

CHAPTER II (MANUAL - I)

PARTICULARS OF ORGANISATION FUNCTIONS AND DUTIES

GENERAL ADMINISTRATION DEPARTMENT

The General Administration Department headed by the Deputy Municipal Commissioner (G.A.) includes three main section by Chief Personnel Officer, Chief Labour Officer, and Dy. Chief Accountant (Establishment).

2. Out of these three main sections the section of Chief Personnel Officer, includes three main sub-section headed by Jt.Ch.Personnel Officer (Estt.), Jt.Ch.Personnel Officer (Gen.) Jt.Ch.Personnel Officer (B.C.Cell), Organization and Method Officer, Administrative Officer (Marathi / Examination / Election) etc.

3. The following duties are carried out by the sub section of headed by the Chief Personnel Officer.

- i. To standardize the qualification, recruitment rules, procedure etc., for various post to filled by direct recruitment and promotion, to scrutinize the proposals of the posts of filled in by direct recruitment and promotion and submit for approval of the competent authority.
- ii. To make efforts to implement the prescribe policy, rules, procedure etc. uniformly at the various decentralize levels.
- iii. To encourage the employees to increase their productivity and to make the administration public oriented as far as possible.
- iv. To review and revise the procedure while performing the above mentioned duties wherever necessary.
- v. To farm the committee at various levels to evaluate the employees for promotion as well as continuation of services beyond 55 years of age, as well as to represent the A Selection/Promotion Committee for completing the procedure of selection and promotion.
- vi. To grievances of the employees related to the service matter.
- vii. To implement the prescribe rules of the reservation of the State Govt. for the backward classes.
- viii. To complete the procedure of recruitment and promotions of Medical and Paramedical staff in four Medical Colleges and Hospitals in the peripheral Hospitals under the control of Executive Health Officer.

4. There is a separate Organization and Method Division under the General Administration Department. The main duties of this division are as under:

- i. To review the working of the Municipal Offices and issue the circulars ad regards improvement in the present working if necessary and the carry out the instructions of the various offices to ensure that the instructions in this regard are implemented.
- ii. To scrutinize the proposal of purchasing and scrapping the dead stock materials received from various departments and to recommend the same.
- iii. To carry out the dafter inspection of the offices of offices of various wards / departments.
- iv. To follow up to classify and accordingly in various departments / wards.
- v. To circulate circulars time to time as per orders of the government for the implementation of Maharashtra Right to Information Act, 2002 and Right to information Act, 2005 of the Central Government.

BACKWARD CLASS CELL

The Backward Class Cell, as a consolidated unit, has been performing the duties of implementing the policies and instructions regarding the reservation of Backward Classes in the services of the Brihanmumbai Mahanagarpalika since 26.02.1979. This cell also looks after recruitment, selection and promotions processes from reservation point of view and submits statistical information about reservation / backlog to the State Government and to all concerned. This cell at present also looks after the work of reservations in service for women, Physically Handicapped persons, Freedom Fighters and Ex-servicemen etc. These reservations are treated as compartmentalized reservations within the social/vertical reservations.

2. During the period of the report, the periodical reports regarding information of posts filled in by recruitment and by promotion of Backward Classes in this Corporation were prepared and submitted the same to the various authorities from time to time. The proposals in respect of recruitment

and promotions of the staff received from about various 117 Municipal establishments are scrutinized by this Cell from reservation point of view.

3. Proposals received from the various establishments for appointment of staff by direct recruitment and promotions and grievances received from the Backward Class employees and officers were dealt with during the period of report. In addition to the above statistical reports, correspondence from the authorities of State Govt., Legislature, public representatives etc. on various subjects as regards reservation were also dealt with during the period of report.

4. Correspondence on the various subjects has been made from time to time with the various authorities of the State Govt. for seeking their guidance and/or clarifications.

MARATHI / EXAMINATION SECTION

The policy matters regarding implementation of 100% usage of Marathi Language in day to day work of MCGM is dealt with by Marathi-ExaminationSection. Marathi-Examination Section conducts 100 marks written Marathi Examination every year, for those Officers / employees, who have not passed 100 marks Marathi subject in Secondary School certificate (S.S.C.) Examination or other equivalent or higher Examination. As per Corporation Resolution No.152 dt.10.05.2010, 'MARATHI LANGUAGE FORTNIGHT' is celebrated every year in all wards, departments and head office of MCGM from 27th February onwards i.e. from the date of birth of the 'Dnyanpith Award' winner famous Marathi litterateur Shri. Vishnu Vaman Shirwadkar, popularly known as Kusumagraj. On this occasion any one of the competitions such as essay writing, elocution, poetry recitation, story telling etc is organized. With regard to Corporation Resolution No. 346 dt.29.07.2010, 'MARATHI BHASHA DIN' is celebrated on 27th February in the Corporation Hall, followed by a lecture of a renowned personality in literature field.

Departmental written examinations, as mentioned below, are conducted by Examination Section to grant promotions to the employees in various departments of MCGM.

Sr.No.	Name of the Examination
1	Inspector (Licence)
2	Investigation officer (Enquiry)
3	Head clerk
4	Senior Audit and Accounts Assistant
5	Stenographer (Higher grade)
6	Dy. Superintendent (Assessment & Collection)
7	Sr. Inspector (Shops & Establishment)
8	Octroi Inspector / Ward Inspector
9	Inspector (Shops & Establishment)
10	Marathi language exam.
11	Exam for lower cader employees for the promotion to the post of clerk
12	Other Examinations as per requirement of departments.
13	Other Examinations as per requirement of departments.

Staff on the Establishment of Municipal Commissioner 's Office as on

Municipal Commissioner

**A.M.C
CITY**

**A.M.C
(EASTERN SUBURB)**

**A.M.C
(WESTERN SUBURB)**

**A.M.C
(PROJECT)**

**A.M.C
(EASTERN SUBURB)**

DMC (ZONE-6)

**Director
(E.S.& P.)**

**JT.M.C
(IMPROVEMENT)**

JT.MC (EDUCATION)

DMC (ZONE-5)

DMC. (ZONE-2)

D.M.C.(Special Engg.)

DMC (GARDEN)

A.M.C (PROJECT)

DMC (ZONE-1)

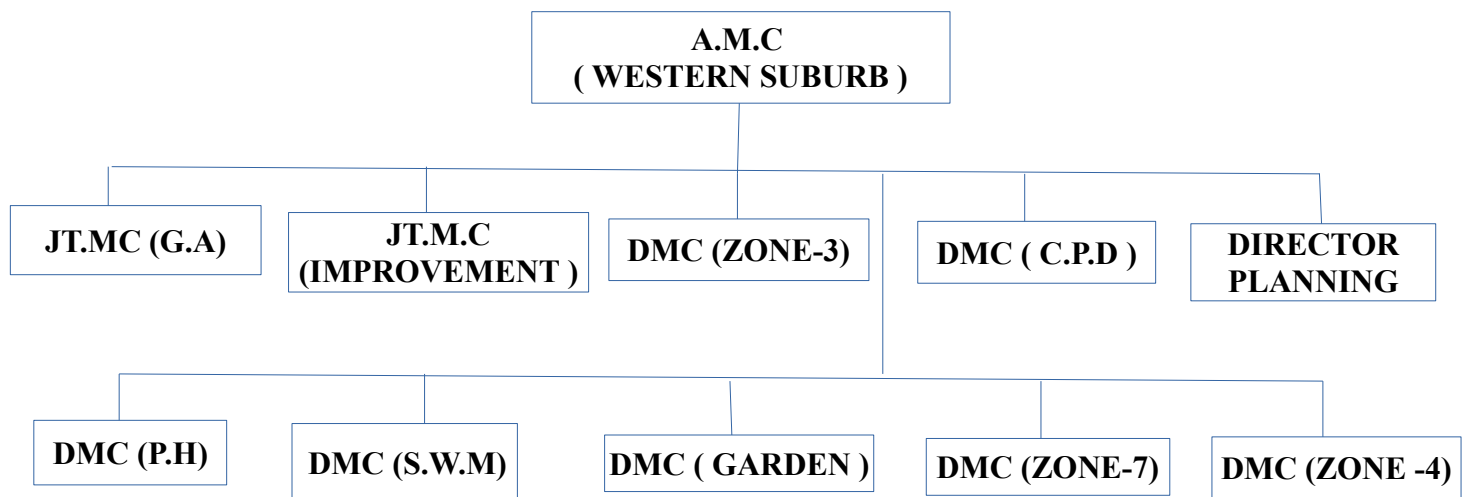
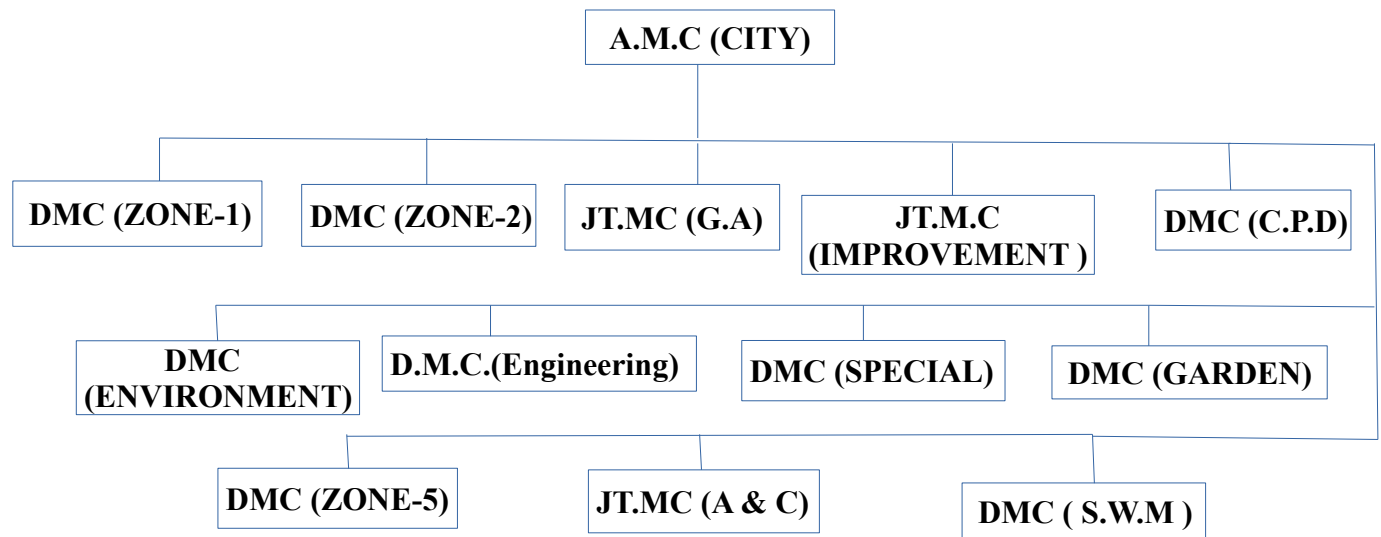
DMC (GARDEN)

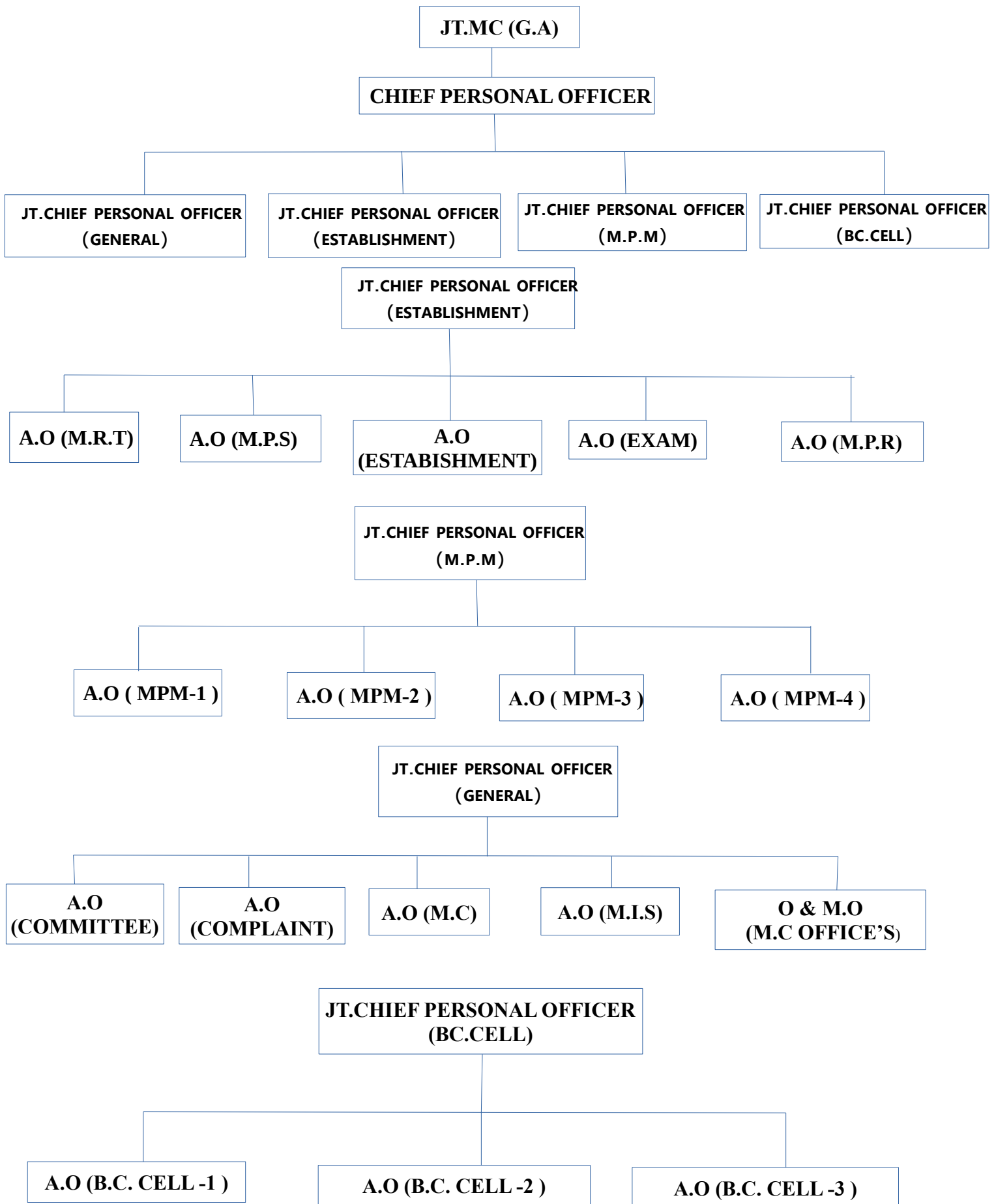
DMC (FINANCE)

DMC (INFRA)

D.M.C.(Special Engg.)

D.M.C.(Engineering)





Sd/-
Chief Personnel Officer