers received in Inward-Outward office to the departments, to send internal correspondence, to send papers by post, issue all types of office circulars, formats regarding quotation, notices, advertisements, to make correspondence regarding licenses, P. L. No. to issue quota (bullocks, buffaloes) etc. make all the correspondence for Bakri-Idd.

4. Expenditure	
	To refund Earnest money deposit/Security deposit. To pay Light Bills, Water Bills, Telephone Bills, Non Agriculture Tax. To open the quotations/tenders of various contracts. To prepare all type of stationary from local market & from municipal printing press & To distribute on the department as per requirement.

STENOGRAPHER	
	Stenographer and typing work in Marathi and English on computer. As a Personal Assistant for General Manager, Deonar Abattoir.

PEON	
	Carrying out dispatch work of Inward and Outward Papers Dispatch work of Internal Office Papers Filing of Office Documents Xeroxing of Office Documents To help the Cash Counter clerk for counting the cash Arrangement of Office Meeting Follow all the instructions of seniors
HEAD INSPECTOR	
	He is the incharge of Livestock Department, Distribution and Sanitation departments.
Duties :	
	To supervise the work of Inspector, Dawan Assistant, Peons, Mukadam, Workers to check the additional work allowances of the employees. To check the account of revenue collected by the employees posted for alternative arrangement, and to deposit the same in the office. To hear the complaints from license holders, pubic and redress the same, take action regarding arrears of M.C.G.M. to take action against the defaulters and report to the senior

	officers. To submit Mandi Report. To make correspondence/discussions with senior officers. Pay special attention in the work relating to Bakri-Idd. To verify the balance animals, sheep, goats, pigs.
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INSPECTOR

	Sanitation: To receive the material required for sanitation form the stores of Deonar Abattoir, make proper entries and hand it over to the Mukadam / Worker, to supervise the sanitation work of Mukadam / Workers.
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INSPECTOR

	Delivery: To issue gate passes to the authorized person for carrying meat, dead animals, sheep, goat, pigs, animals etc. out of the abattoir as per the office orders, make arrangements for meat vans.
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INSPECTOR

	Livestock: To collect charges from the commission agents of sheep, goats, cattle and pigs, as well as from merchants, dawanwale, gawal, helkari, shopkeepers etc. and keep its record. To prepare agreements for their servants. To recover license fees from Salset Diary holders, to recover servants Nokarnama charges from the servants and keep its record. To unrecover entry fee for incoming sheep/goats, pigs etc. to tally the remaining sheep, goats, cattle, pigs and to recover cattle-shed-charges. To recover fees of slaughtered pigs and dead pigs in the pigs department. To recover charges on outgoing sheep, goat, cattle, pig, to get the vehicles cleaned. To make monthly recoveries from the professional concerned with charges recovery, to collect monthly rent for their units. To collect receipts of religious passes, fertilizer vehicles, recover charges for powder/grass, green grass bags. To recover M.C.G.M. revenue as per the orders of the senior officers given from time to time. To keep record of all type of above revenue and deposit the same in revenue office. To supervise the work of Dawan Assistant, Peons, Mukadams, workers etc. To take action against the defaulters in arrears of M.C.G.M. revenue, to get required books required for M.C.G.M. revenue and keep accounts after due verification.
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ASST. FOREMAN

1.	To get the work done from the workers on various spots.
2.	Get the regular repairs work done on Thursday.
3.	Get the other maintenance work and the work related to Bakri-Idd, done from the workers.

FIRST GRADE FITTER

1.	Get the weekly repairs work done from the juniors.
2.	Get the disorders occurring during the work, immediately repaired.
3.	Get the other work related to maintenance done.

PUMP HOUSE OPEARTOR

1.	To attend the work of getting the water flow in the Pumping House, closing the valve lid, keep its record.
2.	To ensure proper water supply in various slaughtering departments as per their need.
3.	To attend the emergency repairs work for pump.

WELDERS & GAS CUTTERS

1.	To attend general repairs work.
2.	Gas cutting, welding work.

MACHINE OPERATOR

1.	To do all the work relating to machine shaft and lathe machine.
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SECOND GRADE FITTER	
1.	To attend all the repairing work entrusted by Asst.forman and also attend weekly maintenance work.

ASSISTANT	
1.	To help the pump house operator in his routine work.
2.	To run and close boring pump in Mandi Department as per necessity.
3.	To help welders in their repairs work and in maintenance work of Slaughtering Department.

DAWAN ASSISTANT	
1.	To admit the animals coming to Deonar Abattoir (sheep, goat/cattle) by counting as per entries in the receipt, by charging entrance fee.
2.	The unsold animals on the day of Mandi are sent to jungle on the subsequent day. To take a note of it and take them in by recounting.
3.	To go along with Dawan Inspectors and count balance animals of Dawani.

STOREKEEPER	
1.	To supervise over all the material coming in Deonar Abattoir, keep its records and provide necessary material to the other Departments.

RECORDS ASSISTANT	
1.	Take note of cattle, sheep and goat in Katak Number, prepare receipts, to recover revenue, tally the accounts and deposit the same in concerned accounts department, to keep records of receipt books. To submit the exhausted books in accounts department of the office for inspection/audit. To deposit attendance cards of the employees.

Electrician	
1.	Electrician has wireman and Assistant Grade Two, to help him. Since he is incharge, he is responsible to get the work from them. He will carry out important complicated work, will look after maintenance of electrical installations, electric settings, major repairs, motors and will ensure that the electrical apparatuses in the slaughter department will run smoothly with minimum interruptions and if the interruptions occur, to resolve them immediately.

WIREMAN	
1.	When the wireman work with electricians, they have to share the work of electricians and on other occasions, they have to independently attend the work of lights, fans etc. They will look after the road lights, motors, meter controls etc. as well as maintenance in slaughter department, repairs resolve breakdowns and keep vigil.

HELPER	
1.	To help the electrician, wireman during their work, to switch on all the lights, to switch off all the lights in the morning, to take complaints at Power House and to deliver them to the seniors, to keep vigil on panels.

CHIEF SLAUGHTERMAN	
1.	To supervise the work of Slaughterman Grade One/Slaughterman Grade Two.
2.	To extend administrative assistance to the Senior Veterinary Officers in getting the slaughtering work carried out.

SLAUGHTERMAN GRADE TWO	
1.	To slaughter the animals received for slaughtering, to skin them, or to work at

	the place they are appointed.
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SLAUGHTERMAN GRADE ONE	
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1.	To post slaughterman grade two on different places in consultation with Senior Veterinary Officer, Chief Slaughterman.
2.	To Supervise the work of slaughterman grade two and to extend help in the work.

WORKER	
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1.	Carry out cleaning work daily/keep cleanliness in the slaughterhouse, wash the premises, to undertake cleaning in the complex of slaughterhouse and the surroundings.
2.	To clean open gutters and canals carrying drainage.

MUKADAM	
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1.	To take attendance of the workers and supervise over their work.
2.	To submit report of work carried out by the workers to the Head Inspector / Inspector.