

प्रकरण - 3

पुस्तिका -2

अधिकारी व कर्मचारी वर्गाचे अधिकार व कर्तव्ये

पदनाम : उप जल अभियंता (पूर्व उपनगरे)		
अ) प्रशासकीय अधिकार		
१.	भरती	निरंक
२.	नेमणूक	प्रमुख कामगार अधिकारी यांनी नियुक्त केलेल्या कामगार प्रवर्गातील कर्मचारी
३.	पदोन्नती	कामगार प्रवर्गातील कर्मचारी (वेगवेगळ्या परिपत्रकां सापेक्ष)
४.	वेतनवाढ	सहाय्यक अभियंता पदांपर्यन्त
५.	अतिकालिक भत्ता	त्रैमासिक ५० तासांपर्यंत
६.	नैमित्तिक रजा मंजूरी	कार्यकारी अभियंता पदांपर्यन्त
७.	नैमित्तिक रजेव्यतिरिक्त रजेची मंजूरी	सहाय्यक अभियंत्यांपर्यंत
ब) आर्थिक अधिकार		
१.	अग्रधन रकमेतून खरेदी करण्यासाठी	रु.२५,०००/-
२.	दरपत्रिका मागविण्यासाठी प्रशासकीय संमती	रु.५०,०००/-
३.	निविदा मागविण्यासाठी प्रशासकीय परवानगी	रु.२५,००,०००/-
४.	निविदा मागवून खरेदी करण्यासाठी	
५.	कामे कार्यान्वीत करून घेण्यासाठी	रु. १,००,०००/-
६.	(पी डब्लू सी)कंत्राटदाराकडून कामे करून घेण्यासाठी	रु.१,०००/-
७.	टाकाऊ व दुरुस्त न करता येणारया वस्तू काढून टाकण्यासाठी	रु.१,०००/-

क)	जलजोडणी देण्यासाठी	परिपत्रक १)अ.(जलमापके) महसूल/२४४३/दि.१.१.२००२. २) क्र. जअ/१५/परि/मुलि(सा) दि.२९/१०/०५ अन्वये करण्यात येते. मार्गदर्शक तक्ता सोबत जोडला आहे.(परंतु प्रशासनाकडून वेळोवेळी प्राप्त होणा-या बदलासापेक्ष) ३) क्र. जअ/०६/परिपत्रक दि.६/११/२०१०. ४) क्र. जअ/१७/परिपत्रक दि.९/१२/२०१३. ५) मानवतीवादी जलजोडणीकरिता जल अभियंता यांना अधिकार देण्यात आलेले

		आहेत.
कर्तव्ये	१.पूर्व उपनगरातील क्षेत्रनिहाय पाणी पुरवठ्याचे वितरण व जलवाहिनीचे परिरक्षण २.पाण्याची देयके, महसूल व्यवस्थेवर देखरेख करणे. ३.पाणीपुरवठ्यात सुधारणा करण्यासाठी निरनिराळी कामे करणे. ४.विभागातील तसेच इतर प्राधिकरणांबरोबर समन्वय साधणे. ५.आणीबाणीच्या वेळी व योजनाबद्ध कामांच्या वेळी निर्णय घेणे. ६.विविध सभांना हजर राहणे. ७.इतर कार्यालयीन कामकाज	
पदनाम	कार्यकारी अभियंता जलकामे (पूर्व उपनगरे) दक्षिण / उत्तर	
अ) प्रशासकीय अधिकार		
१. २. ३. ४. ५. ६. ७. ८.	भरती नेमणूक पदोन्नती वेतनवाढ अतिकालिक भत्ता नै. रजा मंजूरी नै.रजेव्यतिरिक्त रजेची मंजूरी जलजोडणी मंजूरी	निरंक निरंक निरंक दुय्यम अभियंता पदापर्यंत निरंक सहाय्यक अभियंता पदापर्यंत दुय्यम अभियंता पदापर्यंत मार्गदर्शक तक्ता सोबत जोडला आहे. (परंतु प्रशासनाकडून वेळोवेळी प्राप्त होणा-या बदलासापेक्ष)
ब) आर्थिक अधिकार		
	१. अग्रधन रकमेतून खरेदी करण्यासाठी	रु.५००/-
क)	जलजोडणी देण्यासाठी	परिपत्रक १.का.अ.(जलमापके) महसूल/२४४३/दि.१.१.२००२ २. जअ/१५/परि/मुलि(सा) दि.२९/१०/०५ अन्वये करण्यात येते.
कार्ये -	१. क्षेत्रनिहाय पाणी वितरण व्यवस्थेवर देखरेख करणे २. पाण्याची देयके, महसूल व्यवस्थेवर देखरेख करणे. ३. पाणीपुरवठ्यात सुधारणा करण्यासाठी निरनिराळी कामे करणे. ४. विभागातील तसेच इतर प्राधिकरणांबरोबर समन्वय साधणे. ५. आणीबाणीच्या वेळी तसेच योजनाबद्ध कामांच्या वेळी निर्णय घेणे. ६. विविध सभांना हजर राहणे. ७.इतर कार्यालयीन व दैनंदिन कामकाज	

पदनाम	प्रशासकीय अधिकारी	
<u>आस्थापना</u>	<p>प्रशासकीय</p> <p>१) वेतन वाढ</p> <p>२) नैमित्तिक रजेव्यतिरिक्त रजेची मंजूर</p> <p>३) नैमित्तिक रजा</p> <p>४) i) भविष्य निर्वाह निधी नियमान्वये भविष्य निर्वाह निधी/ अनअंशदायी भविष्य निर्वाह निधी दावे.</p> <p>ii) निवृत्ती वेतन नियमान्वये निवृत्तीवेतन, कुटुंब निवृत्तीवेतन व मृत्यू--निवृत्ती वेतन उपदान.</p> <p>iii) निवृत्ती वेतन उपदान कायदा १९७२ अन्वये उपदान.</p> <p>५) भविष्य निर्वाह निधी आगाऊ रक्कम.</p>	<p>लिपिक च्या वेतनश्रेणीपर्यंत लिपिक वेतनश्रेणीच्या पदापर्यंत रजा अनुज्ञेय असल्यास मंजूर करणे.</p> <p>मुख्य लिपिक, लिपिक व इतर वर्ग यांच्या मर्यादेपर्यंत नैमित्तिक रजा मंजूर करणे.</p> <p>खालील बाबतीत मुख्य लिपिक च्या दर्जाखालील कर्मचा-यांचे दावे मंजूर करण्याचे अधिकार दिले आहेत.</p> <p>i) भविष्य निर्वाह निधी नियमान्वये भविष्य निर्वाह निधी/अनअंशदायी भविष्य निर्वाह निधी दावे.</p> <p>ii) निवृत्ती वेतन नियमान्वये निवृत्ती वेतन, कुटुंब निवृत्ती वेतन व मृत्यू- निवृत्ती वेतन उपदान.</p> <p>iii) निवृत्ती वेतन उपदान कायदा १९७२ अन्वये उपदान.</p> <p>अधिकृतारित्या स्वाक्षरी</p> <p>१) कर्मचा-याचे वेतनपत्रक</p> <p>२) समायोजन बाबतचे वेतनपत्रक</p> <p>३) प्रभाव्य प्रमाणपत्र</p>
आर्थिक	<p>१) आकस्मिक खर्चाचे अधिकार (फर्निचर वगळून)</p> <p>२) खरेदीचा अधिकार (भांडार वस्तू)</p> <p>३) लेखन सामुग्रीच्या वस्तू</p>	<p>टपाल लेखा खर्च आणि शिपाई वर्गाला महिन्याचा / तिमाहीच्या पासाला मंजूरी करण्याकरिता प्राधिकृत</p> <p>अनुसूचीत कंत्राटदाराकडून लेखन सामुग्रीच्या वस्तूंची मागणी करणे व ती प्राप्त करणे व पुरवठा केलेल्या वस्तूंची देयके आणि दुरुस्तीच्या देयकांचे अधिदान करणे, विजेची बिले, अनुसूचित लेखन सामुग्रीच्या वस्तू, भांडार नियंत्रकाचा उतारा आणि महापालिका मुद्रणालयाची कोणतीही रक्कम</p>

	४) लेखनसामुग्रीच्या अनअनुसूचीत बाबी आणि इतर आकस्मिक खर्चाच्या बाबी.	प्रमाणित करणे. आर्थिक अधिकारसापेक्ष प्राधिकृत
<u>कार्ये -</u>	प्रशासकीय पातळीवर उप जल अभियंता (पूर्व उपनगरे) कार्यालयातील कार्यालयीन कामकाजावर देखरेख करणे.	

उप जल अभियंता (पूर्व उपनगरे)

MUNICIPAL CORPORATION OF GREATER MUMBAI

(Hydraulic Engineer's Department)

C I R C U L A R

No.HE/15/CIR/HC(Gen) of 29/10/2005

Sub: Delegation of Powers.

In order to have uniform policy, all the staff are requested to note the following:-

Sr. No.	Description	Sanctioning Authority	Remarks
	Sanctioning of water connection unmetered or metered, under section 92, 169		
	A) Connections for domestic purposes, educational institutions such as; school, colleges, etc. and building for residential users		
	15 mm. \emptyset	A.E.	Water connection u/s.169
	20 mm \emptyset	E.E.	
	25 mm \emptyset	E.E.	
	32 mm \emptyset	E.E.	
	40 mm \emptyset	Dy.H.E.	
	50 mm \emptyset	Dy. H.E.	
	Above 50 mm \emptyset	H. E.	
	B) Connection for construction purpose on the basis of recovery of extra water charges		
	15 m \emptyset	A.E.	
	20 mm \emptyset	E.E.	
	25 mm \emptyset max.	Dy. H.E.	
	C) Stand pipe water connections for slum up to 50 mm \emptyset	Dy. H.E.	

	Above 50 mm \varnothing	H. E.	
	D) Trade, factories, industrial estates, petrol station, bakeries, stable, dispensaries, etc. including trades in unauthorized structures which are tolerated		
	15 mm \varnothing	E.E.	
	20 mm \varnothing	Dy. H.E.	
	25 mm \varnothing to 80 mm \varnothing	H. E.	
	Above 80 mm \varnothing	D.M.C.(SE)	
	E) Restaurants, eating houses, tea shops, hotels, boarding & lodging houses, hospitals, maternity homes, nurses quarters, etc, cinema theatres, auditorium, halls, etc.		
	15 mm \varnothing	E.E.	
	20 mm \varnothing	Dy. H.E.	
	25 mm \varnothing to 80 mm \varnothing	H. E.	
	Above 80 mm \varnothing	D.M.C.(S.E.)	
	F) Air conditioning	D.M.C.(S.E.) M.C.	
II	Connection u/s 288		
	For domestic purpose	H. E.	
	For industrial use	D.M.C.(S.E.) M.C.	
III	Sanctioning of consumers pipes & fittings for down take distribution & loop for buildings.		
	1) For connection size 15 mm \varnothing and bldg upto 4 th floor.	A. E.	
	2) For connection size 20 mm \varnothing and premises upto Ground + 7 upper floors or the premises having height not more than 24.40 mtrs. (80 ft.) and not having Hydro-pneumatic system.	E. E.	

	3) Capacities & location of underground suction tank with pumping arrangement	E. E.	
	4) All the multistoried buildings beyond Gr. + 7 upper floors / 24.40 mtrs. height and for the premises / bldg with fire fighting arrangement.	E.E.W.W.(P&R)	
	5) [a] Premises having hydro pneumatic system. [b] Premises requiring C.F.Os. NOC	E.E.W.W.(P&R)	
	6) Sanctioning of booster pump	H. E.	
IV	Certification of pipes & fittings		
	1) 15 mm \varnothing & 20 mm connection & consumer's pipes & fitting and premises upto Gr. + 4 th upper floor.	S. E.	
	2) 25 mm \varnothing to 40 mm \varnothing and premises Gr. + 4 upper floors	A. E.	
	3) 50 mm \varnothing and above connection & fittings in multistoried buildings beyond Gr. + 4 upper floors upto Gr. + 7 floors	E. E.	
	4) All the multistoried buildings beyond Gr. + 7 upper floors / 24.40 mtrs. height and for the premises / buildings with fire fighting arrangement.	Dy. H.E. (P&C)	
	5) [a] Premises having hydro pneumatic system [b] Premises requiring CFO's NOC		
	6) Certification of internal water main	EEWW (P&R) & Zonal EE WW	
V	Sanction to issue notice under : 1) Section 265 2) Section 271(2) working the pump adequately & enforcing connection in Buildings where there is existing no	H. E. D.M.C.(S.E.)	

	connection 3) Section 279(i), 279(1) and 276(1) 4) Section 275(1)/278(2) 5) Authority under section 499 6) Bldg. completion certificate, adequate supply under section 270A	A.E. A.E. DMC through A.E. A.E.	
VI	Court Cases		
	1) To prosecute under section 275(1) & 275(2) 2) To prosecute under section 271(2) and 274(1) 3) To take repeat action under section 472	A.E. A.E. A.E.	
IX	Extra charges	A.E.	
	1) Framing extra water charges	A.E.	
	2) Exemption from payment of extra water charges in cases where other than Municipal water is to be used.	E.E.	
	3) Laying of compounded charges Rs.5000/- for not obtaining prior permission for the use of well water or tanker water.	E.E.	
X	General		
	1) Waiving of Suction Tank and pumping arrangement	H.E.	
	2) Reduction or increase in overhead & suction tank storages.	E.E.	
	3) Replies to solicitors etc. regarding pending cases of notices in case of sale of properties.	E.E.	
	4) Perusal of Court proceeding sheet	A.E.	
	5) Condoning action on the unauthorized notices, if the work is	E.E.	

	done.		
	6) Regularization of unauthorized works	H.E.	
	7) Show cause letter to license plumber	Dy.H.E. / H.E.	
	8) Permission for testing pipes & fittings at site	H.E.	
	9) Cutting of connections when meters are out of order	E.E.	
	10) All matters pertaining to policy	H.E. / D.M.C.(S.E.) / M.C.	

Sd/-
H.E.
27-10-2005

697
6/11/10

MUNICIPAL CORPORATION OF GREATER MUMBAI
(Hydraulic Engineer's Department)

CIRCULAR

HE/06/cir.
6/11/10

Sub : Review of policy to remove constrains laid during water crisis last year (2009)

With reference to above subject matter, M.C. vide No. MGC/F/3244 dated 28.10.2010 accorded approval to release the constraints as laid down during the water crisis as on 2009-2010 :-

1. To restore the water connections disconnected during water crisis to the Municipal Gardens as well as Private Gardens and to give regular water supply to the same, as per usual norms.
2. To release water supply of Commercial/Industrial connections, of those which were throttled to 30%.
3. To release the water connections on the construction sites for labour drinking purpose upto 20mm size only to avoid use of same for construction activity in exceptional case it should be put up to DM.C.(S.E.).
4. To process applications for new water connections as it was process prior to restrictions. Connections to be designed at 7 MWC pressure or field pressure whichever is less.
5. To process the applications for humanitarian ground connections if the buildings are with 80% occupancy HE N.O.C. to be obtain if applicable.
6. To restore the water connections whichever cut off Municipal Swimming Pools.
7. Additional & enlargement of water connections on account of getting water less than requirement, to be scrutinized thoroughly and to be sanctioned only by authority one step above as of the competent authority of that enlarge size as per earlier Circular under No. HE/15/CIR/HC(G) Dtd. 29.10.2005 in order to control overuse of water supply.

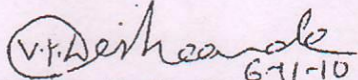


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NPA
HE
EECP/HE

8. H.E. N.O.C. for new development will be rationalized as per Circular No. HE / 27 / Circular dtd. 19.03.2009. A copy of same is attached here with. It basically includes -
- (i) The water supply to all new development having demand more than 2,00,000 liters will be given after completion of Middle Vaitarna Project except for SRA / PAP and redevelopment/ reconstruction scheme related to infrastructure to which water supply will be release at the rate 45 lpcd for redevelopment of rehab portion only and not for separate sale component buildings.
 - (ii) The water supply for the demand less than 2,00,000 liters will be given at the rate of 45 lpcd.
 - (iii) In case of amended plans, the water supply, at norms specified in HE's NOC issued earlier shall be adhered to.

It is to particularly note that M.C.G.M. should not supply water to Private Swimming Pools.

The above Circular is effective from 28.10.2010.


6-11-10
Hydraulic Engineer

Copy to :

Dy.H.E.(P&C)/Dy.H.E.(City)/Dy.H.E.(ES)/Dy.H.E.(WS)/Dy.H.E.(Const.)
Dy.H.E.(Maint)/EEWW(City-N)/EEWW(City-S)/EEWW(WS-N)
/EEWW(WS-S)/EEWW(ES-N)/EEWW(ES-S)/AEWW A Ward/ AEWW B
AEWW C Ward/ AEWW D Ward/ AEWW E Ward/ AEWW F/NWard/
AEWW F/S Ward/ AEWW G/N Ward/ AEWW G/SWard/ AEWW/ H/E
Ward/ AEWW H/W Ward/ AEWW K/E Ward AEWW K/W Ward
AEWW P/N Ward/ AEWW P/S Ward/ AEWW P/S Ward/ AEWW R/N
Ward/ AEWW R/C Ward/ AEWW R/S Ward/ AEWW L Ward/ AEWW
M/E Ward/ AEWW M/W Ward/ AEWW N Ward/ AEWW S Ward AEWW
T Ward/ EEWW(Const.)City/EEWW(Const)ES/EEWW(Cosnt.)WS
EEWW(P&R)/EEWW(HW)ES/EE(Maint)MW

Note : All concerned staff should be notified

MUNICIPAL CORPORATION OF GREATER MUMBAI

Hydraulic Engineer's Department

HE/17/Cir. Dtd. 09/12/2013

CIRCULAR

Subject: - Delegation of Powers regarding Sanctioning water connection in case of slums.

Ref: - AMC/P/14741 Dated 03.12.2013.

As per present Delegation of Powers issued under No. HE/15/CIR/HC(Gen) of 29.10.2005, the sanctioning Authority in case of Stand pipe water connections for slum is as under:

Description	Sanctioning Authority	Remarks
Stand pipe water connections for slum up to 50 mm Dia.	Dy.H.E.	Water connection U/S 92
Stand pipe water connections for slum above 50 mm Dia.	H.E.	Water connection U/S 92


Vide above referred orders the new delegation of Powers in case of Stand pipe water connections for slum as under are issued.

Description	Sanctioning Authority	Remarks
Stand pipe water connections for slum up to 50 mm Dia.	Ward A.E.W.W.	Water connection U/S 92
Stand pipe water connections for slum above 50 mm Dia.	Dy.H.E.	Water connection U/S 92

1. This circular supersedes the point at sr. No. I (C) in the circular issued under No. HE/15/CIR/HC(Gen) of 29.10.2005.
2. Further as directed by A.M.C.(P), the Powers to issue Tanker Water (Mpl/Pvt) are delegated to A.E.W.W. of ward.

All the concerned are, therefore, informed to note and scrupulously follow the above orders with immediate effect.

HE/17/Cir. Dtd. 09/12/2013


7/12/2013
Hydraulic Engineer

Copy to :-

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Municipal Corporation of Greater Mumbai

Hydraulic Engineers Department

No. EEMts. (Rev.) /2553/Cir of 01.01.2002

Sub:- Delegation of powers.

D.M.C.(S.E.) vide his sanction under No. DMC/SE/4762 dt. 1.12.2001 has accorded sanction to the delegation of Administrative and Executive powers to the various Authorities as detailed below:-

Sr. No.	Nature of Power	Designation of Authority to exercise the powers with their limits in reference to size of meters.				
		Meter Supervisor	Meter Superintendent	AEWW of Ward	Zonal E.E.W.W	Dy.H.E. (Zonal)
1	2	3	4	5	6	7
A.	settlement of Gap (Original)	--	--	50 mm ø & above	--	--
	i) Domestic	15,20 & 25 mm ø	40 mm ø	50 mm ø & above	--	--
	ii) Commercial & Industrial	--	--	15,20 & 25 mm ø	40 mm ø & above	--
B.	Reappraisal of consumption & settlement of dispute.					
	i) Domestic	--	--	15, 20, 25 & 40	50 mm ø & above	--
	ii) Commercial & Industrial	--	--	--	15,20 & 25 mm ø above	40 mm ø & above
C.	Change in Rates (Lower to Higher & Higher to Lower) as per provision of W.C.Rules.	--	--	15, 20 & 25 mm ø	40 mm ø & above	

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D.	Creation & Deletion of Compounded entries.	--	--	--	All entries	--
E	Transfer of ownership of connection subject to production of valid Documents (Domestic, Commercial & industrial).			15 to 25 mm ø	40mm ø & 50 mm ø	80 mm ø & above
F	Cutting of connection subject to usual procedure and/or Legal action for non repairs of meters/non shifting of meter position/Non-payment of cost of repairs to damaged meters / Non payment of cost of stolen Mupl. meter and D.C.O. Action (Domestic, Commercial & industrial).			15 to 50 mm ø	80 mm ø & above	
G	Writing off the stolen meters from life registers, where appropriate cost is recorded				All sizes subject to preaudit by Account Department.	
H	Refund proposals					
	Signing of proposals for refunds arising out of error in calculation and submission of data,		All cases through E.E.Mts.(Rev.) sanctioning		All cases through A.E.W.	

	double bill, double payment, change in rates etc. Duly sanctioned and reappraisal of consumption arising out of duties.		authorities.		W.(Zonal) sanctioning authorities.	
			i) D.A.s/ Sr.A.O.s from Rs 1001 to 2500/-in each case.		1) A.O.s/U p to Rs 1000/- in each case.	
			ii) C.A.(W.S.S.D.) from Rs 2501/- to Rs 5000/- in each case.			
			iii) D.M.C.(S.E.)s Rs. 5001/- & above in each case.			

Sd/-
Ex.Eng/.Mts.(Rev.)