



BRIHANMUMBAI MAHANAGARPALIKA

Section 4 Manuals as per provision of
RTI Act 2005 of A Ward

ADMINISTRATIVE OFFICER (SCHOOL)

A/WARD

ADDRESS: Administrative officers (school) A WARD,

Manohardas Street Muni.School Building, 1st floor,

Manohardas Street,Opp.GPO Fort Mumbai 400001

Contact No.02222610571

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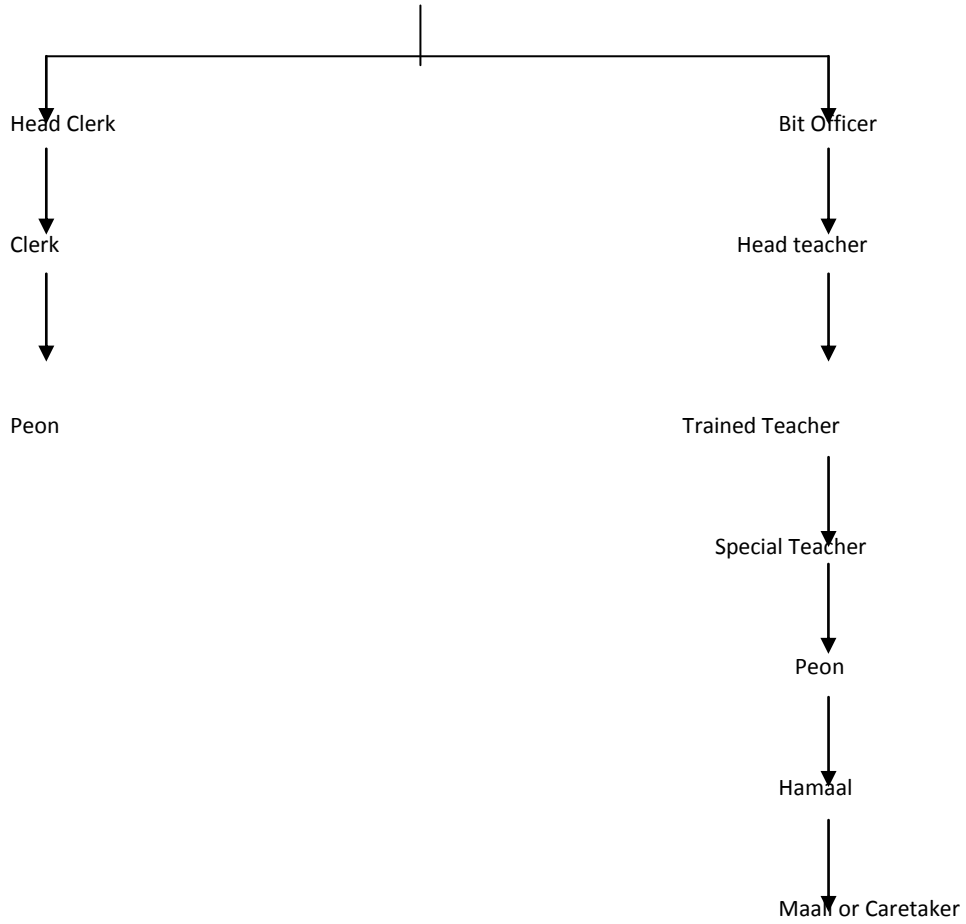
BRIHAMUMBAI MAHANAGAR PALIKA
ADMINISTRATIVE OFFICER (SCHOOL) A / Ward
RTI ACT. 4 MANNUAL. 4 (1) (B) (i) TO (XVII)

SECTION 4 (1) (B) (i)

The particulars of functions & duties of the Office of Administrative Officer (School)

1	Name of the Public Office	Administrative Officer (School) Shri.Hemantkumar Bhirud.
2	Address	Administrative officers(school) A WARD, Manohardas Street Muni.School Building 1st floor, Manohardas Street,Opp.GPO Fort Mumbai 400001
3	Head of the office	Administrative Officer (School)
4	Office Timings	Monday to Saturday: 10.30am to 5.30pm (Lunch time 1 to 1.30) 2 nd and 4 th Saturday holiday Ph No. 02222610571 Email: aoscha.ward@gmail.com
5	Parent Government Department	Education Officer
6	Reporting to which office	Deputy Education Officer, Zone : 1
7	Jurisdiction Geographical	A ward is bounded by Colaba to Churchgate And Colaba to Crawford Market portion of the city
8	Vision	Education & Administration Work
9	Mission	Education
10	Objectives	Free & Compulsory Education
11	Functions	Give visit to school building and keep check on school functioning and management, day to day operations and maintenance works of Administrative Office (School).
12	Section Duties	<ol style="list-style-type: none"> 1. Supervision and control of office staff. 2. Check the daily attendance of staff 3. Check records 4. Keep checks on important papers coming from Commissioner and deputy commissioner. 5. Keep records of audit note made by MCGM's auditors and clear the audit note. 6. Maintain office discipline. 7. Give answers to the questions of labour organization. 8. Guide the staff and grant their leaves. 9. To dispose the correspondence and information required under RTI.
13	Details of services provided (In Brief)	Education
14	Weekly Holidays	Sunday and Public Holidays.

BRIHANMUMBAI MAHANAGARPALIKA
Administrative Officer (School) A Ward
Administrative Officer



SECTION 4 (1) (B) (ii)

MANUAL No. 2

YEAR 2013-14

Administrative officer A Ward located in Administrative officer (School) ward

Sr.No.	Designation	Rights	Under which legislation	Remarks
1	Administrative Officer	1. Financial Rights :- To Sanction the bill up to the amount Rs. 5000/-	Municipal Corporation Service Rules, 1989	
		2. Administrative Rights:- 1. To approve leaves of the staff of A.O office 2. To sanction financial matters of lower cadre employees. 3. Take information compliance made by staff. 4. To check S.B of staff of AO School 5. If necessary take action of inquiry against staff of A.O school 6. To give sanction for pay sheet, effective and contingency and other cheques of school in respective ward. 7. To give order of transfer of peon and Hamaal of the department. 8. To keep record of all schools of respective ward. 9. Municipal building, rented building and unrented school building maintainace 10. Maintain communication with government, semi government and public. 11. To provide salary and service certificate. 12. To finalize and approve school contingency amount 13. Make a demand of goods need to BhandarNiyntak, uniform to class IV staff and stationary needed for school.	Municipal Corporation Service Rules, 1989	
		Magisterial Rights: Nill		
		Quasi Judicial Rights: Nil		
		Judicial Rights: Nill		

SECTION 4 (1) (B) (iii)

MANUAL No. 3

The Procedure followed in the decision- making process, including channels of supervision and accountability in the office of Administrative Officer (School)

Office Administrative Officer (School), A ward does not take any decision

1. Name of Activity -
2. Name of the Acts/Acts -
3. Related Provisions -
4. Rules -
5. Govt. Resolutions -
6. Circulars -

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)	Remark

Section 4 (1) (b) (iv)

Manual: 4

Year 2013-14

Financial and physical targets set for discharge of its functions in the office of Administrative Officer (School)

Organizational targets (Annual) = Nil

Sr.No.	Designation	Activity	Financial/ Physical Targets in Rs.	Time Limit	Remarks
1.	Administrative Officer	Administrative work	Nil	Nil	Nil

The rules, regulation, instruction, manuals and records, held by it or under its control or used by the employees for discharging department functions

1. Administrative Officer (School)

Sr. No.	Subject	G.R. /Circular / Office order. Rule no. Notification etc. date.	Remarks if any
1		MMC Service Rules	
		Provident Fund Act	
		Pension Act	
		Industrial Dispute Act	
		RTE	

2. Expenditure:

No.	Subject	G.R. /Circular / Office order. Rule no. Notification etc. date.	Remark
1.	Sign on cheques	Sign on certificates and cheques send by Engineer Department before sending it to Accountant.	
2	Renewal of Railway Pass of staff	Need to take permission to new railway pass or renew of it	
3	Conduct annual exam, set paper and declare result		

3. Revenue:

No.	Subject	G.R. /Circular / Office order. Rule no. Notification etc. date.	Remark
Nil	Nil	Nil	Nil

4. Inward and outwards:

No.	Subject	G.R. /Circular / Office order. Rule no. Notification etc. date.	Remark
Nil	Nil	Nil	Nil

4. Citizen Facilitation Centre:

No.	Subject	G.R. /Circular / Office order. Rule no. Notification etc. date.	Remark
Nil	Nil	Nil	Nil

Section 4 (1) (b) (VI)
Manual No. VI
Year - 2013-14

Statement of categories of documents that are held and under the control of the office of Administrative Officer (A/O-
Department of Schools) at the Assistant Commissioner-

1. Expenditure

Sr. No.	Subject	Type of Document file or register	File No. or Register No.	Particulars	Periodicity of Preservation
1	1 Employer's attendance & Pay Sheet	File	NIL	A Record Class	Permanently
	2 Confidential report	File (kept with B.O.)	Nil		
	3 Authorization Letter	File	Nil		
	4 Service Seniority List	File	Nil		
	5 Employer's Service Book	File	160		
2	1 Municipal Corporation Payment and Claims (Retirement Salary, Pension Claim, NCPF Claim Provident Fund, Pity Case) Documents	File (P.C)	NIL	B Record Class	30 YRS
		File (NCPF)	NIL		
	2 Appointment/ Transfer Promotions/ Post Appointment/ Permanent	File	NIL		
	3 Proposal	File	NIL		
3	1 Leave Application Documents(C.L.)	File	NIL	D Record Class	1 YRS
	2 Overtime Allowance Documents Register Book	File	Nil		
	3 Correspondence with the Employees	File	Nil		
4	1 Enquiry Documents	File	NIL	C 1 Record Class	10 YRS
	2 Insubordination Documents/Indiscipline	File	Nil		
	3 Income Tax File	File	NIL		
	4 PF (Advance Income) PF register not maintained application inward in	Register	Nil	C 1 Record Class	10 YRS

Revenue

Subject
Type of Document file or register
File No. or Register No.
Particulars
Periodicity of Preservation

Sr. No.	Subject	Type of Document file or register	File No. or Register No.	Particulars	Periodicity of Preservation
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1 Issuing of Duplicate L.C.

File
NIL

C
Record Class
05 YRS

1. Onward and outward

Sr. No.	Subject	Type of Document file or register	File No. or Register No.	Particulars	Periodicity of Preservation
1	INWARD & OUTWARD	REGISTER	NIL	C CLASS	5 Years

4. Citizen Facilitation Centre:

Sr. No.	Subject	Type of Document file or register	File No. or Register No.	Particulars	Periodicity of Preservation
1	Water Supply	Register	NIL	C class	5 years
2	Property Tax	Register	NIL	A	Permanent
3	Recovery Of Audit Note	Register	NIL	C Class	5 Year

Documents kept in Education department Commissioner No. 16 (1965-66)
As following according to No. MLG 9586 Dated 19-4-65

Grade	Periodicity of Preservation
A	Permanent
B	30Years
C2	15Years
C1	10Years
C	5Years
D	1Year

All above grade documents are available at Education Department in Hindu Colony

Section 4 (1) (b) (vii)
Manual No. VII
Year - 2013-14

Particulars of any arrangement that exists for consultation with the members of public in relation to the formulation of policy and implementation in the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- A Ward)

In the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- A Ward) No Policy decision has been taken, therefore question of before implementation of any such decision discussing with public or local representative do not arise.

Section 4 (1) (b) (viii)
Manual No. VIII
Year - 2013-14

A Statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or far the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public.

1. M.C.G.M has created a Prabhad Samiti (Ward Committee) to address grievances of citizens, to provide basic services at A Ward as below.

Sr. No.	Name of the committee board / council / other bodies	Composition of committee Board council other bodies	Purpose of the committee Board/ Council/ other bodies	Frequency of meetings	Whether meeting open to public or not	Whether Minutes are available to public or not	Minutes available at.	
1	A Ward	Advance Locality Management (ALM)						
			1	To help all common people in their basic needs and provide their needs	Monthly Once or as per the presidents directions	None	Yes the Minutes are available on the website	MCGM A Ward Secretary
			2					
			3					
			4					
			5					
			6					

2. Statement of categories of documents that are held and under the control of the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- **A Ward**)

Sr. No.	Name of the committee board / council / other bodies	Composition of committee Board council other bodies	Purpose of the committee Board/ Council/ other bodies	Frequency of meetings	Whether meeting open to public or not	Whether Minutes are available to public or not	Minutes available at.
2	<i>Local Area Citizens Committee (LACC)</i>	NIL					

Section 4 (1) (b) (ix)

Manual No. IX

Year - 2013-14

Directory of the officers and employees

Sr. No.	Designation	Name of the Officers/ Employees	Ward	Date of Joining	Contact Details ph/ fax/ email	Pay Band	D.A
1	A.O (Office)	Shri.Hemantkumar Bhirud	A Ward	12.06.2015	08879337287	16170+5100	24035
2	Inspector school	Smt.Uma Punjaram Shinde	A Ward	13.10.2011	09322562211	16370+4800	23922
3	Head Clerk	Smt.Sangita S.Garge	A Ward	01.11.2013	22610571	18460+4200	25606
4	Clerk	Smt.Sejal Sandesh Tambe	A Ward	11.06.2014	22610571	9430+2000	14181
5	Peon	Shri.Rushikesh A.Kolabkar	A Ward	07.11.2004	09930995056	10700+1850	10249
6	Peon	Smt.Chhaya R.Dudhwade	A Ward	20..01.2011	9702013792	7220+1850	24035

Section 4 (1) (b) (x)

Manual No. X

Year - 2013-14

The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations.

Sr No.	Name of the Employee	Designation	Basic	DA	HRA	SP.CITY ALLOWANCE	Sp.Pay CA	Total AMOUNT
1	Shri.Hemantkumar Bhirud	A.O (Office)	16170+5100	24035	6381	-	T.A. 600 MMA 200	52486
2	Smt.Uma Punjaram Shinde	Inspector school	16370+4800	23922	6351		T.A. 600 MMA 200	52243
3	Smt.Sangita S.Garge	Head Clerk	18460+4200	25606	6798	-	T.A. 600 MMA 200	55864
4	Shri.Rushikesh A.Kolabkar	Peon	10700+1850	14181	3765	-	T.A. 600 MMA	31296
	Smt.Chhaya R.Dudhwade	Peon	7220+1850	10249	2721		200	22840

The details information regarding total Salaries of Officers/ Staff/ Workers has been given in section Section 4 (1) (b) (ix)

Section 4 (1) (b) (xi)

Manual No. XI

Year - 2013-14

The Budget allocated to the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- A Ward) indicating the particulars of all allocation and expenses amount for the period 01.04.2012 to 31.0.2013 given below

Model " A " Current Year

Sr.No.	Title of Budget	Sanction Amount	Proposed used	Remark's (If Applicable)
1	--	--	--	--

Model " B " Current Year

Sr.No.	Title of Budget	Sanction Amount	Paid Amount	Unpaid Amount	Remark's (If Applicable)
1	---	----	----	----	----

Section 4 (1) (b) (XII)

Manual No. XII

Year - 2013-14

The System for disbursement at the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- A Ward)

In the Year 2012-2013 no grants disbursement has been made and there is provision for disbursement in the Office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- A Ward)

Section 4 (1) (b) (XIII)

Manual No. XIII

Year - 2013-14

The particulars of recipients of concession, permits or authorizations granted by the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- A Ward)

From the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- A Ward) no concessions permissions or authorizations letter as been issued to any citizen, the details is NIL.

Section 4 (1) (b) (xiv)

Manual No. XIV

Year - 2013-14

Details in respect of the information available to or held by it, reduced in an electronic form.

1. Administrative Officers (School)

Sr. No.	Type of Documents File/ Register	Sub Topic		In which Electronic Format it is kept	Person In Charge
1	Nil	Nil	1	Tape	
			2	PhotoFith (Film)	
			3	CD	
			4	Floppy	
			5	Others	
				As above any information is not in record	

2. Expenses

3. Revenue

4. Inward- Outward

5. Civic Facilities

Section 4 (1) (b) (xv)
Manual No. XV
Year - 2013-14

The particulars of facilities available to citizens for obtaining information the office of Administrative Officer (A/O-
Department of Schools) at the Assistant Commissioner- A Ward)

1	Time reserved for public meeting	During Office hours (Monday- Thursday)
2	Information of Website	
3	Information of Call Centre	Nil
4	Information for records Information	Timing for records Inspections 3.00 pm to 5.00 pm
5	Information available for work Inspection.	3.00 pm to 5.00 pm
6	Information available for format collection	3.00 pm to 5.00 pm
7	Information about Notice Board	
8	Information about Library	Nil
9	Information about Reception/ Enquiry	Nil
10	Information to contact after Office Hours	Nil
11	Information regarding Emergency Contact	Emergency Contact No-02222610571

Section 4 (1) (b) (xvi)

Manual No. XVI

Year - 2013-14

Information regarding public information Officer, Assistant information Officers and first information officers at the the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- A Ward)

Format 'A'

Public Information Officers PIO

Sr. No.	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address / Ph. No.	E mail id for purpose of RTI	Appellate authority
1	Shri.Hemantkumar Bhirud	Administrative Officer	A WARD	Administrative officers(school) A WARD, Manohardas Street Muni.School Building 1st floor, Manohardas Street,Opp.GPO Fort Mumbai 400001	aoscha.ward@gmail.com	Assistant Commissioner
				02222610571		

Format 'B'
First Appellate Authority

Sr. No.	Name of First Appellate Authority	Designation	Jurisdiction as First Appellate authority	PIO Reporting	E mail id for purpose of RTI
1	Mr.Chandrashekhar D.Choure	Assistant Commissioner	A ward	134,E, Shahid Bhagatsingh Marg, Fort Mumbai 400001	
				22607000	
				VistarExtn:-	

Section 4 (1) (b) (xvii) – Others
Manual No. XVII
Year - 2013-14

Such other information as may be prescribed at the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- A Ward)

The information related to this is NIL at the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- A Ward.