



BRIHANMUMBAI MAHANAGARPALIKA

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

ASSISTANT ENGINEER WATER WORK DEPARTMENT

Address - Office of Assistant Engineer
(WW) 'A' Ward, 3rd Floor,
'A' Ward Building, 134-E,
Shahid Bhagatsingh Road,
Fort, Mumbai – 400 001.

MUNICIPAL CORPORATION OF GREATER MUMBAI

Hydraulic Engineer's Department

INDEX

Sr, No	Section 4 (1) B Sub Clauses	Description of the Chapter's Contents	Page No.
		Introduction	3 – 5
1.	4 (1) (b) (i)	Particulars of Organization, Function and Duties	6 – 8
2.	4 (1) (b) (ii)	Powers and Duties of Officers and Employees	9 – 18
3.	4 (1) (b) (iii)	Procedure followed in Decision Making Process	19 – 21
4.	4 (1) (b) (iv)	Norms set for discharge of its functions	22
5.	4 (1) (b) (v)	The rules / regulations related with the functions	23
6.	4 (1) (b) (vi)	Statement of categories of documents held in the office of A.E.W.W. 'A' Ward.	24 – 25
7.	4 (1) (b) (vii)	Particulars of any arrangement that exists for consultation with the members of the public in relation to the formulation of its policy and implementation	26
8.	4 (1) (b) (viii)	Statement of Boards, Councils, Committees or Other bodies	27
9.	4 (1) (b) (ix)	Directory of the officers and employees	28 – 29
10.	4 (1) (b) (x)	Details of remuneration of officers and employees	30 – 32
11.	4 (1) (b) (xi)	Details of allocation of budget and disbursement made	33
12.	4 (1) (b) (xii)	Manner of execution of subsidy program	34
13.	4 (1) (b) (xiii)	Particulars of recipients of concessions, permits or authorizations granted	35
14.	4 (1) (b) (xiv)	Details of information available in electronic form	36
15.	4 (1) (b) (xv)	Particulars of facilities available for citizen for obtaining information	37
16.	4 (1) (b) (xvi)	Details of Public Information Officer/APIOs/Appellate authority in the jurisdiction of (public authority)	38
17.	4 (1) (b) (xvii)	Other	39

Introduction

The right to information is implicitly guaranteed by the Constitution. However, with a view to set out a practical regime for securing information, the Indian Parliament enacted the Right to Information Act, 2005 and thus provided a powerful tool to the citizens to get information from the Government / Public authority as a matter of rights of citizens. This law is very comprehensive and covers almost all matters of governance and has the widest possible reach, being applicable to Government at all levels- Union, State and Local bodies as well as recipients of government grants / aids.

The basic object of the Right to Information Act is to empower the citizens, promote transparency and accountability in the working of the Government and make our democracy work for the people in real sense. The Act is a big step towards making the citizens informed about the activities of the Government.

The Act requires the Government authority to compile a handbook in easily comprehensible form and to update it from time to time under Section 4(1) b sub clauses i to xvii (17 Manuals). The objective of publishing 17 Manuals is the proactive disclosure of the information/records held by Govt. Authority for the information seekers. The office of Assistant Engineer, Water Works, 'A' ward is hereby publishing the Handbook for 17 Manuals as required under RTI Act 2005 to promote transparency and accountability in the working of the department & to give easy access to the information seekers to the information & records held by this office.

This handbook contains introduction about the department along with particulars of its functions, duties, objectives & vision. It further elaborates about the duties, powers delegated to its officers & employees. The procedure followed in decision-making process, accountability of concerned officers, norms set for discharge of its function along with Acts, related rules/regulations are further described in detail. It also contains the Statement of Categories of documents held by this office, directory & remuneration of its officers and employees. The details of budget allocation & its disbursement, particulars of permits issued, facilities available for citizens & details of PIO/Appellate authority is also published for information.

This consolidated updated handbook on 17 Manuals of the Act would help all the information seekers in getting information. However, in case any information seeker wants to get more information on topics covered in the handbook as well as other information may contact Assistant Engineer (Water Works), 'A' ward whose office is situated at 'A' ward office, 3rd floor, 134-E, Shahid Bhagatsingh Road, Fort, Mumbai-400001. The procedure and fee structure for getting information is as per the provisions of RTI Act, 2005.

Hydraulics is a branch of Engineering science that deals with water supply source, conveyance, collection (intake) works, treatment of water, water storage and

water supply. 'Hydraulic Engineer' of MCGM is in-charge of water supply to Mumbai. Hydraulic Engineer is a Statutory Post and being head of the department; his department is known as Hydraulic Engineer's Department.

He is empowered by relevant sections of MMC Act 1888(as amended) & powers delegated to him through DMC(SE). All Dy H.E./E.E.W.W./A.E.W.W.'s work under him & he has overall control to ensure sufficient, wholesome, potable & equated water supply to various water supply zones and to collect water charges in Brihanmumbai.

Assistant Engineer water work 'A' Ward is a head of department at ward level in the Hydraulic Engineer's Department. Assistant Engineer water work 'A' Ward is under administrative control of Assistant Commissioner 'A' Ward.

Assistant Engineer water work 'A' Ward is assisted by Junior Engineer (Water works)Dist. / Sub Engineer (Water works) Dist. and Junior Engineer (Water works) Maint. / Sub Engineer (Water works) Maint. Each Junior Engineer (Water works) Dist. / Sub Engineer (Water works) Dist. is given one Electoral ward (one beat) to perform the duties pertaining to Distribution of water and one Junior Engineer / Sub Engineer to perform the duties pertaining to maintenance of water main section in 'A' Ward.

Assistant Engineer water work 'A' Ward is having overall control in ward level to ensure to distribute equal & potable water supply to consumer and collect water charges from consumer.

Definitions (Please provide definitions of various terms used in the hand book)

- I. **Potable Water:** The water which is brought from the outside city and treated at Treatment Plant and brought to the consumers' tap and safe for drinking purpose.

- II. **Distribution:** Supply of water from reservoir to consumers' tap through feeder and distributory mains with static head.

- III. **Consumers Tap:** The point of discharge of water supplied at consumers' premises, which is permitted by following the norms prescribed by Hydraulic Engineer's Department.

- IV. **Revenue:** Bills of quantity of the water received by the consumer through meter at his premises as per the tariff as approved by the Standing Committee / Municipal Corporation.

- V. Consumer:** Any corporate body, person or persons supplied or applying to be supplied with, or using the water from any water works of the Corporation, or any person or persons otherwise liable for the payment of water tax or water charges.
- VI. Supply Pipe:** The pipe which extends from the Municipal stop cock upto the ball cock of the storage tank, if any and any consumer's pipe subject to water pressure from the Municipal main.
- VII. Distributing Pipe:** Any consumer's pipe which is not subject to water pressure from the Municipal Main.

As per Central Right to Information Act 2005, Assistant Engineer water work 'A' Ward is appointed as Public Information Officer (Water Works) for Water works department and as per Maharashtra Public Records Act-2005 and Maharashtra Public Records Act Rules -2007, he is designated as Record Officer for Water Works Dept. of 'A' Ward.

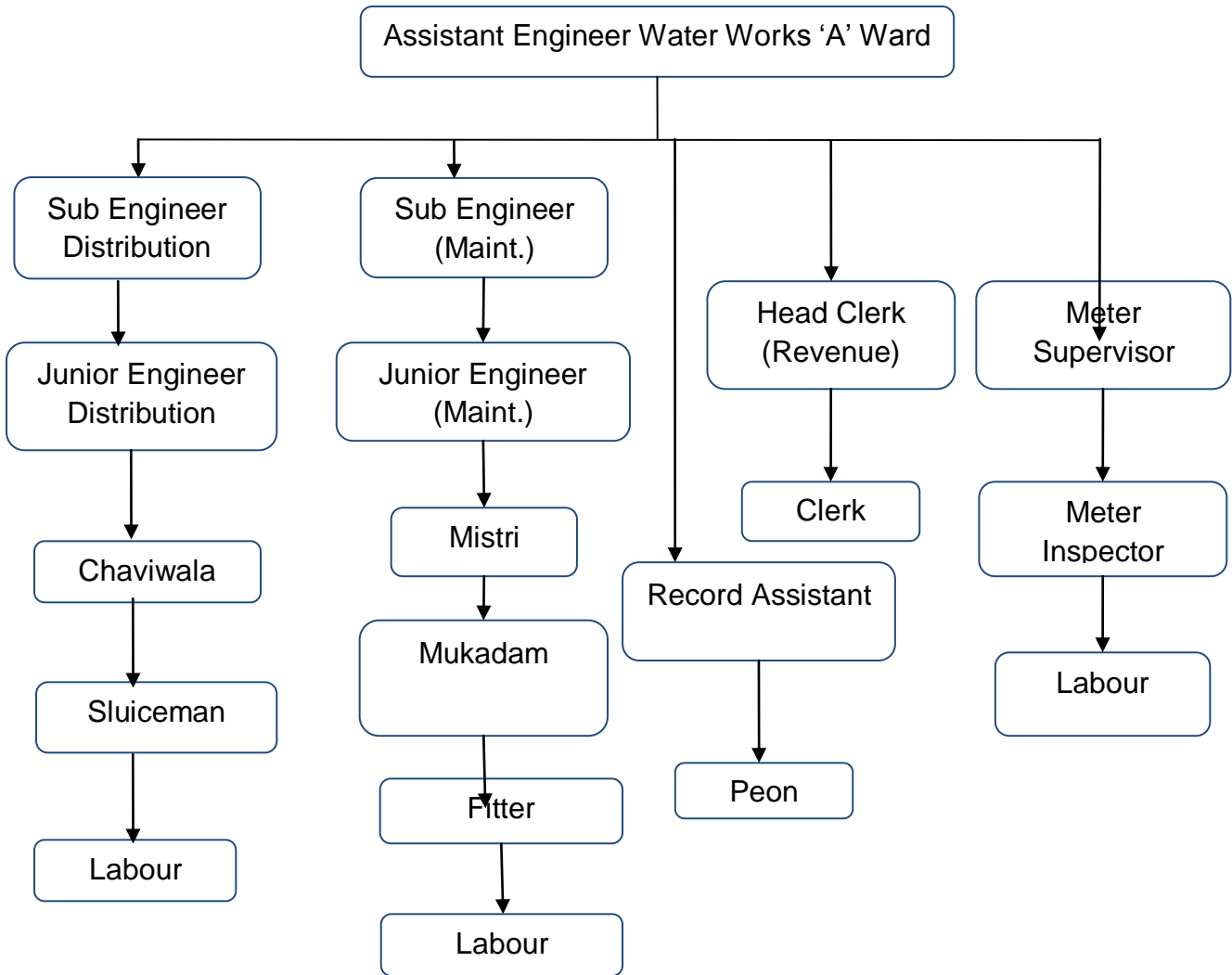
(Shri. Shashikant Keshav Buwa)
Assistant Engineer (Water Works)
'A' Ward

Section 4(1) (b) (i)

The particulars of functions & duties of the Office of Assistant Engineer (WW)

1	Name of the Section	Office of Assistant Engineer, Water Works
2	Address	'A' Ward office Building, 3 rd Floor, 134-E, Shahid Bhagatsingh Road, Fort, Mumbai- 400 001.
3	Head of the office	Assistant Engineer Water Works
4	Parent Government Department	Hydraulic Department.
5	Reporting to which office	1) Assistant Commissioner, 'A' Ward, 2) Deputy Hydraulic Engineer (City), Office of Deputy Hydraulic Engineer (City), Compound of A.E.W.W.(Maint) City, 2 nd Floor, Opp. 'S' Bridge, 566, N. M. Joshi Marg, Byculla, Mumbai - 400 011 Ph no. 022 – 23010961. Email – dyhecity@gmail.com.
6	Jurisdiction Geographical	'A' Ward is bounded by the Arabian Sea on the South, East & West, L. T. Road on North side of the city.
7	Mission	"To provide adequate, safe and equitable water supply to the consumers in 'A' Ward area."
8	Vision	"To control on leakages, wastage & theft of water."
9	Objectives	"Distribution of potable water to the consumers in 'A' Ward area." 1) To attend short supply complaint of consumers. 2) To attend leakage of water mains. 3) To attend contamination complaints. 4) To inspect unauthorized Water connections.
10	Functions	Control over Distribution of potable water to the consumers in 'A' Ward area. 1) To control and supervise daily water supply valves. 2) To issue permission form for water connections. 3) To create demand & recovery of water charges bills of consumers.
11	Details of services provided (In Brief)	"Supply of potable water within 'A' Ward's area."
12	Physical assets / Tools (Statement of lands & Buildings and other Assets)	Tools
13	Organization's structural Chart	As per separate sheet attached at page no.7.
14	Tel. No. & office timings	Telephone no : 022 – 22607019 / 16/ 65 / 69 Email : aeww.a@mcgm.gov.in Office timing : 8.00 a.m. to 12.00 noon and 2.30 P.M. to 5.30 p.m.(Monday to Friday) 08.00am to 12.00 a.m on Saturdays Visiting Hours: 03.00 p.m. to 05.00 p.m. (Monday to Friday)
15	Weekly Holidays	Sunday and Public Holidays.

Organisation's Structural Chart (Orgonogram)



Sr. No	Designation	Total Post			Charged Post			Vacant Post		
		Schedule	Non Schedule	Total	Schedule	Non Schedule	Total	Schedule	Non Schedule	Total
1	Assitt. Engg	1	NIL	1	1	NIL	1	NIL	NIL	NIL
2	Sub Engg.	4	NIL	4	4	NIL	4	NIL	NIL	NIL
3	Jr. Engg	3	2	5	1	0	1	2	2	4
4	Meter supervisor	2	NIL	2	1	NIL	1	1	NIL	1
5	Head Clerk	1	NIL	1	1	NIL	1	NIL	NIL	NIL
6	Clerk cum Typist	1	NIL	1	NIL	NIL	NIL	NIL	NIL	NIL
7	Clerk	8	NIL	8	5	NIL	5	3	NIL	3
8	Meter Inspector	5	NIL	5	4	NIL	4	1	NIL	1
9	Peon	3	NIL	3	2	NIL	2	1	NIL	1
10	Record Attendant	1	NIL	1	1	NIL	1	NIL	NIL	NIL
11	Chaviwal	4	3	7	1	NIL	1	3	3	6
12	Sluiceman	8	4	12	1	NIL	1	7	4	11
13	Labour	23	NIL	23	22	NIL	22	1	NIL	1
14	Porter	1	NIL	1	0	NIL	0	0	NIL	1
15	Mason-II	1	NIL	1	1	NIL	1	0	NIL	0
16	Mistry-I & II	1	1	2	1	NIL	1	0	1	2
17	Fitter-II	6	15	21	4	NIL	4	2	15	17
18	Mukadam	1	8	9	1	NIL	1	0	8	8
19	Labour	18	57	75	17	28	45	1	29	30

Section 4(1) (b) (ii)

The powers of officers and employees in the office of Assistant Engineer Water works 'A' Ward .

A

Sr. No.	Designation	Power- Financial	Under which legislation / rules / order / GRs	Remarks
1.	Assistant Engineer Water works	1. Power to incur expenditure-office contingencies Rs.7000/- in case of dead stock articles upto Rs.50/- per item and to make the payments of the bills therefore.	MMC Act 1988	
		2. (a) Power to purchase without prior post-audit upto Rs.25/-		
		(b) Without pre-audit but with post audit Above Rs.25/- but upto 200/-		
		(c) With pre-audit Above Rs.200/- but upto Rs.500/-		
		3. Power to sign payment and adjustment vouchers against the previous sanction of the competent authorities to limit of the Rs.15,000/-		
		4. Signing all indents for purchases of stores and material required for execution of sanctioned works, provided funds are available.		
		5. Power to enter upon or carry materials through any land for inspection or repairs or execution of Municipal works.	263 (1), 278 (1)	
2.	Sub Engineer Distribution	NIL.		
3.	Sub Engineer (Manit.)	NIL.		
4.	Junior Engineer Distribution	NIL.		
5.	Junior Engineer (Manit.)	NIL.		
6.	Head Clark	NIL.		
7.	Meter Supervisor	NIL.		

B

Sr. No.	Designation	Power- Administrative	Under which legislation / rules / order / GRs	Remarks
1.	Assistant Engineer Water works	1. Power to sanction increments in the time scale promotions to the lab our staff in accordance to rules in force.	MMC Act 1988	
		2. Power to grant casual leaves to subordinate staff upto the rank of Sub-Engineers accordance with the MC's orders on the subject that application form staff.		
		3. Powers to grant leaves including maternity and injury leave to the lab our staff in accordance to the MC's orders on the subject .		
		4. Power to sign unclaimed wages refund certificates of the staff working under him.		
		5. Power to allow renewal of Railway season Tickets.		
		6. Power to sanction overtime allowance when necessary to the member of the inferior service of the sanctioned scales and in case of those whom the factory.		
		7. To authorize (1) employees to renew subscription to Provident Fund (Rule 16-d of provident fund (2) to grant advance (Rule 24) & (3)to sanction refund of Municipal Contribution in ordinary cases and the recovery in respect of Municipal claims.		
2.	Sub Engineer Distribution	Nil.		
3.	Sub Engineer (Manit.)	Nil.		
4.	Junior Engineer Distribution	Nil.		
5.	Junior Engineer (Manit.)	Nil.		
6.	Head Clark	Nil.		
7.	Meter Supervisor	Nil.		

C

Sr. No.	Designation	Power- Magisterial	Under which legislation / rules / order / GRs	Remarks
		N.A.		

D

Sr. No.	Designation	Power- Quasi Judicial	Under which legislation / rules / order / GRs	Remarks
		N.A.		

E

Sr. No.	Designation	Power- Judicial	Under which legislation / rules / order / GRs	Remarks
		N.A.		

The duties of officers and employees in the office of Assistant Engineer Water work 'A' Ward ward.

A

Sr. No.	Designation	Duties - Financial	Under which legislation / rules / order / GRs	Remarks
1.	Assistant Engineer Water works	Nil.	-	
2.	Sub Engineer Distribution	Nil.	-	
3.	Sub Engineer (Manit.)	NIL.	-	
4.	Junior Engineer Distribution	NIL.	-	
5.	Junior Engineer (Manit.)	NIL.	-	
6.	Head Clark	NIL.	-	
7.	Meter Supervisor	NIL.	-	

B

Sr. No.	Designation	Duties - Administrative	Under which legislation / rules / order / GRs	Remarks
1.	Assistant Engineer Water works	1. To maintain normal day to day supply with the help of available resources such as man, material and machinery.	MMC Act 1988, u/s.169, 92, 263(1), 278(1), 350, 488	
		2. Repairs & maintenance of water mains upto 300mm and get rest of the work done by coordinating with other agencies.		
		3. Initiate proposals for laying of new water mains for replacement of old pipelines and to overcome short supply problem, contamination etc. for sanction of competent authority.		
		4. Attending short supply complaints, contamination leakages in private and municipal unit and disconnection of connections to generate demands of water / sewerage charges, recovery of bills etc.		

		5. To attend the meetings of zonal D.M.C., dept. heads and other meetings such as public grievances and comply the matters.		
		6. To issue necessary permissions for availing the water connections allowing fittings etc. after obtaining necessary sanction from competent authority, Resolving of disputes regarding water charges bills with sanction of competent authority.		
		7. In case of emergency arising out of breakdowns, maintenance of water mains, inform the public and public representatives for change in water timings etc. with available resources.		
		8. Any other duties assigned by the higher authorities.		
		9. Sanction of domestic connections upto 20mm dia., certification of dry fittings upto 25mm dia. and new buildings upto 4th floor.	1)EE Mts (Rev.) /2553 / Circular dtd 1.01.2002 2)HE/15/Ci r/HC(Gen.) of 29.10.2005	
		10.Recovery of additional sewerage charges for already sanctioned proposals.	Water bay laws, Water charges rules.	
2.	Sub Engineer Distribution	1. To maintain normal day to day supply with the help of available resources such as man, material and machinery.		
		2. To initiate proposals for laying new water main for improvement of pressure in the area.		
		3. To look after complaints of shortage, leakages, contamination etc.		
		4. To prepare/scrutinize proposal for applications for water connections & other fittings.		
		5. To overall control on distribution staff and issue instructions for specific work.		
3.	Sub Engineer (Manit.)	1. To carry out fieldwork such as repairs, maintenance of water main upto 300mm dia.		
		2. Overall control on maintenance labour staff, to carry out the above repair work.		
		3. To carry out work of making new connections upto 50mm dia.		
		4. Execution of disconnection orders for nonpayment of water charges & Sewerage charges		

		bills, wastages etc.		
		5. To maintain various records of new water connections, meters, preparation of O.T. of maintenance staff.		
4.	Junior Engineer Distribution	1. To maintain normal day to day supply with the help of available resources such as man, material and machinery.		
		2. To initiate proposals for laying new water main for improvement of pressure in the area.		
		3. To look after complaints of shortage, leakages, contamination etc.		
		4. To prepare/scrutinize proposal for applications for water connections & other fittings.		
		5. To overall control on distribution staff and issue instructions for specific work.		
5.	Junior Engineer (Manit.)	1. To carry out fieldwork such as repairs, maintenance of water main upto 300mm dia.		
		2. Overall control on maintenance labour staff, to carry out the above repair work.		
		3. To carry out work of making new connections upto 50mm dia.		
		4. Execution of disconnection orders for non payment of water charges & Sewerage charges bills, wastages etc.		
		5. To maintain various records of new water connections, meters, preparation of O.T. of maintenance staff.		
6.	Head Clark	1. To assist AEW in all matters regarding water charges bills and day to day office duties.		
		2. To supervise and exercise control over working of all billing clerks and verify single line bills.		
		3. To supervise work of billing clerks in preparing monthly and quarterly bills.		
		4. To maintain necessary registers and to prepare periodical reports and submission of the same to the higher authority.		
		5. To initiate refund proposals and adjustments.		
		6. To put up draft reply to audit		

		notes.		
		7. To issue notices to consumer for recovery & report to the higher authority accordingly.		
7.	Clark	1. To assist H.C. (Billing) in day to day works.		
		2. To enter the meter data for preparing the water charges bills.		
		3. To prepare challans for payments other than water charges bills		
		4. To maintain register regularly and taking day to day entries.		
		5. To issue duplicate bills.		
		6. To issue notices to consumer for recovery & report to the higher authority accordingly.		
8.	Meter Supervisor	1. To assist AEW in the work metering section.		
		2. To supervise the work of Meter Inspector.		
		3. To check Meter Reading Book entries on random after visiting sites.		
		4. To report unauthorised water connections and misuse of municipal water.		
		5. To issue notices to consumer for replacement of non working meters.		
		6. To maintain dispute registers and stolen meter register.		
		7. To verify consumption and rates for preparation of water bills prior to approval by A.E.W.W.		
		8. To settle gaps where meter reading is not available or not reliable. So that there is no loss of revenue or burden of excess billing to the consumer.		
		9. To feed regularly necessary data to computer.		

		10. To observe scheduled programme of meter reading.		
		11. To prepare various reports related to water dept.		
9.	Meter Inspector	1. To assist meter supervisor in his day to day working.		
		2. To take meter reading of water connections in the ward.		
		3. To maintain entries of new metered water connection in meter reading book.		
		4. To keep check on disconnected connections for various reasons & report accordingly.		
		5. To detect and report unauthorized water connection and misuse of water.		
		6. To give required information to higher authority if any.		
10.	Record Assistant	1. To receive, register and dispatch papers.		
		2. To maintain record of connection files and furnish whenever required.		
		3. To maintain inward and outward register.		
		4. To attach the relevant papers to the concerned files.		
11.	Mistry	1. To assist the J.E.(maint.) and follow his instructions.		
		2. To mark muster of labour.		
		3. To allot works related to complaints and report the same to J.E.		
		4. To guide and control fitters and labours to carry out the work.		
		5. To maintain the record of complaint.		
12.	Mukadam	1. To assist the J.E.(Maint.)		
		2. To keep record of Municipal /Private meter taken for testing		

		and refixing of the same.		
		3. To take DCO action as per order.		
		4. To restore connection after recovery of outstanding dues.		
13.	Fitter	1. To attend the leakages and repairs of water main upto 250 mm dia. water main.		
		2. To attend contamination complaint.		
		3. To make new water connections and cutting of connections as per order of higher authority.		
		4. To removal and fixing of meters of the connections.		
14.	Chaviwala	1. To assist to S.E. & J.E. (Distribution) for Valve operation		
		2. To supervise to sluice man and labour for valve operation.		
		3. To operate the valves on water main at the specified time and to the specified limits as per order of higher authority.		
		4. To maintain operation register if required.		
		5. To report about non-working and damaged valve.		
		6. To report leakages.		
		7. To attend the short supply complaint and report to higher authority.		
		8. To attend the site of fire calls.		
15.	Sluice man	1. To operate the valves on water main at the specified time and to the specified limits as per order of higher authority.		
		2. To report about non-working and damaged valve.		
		3. To maintain operation register if required.		

		4. To report leakages.		
		5. To attend the site of fire calls.		
		6. To attend the short supply complaint and report to higher authority.		

C

Sr. No.	Designation	Duties - Magisterial	Under which legislation / rules / order / GRs	Remarks
		N.A.		

D

Sr. No.	Designation	Duties - Quasi Judicial	Under which legislation / rules / order / GRs	Remarks
		N.A.		

E

Sr. No.	Designation	Duties – Judicial	Under which legislation / rules / order / GRs	Remarks
		N.A.		

Section 4(1) (b) (iii)

Procedure followed in Decision Making Process, including channels of supervision and accountability in the office of Assistant Engineer Water Works 'A' Ward.

What is the procedure followed to take a decision for various matters?

Proposal of every kind are generally put up for approvals / sanctions of competent authority – through proper channel i.e. initiating department / Account Department / Competent authority.

Water Connection Application.

Standard application forms are available in the Wards (sample form is at page no 38-39). The applicant has to fill up this form, attach references, requisite documents and submit the papers in the respective Wards through Licensed Plumber. On payment of scrutiny fee, the application is scrutinized.

Depending on the powers vested in Assistant Engineer, Executive Engineer, Dy. Hydraulic Engineer and Hydraulic Engineer, D.M.C. (S.E.), the approval to the request of new / additional connections are given.

On receipt of approval of Competent Authority, the applicant is informed about the same by issuing Permission Forms, which enlists various approvals and conditions. After compliance of the conditions of the "P" form, the water connection is released to the applicant.

Public Complaints.

Complaints of various natures regarding water supply can be registered with office of Asst. Engineer Water Works 'A' ward or Complaint Officer of Ward Office and also can be registered with Malbar Hill Reservoir Water Control Office in City.

The documents procedures.

A. Connection for granting stand post water connections to the slum dwellers.

1. The applicant should submit minimum 2 proofs of residence in the structure from the following of their stay prior to 1.1.95 or from Government Notification from time to time...
2. Ration Card – showing the address of applicant. (Compulsory)
3. Electricity bill

One of the following proof prior to 1.1.1995

1. Copy of Election Roll showing applicants name and address.
2. Copy of Election Card.
3. Copy of Assessment bill.
4. Copy of Census Photo Passes.

B. Water connection to the tolerable structure (prior to 1.4.1962 for Commercial Premises & prior to 17.4.1962 for residential Premises).

1. Copy of Assessment Bill of the structure
2. Copy of Ration Card.
3. Copy of Rent receipt.
4. N.O.C. of the owner of the premises.

C. Water connections to planned building.

1. NOC from H.E. Department.
2. Copy of approved plans by the Planning Authority.
3. Copy of I.O.D./Amended Plans /C.C.
4. Copy of Occupation Certificate/ Building Completion Certificate.
5. Copy of the NOC wherever applicable.

D. Water connection on Humanitarian ground.

1. NOC from H.E. Department.

2. Copy of approved plans by the Planning Authority.
3. Copy of I.O.D./Amended Plans.
4. Copy of Commencement Certificate
5. Application from occupants of the building.

E. Water connection for commercial use

1. Copy of rent receipt in case applicant is tenant.
2. Copy of Assessment Bill.
3. Copy of valid licenses to run the trade, issued by the MCGM.
4. Nature of activity and staff engaged in establishment.
5. NOC from Owner / Society if applicant is not owner of the premises.
6. Permission from respective authority according to the nature of activity, if required.

F. Water Connection for construction purpose (Unmetered connection) for labour drinking purpose

1. Copy of approved plans by the Planning Authority.
2. NOC from H.E. Department.
3. Details of existing connections fed to premises.

Intimation letter or Permission Form.

Permission form is issued by the AEWV of the Ward after approval from competent Authority (Sample copy of permission form is at page-40-41).

Sr. No	Activity	Steps Involved	Time Limit	Authority role and responsibility of the employee/ officer in connection with each activity. (mention designation)	Remarks
	Granting Water Connection	Scrutiny of Application.	15 days	JE/SE (Distribution)	
		Letter to Party	2 days	JE/SE (Distribution)	
		Compliance of Dakka letter by party with scrutiny fee.	30 days	Party	
		After compliance of Dakka letter site visit report	7 days	JE/SE (Distribution)	
		After site visit, put up proposal to higher authority for sanction.	15 days	JE/SE (Distribution)	
		Reject or approve/ Forwards it to higher competent authority for approval	5 days	AEVV	
		On the recommendation of	7 days each level	EEVV/Dy HE /HE/DMC(SE)	

		AEWW, competent higher authority approves or rejects the water connection			
		Preparation of Permission Form (P Form)/ Rejection Letter	7 days	JE/SE (Distribution)	
		Sing on Permission Form (P Form)/ Rejection Letter	7 days	AEWW	
		P form issue along with connection form(C form) to plumber/Applicant	2 days	Record Assistant	
		Compliance to P-form and C-form	Within one year	Plumber/Applicant	
		Road Opening permit	15 days	AE(Maint)	
		Preparation of Meter Card	10 days	Meter Inspector, Meter Supervisor	
		Physical connection of water meter	7 days	S.E(Maint) J E (Maint)	
		Generation of CCN Number and Updating of Meter Reading Card.	10 days	S.E(Maint) /S E (D).	
	Meter Reading	Taking meter reading and updating MRB.	Monthly	Meter Inspector	
	Disconnecti on of water connection	Prepare defaulter list and disconnection of water connection	Monthly	H.C. / M.S. / SE(M)	
	Water Connection Restoration	After payment of pending bills by party and additional security deposit and cutting making charges	4 days	H.C / M.S / SE(M)	

Section 4(1) (b) (iv)

Norms set for discharge of its functions in the office of Assistant Engineer Water works 'A' Ward.

Organizational Targets (Annual)

Sr. No.	Designation	Activity	Units to be covered	Financial Targets in Rs.	Time Limit	Remarks
1.	Assistant Engineer Water Works	As mentioned in Section 4 (1) (b) (iii)		There are no financial targets set for this department. As mentioned earlier the work is carried out on day to day basis.	Time limit for each activity is as mentioned in Section 4 (1) (b) (iii)	
2.	Sub Engineer/ Junior Engineer	As mentioned in Section 4 (1) (b) (iii)		There are no financial targets set for this department. As mentioned earlier the work is carried out on day to day basis.	Time limit for each activity is as mentioned in Section 4 (1) (b) (iii)	

Section 4(1)(b)(v)

The rules/ regulation related with functions in the office of Assistant Engineer
Water work 'A' Ward .

Sr. No.	Subject	G.R./Circular/Office order. Rule no. notification etc. date.	Remarks if any
1.	Sanction of Water connection	MMC Act 1888u/s 169, 92. & Cir. No. HE/15/CIR/HC(Gen) of 29/10/2005.	
2.	Recovery of Water Charges	Manual of Water Charges Rules.	Available with PRO department on payment of fees
3.	Guidelines for connections	Manual of Water Bye-Laws for water connections.	Available with PRO department on payment of fees
4.	Circular regarding Water department.	Various Circular issued time to time.	

Section 4(1)(a)(vi)

Statement of Categories of documents held in the office of Assistant Engineer
Water works 'A' Ward .

Sr. no.	Subject	Type of Document file or register	File no. or Register no.	Particulars	Periodicity of preservation
'A' Class Record					
1.	Case file of Water connection	File		Details of application for water connection, permission form	Permanent
2.	Fitting register	Register		Details of Certification as per permission form	Permanent
3.	Connection Register	Register		Details of water connection	Permanent
4.	Meter reading Book			Details of water Meter reading	Permanent
'C' Class Record					
1.	R.T.I Register			Details of application received under R.T.I. Act 2005	5 Years
2	RTI application & their reply (Except appeal cases)			Details of application received under RTI Act & reply given to the same.	01 year
3	First & second appeal made under RTI Act			Details of First & second appeal made by applicant under RTI Act by the applicant against reply of Public Information Officer and/or order passed by First Appellate Authority	01 year
4	Log sheets	Inward		Details of	01 Year

		papers		Applications/ complaints/ other documents received by department	
5	Outward Register (Internal departments)	Outward papers		Details of Applications/ complaints/ other documents forwarded to Internal departments of 'A' Ward.	01 Year
6	Outward Register (External correspondence)	Outward papers		Details of Applications/ complaints/ other documents forwarded to external departments of MCGM/ Other Govt. authorities and correspondence with applicants/ complainants /citizens etc.	01 Year
7	Complaint Register	Register		Orally complaint registered.	01 year

Section 4(1)(b)(vii)

Particulars of any arrangement that exists for consultation with the members of the public in relation to the formulation of its policy and implementation in the office of Assistant Engineer Water works 'A' Ward.

-- NOT APPLICABLE --

Section 4(1)(b)(viii)

Statement of Boards, Councils, Committees or Other bodies in the office of Assistant Engineer Water works 'A' Ward.

---Nil--

Section 4 (1) (b) ix

Dictionary of the officer and employees in the office Assistant Engineer Water Works 'A' Ward Ward

SR. NO.	Designation	Name of the Officers/ Employees	Cadre	Dt. Of Joining the post	Dt. Of Joining in 'A' Ward Ward	Contact Details Ph/Fax/ E-mail
1	ASST.ENGINEER	Mr. Shashikant K. Buwa	B	18.01.1995	16.12.2011	022-22607019/9930260420
2	SUB ENGINEER	Mr.Somnath K. Ubale	B	02.12.2008	02.12.2008	022-22607016/ 9930260464
3	SUB ENGINEER	Mr.Vaibhav M. Kenjale	B	13.07.2005	12.08.2011	022-22607069/9619865866
4	SUB ENGINEER	Mr.sayeed Godad	B		24.02.2009	022-22607065
5	SUB ENGINEER	Mr.Ravindra R. Vidhate	B	15.12.2009	15.12.2009	022-22607056/9920310716
6	JR. ENGINEER	Mr. Narendra N. Inamdar	C	25.03.2009	25.03.2009	022-22607056/9619595509
7	METER SUPVR.	Mr.Kamble Ramesh	C	10.12.1995	01.03.2012	022-22607037
8	HEAD CLERK	Mr. Pawar Sunil Gangaram	C		18.09.2014	022-22607060
9	METER INSPECTOR	Mr.shaikh shujauddin p	C	07.10.1992	30.04.2010	022-22607037
10	METER INSPECTOR	Mr.Mohsnesing padamsingh	C	02.08.1976		022-22607037
11	METER INSPECTOR	Mr.mahajan kishor deoram	C	14.11.1996	18.03.2011	022-22607037
12	METER INSPECTOR	Mr.Dhadwad dashrath thakaji	C	10.02.1986	22.06.2011	022-22607037
13	CLERK	Mr.Patel sharat ramsing	C	01.04.1986	02.03.2009	022-22607060
14	CLERK	Mr.Padalkar nilam nathuram	C	04.08.2008	04.08.2008	022-22607060
15	CLERK	Mr.Itale samadhan bhaskar	C	17.04.2012	17.04.2012	022-22607060
16	PEON	Mr.Madane avinash ankush	D	09.10.2012		022-22607060

Section 4 (1) (b) x

**Details of remuneration of officer and employees in the office Assistant Engineer
Water Works 'A' Ward Ward**

SR. NO.	DESIGNATION	EMPLOYEE NAME	GRD	Basic + GRP	DA	WC	CA	SPA	TA	MMA	HRA	TOTAL SALARY
1	ASST.ENGINEER	BUWA SHASHIKANT KESHAV	B	30530	32667		463		1600	200	9159	74,619
2	SUB ENGINEER	VIDWATE RAVINDRA DAMODAR		18050	19314		463		1200	200	5415	
3	SUB ENGINEER	UBALE SOMNATHA KISANRAO		20490	21924		463		1200	200	6147	50,424
4	SUB ENGINEER	KENJALE VAIBHAV MURLIDHAR		19590	21282		463		1200	200	5967	49,002
5	SUB ENGINEER	GODAD SAYEED AHMED J		24140	25830		463		1200	200	7242	59,075
6	METER SUPVR.	KAMBLE RAMESH SHIVRAM		22910	24514		463		600	200	524	49,211
7	HEAD CLERK	PAWAR SUNIL GANGARAM		22090	23636		463		600	200	6627	53,616
8	JR. ENGINEER	ITALE SAMADHAN BHASKAR		11350.78	12152				561	187	3407	27,663.78
9	CLERK	JARWAL SAJAN MAHAJAN		11430	12230				600	200	3429	27,889
10	CLERK	SALI KALPANA VINAY		10760	11513				600	200	3228	28,301
11	CLERK	PATEL SHARAT RAMSING		13693.55	18169				368	200	5094	37,524.55
12	CLERK	PADALKAR NILAM NATHURAM		12140	12990				600	200	3642	29,572
13	CLERK	ADAM SHRINIVAS MANOHAR		12510	13386				600	200	3753	30,449
14	CLERK	WALKOLI PRAKASH R		11430	12230				600	200	3429	27,889
15	METER INSPECTOR	MAHAJAN KISHOR DEORAM0		19990	21389		463		600	200	5997	48,639
16	METER INSPECTOR	SHAIKH SHUJAUDDIN P		17600	18832		463		600	200	574	38269
17	METER INSPECTOR	MOHANSINGH PASAMSINGH		16650	17816		463		600	200	4995	40,724
18	METER INSPECTOR	DHADWAD DASHRATH THAKAJI		15840	16949		463		600	200	4752	38,804
19	JR.ENGINEER	INAMDAR NARENDRA N		16720	17890		463		600	200	17433	53,306
20	PEON	BHARTI KAMAL VISHNU		8540	9138					200	2562	20,440
21	PEON	MADANE AVINESH ANKUSH		7810	8357				600	200	2343	19,310
22	RECORD ATTD	JADHAV BABAN KASHIRAM		14300	15301	115			600	200	4290	34,816
23	MASTRY - I	JADHAV SURENDRA NAMDEO		14120	15108	115			600	200	4236	41,579
24	MASON - II	DINGIYA RAMSWARUP HARIAM		14410	15419	115			600	200	4323	35,067
25	FITTER - II	JADHAV VISHWAS TUKARAM		12930	13835	115			600	200	3879	31,559
26	FITTER - II	MANE BHAGWAT SUKHDEO		12710	13600	115			600	200	3813	33,561
27	FITTER - II	SHIGVAN VILAS PANSURANG		14250	15248	115			600	200	4275	39,710
28	FITTER - II	THONGIRE TANAJI SANTU		12710	13600	115			600	200	3813	34,145
29	FITTER - II	WARGAONKAR DILIP BHAGWAN										
30	LABOURER	KATE DINKAR BALU		13330	14263	115			600	200	3999	32,507
31	LABOURER	KUNCHIKORVE LAXMAN G		12470	13343	115			600	200	3741	34,954
32	LABOURER	MHASKE SUBHAKAR ANANDRAO		12470	13343	115			600	200	3741	32,261
33	LABOURER	SULEGAI JAGANNA G		11990	13043	115			600	200	3657	29,805
34	LABOURER	PAGARE ANAND PETRAS		12100	12947	115			600	200	3630	29,950
35	LABOURER	SHINDE DEEPAK SOMNATH		12290	13150	115			600	200	3687	30,042
36	LABOURER	SHAIKH IBRAH IM SHAIKH		11930	12765	115			600	200	3579	30,561
37	LABOURER	PATEL PRADIP BANGO		11830	12658	115			600	200	3549	30,822
38	LABOURER	KINI PRASAD JAYKUMAR		11670	12487	115			600	200	3501	33,531
39	LABOURER	KONDAWALE RAJARAM Y		11030	11802	115			600	200	3309	30,517

40	LABOURER	GHAGARE YUVRAJ MAHADEV		8380	8967	115			600	200	2514	22,575
41	LABOURER	RATHOD DNYANESHWAR M		8380	8967	115			600	200	2514	22,330
42	LABOURER	NIPURTE PARSHURAM RAMA		8280	8967	115			600	200	2514	22,815
43	LABOURER	DONGRE RAJENDRA BHASKAR		8300	8967	115			600	200	2514	25,719
44	LABOURER	KAMBLI KAMLESH SURESH		7660	5196	115			600	200	2298	21,755
45	LABOURER	PANHALKAR SANDEEP D PARTE HRISHIKESH KRISHNA		7660	8196	115			600	200	2298	19,069
46	LABOURER	PARTE HRISHIKESH KRISHNA		7430	7950	115			600	200	2298	19,069
47	LABOURER	PARTE HRISHIKESH KRISHNA		7430	7950	115			600	200	2229	19,144
48	LABOURER	CHOGALE MANGESH SHANTARAM		7210	7715	115			600	200	2163	20,906
49	LABOURER	KHAIRNAR YOGESH NIMBA		7660	8196	115			600	200	2298	19,728
50	LABOURER	BAIKAR VIJAY RAMCHANDRA		7210	7715	115			600	200	2163	18,304
51	LABOURER	GHARAT SHIVAJI KACHARU		6290	6730	115			600	200	1887	16,723
52	LABOURER	SHAIKH JAMIL AHAMAD		7660	8196	115			600	200	2298	21,787
53	LABOURER	MHAMUNKAR NILESH YASHVANT		7430	7950	115			600	200	2229	19,368
54	LABOURER	DESHMUKH BALKRISHNA D		7430	7950	115			600	200	2229	20,532
55	LABOURER	KHATELE YADAV BAHIRU		6290	6730	115			600	200	1887	16,725
56	LABOURER	BAMBLE BHIMA SHANKAR		7660	8196	115			600	200	2298	21,433
57	LABOURER	POTKULE BALVANTA KISAN		7210	7715	115			600	200	2163	19,819
58	LABOURER	MHETRE AMBADAS NARSAPPA		7430	7950	115			600	200	2229	19,592
59	LABOURER	VISHE ANANT BANDHU		7660	8196	115			600	200	2298	19,898
60	LABOURER	SATHE NAVNATH MAHADU		7660	8196	115			600	200	2298	19,502
61	LABOURER	DHIDE BHALCHANDRA KISAN		7660	8196	115			600	200	2298	19,069S
62	LABOURER	SOHONI BHUSHAN MOHANRAO		2386	8196	115			600	200	2298	20,268
63	LABOURER	ANDHALE BALU RAMCHANDRA		2386	8196	115			600	200	2298	19,895
64	LABOURER	NAIK ANIL GANPAT		7660	8196	115			600	200	2298	19,289
65	LABOURER	JADHAV SATISH BALIRAM		7660	8196	115			600	200	2298	19,948
66	LABOURER	CHAVHAN		6290	6730	115			600	200	1887	15,822
67	LABOURER	PATANGRAO DIPAK KISAN		7660	8196	155			600	200	2298	19,069
68	LABOURER	VISHE AVINASH KRISHNA		7430	7950	115			600	200	2229	22,534
69	LABOURER	BANGAR BHARAT DATTATRAY		7660	8196	115			600	200	2298	19,069
70	LABOURER	GOSAVI KIRAN SHIVAJI		7660	8196	115			600	200	2298	20,764
71	LABOURER	BHOR NAMDEV DADA		7660	8196	115			600	200	2298	20,716
72	LABOURER	GURAV RAJARAM DATTARAM		7660	8196	115			600	200	2298	19,069
73	LABOURER	PATIL TRYAMAK FAKIRA		7660	8196	115			600	200	2298	19,069
74	LABOURER	SHINDE MAHESH SHANKAR		6100	6527	115			600	200	1830	15,372
75	LABOURER	ASWARE POPAT BHAU		7430	7950	115			600	200	2229	18,524
76	FITTER II	SALUKHE ASHISH RAMDAS		7210	7715	115			1200	200	3467	22,070
77	LABOURER	LENGARE RAMCHANDRA ANANDA		7430	7950	115			600	200	2229	20,232
78	LABOURER	MALKE PUNDALIK BALU		7430	7950	115			600	200	2229	20,336
79	LABOURER	PUKALE BIRA BABAN		7430	7950	115			600	200	2229	20,766
80	LABOURER	PATEL RAJESH LAXMAN		7430	7950	115			600	200	2229	18524
81	LABOURER	JAVSEKAR PARESH RAVINDRA		7210	7715	115			600	200	2163	17888
82	LABOURER	SAVANE MALHARI SABDIPAN		11120	11898	115			600	200	3336	27,269
83	CHAVIWALA	MOTITE SHIVAJI SAWLA		14140	15130	115			600	200	426	38,521
84	SLUICEMAN	RANE MURLISHAR RAMCHANDRA		14220	15215	115			600	200		36,355
85	LABOURER	GHADIGAONKAR SURESH NAKUL		13000	13910	115			600	200		28,759
86	LABOURER	IRSHASAHMAD ABDULKHALIQUE		12700	13589	115			600	200		27,570
87	LABOURER	KADAM VINAYAK BAYAJI		12560	13439	115			600	200		27,274
88	LABOURER	KHANDAGALE ANNA VISHWAS		12580	13461	115			600	200		30,730

89	LABOURER	MESTRAY RAJU LAXMAN		12100	12947	115			600	200		26,317
90	LABOURER	MHAPANKAR NARAYAN S		12570	13450	115			600	200		27,295
91	LABOURER	MOHD ABBAS IQBAL		13330	14263	115			600	200		28,879
92	LABOURER	MUKAL KRISHNA YESHWANT		12320	13182	115			600	200	3696	30,113
93	LABOURER	PARAB PANDURANG RAJARAM		12890	13792	115			600	200	3867	32,068
94	LABOURER	TAJANE SUNIL PANDURANG		13330	14263	115			600	200	3999	33,245
95	LABOURER	VICHARE CHARUDATTA K		13390	14327	115			600	200		28,987
96	LABOURER	WARANG SUNIL BALKRISHNA		12170	13343	115			600	200	3741	31,008
97	LABOURER	ZORE SUNIL SHANKAR		13330	14263	115			600	200	3999	32,507
98	LABOURER	JADHAV VINAYAK SOMA		12100	12947	115			600	200		26,834
99	LABOURER	PAWAR DEPAK SHIVRAM		12100	12947	115			600	200		26,301
100	LABOURER	SATPUTE VINOD BALIRAM		2790	12605	115			600	200	3534	28,834
101	LABOURER	MUTHE TANAJI BUDHA		11830	12658	115			600	200	3549	28,952
102	LABOURER	WALMIKI JAYAVEESINGH C		11830	12658	115			600	200	3549	29,495
103	LABOURER	MANE RAJESH RAMDAS		11620	12433	115			600	200	3486	28,454
104	LABOURER	WAYAL YUWARAJ KASHINATH		11510	12316	115			600	200	3453	28,693
105	LABOURER	PATIL SUNIL SAJAN		11030	11802	115			600	200	3309	27,056
106	LABOURER	YADAV YADAVENDRAKUMAR M		11030	11802	115			600	200	3309	27,056
107	LABOURER	DIVE KAMALAKAR EKNATH		11030	11802	115			600	200	3309	27,056
108	LABOURER	KADAM PRAMOD GANPAT		8900	9523	115			600	200		19,338
109	LABOURER	LEMBHE VASANT DHONDU		7660	8196	115			600	200	2298	19,069
110	LABOURER	JADHAV SACHIN DATTATRAY										
111	LABOURER	PATIL SACHIN SURESH		7660	8196				600	200	2298	18,954
112	LABOURER	LOKARE SUDHAKAR PULAJI		6290	6730				600	200		13,820
113	LABOURER	CHAUDHARI RAVINDRA S		6290	6730				600	200	1887	15,707
114	LABOURER	NADGE RAMESH BALU		6100	6527				1200	200	1830	15,857
115	LABOURER	KAZI HUSAIN ABDUL KADIR		8640	9245	115			600	200	2592	21,392

Section 4(1)(b)(xi)

Details of allocation of budget and disbursement made in the office of Assistant Engineer Water Works at 'A' Ward for the year 2014-2015.

Publish Copy of the budget Rs.6,556,000.00

Publish Copy of grant distribution

Format A for current year 2014- 15

Sr. No.	Budget head description	Grants received	Planned use (Give details area wise or work wise in a separate form)	Remarks
1.	4060490000 'A' Ward –H.E.	Rs.6,556,000.00	Rs.6556,000.00	

Section 4(1)(b)(xii)

Manner of execution of subsidy program in the office of Assistant Engineer Water Works at 'A' Ward.

-----Nil-----

Section 4(1)(b)(xiii)

Particulars of recipients of concessions, permits or authorizations granted in the office of Assistant Engineer Water Works at 'A' Ward.

-----Nil-----

Section 4(1)(b)(xiv)

Details of information available in electronic form in the office of Assistant Engineer Water Works at 'A' Ward.

Sr.No.	Type of Documents file/Register	Sub Topic	In which Electronic Format it is kept	Person in Charge
01	Water connection file	File	Scanned Copy	AEWW 'A' ward

Section 4(1)(b)(xv)

Particulars of facilities available for citizen for obtaining information in the office of Assistant Engineer Water Works at 'A' Ward.

Types of facilities-

- Information about facilities for inspection of record.

Sr.No	Type of Facility	Timings	Procedure	Location	Person in Charge
1.	Inspection of Record as per RTI Act.	11.00 am. to 1.00 p.m on Wednesday (except holidays).	For inspection of records no fee for first hour will be charged, however fee of Rs.5/- for each 15 minutes or fraction thereof will be charged thereafter as per RTI act 2005.	Office of Asstt. Engineer, Water Works Department, 'A' Ward office, 3 rd Floor, S.B.S. Road, Fort, Mumbai-01	Asstt. Engineer, Water Works 'A' Ward.

- Interactive website – www.mcgm.gov.in
- Facilitation center - Citizen's Facilitation center is available at the ground floor of ward office Building. Working Hours – 8.00 a.m. to 8:00 p.m
- Notice board - Displayed in the office of Asstt. Engineer (Water Works)
- Inspection of work & inspection of samples – N.A
- Facilities for library, Inquiry window & reception – Not available

Section 4(1)(b)(xvii)

Manual – 17

(१८) अर्जदार जर मालमतेचा मालक नसेल तर त्याचे ओळखपत्र.

हरकत नाही मालकाची सही मालकाचा पत्ता
परवानाधारक नळकारागिराची सही अर्जदाराची सही अर्जदाराचा पत्ता

* नको असलेले खोडावे.

00 जर अर्जदारमालक नसेल तर त्याचे मालकाशी काय नाते आहे.

कार्यालयीन वापरसाठी फक्त

सहाय्यक अभियंता जलकामे विभाग.

अर्जदाराच्या इमारतीची यानी रोजी
पाहणी केली

मालमतेचे वर्णन

तळमजला कोणत्या कामासाठी व्यापला आहे.

वरील मजले कोणत्या कामासाठी व्यापले आहेत.

अर्ज केलेल्या मजला मजल्यावरील एकूण भाडेकरू

भाडेकरूंची संख्या

मजल्यावरील पाणी पुरवठ्याचे वितरण

प्रचलित धोरणानुसार आणि नियमानुसार अर्जदाराची/अर्जदारांची विन्ती अनुज्ञेय

आहे/नाही आणि जर आपण सहमत असाल तर त्यांना त्यानुसार कळविण्यात येईल.

एकूण मागणी मुख्य जलवाहिनीचा आकार बाब

पॉइंट

मजल्यावर होणारा पाणी पुरवठा जलजोडणीची

पाणी पुरवठा ची वेळ लांबी.

गणनेच्या कामासाठी पाणी पुरवठ्याचे तास आहेत.

आणि सरासरी दाब आहे आकारांची जलजोडणी

..... लिटर/गॅलन प्रतिदिन पाणी पुरवठा

करेल. म्हणून आकाराची जलजोडणी अंतर्गत नलिकेसह

खाजगी/महानगरपालिकेच्या जलमापकासह किंवा व्यतिरिक्त ग्राह्य असून मंजूर करण्यात यावी.

कनिष्ठ अभियंता/दुय्यम अभियंता.

इतर अभिप्राय :

सहाय्यक अभियंता जलकामे यांचे अभिप्राय :

This connection is granted without prejudice by other departments of the M.C.G.M. In such cases this connections will be cut off at your risk and cost.

बृहन्मुंबई महानगरपालिका
जल अभियंता विभाग

जलजोडण्या व जोडकामे
यासाठी परवानगी प्रपत्र.

परवानगी प्रपत्र क्रमांक दिनांक
Asstt. Engineer, Water Works
M. C. G. M., 'A' Ward Office
134-E, Shahid Bhagat Singh Road,

विषय : इमारत मार्ग क्रमांक
Phone No. : 022-23697800

मार्ग/रस्ता नावाने ओळखला जातो.

This Permission is Valid for one year from the date of issue

प्रिय महोदय/महोदया,

आपल्या दिनांक च्या अर्ज क्रमांक च्या संदर्भात मला असे कळवावयाचे आहे की, खाली दिलेल्या सर्व अटी अनुज्ञाधारक नळकारागिरांमार्फत पूर्ण केल्यास आणि सोबत जोडलेले प्रपत्र पूर्णपणे भरून या कार्यालयात परत दिल्यास खाली नमूद केलेल्या जोडण्या व जोडकामे घेण्यास आपणास परवानगी देण्यात येईल.

वरील इमारतीला होणा-या अपु-या पाणीपुरवठ्यामुळे, आपणास असे कळवावयाचे आहे की, तातडीची उपाययोजना म्हणून खाली दिलेली कामे आपल्याला लवकरात लवकर करून घ्यावी लागतील अन्यथा ह्या बाबतीत कोणताही संदर्भ न देता मुंबई महानगरपालिका अधिनियमांतील तरतुदीनुसार आपल्याविरुद्ध कारवाई करण्यात येईल. अनुज्ञाधारक नळकारागिरांकडून खाली नमूद केलेली कामे करून घेतल्यानंतर सोबतचे प्रपत्र योग्यरित्या भरून ह्या कार्यालयाकडे परत करावे.

बाब क्रमांक १ ते पर्यंत नमूद केलेल्या सर्व अटी पूर्ण कराव्यात.

- (१) खालील संबंधात विभागीय दुय्यम अभियंता/सहाय्यक अभियंता यांचेकडून प्रमाणपत्र सादर करावे.
 - (अ) करनिर्धारक आणि संकलक यांजकडील महानगरपालिका थकबाकीच्या रकमेचा भरणा.
 - (ब) मलेरिया खात्याच्या आवश्यकतेनुसार साठवण टाक्यांची तरतूद करणे.
 - (क) जल उपविधीनुसार पाईप आणि जोडकामे यांची तरतूद.

- (२) नगर अभियंता खात्याच्या सहाय्यक अभियंता (-) विभाग यांजकडून गटार व्यवस्थेसंबंधातील प्रमाणपत्र सादर करावे.

आपण खालीलप्रमाणे रकमेचा भरणा केल्यानंतर :-	रुपये
(अ) जलजोडण्या करण्याचा खर्च
(ब) बांधकामासाठी वापरण्यात आलेल्या जल आकाराचा आगाऊ भरणा
(क) जलमापकाद्वारे पुरवठा केलेल्या पाण्याचा आकार भरून काढण्यासाठी सुरक्षा अनामत रक्कम
(ड) कक्षासह/कक्षाविना जलमापक बसविण्याचे आकार
(इ) जोडणी तोडण्याचा/जलमापक काढून टाकण्याचा खर्च
(फ) महानगरपालिकेचा जलमापक पुरविला असल्यास २०० रोजी संपलेल्या वर्षी दरमहा
रुपये ह्या दराने जलमापकाच्या भाड्याचा आगाऊ भरणा.

एकूण

- (३) रुपये १० किंमतीच्या मुद्रांक कागदावर अनामत रकमेवर ज्यादा रक्कम देण्याचे करारपत्र सादर करावे.
- (४) सर्व अटी मान्य असल्यास करारपत्र मागे छापलेल्या मसुद्याच्या धर्तीवर रुपये १० किंमतीच्या मुद्रांक कागदावर सादर करावे.
- (५) संबंधित जागेचा मालकाकडून संमतीपत्र सादर करावे.
- (६) रुपये १० किंमतीच्या मुद्रांक कागदावर पाईप्स जोडकामे, आदेश दिला जाईल तेव्हा काढून टाकण्यास, आदेश दिला जाईल तेव्हा ह्या जोडणीवरून इतर भाडेकरूंना नळ घेऊ देण्यास/आदेश दिला जाईल तेव्हा शाखा जोडणीवर खाजगी जलमापक बसविण्याची व्यवस्था करण्यास/तेव्हा नवीन जलजोडणी घेण्यासाठी घरमालक/इमारतीत भाडेकरू यांजकडून लेखी हमीपत्र सादर करावे.

टिप : (१) (सोबतचे प्रपत्र पूर्ण भरून जल अभियंता यांच्या कार्यालयात सादर केल्यानंतरच वर दिलेली मंजूरी वैध होईल त्यापूर्वी कोणतेही काम केल्याचे आढळल्यास कलम २८७ (ब) आणि उपविधी क्रमांक ५ आणि ३३ अन्वये कारवाई करण्यात येईल.)

- (२) (प्रचलित जल आकार नियमावलीनुसार पूर्वी न पाहिलेला खाजगी जलमापक पूर्वी न वापरल्याचे आढळून आल्यास तो जलमापक जोडणीवर बसविण्यापूर्वी महापालिकेची मालमत्ता म्हणून महापालिका जप्त करील आणि तो मान्यताप्राप्त समजून तपासणी करून मोहोरबंद करून आणि उचित कक्ष पाहण्याची इ. ची तरतूद करून परिरक्षित केला जाईल. नळजोडणीवर जलमापक बसविण्यापासून पाच वर्षांच्या कालावधीनंतर घरमालकाचा जलमापकाचे भाडे आकारले जाईल याकडे ग्राहकाचे लक्ष वेधण्यात येत आहे).

11 जोडण्या निश्चित कोणत्या जागी बसवावयाच्या आदेश देण्यातल्यानंतर विभागीय दर्या अधिकाऱ्यांनी ही नळमापक निश्चित करून घ्यावी

१-जोडण्या

२-इतर जोडकामे														
मजला	थेट तळ		अधोगामी नळ		धुण्याच्या जागा	अधोगामी शाखा				हात धुण्याचे बेसीन	मो-या	बाथ टब्स	शॉवर्स	गिझर्स
	खोल्या	धुण्याची जागा	खोल्या	स्नान-गृह		जलधौत टाकी		दाब नळ (पूरा टंक)						
						संडास	मुतारी	संडास	मुतारी					
तळ ...														
पहिला ...														
दुसरा ...														
तिसरा ...														
चोथा ...														
पाचवा ...														

इमारतीवरील साठवण आणि शोषण टाक्यांना शाखा :

घरगुती टाकी गॅलन्स/लिटर्स
जलधौत टाकी गॅलन्स/लिटर्स
भूमिगत/जमिनीवरील शोषण टाकी गॅलन्स/लिटर्स

पहिली जोडकामे असल्यास :-

कामे करण्यात आली

आपला विश्वासु,
सहाय्यक अभियंता जलकामे.
विभाग

दुय्यम अभियंता/स. अ. जलकामे.

रुपये १० किंमतीच्या मुद्रांक कागदावर मसुदा करारपत्र टंकलेखित करावयाचे.

बृहन्मुंबई महानगरपालिका,
महानगरपालिका आयुक्त, मुंबई.

विषय : इमारत मार्ग क्रमांक रस्ता/मार्ग नावाने ओळखला जातो.

परवानगी प्रपत्र दिनांक चा क्रमांक

रस्ता क्रमांक मार्ग/रस्त्यावर

महोदय,

..... माझ्या/आमच्या इमारतीच्या आवारामध्ये माझ्या/आमच्या जलजोडणीवर महापालिका जलमापक बसविण्याची माझी/आमची विनंती आपण मान्य केल्यामुळे मी/आम्ही खाली सही करणारे भाडेकरू महापालिका माझ्या/आमच्या/जोडणीवर जलमापकाचे भाडे/आणि किंवा जलमापकाचे कक्ष हरविल्यास/चोरीस गेल्यास/किंवा नुकसान