

RIGHT TO INFORMATION

ACT 2005

SECTION 4 (1) (b) OF

Information Booklet

CHIEF PERSONNEL OFFICER

GENERAL ADMINISTRATION DEPARTMENT

BRIHANMUMBAI MUNICIPAL CORPORATION

BRIHANMUMBAI MUNICIPAL CORPORATION

General Administration Department

According to the provisions of Section 4 (1) (b) of the Central Government's Right to Information Act 2005, 17 manuals of the General Administration Departments are being prepared and are being made easily available to the public.

The General Administration Department mainly deals with various types of employee issues. Qualifications, rules, procedures, service entry rules etc. for various posts in accordance with direct service recruitment of labour employees. Validation is done. The objective of this department is to motivate the employees to increase the productivity, to make the administration as people oriented as possible.

SR.NO	CASE NO	BOOKLET NO	SUBJECT
1	1	-	INTRODUCTION
2	2	1	INTRODUCTION, DETAILS OF THE ORGANIZATION AND THE FUNCTIONS AND DUTIES OF THE ORGANIZATION
3	3	2	RIGHTS AND DUTIES OF OFFICERS AND EMPLOYEES
4	4	3	RULES, REGULATIONS, INSTRUCTION MANUALS AND RECORDS FOR EXECUTION OF WORKS
5	5	4	DETAILS OF EXISTING ARRANGEMENTS FOR CONSULTING OR REPRESENTING REPRESENTATIVES OF THE PUBLIC IN RELATION TO POLICY FORMULATION OR THEIR IMPLEMENTATION
6	6	5	STATEMENT OF THE TYPE OF ALLOWANCE UNDER RETENTION OR CONTROL
7	7	6	STATEMENT OF BOARDS, COUNCILS, COMMITTEES AND OTHER GROUPS ESTABLISHED BY CONSTITUENTS
8	8	7	NAMES OF INFORMATION OFFICERS AND OTHER DETAILS
9	9	8	METHODOLOGY TO BE FOLLOWED IN THE DECISION MAKING PROCESS
10	10	9	DIRECTORY OF OFFICERS AND EMPLOYEES
11	11	10	MONTHLY REMUNERATION OF EACH OFFICER AND EMPLOYEE ALONG WITH THE COMPENSATION SCHEME AVAILABLE UNDER THE RULES
12	12	11	(DETAILS) OF BUDGET PROVISION FOR EACH AGENT (OF ALL PLANS, PROPOSED EXPENDITURE AND DISBURSEMENT REPORT)
13	13	12	METHODOLOGY OF IMPLEMENTATION OF FINANCIAL ASSISTANCE PROGRAMME
14	14	13	DETAILS OF OBTAINING CONCESSIONS, LICENSES OR AUTHORIZATIONS ISSUED BY THE ORGANIZATION
15	15	14	STANDARDS DRAWN UP BY THE ORGANIZATION FOR ITS PERFORMANCE
16	16	15	INFORMATION AVAILABLE IN ELECTRONIC FORM
17	17	16	FACILITIES AVAILABLE TO CITIZENS TO GET INFORMATION DETAILS
18	18	17	OTHER USEFUL INFORMATION

CHAPTER – 1

INTRODUCTION

Short form of work of various departments in the office of the Chief Personnel Officer

● Administrative Officer (MPS) :-

Verification of promotion proposals and seniority list of Joint Commissioners and Deputy Commissioners and Director (Engineering Services and Projects) / Assistant Commissioners/ Major Account Heads and Minor Account Heads and Joint Chief Staff Officers, Deputy Commissioners and Director cadre posts in Engineering Branch and Chief Engineer (Civil Engineering Group) and to verify the seniority list and promotion proposals of Chief Engineer in Chief Engineer (Mechanical and Electrical Group) cadre. Proceedings related to allocation of duties of Municipal Commissioner / Additional Municipal Commissioner. Works related to alternate arrangement during the leave period of Municipal Commissioner / Additional Municipal Commissioner / Joint Commissioner / Deputy Commissioner and Director (E.S.&P.).

● Administrative Officer (Establishment Department) :-

a) Establishment Department:- All the employees in the establishment of the Municipal Commissioner. To carry out all establishment related work.

b) Dispatch:- All coming to and going from the office of the Chief Personnel Officer
Record keeping of documents.

● Administrative Officer (MRT) :-

> To fill up the posts of Head Clerk (Qualified), Head Clerk (Unqualified), Administrative Officer, Senior Colony Officer and Colony Officer (Unqualified) by promotion and to do all the related work.

> Taking action regarding transfer of Head Clerk (Qualified) / Head Clerk (Unqualified) / Administrative Officer and similar cadres.

> To take action regarding grant of permanent tenure to the employees appointed in clerical and similar posts before the year 2001.

> To carry out all the work related to providing the benefit of Time Bound Promotion Scheme to the posts of Head Clerk (Qualified) and Administrative Officers.

> Also, Head Clerks to carry out all related work related to giving benefits of periodical promotion to the post of Head Clerks to the employees exempted from passing the departmental examination.

● Administrative Officer (MPR):-

Cases related to the posts of Clerks and Junior Stenographers are handled under the Agrahakkaram Policy. These posts are filled by two methods namely recruitment and promotion.

> Transfers, keeping seniority, retention etc. of employees in general department of third cadre to work.

Backward Class Cell:-

Backward Class Cell has been functioning since 26.02.1979 as a unit for the work of Backward Class policy and implementation of orders in the service of Brihanmumbai Municipal Corporation. This cell works as per government directives received from time to time from the point of view of reservation for backward classes in recruitment selection and promotion process, post fixation, posting and submits the statistical information of reservation / backlog to the state government and all concerned.

This cell also deals with reservation for women, disabled, freedom fighters, ex-servicemen, project victims, orphans, earthquake victims etc. This reservation is considered to be a compartmentalized reservation under social/vertical reservation.

- **Organization and Methods Officer (Municipal Commissioner's Office):-**

Revision of the functioning of municipal offices and Circulation of circulars to amend accordingly. Maharashtra Public Service Rights Act, 2015, Issuance of circular as per order of Maharashtra Government under M.A.A.,2005.

- **Administrative Officer (Committee) :-**

The Committee Division consists of Municipal Assembly, Standing Committee, Improvement Committee, Education Committee, Tree Authority Committee, Public Health Committee, Women Child Welfare Committee, Legal Committee, Building Committee (City), Building Committee (Suburbs), Bazaar. And doing the work of the committees such as Park Committee, Grant Assistance Committee. Informing the concerned department about pre-review meeting and attending the meeting by telephone. Attending the meeting according to the agenda of all the above committees. Attending pre-review meeting as well as meetings with concerned officers in the hall of Commissioner / Deputy Commissioner / Deputy Commissioner. Collecting information about the issues raised in the meetings of the committees and adjournment of meetings, short term questions, points of objection, unanswered resolutions and questionnaires etc. Attending the meetings of the said committees and reporting the decisions taken therein to the concerned Heads of Departments and guiding the Heads of Departments from time to time on pending objection points, questionnaires, resolution suggestions and unanswered resolutions. To see the annual budget work of Municipal Council, Standing Committee, Education Committee, Tree Authority Committee.

- **Administrative Officer (MPM-1):-**

To verify and submit the proposal to the competent authorities for approval of the proposal to improve the qualifications of Group 'A, B, C, D (excluding the post of Head of Departments) in all Departments of Brihanmumbai Municipal Corporation.

To take action to determine the policy regarding confidential report and to determine the cases received accordingly, to determine the policy regarding the continuation of service of municipal officers/employees beyond the age of 55 years and to determine the cases received accordingly, to the competent authorities for taking policy decisions regarding elections. Submitting proposals and issuing circulars accordingly and doing other works. In case of inconsistency in the groups fixed by the Department regarding the classification of posts in the Greater Mumbai Municipal Corporation, taking action as per the proposal submitted by the Department due to confusion while determining the groups of various posts.

- **Administrative Officer (MPM-2) :-**

Competent in verifying the proposals for filling up of direct service/promotional vacancies in Group 'C', 'B' and 'A' in all Departments excluding the posts of Hospital, Group 'D' Cadre and Department Heads in Brihanmumbai Municipal Corporation. Proceedings to be submitted for the approval of the authorities. Also, to scrutinize the documents before the promotion committee in Group 'B' and 'A' cadre and fulfill the necessary matters from the concerned department and attend the meeting of the promotion committee, for the approval of the competent authorities for determining the policy regarding direct service recruitment and promotion (excluding matters of reservation) in the Brihanmumbai Municipal Corporation. Submitting proposals, issuing circulars thereon.

- **Administrative Officer (MPM-3):-**

- 1) To verify and submit the proposals regarding promotion / direct service of 'D' cadre employees in the Municipal Corporation for the approval of the competent authorities.
- 2) Verification of proposals regarding qualifications and submission to competent authorities for approval.
- 3) Attendance for promotion committee.

- **Administrative Officer (MPM-4) :-**

Under the authority of Major Hospitals, Public Health Account, Chief Medical Superintendent and Head of Departments (Secondary Health Services), promotions in A, B, C, Cadre as well as Direct Service are verified and submitted to competent authorities for approval. to do Attending promotion meetings.

- **Marathi Examination**

A. Marathi Department- To carry out strategic work regarding 100% use of Marathi language in the office work of Brihanmumbai Municipal Corporation. Also, for those officers/employees who have not passed the Secondary School Certificate examination or other higher examination with Marathi subject of 100 marks paper, to conduct written examination of Marathi language twice a year.

B. Examination Department- To conduct intra-departmental examinations on receipt of proposals from the concerned Departments for the availability of qualified candidates for the posts to be filled by promotion in various cadres. Preparing preliminary results and submitting them for the approval of the Examination Board. Re-counting/re-evaluation of answer sheets as necessary and declaring the final result with the approval of the Examination Board.

- **Administrative Officer (Municipal Commissioner) :-**

To perform all types of accounting work involved in the accounting department To record and record the documents received by the Municipal Commissioner, Additional Municipal Commissioner, Deputy Municipal Commissioner and other departments of their office.

- **Group Medical Insurance Scheme:-**

Circular regarding Reimbursement of Personal Health Insurance Policy Premium Amount / Payment of Advance for New Policy or Policy Renewal for Employees of Brihanmumbai Municipal Corporation instead of Group Medical Insurance Scheme has been issued by Medical Group Insurance Scheme Department.

Also, work related to State Government Group Personal Accident Insurance Scheme and providing Rs.50 lakh ex-gratia assistance to the legal heirs of employees who died due to Covid-19 etc.

- **Grievance Redressal Department:-**

To take notes received from the citizens through telephone, verbally as well as in the Commissioner's office and accordingly inform those departments as per the standing orders of the Municipal Commissioner and follow up on the complaints received.

Sign /-

Chief Personnel Officer