



## **Municipal Corporation of Greater Mumbai**

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

**Shri.Uddhav B. Chandanshive**  
**Assistant Commissioner**

### **SOLID WASTE MANAGEMENT DEPARTMENT**

Address - Office of Assistant Engineer, SWM  
2<sup>nd</sup> Floor, B Ward Building,  
Ramchandra Bhat Marg, Mumbai  
400 009.

Public Information officer- Shri. Nikhil Kirtane - Asstt., Eng. (SWM)  
Shri - Waghmare Admn. Officer (I/C)

First Appellate Officer - Shri.Suryakant Chaudhari - Ex. Eng. (B Ward)

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# 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 as a matter of right. 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 as well as recipients of government grants.

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, SWM 'B' 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 (SWM), B ward whose office is situated at B ward office, 2<sup>nd</sup> floor, Room No.27 Ramchandra Bhat Marg, Mumbai-400009. The procedure and fee structure for getting information is as per the provisions of RTI Act, 2005.

The corporation has decentralized most of the main departments functioning at the city central level under Departmental Heads, and placed the relevant sections of these Departments under the Assistant Commissioner. Assistant Engineer (SWM) is under administrative control of Assistant Commissioner.

**For S.W.M Department:-**

He is assisted by Sub Engineer (SWM) and Asst. Head supervisor, Supervisor, Jr. Overseers and Mukadams. Each Jr. Overseer is given one beat to perform the duties pertaining to Sweeping and cleaning.

For administrative work he is assisted by Administrative Officer. Head Clerk and Clerks.

**For S.W.D Department:-**

He is assisted by Junior Engineer (SWD), D.A and Mukadam.

**For Electric Department:-**

He is assisted by Sub Engineer (M&E) and Electrician, Wireman and other staff.

**For Drainage Department:-**

He is assisted by Sub Engineer (Drainage), Junior Engineer (Drainage), DA and Mukadams.

As per Central Right to Information Act 2005, he is appointed as Public Information Officer (SWM) for Dept. and as per Maharashtra Public Records Act-2005 and Maharashtra Public Records Act Rules -2007, he is appointed as designated officer for Record Officer.

**sd/-**  
**Assistant Engineer (SWM)**  
**B Ward**

**SECTION 4 (1) (B) (i)**

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

1	Name of the Section	Office of Assistant Engineer, Solid Waste Management
2	Address	B ward office, 2 <sup>nd</sup> floor, Room No.27 Ramchandra Bhat Marg, Mumbai-400009
3	Head of the office	Assistant Engineer, Solid Waste Management
4	Office Timings	Monday to Friday (Sunday Weekly Holiday) 10.00 a.m. to 6 .00 p.m. Saturdays 10.00 a.m. to 01.30 p.m Visiting Hours - (Monday – Friday) 03.00 p.m. to 05.00 pm
5	Chowky Timings	06:30 am – 1:30 pm
6	Contact Details	Telephone no : 23736622 Extn : 146,143 Email Asst. Eng - <a href="mailto:ae01swm.b@mcgm.gov.in">ae01swm.b@mcgm.gov.in</a> Email Sub Eng - <a href="mailto:seswm01.b@mcgm.gov.in">seswm01.b@mcgm.gov.in</a>
7	Parent Government Department	Chief Engineer (SWM)
8	Reporting to which office	Assistant Commissioner, B Ward
9	Jurisdiction Geographical	<b>East</b> Up to P.D' Mello Road. <b>West</b> Up to Ibrahim Rahimtulla Road and Abdul Rehman Street. <b>North</b> Up to Jinabhai Mulaji Rathod Road, Shivdas Champsi Road and Ramchandra Bhat Marg. <b>South</b> Up to Lokmanya Tilak Marg.
10	Vision	To keep the ward garbage free.
11	Mission	To minimize all the garbage collection point on the road/ sub road.
12	Objectives	To keep ward clean and green.
13	Functions	1 .Day to day operations and maintenance works of SWM Section along with improvement schemes introduced time to time. 2. Periodical cleaning, maintenance and operation of drainage system i.e. sewer lines, and other appurtenances of sewer networks, inspection and identifications of defects in the sewer network affecting its smooth functioning including street connection & other related works. 3. A.E. (SWM) shall be responsible for periodical cleaning of SWD (Storm Water Drain) lines and other appurtenances of SWD networks, inspection and identification of defects in the

		<p>SWD networks effecting is smooth functioning including street connection lateral &amp; other related work in city area.</p> <p>4. Enforcements of various sections related to SWM, Drainage and SWD system and as per various sections i.e. 61 (a), 227, 228,229,257,258,260,368, and 372 of M.M.C.Act.</p> <p>5. Remedial work related to sewerage network and repairs, improvement of SWM section in respective Ward.</p> <p>6. A.E. (SWM) in ward shall approve estimate up to Rs.3 lacks and execute the work of SWM and sewerage related on sanction of Competent Authority. For the work beyond 3 lacs, the proposal will be scrutinized by E.E. (Main Sewer), E.E.(Civil) S.O. for sewerage work and by E.E. (SWM.) for S.W.M. works in respective wards.</p> <p>7. Day to day maintenance of Electrical &amp; Mechanical equipment and installation of Municipal properties, tenements in ward.</p> <p>8. Co-ordination with various department viz. Ch.E.(SWM), Ch.E.(S.O.), Ch.E.(M.S.D.P.), Ch.E.(SWD), Ch.E.(M&amp;E).</p> <p>9. A.E. (SWM) shall scrutinize the proposal in respect of P.S.C. blocks on Pay &amp; Use basis and maintained by the N.G.O. The periodical inspection enforcement of action against the N.G.O. found not maintaining the P.S.C. blocks in proper manner.</p>
14	Section Duties	<p>Sanitary Provisions Scavenging and Cleansing</p> <p>366 – Refuse, etc to be the property of the corporation.</p> <p>367 – Provision and appointment of receptacles, depots and places for refuse.</p> <p>368 – Duty of Owner and occupiers to collect and deposit dust, etc.</p> <p>369 – Provision may be made by MCGM for collection, etc, of Excrementitiously and polluted matter.</p> <p>370 – Collection and removal of excrementitiously and polluted matter when to be provided for by occupiers.</p> <p>371 – Halalkhors duties in certain cases may not be discharged by private individuals without the Commissioner permission. 372 – Prohibition of failure to remove refuse, etc, when bound to do so.</p> <p>373 – Presumption as to offender under clauses (e) of section</p> <p>374 – Powers to inspect premises for sanitary purposes.</p> <p>375 – Cleansing and lime washing of any building may be required..</p> <p>377 (A) – Nuisances arising from defective roof.</p> <p>385 – Removal of carcass of dead animals.</p> <p>386 – Place for public bathing, etc to be fixed by</p>

		<p>the Commissioner.</p> <p>387 – Regulation of use of public bathing places etc.</p> <p>388 – Prohibition of bathing, etc, contrary to order or regulation.</p> <p>389 – Prohibition of corruption of water by steeping therein animal or other matter, etc.</p> <p>390 – Factory, etc not to be newly established without permission of the Commissioner.</p>
15	Details of services provided ( In Brief)	<ol style="list-style-type: none"> <li>1. SWM- Sweeping / Clearing Removal of Debris / Silt</li> <li>2. Electrical &amp; Mechanical</li> <li>3. Drainage</li> </ol>
16	Physical assets (Statement of lands & Buildings and other Assets)	List of Chowkies and Address (please refer to page no. 6)
17	Organization's structural Chart	Please refer to page no. 7.
18	Weekly Holidays	Sunday and Public Holidays. Page No. 6



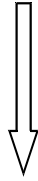
**Details of Departmental Chowky in SWM Section**

Sr. No.	Name of Department	Name of Chowky	Address of Chowky	Contact No.
1	SWM	Dongri Chowky	Navroji Hill road No-5 near Sitaram Shenoy Garden, Mumbai- 400 009	Leena Charniya 8369691991
2	SWM	Umarkhadi & Dontad	Behind Children home, Umarkhadi, Mumbai- 400 009	Sudam Beldar 9594189167
3	SWM	Payri Chowky	Behind children home Umarkhadi, Mumbai- 400 009	Vinod Saravade 9619112686
4	SWM	Port-Trust Chowky	Nandlal Jani Road, Near SVP Bridge, Mumbai- 400 009	Milind Mulgaokar 7045356126
5	SWM	Khadak Chowky	Dhobi Street, Near Dhobi street Maidan, Mumbai- 400 009	Kartiki Pawar 9323953881
6	SWM	Koliwada Chowky	385/387, Narshinatha street, Mumbai- 400 009	Ravindra Kamble 8108132155
7	SWM	Bibijan Chowky	Mahadev Rokade Marg Behind Janabai Rokde School, Mumbai- 400 009	Vilas Salunke 9869134509
8	SWM	Danabunder Chowky	Opp. Tata Power House Sant Tukaram Road, Mumbai- 400009.	Divakar Sawant 9892952995
9	SWM	ML Chowky	Babula Tank X-lane, B-ward office Mumbai- 400 009	Mukund Kadam 9920356449
10	Drainage	North Chowky	Near Sandhurst Road Station, Beside BIT Chinchbunder Chawl No.3	Sameer Dongare 9152201975 Dayanand Pawar 9004594769
11	Drainage	South Chowky	Masjid Bunder, Janikar street	Ravindra Salunke 9869848545
12	SWD	North Chowky	Near Sandhurst Road	Kamalnath Kanyalkar

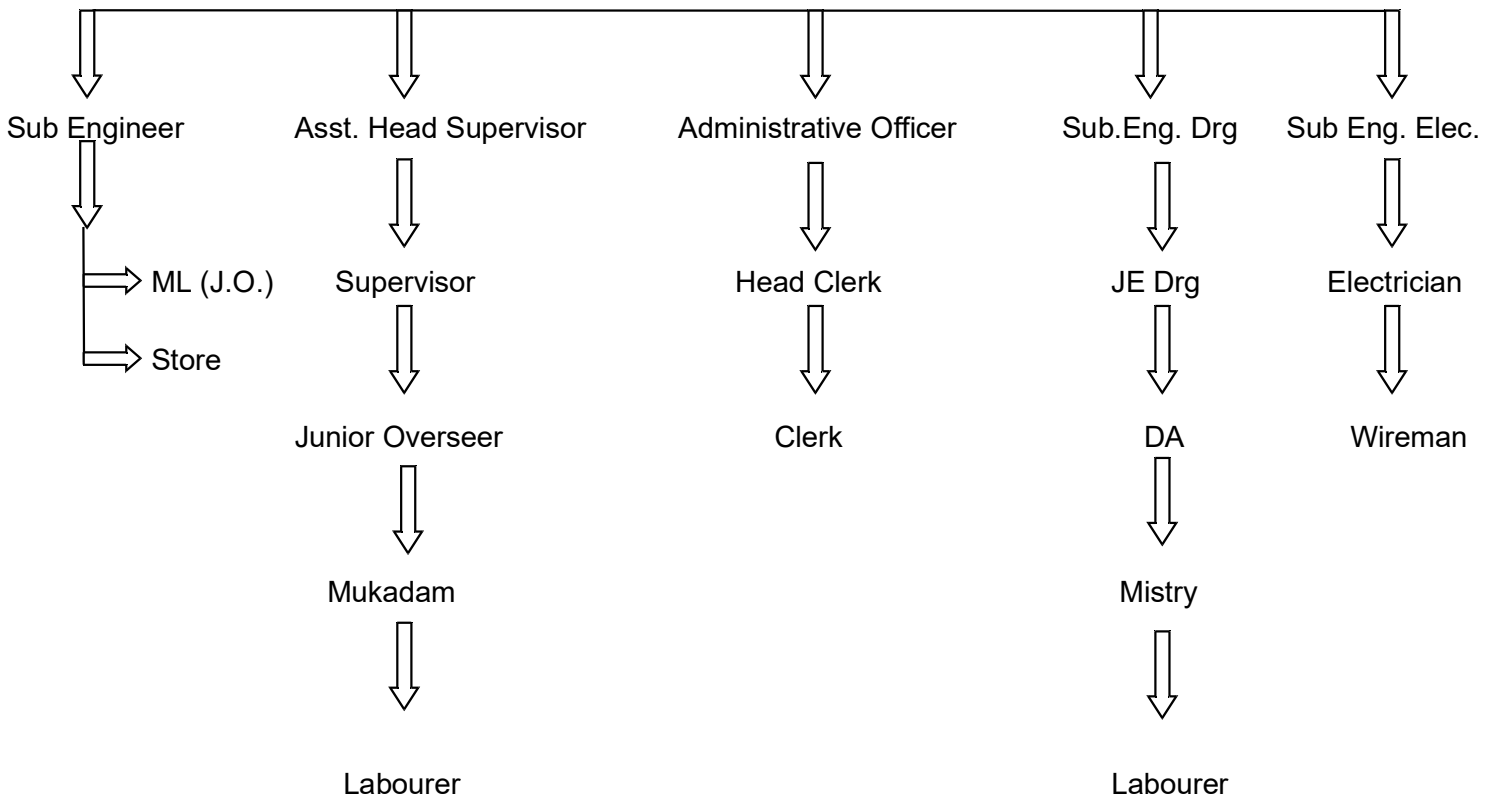
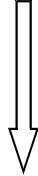
			Station, Beside BIT Chinchbundar Chawl No.3	9869002099 Sandip Lolam 7506074776
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# FLOWCHART OF SOLID WASTE MANAGEMENT B WARD

ASSISTANT COMMISSIONER



ASSISTANT ENGINEER (SWM)



**Department – Solid Waste Management (SWM)**

Pay Sheet No.	Designation	Total Post		Occupied Post		Vacant Post	
		Schedule Post	Non Schedule Post	Schedule Post	Non Schedule Post	Schedule Post	Non Schedule Post
2121	ASST.ENGINEER	1	0	1	0	0	0
2121	SUB ENGINEER	1	0	1	0	0	0
2121	A.H.S.	1	0	0	0	1	0
2121	SUP. I GRADE	3	0	2	0	1	0
2121	Administrative Officer	1	0	1	0	0	0
2121	Head Clerk	1	0	1	0	0	0
2121	CLERK	6	0	5	0	1	0
2121	JR.OVERSEER	16	1	14	1 LA	2	0
2121	PEON	0	0	0	0	0	0
2121	NUISANCE DETECTOR	5	0	1	0	4	0
2121	REPORT BEARER	3	0	3	0	0	0
2121	LABOUR (L.R.)	104	0	103	0	1	0
2121	MUKADAM	73	0	53	0	20	0
2121	SCAVENGER	579	0	539	0	40	0
2121	MOTOR LOADER	175	0	161	0	14	0
2121	HALALKHOR	43	0	32	0	11	0

<b>Department – Drainage</b>				
<b>Sr.No.</b>	<b>Post</b>	<b>Scheduled Post</b>	<b>Occupied</b>	<b>Vacant</b>
1	Assistant Engineer	1	1	0
2	Sub Engineer	1	0	1
3	Jr. Engineer	2	0	2
4	Drainage Assistant	2	2	0
5	Mistry 1 <sup>st</sup>	1	0	1
6	Mason II	1	1	0
7	Mason III	1	0	1
8	Mistry II	2	1	1
9	Diver	2	0	2
10	Mukadam	11	7	4
11	Plungerman	10	5	5
12	Labourer	165	92	73

<b>Department – Storm Water Drain (SWD)</b>				
<b>Sr.No.</b>	<b>Post</b>	<b>Scheduled Post</b>	<b>Occupied</b>	<b>Vacant</b>
1	Jr. Engineer	1	0	1
2	Drainage Assistant	2	2	0
3	Mukadam	6	4	2
4	Labourer	28	16	12

<b>Department – Electrical Works</b>				
<b>Sr. No.</b>	<b>Post</b>	<b>Scheduled Post</b>	<b>Occupied</b>	<b>Vacant</b>
1	Sub Engineer	1	1	0
2	Electrician I	2	2	0
3	Electrician II	1	0	1
4	Wireman I	2	0	2
5	Wireman II	1	0	1
6	Wireman III	2	3	0
7	Lift Supervisor	4	0	4
8	Liftmen	1	1	0
9	Pump Operator	3	0	3

**SECTION 4 (1) (b) (ii)**

**The powers and duties of officers and employees in the office of Assistant Engineer (SWM)**

**Financial Powers**

Sr. No.	Designation	Powers-Financial	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Engineer (SWM)	Rs.3000/-	As per the circular no: CA/FRD//48, dated : 31/01/2013	For per job
		Rs. 3 Lacs	Circular Reference	To approve Estimate
2	Sub Engineer (SWM)	Nil	-	-
3	Asst.head supervisor	Nil	-	-
4	Supervisor	Nil	-	-

Sr. No.	Designation	Powers Administrative	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Engineer (SWM)	-	-	Refer to pg. No.15
2	Sub Engineer	-	-	-
3	Asst.Head supervisor	-	-	-
4	Supervisor	-	-	-

Sr. No.	Designation	Powers - Magisterial	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Engineer (SWM)	Nil	-	-

2	Sub Engineer	Nil	-	-
3	Asst.Head supervisor	Nil	-	-
4	Supervisor	Nil	-	-

**D**

<b>Sr. No.</b>	<b>Designation</b>	<b>Powers- Quasi Judicial</b>	<b>Under which legislation / rules / orders / GRs</b>	<b>Remarks</b>
1	Assistant Engineer (SWM)	Appointed as Public Information Officer under RTI Act,2005	Circular No. MOM/8957 dtd: 02.01.2006	-
2	Sub Engineer	Nil	-	-
3	Asst.Head Supervisor	Nil	-	-
4	Supervisor	Nil	-	-

**E**

<b>Sr. No.</b>	<b>Designation</b>	<b>Powers - Judicial</b>	<b>Under which legislation / rules / orders / GRs</b>	<b>Remarks</b>
1	Assistant Engineer (SWM)	Nil	-	-
2	Sub Engineer	Nil	-	-
3	Asst.Head Supervisor	Nil	-	-
4	Supervisor	Nil	-	-



### **Section 4 (1) (b) (ii)**

The power of officers and employees in the office of Assistant Engineer (SWM)

#### **Administrative Powers** **ASSTT. ENGINEER (SWM)**

Asst. Engineer (SWM) of the ward is responsible to Asst. Commissioner of the Ward and Zonal Dy. Municipal Commissioner for day-to-day work of the department in respect of Administration and policy work. He is also responsible to Executive Engineer (SWM) in respect of technical matters.

Asst. Engineer (SWM) of the ward is assisted by Sub-Engineers (SWM), Sub-Engineer (Drainage/SWD), Sub-Engineer(Electrical) A.H.S, Supervisor, A.O. and these are assisted by respective J.O, Mukadam, Head Clerk, Clerk of the department, to execute daily work.

Asst. Engineer (SWM) of the Ward executes following duties/works from his staff working under his control:-

1. Day to day operations and maintenance works of SWM Section along with Improvement schemes introduced time to time.
2. Periodical cleaning, maintenance and operation of drainage system i.e. sewer Lines, and other appurtenances of sewer networks, inspection and identifications of defects in the sewer network affecting its smooth functioning including street connection & other related works.
3. A.E. (SWM) shall be responsible for periodical cleaning of SWD lines and other appurtenances of SWD networks, inspection and identification of defects in the S.W.D. networks effecting is smooth functioning including street connection lateral & other related work in city area.
4. Enforcements of various section related to SWM, Drainage and SWD system and as per various sections i.e. 61 (a) 227, 228,229,257,258,260,368,372 of M.M.C.Act.
5. Remedial work related to sewerage network and repairs, improvement of SWM section in respective Ward.
6. A.E.(SWM)in ward shall approve estimate up to Rs.3 lacks and execute the work of SWM and sewerage related on sanction of Competent Authority. For the work beyond 3 lacs, the proposal will be scrutinized by E.E. (Main Sewer) E.E. (Civil) S.O. for sewerage work and by E.E. (SWM.) for S.W.M. works in respective wards.
7. Day to day maintenance of Electrical & Mechanical equipment and installation of Municipal properties, tenements in ward.
8. Co-ordination with various department viz. Ch.E.(SWM), Ch.E.(S.O.), Ch.E.(M.S.D.P.), Ch.E.(SWD), Ch.E.(M&E).
9. A.E.(SWM) shall scrutinize the proposal in respect of P.S.C. blocks on Pay & Use basis and maintained by the N.G.O. The periodical inspection enforcement of action against the N.G.O.

found not maintaining the P.S.C. blocks in proper manner.

**DELEGATION OF POWERS TO ASSISTANT ENGINEER**

Sections	Nature of Powers, Duties and Functions delegated
257(i)(a)	To give notice for doing repairs to drainage, house gully, urinals, bathroom washing place which are nuisance.
258(d)(e) (f)	To give notice for any repairs abstraction in the drainage, to prevent any liquid or matter in the drain which is not allowed, to prevent any premise or factory or work place to discharge hot water, steam fumes or any liquid which will affect drainage system.
284	To prohibit any nuisance action related to water works.
328/328(a)	To prohibit any sky-signs and advertisements without permission.
361	To enter on any vessel within the dock area of the Port of Bombay.
368	To require owner and occupiers to collect and deposit dust.
372	To remove ash, dust, refuse in any premise to the depot.
373	To presumed the offence by the occupier of premise that refuse is not removed.
381	To require the owners of the building to abate the nuisance arising out of defects.
394	To prohibit certain articles, frauds, processes which are dangerous & nuisance without permission.
396	To enter & inspect premises where licensed articles are stored or any other trade processes.
479(5)	To require production of licences or written permission.
488	To enter into or upon buildings or and with or without Assistant or workman for inspection, survey or execution of work.

**Under the power vested in me under Section 152 of the MRTP 1966  
DELEGATION OF POWERS TO JUNIOR ENGINEER/SUB ENGINEER**

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<b>SECTION</b>	<b>BRIEF DESCRIPTION OF THE POWERS AND FUNCTIONS TO BE EXERCISED AND PERFORMED</b>
<b>135</b>	To enter with or without assistant into/or/upon any land or Bldg. for the purpose enumerated to Section 135(1)(a) to (c) of this Act.
<b>136</b>	To serve notices and orders.

**Under the power vested in me under Section 152 of the MRTP 1966  
DELEGATION OF POWERS TO ASSISTANT  
ENGINEER**

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<b>SECTION</b>	<b>BRIEF DESCRIPTION OF THE POWERS AND FUNCTIONS TO BE EXERCISED AND PERFORMED</b>
135	To enter with or without assistant into/or/upon any land or Bldg. for the purpose enumerated to Section 135(1)(a) to (c) of this Act.

**DELEGATION OF POWERS TO JUNIOR ENGINEER/SUB ENGINEER**

<b>Sections</b>	<b>Nature of Powers, Duties and Functions delegated</b>
84 & 85(1)	a) Grant Casual Leave to the inferior staff working under him up to the limit allowed by any rules for the time being in force. b) Grant leave without pay admissible under the Rules to the Labour staff. c) To appoint when necessary, persons to act in place of employees who are absent on leave.
222(1) & (2)	To cause to be served a notice of demand.
228	To grant permission and prescribed conditions as to communications with Municipal drains.
231	To enforce drainage of un-drained premises situate within a hundred feet of a Municipal drains.
234	Determining details of drains and drainage fittings or cesspools for new buildings.
243(2)	Making requisition in respect of taps, covering and means of ventilation for drain and cesspools.
244(1)	To power affix pipes for ventilation of drains.
244(4)	To erect shafts or pipes for ventilating drains and cesspools
246-A	To permit the construction of water closets and privies.
247	Prescribing water closet and other accommodation in buildings newly created or re-erected.
248(1)(a), (b),(c)	Requisition to enforce provision of water closet or privy or urinal or bathing or washing place etc.
251	Determining details regarding water closets under Clauses (a)(d) and (e).
251(B)	To determine use of places of bathing or washing clothes or domestic utensils.
253	Inspecting and examining drains, etc. not belonging to the Corporation.
254	Opening ground etc. for inspection and examination under Section 253.
255	Reinstating the ground etc. opened for purposes of inspection.
257	Making requisition on owners of premises as provided in Sub-Section (1) for doing the work mentioned in Sub-Section (2).
258(a)(b)(c)	Prohibition of acts, contravening the provisions under Chapter IX of the M.M.C.Act.
259-A	Requiring any person to employ a Licensed Plumber to execute a work to furnish the name of a Plumber and to put up completion certificate by the Licensed Plumber.

### **Responsibilities of Sub-Engineer (Drg.) in B ward**

1. The Sub Engineer (Drg.) will report to Assistant Engineer SWM.
2. Planning and controlling various drainage complaints with co-ordination of D.A's and labour staff.
3. To check & scrutinize various complaints received from local residents, Corporator and head office control and decide the priority of complaints.
4. To visit regular to chowky and check records.
5. Make arrangement of various machineries such as Jetting Machine, Gully Meter and Man Machine from Babula Tank Control according to type of complaints.
6. To prepare monthly Manhole cleaning & desilting program for sewer network and monitoring the same.
7. Co-ordination with local corporator for their complaints.
8. Evaluate the performance of D.A, Mukadam & Labours.
9. Preparation and issuing of notices under section 257 (1) (A) regarding drainage repairing work.
10. To attend court matters related with 257 (1) (A).
11. To attend co-ordination meetings with E.E. SO Civil & E.E. Mechanical SO and reporting to Officers.
12. Identification of defective drainage sewer network for smooth disposal of sewerage.
13. Making proposals for remedial works for improvement of sewerage network.
14. To conduct periodically review meeting with D.A and Mukadam for improvement of work efficiency for solving the complaints.

### **The duty list of the Asstt. Engineer (SWM) working in Wards**

1. The Asst. Engineer (SWM) will report to Asst. Commissioner respective Ward.
2. Day to day operations and maintenance works of SWM Section along with improvement schemes introduced time to time.
3. Periodical cleaning, maintenance and operation of drainage system i.e. sewer lines, and other appurtenances of sewer networks, inspection and identifications of defects in the sewer network affecting its smooth functioning including street connection & other related works.
4. In respect of city wards on Zone-I & II and A.E. (SWM) shall be responsible for periodical cleaning of SWD lines and other appurtenances of SWD networks, inspection and identification of defects in the S.W.D. networks effecting is smooth functioning including street connection lateral & other related work in city area.
5. Enforcements of various section related to SWM, Drainage and SWD system and as per various sections i.e. 61 (a) 227, 228,229,257,258,260,368,372 of M.M.C.Act.
6. Remedial work related to sewerage network and repairs, improvement of SWM section in respective Ward.
7. A.E. (SWM) in ward shall approve estimate upto Rs.3 lacs and execute the work of SWM and sewerage related on sanction of Competent Authority. For the work beyond 3 lacs, the proposal will be scrutinized by E.E. (Main Sewer) E.E.(Civil) S.O. for sewerage work and by E.E. (SWM) for S.W.M. works in respective wards.
8. Day to day maintenance of Electrical & Mechanical equipment and installation of Municipal properties, tenements in ward.
9. Co-ordination with various department viz. Ch.E.(SWM), Ch.E.(S.O.), Ch.E.(M.S.D.P.), Ch.E.(SWD), Ch.E.(M&E).
10. A.E.(SWM) shall scrutinized the proposal in respect of P.S.C. blocks on Pay & Use basis and maintained by the N.G.O. The periodical inspection enforcement of action against the N.G.O. found not maintaining the P.S.C. blocks in proper manner.

### **Duties of Sub-Engineer (SWM) in Wards**

1. Assist A.E. (SWM) to Plan and Supervise the day-to-day operations related to solid waste management in close coordination with the AHS
  - a. Optimizing route-plans (routes, timing and frequency of collection vehicles) to improve effectiveness of collection and ensure elimination of open dumps and overflowing bins, in coordination with E.E. (Transport)
  - b. Up-gradation, beautification and maintenance of refuse collection spots and open dumps.
  - c. Coordination with cleaning work carried out by N.G.O.
  - d. Minimize unauthorized debris dumping in coordination with A.E. (B&F) and A.E. (Maintenance) and collection of unauthorized debris dumps.
  - e. Regulate allotment maintenance and operations of "Pay-And-Use" public sanitary conveniences, slum sanitation public sanitary conveniences and municipal toilet blocks.
2. Planning, controlling executing & monitoring outsourcing of assigned Solid Waste Management works and activities with the help of Engineers and staff down the line.
3. Plan and Implementation of increased door-to-door collection and other targets under MSW 2000 rules and section 368 and 372 of the Mumbai Municipal Act.
4. Evaluate the performance of municipal labour, junior overseers and supervisors.
5. Evaluate the performance of Private contractors in various SWM related activities.
6. Coordinate with municipal officers (OSD-ALMs, CBOs) Corporator and public representatives, citizen groups, ALMs and NGOs to spread public awareness on following points.
  - a. Waste-minimization and „segregation“ of refuse, House-to-House collection.
  - b. Bell based collection system in slum pockets.
  - c. Appropriate disposal of construction and demolition debris.
7. Lead the Nuisance Detectors for enforcement of MSW 2000 rules, section 368 and 372 of the Mumbai Municipal Act and other environment related by laws.
8. Assist the SWM department contracting & procurement team for following:
  - a. Requirement of tools and implements for municipal labour.
  - b. Requirement of refuse bins and litter bins.
  - c. Waste collection demand at various spots for refuse collection contracts.
  - d. New public sanitary conveniences.
9. Any such duties assigned by higher authorities from time to time.

### **Duties of AHS (Ward)**

1. He will be responsible for complete removal of garbage from the ward & will supervise cleaning operation.
  - a. Inspection of work & muster of labours.
  - b. To visit the muster chowky at presently time & ensure that work is started well in time.
  - c. To check labour staff in field & instruct them / guide them regarding work.
2. To inform higher authority regarding matters this can pose obstacles in cleaning / removal of garbage.
3. To help Assistant Commissioner of ward & zonal Dy. H.S. regarding removal of garbage.
4. To ensure Garbage / Debris / Sewage etc are filled in vehicles properly to their capacity.
5. To attend councilors meeting of the ward. To remain present during visit of Dy. Municipal Commissioner to attend arranged by D.M.C. & Asst. Commissioner regarding policy matters. To attend meeting of Head supervisor & zonal Dy. Head Supervisor.
6. To attend special meetings arranged in ward in presence of major standing Committee Chairman public Health Committee Chairman, Chairman of works Committee.
7. To remain present for the meetings arranged by any Municipal Commissioner or local / governing body regarding drives to be undertaken under clean Mumbai Campaign, express ways or development of existing roads.
8. To submit proposal & to take follow up regarding new garbage sheds, garbage bins, mustering chowky, stores Hand carts & store items.
9. To submit proposal for addition grant especially for lifting garbage / debris & store items. To keep watch on expenses done from budget head.
10. To instruct & guide ward supervisor. in their day to day work.
11. To act as a middle man for Assistant Commissioner & Zonal Dy. H.S. & Dy. Zonal Engineer (SWM).
12. To execute work assigned by higher authority.
13. To inspect & scrutinize carefully field diaries of Junior Overseer periodically & to ensure that they are preserved properly



14. To ensure proper cleaning of beat in his ward, surprise checks & to ensure labours are performing their duty in time, in proper manner & are doing their duty full time. He should ensure at least he is visiting once a fortnight to all beats
15. To redress the grievances of labours once a week
16. To arrange for vehicles to transfer garbage collection in ward dumping ground & to arrange for requisition of labours for the same.

### **Duties of Motor Loading Junior Overseers**

1. To ensure muster of labour working under him & to counter sign it.
2. To be in touch with beat Junior Overseers & Superior field workers & to confirm with them regarding garbage accumulation in the areas & to arrange for disposal of garbage.
3. To keep of labours utilized & submit the report.
4. To keep record of vehicle utilized & submit the report.
5. To check the bills & to certify the bills of contractors.
6. To provide equipments & uniform to labours & ensure that they use it.
7. To ensure labours & vehicle are fully utilized.
8. To inspect periodically garbage collection points & to co-ordinate with A.H.S for making programme for disposal of garbage.
9. To check log sheets & initiate against defaulters.
10. Depending on the need of day to day to make arrangement for vehicles & to check timings of to & from.
11. If more vehicles are used then to provide additional labours.
12. To maintain & check vehicle trip register & if less trips are made then to submit the report to higher authority.
13. To monitor vehicles used for disposal of garbage closely & ensure that the vehicles are filled to carrying capacity & the garbage is covered.
14. Health, cleansing programme & during emergency of contagious diseases to help concerned Junior Overseers to curtail the disease incidence.
15. To supervise work of motor loader & Mukadam.
16. To carry our clerical work such as to certify noting book, day to day garbage situation &

communicate it to higher authority.

### **Duties of Nuisance Detector**

1. After appointment as nuisance detector in sub division of ward he should understand all noon & corner of his area of Jurisdiction.
2. After his muster is over he should take round in field in systematic manner in his area should pay attention at spots where public nuisance is observed.
3. He should maintain his field book & it should have details of all accused whom he has caught based on that he should submit monthly report to AHS of the ward.
4. He should wear uniform provided to him.
5. He should behave in courtesy with citizens & should carry police authority & authority issued by Municipal Commissioners.<sup>3</sup>
6. He should inform AHS & nearest police station if opposed by citizens in discharging his duties.
7. It is expected from him that under police section (sub section 115) he will register maximum cases will try to achieve average target set.
8. To avoid complaints from zonal police officials every nuisance detector will visit local police station of his area & will check whether his any warrant is pending that needs execution.
9. He should be in touch with local police station & must appear in person in court as & when called by Hon<sup>o</sup> Magistrate.
10. He should discover maximum cases under section 372 (E) of MMC act 1888.
11. He should work as per instruction given to him by his seniors with respect to his duties, work place & time required to prepare cases.
12. Designated work assigned to him by supervisors, he should complete & execute it in time.

### **Duties of Safai Mukadam**

1. To get acquainted with his duties & area of work he should meet concerned JO & AHS. JO should show him boundaries of his area of work.
2. He should call muster of labours working under him in presence of JO & those absent should be marked by ink according to given time.
3. He should ensure that labours that are working under him starts work well in time & will work till working hours are over.
4. He will be responsible for full time presence of his labours working under him & work assigned.
5. He should move in the fields as per programme given & must be in a position to tell which labour is working where & supervise their work.
6. He should inform AHS daily about any irregularity, indiscipline, negligence of staff working under him.
7. He will pay attention to make sure that sweeping of public roads, house gali"s are done in the morning & at noon & the garbage collected is brought to garbage disposal point.
8. He responsible for disinfecting & maintain cleanliness at dirty places on public roads & cleanliness at dust bins.
9. He should pay attention that his staff & he himself wears uniform while on duty.
10. He should remain at table / window of salary disbursement & will enable paymaster to recognize the labours.
11. He should take immediate steps for medical assistance to his staff injured while performing his duties & inform AHS accordingly.
12. He will pay attention to make sure that his staff is equipped with all equipments require to discharge their assigned duties & are using them in proper manner.
13. He will appoint substitute labours in place of other labour who have taken casual leave.
14. In case of long leave / absence after using all available labours he will appoint other labours (Khada Badli) for work.

### **Duties of Motor Loader**

1. He will take Mukadam instruction for JO (Motor Loading) regarding his duties route to be taken & places points are to be visited for disposal of garbage.
2. He will take labours on duty by taking musters & after grace period is over he will mark them absent in ink and report the same to JO regarding unauthorized absent & will demand Khada Badli labours & will ensure sufficient labours as per sanction are available to work.
3. He will pay attention that work of filling garbage in lorry start immediately & motor loaders are working full time.
4. Before lorry leaves for unloading garbage are dumping he will ensure that garbage in lorry is properly covered.
5. He will be responsible for filling lorry with garbage properly & labours do not take unwarranted time for doing so.
6. He will be responsible for filing log sheets of lorry properly & will handover it driver of vehicle.
7. He will make sure that after filling garbage from every collection points the surrounding of garbage bins is cleared of garbage & no dustbin is left unattended for whom he is responsible.
8. He will report in writing to JO regarding if driver is taking longtime to make trips of lorries or if drivers & sub ordinate staff misbehaves any lacunas in covering garbage in lorry if less trips of lorry is made the reasons behind it.
9. He will pay attention that he himself & his staff wears uniform on duty,
10. He will pay attention to the fact that his staff is fully equipped with equipments & are utilized them completely to discharge their duties.
11. He will make sure that lorry is filled in proper manner with garbage & will note on log sheet any irregularity notice in filling lorry, absence of motor loader while on duty negligence in segregating garbage by motor loader & subordinate staff.
12. He will be present at salary disbursement table on designated day to identify the labours.
13. He will bring to notice of JO regarding conditions of dustbins, missing doors, broken sheets of roof at garbage collection points.

14. He will accompany vehicle (lorry) when it is going for unloading garbage & will make sure vehicle arrival time without wasting any time lapse & is filled properly by garbage.

**Section 4 (1) (b) (iii)**

**The Procedure followed in the decision- making process, including channels of supervision and accountability in the office of Assistant Engineer (SWM)**

NAME OF ACTIVITY - Sweeping of roads & Removal of refuse  
 Name of the Acts/Acts - MMC Act 1888  
 Related Provisions - Under section 365 (a) of MMC Act.  
 Rules -  
 Govt. Resolutions -  
 Circulars - DMC / ENV SWM / 4345 / Dt. 16.03.2006  
 Office Orders -

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)	Remark
1	Sweeping of roads & Removal of refuse.	1.Sweeping of the roads & Footpath 2.Collection & Transportation of refuse collects to nearest refuse collection point 3.Refuse vehicle (Compactor) respond to ML Chowky 4. Compactor collects the garbage from refuse collection point as per the schedule 5. Compactor collects the garbage from House to House (i.e. Building to building as per the Schedule.	Within 24 Hours	Designation : Junior overseer / Supervisor	-

NAME OF ACTIVITY - Removal of Silt & Debris  
 Name of the Acts - MMC Act 1888  
 Related Provisions - Under section 375 (A) of MMC Act  
 Govt. Resolutions -  
 Circulars - DMC / ENV SWM / 4345 / Dt. 16.03.2006  
 Office Orders -

				Authority role and responsibility of the	
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Sr. No.	Activity	Steps involved	Time limit	employee/officer in connection with each activity. (mention designation)	Remark
1	Removal of Silt & Debris	1. Sectional Junior overseer reports the spot of silt & debris (Backlog Register) 2. Dumper reports to ML Chowky as per the Programme given by ML Junior overseer, silt & debris are collected sent to Mulund Dumping for un-loading 3. Nuisance Detector a) Received the complete from citizen b) Verified by N.D. c) Ask the party to rectify the N.D. d) If refuse, Pending by N.D.	Within 24 Hours	Designation : Junior overseer / Supervisor	-

**Section 4 (1) (b) (iv)**

**Norms set for discharge of its functions in the office of Assistant Engineer (SWM)**

Organizational targets (Annual) = Nil

Sr. No.	Designation	Activity	Financial Targets in Rs.	Time Limit	Remarks
1.	AE (SWM)	As mentioned in section 4 (1) b (ii)	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.	A.H.S. & Supervisor	As mentioned in section 4 (1) b (ii)	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, instruction, manuals and records, held by it or under its control or used by the employees for discharging department functions**

<b>Sr. No.</b>	<b>Subject</b>	<b>G.R. /Circular / Office order. Rule no. Notification etc. date.</b>	<b>Remarks if any</b>
1	Office order	DMC/Env. S.W.M./4345/ dt.16.03.2006	-
2	Rules	As per MMC Act 365 - 481	-
3	Regulations	Implementation of all Rules related to SWM Section	-
4	Instructions	NIL	-
5	Manuals	Please refer Manual No. 17	-
6	Records	Outward & Inward Book and Log Sheet	-

**Section 4 (1) (b) (vi)**

**Statement of categories of documents that are held and under the control of the office of Asst. Engineer (SWM)**

<b>Sr. No.</b>	<b>Subject</b>	<b>Type of Document file or register</b>	<b>File No. or Register No.</b>	<b>Particulars</b>	<b>Periodicity of Preservation</b>
1	-	A	-	-	Permanent
2	-	B	-	-	30Years
3	-	C2	-	-	15Years
4	-	C1	-	-	10Years
5	-	C	-	-	5Years
6	-	D	-	-	1Year

**Details of Documents that are held under the control of the office of Assistant Engineer SWM are attached.**

**Section 4 (1) (b) (vii)**

**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 Assistant Engineer (SWM)**

<b>Sr. No.</b>	<b>Consultation for</b>	<b>Details of Mechanism</b>	<b>Under which legislation / rules / orders / GRs</b>	<b>Periodicity</b>
1	Policy Details	Ward Committee	Nil	Once in a Month

**Section 4 (1) (b) (viii)**

**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.**

<b>Sr. No.</b>	<b>Name of the committee board / council / other bodies</b>	<b>Composition of committee Board council other bodies</b>	<b>Purpose of the committee Board/ Council/ other bodies</b>	<b>Frequency of meetings</b>	<b>Whether meeting open to public or not</b>	<b>Whether Minutes are available to public or not</b>	<b>Minutes available at.</b>
1	Advance Locality Management (ALMI)	Nil	Nil	Nil	Nil	Nil	Nil
2	Local Area Citizens Committee (LACC)	Nil	Nil	Nil	Nil	Nil	Nil
3	Local Area Citizens Group (LACG)	Nil	Nil	Nil	Nil	Nil	Nil

**Section 4 (1) (b) (ix)**

**Directory of the officers and employees**

<b>Sr. No.</b>	<b>Designation</b>	<b>Name of the Officers/ Employees</b>	<b>Cadre</b>	<b>Contact Details ph/ fax/ email</b>
1	Assistant Engineer (SWM)	Shri. Nikhil Kirtane	-	
2	Sub Engineer (SWM)	Shri. S. B. Ratnaparkhe	-	
3	Sub Engineer (Drainage)	Shri. S. B. Ratnaparkhe	-	-
4	Sub Engineer (M&E)	Shri. S. B. Ratnaparkhe	-	-
5	Junior Engineer (Drainage)	Shri. Khan	-	-
6	Junior Engineer (SWD)	Shri. Khan	-	-
7	Asst.Head supervisor (I/C)	Shri.Vijay B. Punyarthi	-	-
8	Supervisor	Shri. Bhagwan Kamble Shri. Shaikh Mohd. Atique Rehwan	-	-
9	Admn. Officer	Smt. Ankita Bhatkar	-	-
10	Head Clerk	Shri. Shriram V. Ade	-	-

**Section 4 (1) (b) (x)**

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

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Basic pay</b>	<b>DA</b>	<b>HRA</b>	<b>Special Allowances+ Transport allowances+ Project Allowances</b>	<b>Total</b>
1.	Nikhil Kirtane	Asst. Eng	72100	30282	19467	0+2700+0	125012
2	Sushant Ratnapakhare	Sub Eng	55200	23184	14904	0+2700+0	95988
3	<b>VACANT</b>	AHS	-	-	-	-	-
4	Ankita Bhatkar	A.O	91400	38388	24678	0+2700+0	157166
4	Shriram Valu Ade	H.C	54600	22932	14742	0+2700+0	95437
5	Bhagwan Bapu Kamble	Sup. I Grade	64100	26922	17307	463+2700+0	111491
6	Shaikh Mohd.Atiqeh Rehman	Sup. II Grade	76400	32088	20628	463+2700+0	132279
7	SHARAD GANPAT KEDARE	Jr. Supervisor	31400	13188	8478	463+2700+0	56229
8	SUBHASH PANDURANG GAWDE	Jr. Supervisor	48500	20370	13095	463+2700+0	85128
9	DEVENDRA BABAN KAMBLE	Jr. Supervisor	44400	18648	11988	463+2700+0	78199
10	Anupama Bhalerao	Jr. Supervisor	44400	18648	11988	463+2700+0	78199
11	Vilas Krushna	Jr. Supervisor	49000	20580	13230	463+2700+0	85973

	Salunke						
12	Leena Khodidas Charniya	Jr. Supervisor	29300	12306	7911	0+2700+1400 0 AYP	66332
13	SANTOSH RAMCHAND RA RAUT	Jr. Supervisor	39400	16548	10638	463+2700+0	69749
14	Prakash R. Pawar	Jr. Supervisor	33000	13860	304 (AAP)	463+2700+0	50327
15	Raju Balaji Bulbule	Jr. Supervisor	44900	18858	381 (AAP)	463+2700+ 0	67302
16	DAKSHA KHODIDAS SOLANKI	Jr. Supervisor	32300	13566	8721	463+2700+0	57750
17	ABAJI TUKARAM WANKHEDE	Jr. Supervisor	43500	18270	11745	463+2700+ 0	76678
18	Ravindra Kamble	Jr. Supervisor	42200	17724	11394	463+2700+0	74518
19	JAGDISH RATAN PARDESHI	Jr. Supervisor	30200	12684	8154	0+2700+0	53853
20	NAMDEO GANPAT RATHOD	Jr. Supervisor	36100	15162	9747	463+2700+0	64172
21	VACANT	Jr. Supervisor	-	-	-	-	-
22	VACANT	Jr. Supervisor	-	-	-	-	-
23	Sunil Natha Waghmare	Clerk	44400	18648	11988	0+2700+0	77736
25	Sudhir Pardeshi	Clerk	35000	14700	9450	0+2700+0	61850

26	Vaishali Jumade	Clerk	35000	14700	9450	0+2700+0	61850
26	Pramod Tarte	Clerk	30200	12684	8154	0+2700+0	53738
27	Pradip Dipak Jadhav	Clerk	23100	9702	6237	0+2700+0	41739

Details of perks for Assistant Engineer

1. Rental Car for Office use.
2. Mobile Allowances – up to 1250/-

**Section 4 (1) (b) (xi)**

The Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made.

<b>Sr. No.</b>	<b>Budget Head description</b>	<b>Grants received</b>	<b>Planned use ( give details area wise or work wise in A separate form)</b>	<b>Remarks</b>
1				

**Form B for previous year**

<b>Sr. No.</b>	<b>Budget Head description</b>	<b>Grants received</b>	<b>Grant utilized</b>	<b>Grants Surrendered</b>	<b>Result</b>
1					

**Section 4 (1) (b) (xii)**

The manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programs.

<b>Sr. No.</b>	<b>Name and Address of Beneficiary</b>	<b>Amount of Subsidy / Concession Sanctioned</b>
1.	Nil	Nil



**Section 4 (1) (b) (xiii)**

**The particulars of recipients of concession, permits or authorizations granted by department.**

<b>Sr. No.</b>	<b>Name of the license</b>	<b>License no.</b>	<b>Issued on</b>	<b>Valid up to</b>	<b>General Condition</b>	<b>Details of the s license</b>
1	Mangal Shouchalaya,	AHS/3149/B	25-11-1997			
2	New Ujjwal Shouchalaya	AHS/1758/B	05-08-1997			
3	New Ujjwal Shouchalaya	AHS/3536/B	24-12-1997			
4	Anand Shouchalaya	AHS/2222/B	10-09-1994			
5	Sunder Shouchalya	AHS/2222/B	15-05-1993			
6	Sarvoday Shouchalya	AHS/3552/B	12-03-1994			
7	Swachhata Gruh Sankul	AHS/4215/B	03-08-1997			
8	Sarvar Samajik Shouchalya	AEM/B/MAINT/1715/GEN	14-03-2005			
9	Royal Welfare Shouchalya	AEM/1719/GEN	04-03-2005			
10	New Ujjwal Shouchalaya	AHS/2434/B	21-09-1993			
11	National Citizen Social Society	AHS/7264/B	31-03-2010			
12	Aadarsh Clean Society Shouchalya	AHS/4443/B	08-02-2002			
13	Milan Shouchalya	AHS/5535/B	18-03-2011			
14	New Ujjwal Shouchalaya	AHS/5535/B	18-01-2011			
15	Wadi Bandar Zopadpatti Rahiwashi Shouchalya	AHS/5287/B	02-11-1994			
16	Suvidha Shouchalya (New Ujjwal Shouchalya)	AHS/4351/B	02-11-1994			
17	Girikiran Shouchalay	AHS/3570/B	23-12-1997			
		Che.Eng/28922/SWM/				

18	Suvidha Shouchalya	Cor- 961/Dt.11/03/1999	30-01-1993			
19	Suvidha Shouchalya,	471/1993	12-03-1999			
20	Girikiran Shochalaya	555/55555 GBBSD	23-12-1997			
21	Saral Shouchalya,	919,1993 GBBSD	22-12-1997			
22	Sunder Shouchalya	AHS/3397/B	02.12.97			
23	Anand Shouchalya	Che.Eng/12761/SWM/ Cor/ 1633/Dt.18/08/1993	08-07-1998			
24	Sulabh Shouchalya	Che.Eng/6202/SWM/Cor/ 2 30/Dt.06/07/1998	17-11-1993			
25	Sangam welfare Shouchalya,	AHS/3570/B/ Dt.23/02/199 7				
26	Suvidha Shouchalya,	AHS/3395/B/ Dt.12.12.1997	07-01-1999			
27	Jansuvidha Shouchalya	283/1988 G.B.L.D	29-06-1998			
28	Sugam Shouchalaya,	AHS/1138/B/ Dt.29/06/199 8	22-06-1998			
29	Milan Shouchalaya	AHS/1018/B/ Dt.22/06/199 8	23-10-1997			
30	Sagar Shouchalaya	GBBSD.No.459/81	12-12-1997			
31	Suman Shouchalaya	AHS/3392/B/ Dt.12/12/199 7	09/12/1997			
32	Sulabh Shouchalaya,	Che.Eng/3049/SWM/ Cor- 91/	13/05/1999			
33	Sugam Shouchalaya	Che.Eng/16072/SWM/ Cor- 2150/Dt. 06/06/1996	07-01-1995			
34	Shouch Suvidha	283/1988GBLD	17-09-1993			
35	Swagat Swachalaya	501/1993.GBBSD	19-06-1997			
36	Milan Shouchalaya,	AHS/B/996/IO/ Dt.19/06/19 97	12-12-1997			
37	Janseva Shouchalaya					
38	Milan Shouchalaya,	Che.Eng/12177/ SWM Project/Dt.05/09/200 1	15-09-1995			

39	Janseva Shouchalaya	ACB/1572/ldt.28/02/1993	06-12-1997			
40	Sugam Shouchalaya,	Che.Eng/20618/SWM/ Cor- 1153/ Dt.06/12/1996	12-12-1997			
41	Nirmal Shouchalaya,	283/1988GBLD	07-01-1999			
42	Sugam Shouchalaya,	Che.Eng/5044/SWM/ Cor- 469/ Dt.07/06/1993				
43	Nirmal Shouchalaya,					

**Section 4 (1) (b) (xiv)**

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

<b>Sr. No.</b>	<b>Type of Documents File/ Register</b>	<b>Sub Topic</b>	<b>In which Electronic Format it is kept</b>	<b>Person In Charge</b>
1	Purchase Order	Materials	YES	Assistant Engineer (SWM)
2	Good Receipts	To Received Materials	YES	Assistant Engineer (SWM)
3	Service Entry	For Service served	YES	Assistant Engineer (SWM)

**Section 4 (1) (b) (xv)**

**The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room**

<b>Sr. No.</b>	<b>Type of Facility</b>	<b>Timings</b>	<b>Procedure</b>	<b>Location</b>	<b>Person In Charge</b>
1	Inspection of Record as per to RTI	3.00 p.m. To 5.00P.m. Tuesday Thursday With prior appointment only	RTI Payment pay previous day	Office of:- A.E.(SWM) B ward office,2 floor, Room No. 27 Ramchandra Bhat Marg, Mumbai- 400009	Asstt.Engineer (SWM) 'B' Ward
2	Library and Reading Room	Not Available	Not Available	Not Available	Not Available



**Section 4 (1) (b) (xvi)**

**The names, designations and other particulars of the 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.Kirtane nikhil shankar	AE(SWM)	B Ward	B ward office,2nd floor, Ramchandra Bhat Marg, Mumbai-400009	<a href="mailto:ae01swm.b@mcgm.gov.in">ae01swm.b@mcgm.gov.in</a>	
2.	Smt. Ankita Mahesh Bhatkar	A.O. (SWM)	<b>B Ward (Estt)</b>	B ward office,2nd floor, Ramchandra Bhat Marg, Mumbai-400009	<a href="mailto:adminofficer01swm.b@mcgm.gov.in">adminofficer01swm.b@mcgm.gov.in</a>	Exe. Engineer B Ward

APIOs

Sr. No.	Name of APIO	Designation	Jurisdiction as APIO under RTI	Address / Ph no.
1	NA			

Appellate Authority

Sr. No.	Name of Appellate Authority	Designation	Jurisdiction as Appellate authority	PIO Reporting	E mail id for purpose of RTI
1	Shri. Suryakant Chaudhari	E.Eng.	B ward	Shri.Kirtane nikhil shankar, Smt. Ankita Mahesh Bhatkar	<a href="mailto:ee.b@mcgm.gov.in">ee.b@mcgm.gov.in</a>



## **Section 4 (1) (b) (xvii) – Others**

### **Such other information as may be prescribed Route plans of all section under SWM department**

1. Sweepers Dustbin Plan – Attached
2. Silt & Debris Plan – Attached
3. Toilet Manuals – Attached Total No. Toilets, Charges and maintained by which organization.
4. SMPA Circular records – NIL
5. Project Records – NIL
6. Audit Records
  - a) MCA Audit – Spot Audit  
Audit Note
  - b) Tavo Audit – Spot Audit
  - c) State Audit – Audit Note
  - d) CAG Audit – Central Government





MUNICIPAL CORPORATION OF BIRHANMUMBAI

NO. BMC/Env.&W.M.14345/1 Date ~~22.8.07~~  
16.3.08

OFFICE ORDER

The Asst. Engineer (Environment) have been deputed in accordance with A.M.C./City's orders w/No. AMC/CITY/356 dated 23.8.07. These Asst. Engineers have been deputed in Wards to perform duties related to Drainage Section and SWD Section. It is, therefore, required that the present Ward set up for the staff and labour staff present in the mentioned sections will therefore be working under concerned Ward set up. In (Maintenance) Ward set up. In

The duty list of the Asst. Engineer (Env.) working in Wards will be therefore, as under:-

1. The Asst. Engineer (Environment) will report to Asst. Commissioners (Environment and Transport) of the Zone for the Executive Engineer. Day to day operations and maintenance works of SWD Section along with improvement schemes introduced time to time.
2. Periodical cleaning, maintenance and operation of drainage system i.e. Sewer lines, and other appurtenances of sewer networks, inspection and identification of defects in the sewer network affecting its smooth functioning including street connection & other related works.
3. (A) : In respect of City Wards of Zone-I & II and A.E.(Env) shall be responsible for periodical cleaning of SWD lines and other appurtenances of SWD networks, inspection and identification of defects in the SWD networks affecting its smooth functioning including street connection lines & other related works except in City area.
4. (B) : In respect of E.S. & W.S. i.e. Zone-III in Z.M. A.E.(Main) shall be responsible for periodical cleaning of SWD lines and other appurtenances of SWD networks, inspection and identification of defects in the SWD networks affecting its smooth functioning including street connection lines & other related works except in City area.

Encl:-

- 5. Enforcements of various sections related to SWM, Drainage and SWD system and as per various sections i.e. 61(a), 227, 228, 229, 257, 25B, 260, 330, 332 of M.M.C. Act.
- 6. Remedial work related to Sewerage network and repairs, improvement of SWM Section in respective Ward.
- 7. A.E.(Env.) in ward shall approve estimate upto Rs.3 lakhs and execute the work of SWM and Sewerage related on sanction of Competent Authority. For the work beyond 3 lakhs, the proposal will be scrutinised by E.E.(Main Sewer) E.E.(C&M) S.O. for Sewerage works and by E.E.(Env.) for SWM works in respective wards.

In respect of City wards of Zone - I and Zone -II, the proposal of S.W.D. works initiated by A.E.(Env.) will be scrutinised by E.E.(O&M) S.O. and the work will be executed by E.E.(O&M) S.O.

- 8. Day to day maintenance of Electrical & Mechanical equipment and installation of Municipal properties, tenements in Ward.
- 9. Co-ordination with various department viz. Ch.E.(SWM), Ch.E.(S.O.), Ch.E.(M.S.D.P.), Ch.E.(SWD), Ch.E.(M&E).
- 10. A.E.(Env.) shall scrutinise the proposal in respect of P.S.C. blocks on pay & work connected and maintained by the N.G.Os. The periodical inspection & enforcement of actions against the N.G.Os. found not maintaining the P.S.C. blocks in proper manner.
- 11. The responsibility and powers allocated to A.E. Super, J.O., S.E.(Drainage), S.E.(Elect) shall remain unchanged and they will work & report to A.E.(Env.) in respective ward.

This Office Order will supersede earlier office order under No. DM/Env. and WW/2113 dated 20.10.2005 and will be effective with immediate effect.

*[Signature]*  
A.M.C. (Env.)

*[Signature]*  
A.M.C. (W.S.)

*[Signature]*  
Ch.E. (S.O.)

Stamp: *[Faint official stamp]*

*[Handwritten initials]*

Aes/33458/05

CO.S 527/13/06