



BRIHANMUMBAI MAHANAGARPALIKA

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

ASSTT. ENGINEER(MAINT.) DEPARTMENT

Address - Office of Asstt. Engineer (Maint),
1st Floor, B Ward Building,
Babula Tank Cross
Lane, 121, Ramchandra Bhatt
Marg, Mumbai-400 009.

INDEX

Sr. No.	Section 4 (1) B Sub Clauses	Description of the Chapter's Contents	Page No.
		Introduction	3 – 4
1	4 (1) (b) (i)	Particulars of Organization, Function and Duties	5 - 17
2	4 (1) (b) (ii)	Powers and Duties of Officers and Employees	18-41
3	4 (1) (b) (iii)	Procedure followed in Decision Making Process including Channels of supervision and accountability	42-50
4	4 (1) (b) (iv)	Norms set for discharge of its functions	51
5	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	52
6	4 (1) (b) (vi)	Statement of categories of documents that are held and under the control of the office of Asstt. Engineer (M & R)	53-54
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 the department's policy and implementation thereof.	55
8	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.	56
9	4 (1) (b) (ix)	Directory of the officers and employees	57-65
10	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.	66-77
11	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.	78-80
12	4 (1) (b) (xii)	The manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programs.	81
13	4 (1) (b) (xiii)	The particulars of recipients of concession, permits or authorisations granted by department.	82
14	4 (1) (b) (xiv)	Details in respect of the information available to or held by it, reduced in an electronic form.	83
15	4 (1) (b) (xv)	The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room	84
16	4 (1) (b) (xvi)	The names, designations and other particulars of the Public Information Officers	85
17	4 (1) (b) (xvii)	Such other information as may be prescribed.	86-91

Introduction

Assistant Engineer (Maintenance & Repair)

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, Maintenance & repair, 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 (Maintenance & repair), B ward whose office is situated at B ward office, 1st Floor, B Ward Building 121, Ramchandra Bhatt Marg, Dongri, Mumbai- 400 009. The procedure and fee

structure for getting information is as per the provisions of RTI Act, 2005.

The Municipal Corporation of Greater Mumbai has decentralized most of the main departments and placed the relevant sections of these departments under the Assistant Commissioner at ward level. Maintenance department is an important department in the Ward Office and it is operated by the Sub Engineers and Junior Engineers working under the Assistant Engineer (Maintenance) is under administrative control of Assistant Commissioner.

The Assistant Engineer (Maintenance) is the sectional Head of Ward who is responsible for the maintenance & repairs of Municipal roads & properties with the help of departmental artisans and approved private contractors. He has to take appropriate action on the unauthorized constructions detected on Roads & footpaths. This department issues various permissions like Mandap Permission, Trench permission, shooting permission etc. as per various norms.

Beat wise responsibility of the electrol wards rests with the Jr. Engineers. The Jr. Engineers works under the supervision of the Sub Engineer & the control of Assistant Engineer. Road engineer/sub engg is responsible for upkeep maintenance of major & minor roads and road engineer/sub engineer is responsible for overall maintenance and safe guarding the site of stolen man hole cover, surrounding portion of manhole and lodging complaint/F.I.R Inco-ordination with police authority for vigilance and look out for suspected miscreants with the help of local resident. The preview of this department is quite extensive and the staff such as Mukadam & Labours in Roads & Repair sections, Mistry, Carpenter, Mason, Blacksmith, Plumber etc work in this department. Material required for the various departmental works is provided by Store Clerk.

As per Central Right to Information Act 2005, designated officer is appointed as Public Information Officer Maintenance & Repair for Maintenance & Repair department and as per Maharashtra Public Records Act-2005 and Maharashtra Public Records Act Rules -2007, he is designated as Record Officer for Maintenance & Repair Dept.

**Assistant Engineer (Maint.)
B ward**

SECTION 4 (1) (b) (i)

The particulars of functions & duties of the public authority

1	Name of the Section	Office of Assistant Engineer (Maintenance)		
2	Address	2nd Floor, B Ward Building, 121, Ramchandra Bhatt		
		Marg, Dongri, Mumbai-400 009		
3	Head of the office	Assistant Engineer, Maintenance		
		Monday to Friday		
		9.00 a.m. to 5.00 p.m. 8.00 a.m. to 4.00 p.m. (for J.E.)		
4	Office Timings	Saturdays 09.00am to 01.00 am 8.00 a.m. to 12.00 p.m (for J.E.)		
		Visiting Hours - (Monday – Friday)		
		03.00 p.m. to 05.00 pm		
		Holidays- Sunday & Public Holidays		
5	Chowky Timings	08:00 am – 4:00 pm		
		Telephone no : 022-23736622		
		Extn : 147/148	(AEM)	
6	Contact Details			
		Email Asst. Engr -	aemaint02.b@mcgm.gov.in	
7	Parent Government	City Engineer		
	Department			
8	Reporting to which office	Assistant Commissioner, B ward		
		Ward Ex. Engineer, B ward		
		1. Well maintained Roads		
		2. Well maintained Municipal Properties		
9	Vision	3. Easy traffic movement during peak hours. Major floating population dropped at Sandhurst Road		
		station from various locations of Mumbai during peak hours.		
		1. To Repair & Maintain Minor Roads, Footpath & Municipal Properties.		
10	Mission	2. Demolition or repairing of dilapidated Municipal buildings in B ward.		
11	Objectives	To Repair & Maintain Roads and Footpath & Municipal Properties.		
		5		

13	Functions	<p>(a) Repair & Maintenance of Minor Roads & Footpath in Ward.</p> <p>(b) Repair & Maintenance of Municipal Properties in purview of the Estate Department.</p> <p>(c) To demolish the unauthorized encroachments on footpath, roads & Municipal Plots.</p> <p>(d) Issuance permits to the excavation of trenches on roads to the various utility services & various departments of MCGM.</p> <p>(e) Granting of Mandap Permission for social & regional purpose on Roads, Footpath & Municipal Properties.</p> <p>(f) Reinstatement of trenches and upkeep maintainance of major and minor roads</p> <p>(g) Detection of dilapidated building and prepare upkeep list of Municipal properties</p> <p>(h) Granting of Ganapati Mandap Permission on Roads, Footpath & Municipal Properties.</p> <p>(i) Granting of Film shooting permission on Municipal Roads.</p> <p>(j) Improve roads under Section 63 (K) of MMC Act. (refer pg. no. __) and improve private layout roads as per recommendation of Prakash Mehta Committee under 306 of MMC act by improving road under 63k of MMC act by utilizing 1/3 rd grant of Municipal councuillor / M.L.A & M.P. and 2/3 rd grant from Municipal budget.</p> <p>(k) Acquire the Setback area of the road & merge the same into the road by following recent</p>
		6

circular of MRTP act by removing authorized structures (refer pg. no. __)

(l) Removal of Bottlenecks by following guidelines as per bottleneck policy . (refer pg. no. __)

(m) Action in respect of dangerous Municipal buildings for following recent guidelines.

1. Trench Permission : -

- Issuance of permits for the excavation of trenches on roads to various utility Services & Various departments of MCGM is granted as per Trench Guideline Circular Policy issued by Municipal Commissioner u/no. MGC / F/1835 dated 17.11.2007. (attached) and various recent circular
- Permission for laying augmentation of the utility pipelines / cables shall be granted only during the fair season starting from 1st October till 30th April. For trench exclusively on footpath / paver blocks, the permission shall be granted upto 30th April.
- From 16th April to 30th September, for the fault repair, sanction of Zonal D.M.C. shall be obtained as far as possible before undertaking excavation.
- As per recent circular vide no. MGC/F/9974 dated 04.02.2013

14 Details of Services provided (In Brief)

2. Issuance of Ganpati Mandap Permission is granted as per Circular u/no MDF / OD / 8358/Gen dt. 11.06.2013.

3. Issuance of Film Shooting permission.

4. Bottleneck :-

- Bottleneck means construction, narrowing, obstruction, congestion, block, partially/total blockage which leads to traffic congestion, traffic clogging problems started due to precipitant.
- Reference Circular – AMC/ES/D/168 (ChE/1876/DPC/Gen) Dated 25.02.2004.
- Recently we are using MRTP 56 clause. (Power to require removal of authorized development or use.)
- (AMC/ES/9141 dt. 14.10.2011.

5. 63 K Road :-

- Arising out of representation from residents of private layouts and Public representatives, that layout residents are paying Municipal taxes and therefore roads should be maintained by MCGM.
- Reference Circular ChE/1484/Roads Dated 16.05.2009
 - (i) As per the circular 1/3 cost of up gradation shall be borne by Co. Op. Hsg. Society of Residents, 2/3 cost by MCGM and the private street shall be declared public under section 306 of MMC

Act 1888 before taking up the works. However, in case 1/3 construction cost is not deposited by Co. Op. Hsg. Society / Federation of Societies and roads in private layout are to be improved using Municipal Funds, M.P./MLA funds then sanction under section 63 K

- (ii) As per old circular u/no.CE/7651/Roads of 12.08.1976 and CE/12162/Roads/VI of 09.04.1979 for declaring road under 63 k of M.M.C act.

6. Departmental Maintenance & Repair :-

- Beat wise responsibility of the electrol wards rests with the Junior Engineers. The Junior Engineers works under the supervision of the Sub Engineer and the control of Asstt. Engineer. The Junior Engineer reports to his chowky along with his workmen at 7.30 a.m. the labour distribution is carried out after singing the muster at 7.30 a.m.
- A group of workmen (gang) comprising of 2 to 3 labours, the skilled labours such as mason, carpenter and plumber is formed and additional labours as per the extent of job is provided to that gang. A job Slip is issued to gang to carryout various day to day work. The job Slip is prepared by the Junior Engineer according to

nature and priority of complaint and it is signed by Mistry and the Junior Engineer. The address of Municipal property where the work is to be carried out, nature of work and the number of workmen is mentioned in the job slip.

- Up keep maintenance of road repair work and reinstatement of trenches by RE/Sub engineer.
- Generally, sufficient material is brought to the chowkies from the Central Store. The non-scheduled items are also procured by following due procedures or by calling for the quotations, from the open market. The material thus procured is stocked in the store and is in position with supervision / clerk. This material is transported to the work site in Municipal vehicles.
- Junior Engineers, Mistry / Mukadam visit the work site, at least once, for supervision and guidance. The Junior Engineer reports to the office to attend the office work in the afternoon session between 2.30 p.m. to 5.30 p.m

7. E-Tendering :-

- Preparation of Estimate by J.E.
- Obtain Administrative approval from ward Committee or DMC etc.
- Estimate is uploaded in SAP System in A.E. or SE,,s ID (R3 Module)
- BID is created by S.E. using his/her ID. SRM Module E tendering.
- BID is forwarded to E.E. Ward for publishing

on Municipal Website.

- Ward E.E. Publish the Tender (SRM E tender login Approval)
- List of Bidder and letter to successful 1st Bidder with 5 % contract amount to deposit with MCGM
- PO is created by A.E. in SAP Module.
- Release P.O. Amount by A.O.
- Create Contract by E.E. ward in SAP System.
- PO is generated by A.E. in SAP and released by E.E. Ward.
- PO printout is taken by AE and issued to Bidder.

8. CWC contractor, trench contractor, premonsoon , upkeep maintenance work and desilting/desludging work

9. Mahatma Gandhi Pathkranti Yojana:-

- It is a scheme to clear the footpath of encroachment.
- Certain roads are identified in each ward.
- Cutoff date is 01.01.1995 / 01.01.2000.
- The eligible hutment dwellers are offered alternate accommodation.
- To draw lottery to decide alternate accommodation in presence of all eligible hutments dwellers.

				<ul style="list-style-type: none"> • After shifting mass demolition to be carried out. • The footpath so cleared should be immediately developed for public usage. AMC/ES/944/IV dated 31.03.2012 • DMC/RE/Z.Su/4274 dated 26.02.2013. <p>10. Clearance of encroachment along water main</p> <p>11. Decongestion of railway station</p> <p>12. Conversion of Zhunka bhakar Kendra into Annadatta Kendra</p>
15	Physical assets (Statement of lands & Buildings and other Assets)	As per separate sheet attached (Page No.____)		
16	Organization's structural Chart	As per separate sheet attached (Page No.____)		
Details of Departmental Chowky in Asstt. Engineer (Maint) Section				

Sr. No.	Type	Name of Chowky	Address of Chowky	Contact no.
1.	Road Repair	Office Road Repair Chowky	In 'B' Ward premises 121, Ramchandra Bhatt Marg, Dongri Mumbai 400 009	9322373618
2.	Road Repair	2 nd Flank road Chowky	2 nd flank road, Dongri Mumabai-9	9987940814
3.	Road Repair	Samuel Street Chowky	Samual Street, Pydhonie, Mumbai-3	9920524578
4.	repair chowky	Office repair Chowky	In 'B' Ward premises 121, Ramchandra	9892499757

			Bhatt Marg, Dongri Mumbai 400 009	
5.	repair chowky	Sydenham repair chowky	I.R Road, Sydenham Compound, Dongri 400 009	9969620031
6.	repair chowky	Walpakhadi repair chowky	Mavji Rathod road, Walpakhadi premises Dongri 400 009	9702160186
7.	repair chowky	Chinchbunder repair chowky	N.H road 11.E, behind Sums building, Dongri Mumbai 400 009	--
8.	repair chowky	Mandvi Koliwada	Cemen Chawl Koliwada, Masjid bunder station, Mumbai - 3	9969711982
9.	repair chowky	T plot	New Bardan lane, pydhunie, Mumbai - 3	--

Physical Assets of Asst. Engineer (Maintenance) B Ward

Sr. No.	Beat No	Description of Building / Structure (Name/address)	Remark
A		B	-
1	223	Walpakhadi Chawl no. 3	-
2	223	Walpakhadi Chawl no. 4	-
3	223	Walpakhadi Bldg. No. A	-
4	223	Walpakhadi Bldg. No. B	-
5	223	Walpakhadi Bldg. No. C	-
6	223	Walpakhadi Bldg. No. D	-
7	223	42, Jail Road Building	-
8	223	64, Lal Chawl	-
9	223	Sydenham Compound Block No.1	-
10	223	Sydenham Compound Block No.2	-
11	223	Sydenham Compound Block No.3	-
12	223	Sydenham Compound Block No.4	-
13	221	Sydenham Compound Block No.5	-
14	223	Sydenham Compound Block No.6	-
15	221	Sydenham Compound Block No.7	-
16	223	Sydenham Compound Block No.8	-
17	223	Khaire Ummat Trust	-
18	223	Kamalkhan Chawl No. 12	-
19	223	Kamalkhan Chawl No. 13	-
20	223	Kamalkhan Chawl No. 14	-
21	223	Sydenham Compound Chawl No.1	-
22	223	Sydenham Compound Chawl No.2A	-
23	223	Sydenham Compound Chawl No.2B	-
24	223	Chinchbunder B.I.T.Chawl NO. 1	-
25	223	Chinchbunder B.I.T.Chawl NO. 3	-
26	223	Chinchbunder B.I.T.Chawl NO. 4	-
27	223	Chinchbunder B.I.T.Chawl NO. 5	-
28	223	Chinchbunder B.I.T.Chawl NO. 6	-
29	223	Chinchbunder B.I.T.Chawl NO. 7	-

30	223	Sums Building	-
31	223	42, Jail Road Dispensary	Demolished
32	223	64, Lal Chawl	-
33	223	J.R Municipal School No.1	-
34	223	Safa high school	-
35	223	B ward office building	-
36	223	B ward Superior & Labour Quarters	-
37	223	S.O. Office Building	-
38	224	Simon Bldg	-
39	224	Jetha Bldg.	-
40	224	Anand Bhuvan	-
41	224	334 Ali Jalaal Building, I.R. Road	-
42	224	43, Mia Ahmed Chotani Marg Building	-
43	224	Patka Mansion at I.R.Rd.	-
44	224	Vazir Bldg. (Fire Dept)	-
45	224	Memomwada fire Engine Bay & Officers Quarters	-
46	224	Memomwada fire quarter bldgA	-
47	224	Memomwada fire quarter bldgB	-
48	224	Memomwada fire quarter bldgC	-
49	224	Ibrahim Mansion	-
50	224	T' Plot at Mohd. Ali Rd.	-
51	224	Meherbux Property	-
52	224	Kalyan Mansion	-
53	224	Aamirali Mansion	-
54	224	Noor Manzil, 50, M.A. Road	-
55	224	J B Shah Market	-
56	224	Mandvi Estate O.P.No.70, 184 Narsi Natha St.	-
57	224	Mandvi Estate O.P.No.71,	-
58	224	Mandvi Estate O.P.No. 168	-
59	224	B.I.T. Chawl Mandvi Koliwada 1	-
60	224	B.I.T. Chawl Mandvi Koliwada 2	-
61	224	B.I.T. Chawl Mandvi Koliwada 3	-
62	224	B.I.T. Chawl Mandvi Koliwada 4	-

63	223	B.I.T. Chawl Mandvi Koliwada 5	-
64	223	Mandvi O.P. No. 1693	-
65	223	Mandvi O.P. No. 53-A	-
66	223	Mandvi O.P. No. 184, 110 Kazi Sayyed Jnct. Old Bardan Lane	-
67	223	Mandvi O.P. No. 201	-
68	223	Mandvi O.P. No. 206	-
69	223	Mandvi O.P. No. 260	-
70	223	Elphinston Estate O.P. No. 118	-
71	223	Elphinston Estate O.P. No. 119, 126-132 Nandlal Jani Road	-
72	223	Elphinston Estate O.P. No. 131	-
73	223	Elphinston Estate O.P. No. 134, Kurla St. Near Laxmi Vilas Hotel	-
74	223	Elphinston Estate O.P. No. 136, 71 Bhandup Street	-
75	223	Elphinston Estate O.P. No. 187	-
76	223	285, Janjekar Street Bldg.	-
77	223	C.S.No. 1693	-

Department- Asst. Engineer (Maint)

Sr No	Post	Schedule Post	Occupied	Vacant
1	Asstt. Engineer	1	1	Nil
2	Sub. Engineer	6	6	Nil
3	Jr. Engineer	15	15	Nil
4	Store Clerk	1	1	Nil
5	Labourer	273	219	54
6	Mistry II	4	4	Nil
7	Mason II	4	1	3
8	Mukadam	26	12	14
9	Carpenter II	1	Nil	1
10	Painter III	1	1	Nil
11	Painter II	1	1	Nil
12	Labourer C Watchman	15	10	5
13	Liftman C Wirmen C Plumber	2	2	Nil
14	Hamal	3	3	Nil
15	Bhisti III	1	Nil	1
16	Road Roller Driver	3	Nil	3

SECTION 4(1)(b) (ii)

The powers of offices and employees in the office of Assistant Engineer (Maint)

A-Financial Powers

Sr. No.	Designation	Powers - financial	Under which legislation/rules/orders/GRs	Remarks
1	Assistant Engineer (Maintenance)	Rs.2500/-	AS per the circular no CA/FRD/I48 dated 31.01.2013	--
		Rs.3,00,000/-	---	To scrutiny of Estimate
2	Sub Engineer (Maintenance)	Nil	N.A.	--
3	Junior Engineer (Maintenance)	Nil	N.A.	--
SECTION 4(1)(b) (ii)				

The powers of offices and employees in the office of Assistant Engineer (Maint)

B-Administrative Powers

Sr. No.	Designation	Powers – Administrative	Under which legislation/rules/orders/GRs	Remarks
1	Assistant Engineer (Maintenance)	Please refer to Delegation of powers to Asst.Engineer (Pg. no.26)	1. MMC Act 1888 2. MRTP Act1966	-
2	Sub Engineer (Maintenance)	Please refer to Delegation of powers to Sub Engineer (Pg. no.32)	1. MMC Act 1888 2. MRTP Act1966	-
3	Junior Engineer (Maintenance)	Please refer to Delegation of powers to Junior Engineer (Pg. no.36)	1. MMC Act 1888 2. MRTP Act1966	-
18				

SECTION 4(1)(b) (ii)

The powers of offices and employees in the office of Assistant Engineer (Maint)

C-Magisterial Powers

Sr. No.	Designation	Powers – Magisterial	Under which legislation/rules/orders/GRs	Remarks
1	Assistant Engineer (Maintenance)	Nil	N.A.	-
2	Sub Engineer (Maintenance)	Nil	N.A.	-
3	Junior Engineer (Maintenance)	Nil	N.A.	-

SECTION 4(1)(b) (ii)

The powers of offices and employees in the office of Assistant Engineer (Maint)

D-Quasi Judicial Powers

Sr. No.	Designation	Powers – Quasi Judicial	Under which legislation/rules/orders/GRs	Remarks
1	Assistant Engineer (Maintenance)	Appointed as public information officer under RTI Act 2005	Circular No. MOM/8957 dt. 02.01.2006	-
2	Sub Engineer (Maintenance)	Nil	N.A.	-
3	Junior Engineer (Maintenance)	Nil	N.A.	-

SECTION 4(1)(b) (ii)

The powers of offices and employees in the office of Assistant Engineer (Maint)**E- Judicial Powers**

Sr. No.	Designation	Powers – Judicial	Under which legislation/rules/orders/GRs	Remarks
1	Assistant Engineer (Maintenance)	Nil	N.A.	-
2	Sub Engineer (Maintenance)	Nil	N.A.	-
3	Junior Engineer (Maintenance)	Nil	N.A.	-

Section 4 (1) (b) (ii)**The duties of officers and employees in the office of Assistant Engineer (Maintenance)****ASSISTANT ENGINEER (MAINTENANCE)**

Asstt. Engineer (Maintenance) of the ward work as per Mumbai Municipal Act, 1888, Maharashtra Regional & Town Planning Act, 1966. His work includes repairs and maintenance of Municipal Roads, Footpath, Ward Offices, Staff Quarters, Estate properties, Municipal Chowkies, Roads, Depots, Maternity Homes, Dispensaries, PSC Blocks, Municipal Cemeteries, Fire Brigade, Schools Welfare Centre, Conservancy Chawls, desilting of minor nallas and road side S.W.D to minimize the flooding spots either departmentally or through the e-tendering. He Issues Trench permission, Ganpati Mandap, Social, Regional Mandap Permission, Shooting Permission, acquire setback area of the road & merge the same into the Road, remove Bottleneck, demolish unauthorized encroachments on Municipal Roads, Footpath & Municipal properties.

Assistant Engineer (Maintenance & Repair) of the ward is responsible to Assistant Commissioner of the Ward and Zonal Dy.Municipal Commissioner for day-to-day work of the department in respect of administrative and policy work. He is also responsible to Ward Executive Engineer in respect of technical matters..

Asstt. Engineer (Maintenance & Repair) of the ward is assisted by Junior Engineer & Sub-Engineers to execute daily work. Respective Roads & Repairs Labour, Mukadam, Mistry, Carpenter, Mason, Plumber etc. help Junior Engineers & Sub-Engineers of the department to attained day to day complaints received.

Asstt .Engineer (Maintenance & Repair) of the Ward executes following duties/works from his staff working under his control:-

1. Exercise full control over the executive as well as the clerical and labour staff working in his section and ensure that all of them function efficiently.
2. Issuance of Trench permissions to various utilities as wel as to various departments of MCGM.
3. Issuance of Film shooting permission on Municipal Roads & properties.
4. Issuance of Ganpati Mandap/Navratri/social /religious permission on Municipal Roads & properties.
5. To acquired setback, bottle neck & Road Line.
6. To remove the encroachments on roads with the help of Sub Engineers and Jr. Engineers.
7. To supervise the work of store supervisor store clerk and the labours in the store and insure smooth functioning of the store.
8. To ensure that the necessary information is furnished to the concerned officers, in time and to take action on the defaulting staff, in case of delay.
9. To put up indents for the store item after discussion with the Sub Engineers and arrange for the requisite stock and to check for its quality and quantity. Material Checking norms.
 - 25 % of the store items, once in three months
 - 25 % of the depot items, once in three months
 - To dispose off the scrap material by following due procedure.
10. To carry out inspection to assess the condition of major roads.
11. To ensure prompt disposal of the complaints. To check the registers and daily diaries, at least fortnightly and monthly, respectively.
12. To exercise control on the municipal funds available, with the help of Head Clerk (Expenditure) and distribute the said funds among the Sub Engineers, appropriately and make them responsible for the utilization of funds.

13. To implement the orders issued by higher authorities.
14. To take appropriate action on the unauthorized constructions, detected on municipal roads & footpath.
15. To take timely action of propping, cordoning and demolition of dilapidated municipal buildings. To serve demolition notices on receipt of orders from the Executive Engineer or higher authorities.
16. To check at least 20 % of mass supply of materials and the contract bills. To check the estimate pertain to the repairs of municipal buildings, roads, etc. prepared by the Jr. Engineers & Sub Engineers.
17. To accept and serve notices under various Municipal Acts and take necessary action in the matter.
18. To visit major works in the ward at least once in a week.
19. To maintain the municipal properties and other buildings in the purview of the Estate Department (e.g. School, Hospitals, etc.)
20. To co-ordinate with the Law officers as regards the Court-case lodged by the MCGM or the matters against MCGM.
21. To get dilapidated municipal building vacated with the assistance of Police.
22. To visit the sites where labourers work and check on mustering once a month.
23. To co-ordinate with Central Agency as regards major repairs of municipal properties and maintenance of major roads.
24. To attend Ward Committee meetings in the ward office.
25. Review of SAP Complaints
26. Review of MCL A/B/C.
27. Review of MC-P.G. Cases
28. Review of Outstanding Audit Notes (Once monthly with MCA staff)
29. Review of pending Union problems (Once in Two months)
30. Enquiry procedure.
31. To maintain Daily Diary.
32. Desilting of minor nallas and road side SWD.

33. To minimize flooding spots during monsoon.
34. To provide missing manholes and dhapas.
35. Desilting of septic tanks of A.P blocks in slums and Gaothan.
36. To facilitate private layout in areas by providing necessary amenities by recommendation of Prakash Mehta Committee.
37. To provide facilities in slums, Adivasi pada and Gaothan.
38. To provide street lighting in area as per LUX value (illumination) of Reliance energy and TATA power
39. To provide information to applicant under R.T.I act of 2005
40. To attend 1st and 2nd applicant under R.T.I act as public information officer.

To execute above mentioned works Labours, Mukadams, Mistry, Junior Engineers Sub-Engineers inspect their respective sub-sections and report to the Asstt. Engineer (Maintenance & Repair) of the ward. Based on these reports, further necessary actions are taken by the Asstt. Engineer and the Asstt. Commissioner of the ward and under guidance of the Ward Executive Engineer in case of technical matters.

Following registers are maintained by the office of the Asstt. Engineer (Maintenance & Repair) of the ward :-

1. Notice Register
2. Demolition Register
3. Property Register
4. Set back Register
5. R.T.I. Register
6. MCL A/B/C Register
7. Mandap Permission Register
8. M.C.A. Audit Register
9. F.R.D. Audit Register
10. P.R.D. Audit Register
11. Religious permission register

DUTIES OF SUB-ENGINEER (MAINTENANCE & REPAIR)

- 1) He shall be subordinate to the Asstt. Engineer and shall carry out their orders in general.
- 2) Supervision on departmental works.
- 3) To supervise each work under him at the start, during execution, completion and frequently as necessary.
- 4) Supervision on Funds available under various budget heads.
- 5) Timely submission of payments, bills and adjustments.
- 6) Site visit for major faults in the Municipal Buildings
- 7) Consolidation of revenue and outstanding requisition.
- 8) Supervision on employee muster books in order to see that the staff reports on duty in time and the fault entries are not made.
- 9) To check leave and service record and "Dead Stock" register and get them updated.
- 10) To ensure timely action in Court matters and order.
- 11) He shall draft replies to the complaints or references received in his section.
- 12) He shall attend the Courts as and when required for giving evidence helping the Sub. Engineer in conduction cases etc.
- 13) To take action against unauthorized structures / unauthorized developments on Municipal lands etc. as per M.M.C.Act and M.R.T.P.Act and as per the policy guidelines issued by time to times by the administration.
- 14) To monitor road work as road engineer.
- 15) Desilting of A.P block
- 16) To monitor desilting work of minor nalla and road side S.W.D
- 17) To monitor flooding spots and try to minimize the same
- 18) To monitor Ganpati idol immersion duties
- 19) To provide facilities in slum and Gaothan

To exercise, perform and discharge duties entrusted under Section 68(Municipal officers may be empowered to exercise certain powers, etc, of the Commissioner.) of M.M.C. Act as per the authority issued by Zonal D.M.C

- 1) He shall attend the various functions organized by the administration such as Disaster Management Plan, Swachhata Abhiyan, Anti Flooding Duties, Mahapaur Daud, Cleansing Camps, and Advance Locality Management etc.
- 2) To maintain Daily Diary.
- 3) To maintain various registers such as :-
 1. Notice Register
 2. Demolition Register
 3. Property Register
 4. Set back Register
 5. R.T.I. Register
 6. MCL A/B/C Register
 7. Mandap Permission Register
 8. M.C.A. Audit Register
 9. Religious permission register

DUTIES OF JUNIOR -ENGINEER (MAINTENANCE & REPAIR)

- 1) He shall be subordinate to the Asstt. Engineer & Sub Engineer and shall carry out their orders in general.
- 2) Supervision on departmental works.
- 3) To supervise each work under him at the start, during execution, completion and frequently as necessary.
- 4) Supervision on Funds available under various budget heads.
- 5) Timely submission of payments, bills and adjustments.

- 6) Routine site visit in his jurisdictional area.
- 7) Attending Site chowky and control the labours working under him.
- 8) To check leave and service record and “Dead Stock” register and get them updated.
- 9) To ensure timely action in Court matters and order.
- 10)To carry out joint inspection along with various utilities.
- 11)He shall draft replies to the complaints or references received in his section.
- 12)He shall attend the Courts as and when required for giving evidence helping the Sub. Engineer in conduction cases etc.
- 13)To take action against unauthorized structures / unauthorized developments on Municipal lands etc. as per M.M.C.Act and M.R.T.P.Act and as per the policy guidelines issued by time to times by the administration.
- 14)To exercise, perform and discharge duties entrusted under Section 68 of M.M.C.Act as per the authority issued by Zonal D.M.C
- 15)He shall attend the various functions organized by the administration such as Disaster Management Plan, Swachhata Abhiyan, Anti Flooding Duties, Mahapaur Daud, Cleansing Camps, Advance Locality Management etc.
- 16)To maintain various registers such as :-
 1. Notice Register
 2. Demolition Register
 3. Property Register
 4. Set back Register
 5. R.T.I. Register
 6. MCL A/B/C Register
 7. Mandap Permission Register
 8. M.C.A. Audit Register
 9. Religious permission register
- 17) Desilting of A.P block
- 18) To monitor desilting work of minor nalla and road side S.W.D

- 19) To monitor flooding spots and try to minimize the same
- 20) To monitor Ganpati idol immersion duties
- 21) To provide facilities in slum and Gaothan

Section 4 (1) (b) (ii)

DELEGATION OF POWERS TO ASSISTANT ENGINEER

Under Section 68 of the Mumbai Municipal Corporation Act 1888 as amended up to date, Asstt Engineer (Maintenance & Repair) is hereby empowered to exercise, perform and discharge under the control and subject to the revision of the Commissioner, the several powers, duties and functions conferred or imposed upon or vested in the Commissioner by the several Sections, Sub-Sections and Clauses of the said Act herein below mentioned :-

EXPLANATION :- The entries in the second column of the below table headed 'Nature of powers' etc. are not intended as definitely described in Sections, Sub-Sections and Clauses mentioned in the first column or even as abstracts of those sections, sub-sections and clauses, the numbers of which are given in the first column.

Sections	Nature of Powers, Duties and Functions delegated
84 & 85(1)	(e) Grant Casual Leave to the inferior staff working under him upto the limit allowed by any rules for the time being in force. (f) Grant leave without pay admissible under the Rules to the Labour staff. To appoint when necessary, persons to act in place of employees who are absent on leave.
112	To receive money in respect of any matter pertaining to the City Engineer's Department.
113(3)	(a) To incur expenditure on office contingencies (except furniture) upto

Rs.3000/- per item.

(b) To make cash purchase and payment of bills out of imprest upto

Rs.3000/- and payment of telephone call bills for any amount.

222(1) & (2) To construct, repair or alter Municipal drains and to enter upon land for the purpose.

228 To grant permission and prescribed conditions as to communications with Municipal drains.

234 Determining details of drains and drainage fittings or cesspools for new buildings.

240 Granting permission for the construction of the drain so as to pass beneath building.

243(2) Making requisition in respect of taps, covering and means of ventilation for drain and cesspools.

244(1)(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 building newly created or re-erected.

248(1)(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 Inspection and examining drains, etc. not belonging to the Corporation.

254 Opening ground etc. for inspection and examination under Section 253.

255 Reinserting 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.
298(2)	To take possession or and clear the lands under this section.
311	To require owners to alter ground floor doors, etc. opening outward.
313(1)	To grant permission for placing stalls, chairs and benches, boxes, ladder, bales etc. on footpath and streets.
314	To remove obstructions etc. on streets made contrary to section 312 or 313.
317	To permit booths on festivals in certain streets.
321(2)	To prevent removal, etc. without permission of fences etc. erected in the streets, while works are in progress.
322	To prevent opening, etc. of streets unless done with permission and to give such permission.
324	To restore streets opened or broken up when the person responsible fails to do so.
325	To require person permitted to open streets to provide for diversion of traffic etc.
326(2)&(3)	To regulate hoarding etc. in streets.
329	To require and secure adoption of measures to protect and enclose dangerous places.
333(4)	Manner of laying gas pipes.
338	To require certain documents on receipt of Notice under Section 337.
339	To refuse to accept plans, etc. not signed by the Licensed Surveyor.

340	To require, further, particulars and details
342	To receive notices of intentions to make additions etc. to building.
343	To require certain documents and particulars on receipt of Notice under Section 342 and to refuse to accept plans, etc. not signed by Licensed Surveyor.
344-A	Supervision of buildings and work.
345	To intimate approval of work of which notice is received.
346(1)	To intimate disapproved of such work.
347(A)(B)& (C)	Prohibiting user of a non-residential buildings or chawl to a residential one and of a residential building or chawl to that of a godown, warehouse, workshop, workplace, factory, stable or a motor garage and prohibiting making or causing any alterations in an existing building originally constructed or authorized to be used for human habitation for the purpose of using it or causing it to be used as a godown, warehouse workshop, workplace, factory, stable or motor garage.
348(1)(a)(b) & (c)	Provision as to buildings, which are to be newly erected.
349	To refuse permission for walls, coverings, etc. of inflammable materials and to require removal of such wall or covering.
350	To inspect buildings in course of erection, alterations, etc
353	To specify any matter in contravention of Act of Bye Law within three months after completion.
353(A)	To grant completion certificate and permission to occupy or use.
354	To require removal etc. of ruinous or dangerous structures and to temporarily secure etc. repair etc.
354A(1)	To issue a written notice to stop within the specified period the erection of the work unlawfully carried on or commenced upon any premises.
354A(2)	To direct removal of person unlawfully carrying on the erection of buildings or

	the execution of any such works described in Section 342.
368	To require owners to provide receptacles of a size for collection of dust, ashes, refuse, rubbish and trade refuse, etc.
374	To inspect building or premises for the purpose of ascertain sanitary conditions thereof.
375	To require cleansing and lime washing of any building etc.
375-A	To require the owners to remove buildings, materials or debris, etc. accumulated due to house collapse etc.
377(1-A)	To require cleansing, clearing or enclosing any premises over grown with rank vegetation, etc.
377-A	To require the owners of the buildings to abate the nuisance arising from rainwater leaking from the roofs of the building or to prevent its recurrence.
380	To require removal, alteration etc., of unsanitary huts and sheds.
381	To require the owners of the building to abate the nuisance arising out of the defects.
383	To require cutting and looping of hedges, trees, etc. in certain cases and to take measures for protection of public.
394	To prohibit certain articles to be kept and certain trades processes and operation to be carried out without a license to exercise all other powers in respect of the things liable to be seized, destroyed etc, to prevent danger or nuisance.
396 Sub-section (1)	To inspect at any time, by day or by night without notice any premises used for manufacture as mentioned in Section 394 and any premises in which a furnaces employed for the purpose of manufacture and into any bake house to see whether any provision or this Act or any condition of any license is being contravened and as to whether any nuisance is created.
479(5)	To require production of licenses or written permission.

488 To enter into or upon buildings or and with or without Assistant or workment (1) for the purpose of exercising performing or discharging, the powers, duties or functions hereinabove delegated with reference to the sections above specified. The delegation of powers of entry under Section 488 is to be subject in each case to strict observance of and compliance with the provisions and conditions prescribed by Clauses (a), (b), (c) and (d) so far as applicable.

489 To take measures and execute work, etc, failure of compliance with requisitions or orders under provisions of the Act.

492(2)(a) To call on occupiers to disclose rents for purpose of determining question of liabilities to pay expenses in certain cases.

517(1)(a) To take or withdraw from proceedings against persons charged with offences against the Act etc. as described in Sub-Clauses (i),(ii) and (iii) of Clause (a).

DELEGATION OF POWERS TO SUB ENGINEER

Under Section 68 of the Mumbai Municipal Corporation Act 1888 as amended up to date, Sub -Engineer (Maintenance & Repair), Municipal Corporation of Greater Mumbai is hereby empowered to exercise, perform and discharge under the control and subject to the revision of the Commissioner, the several powers, duties and functions conferred or imposed upon or vested in the Commissioner by the several Sections, Sub-Sections and Clauses of the said Act herein below mentioned:-

EXPLANATION :- The entries in the second column of the below table headed 'Brief Description of Powers to be exercised and performed' are not intended as definitions described in Sections, Sub-Sections of these sections, but are inserted merely as reference to the subjects of the sections, sub-sections and the numbers of which are given in the first column.

Sections		Nature of Powers, Duties and Functions delegated
84 & 85(1)	a)	Grant Casual Leave to the inferior staff working under him upto 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. To appoint when necessary, persons to act in place of employees who are absent on leave.
112		To receive money payments on account of the Municipal Fund and to lodge them in a bank.
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 undrained 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.
314 (a), (b), (c)	To remove without notice things placed or deposited upon any place or attached or suspended in contravention of Clause (a) or Clause (c) or Sub-section (1) or Section 313.
317	To permit booths on festivals in certain streets.

322	To prevent opening, etc. of streets unless done with permission and to give such permission. (Except for newly constructed roads or capital roads)
322(3)	To remove without notice any building materials or any scaffolding or any temporary erection or any posts, bars, rails, boards or other things by way of enclosure which have been deposited or set up in any street without the permission or authority specified in Sub-section (1) or which having been deposited or set up with such permission or authority, have not been removed within the period specified in the notice issued under Section (2).
350	To inspect buildings in course of erection, alterations, etc.
354	To require removal etc. of ruinous or dangerous structures and to temporarily secure etc. repair etc.
354A(1)	To issue a written notice to stop within the specified period the erection of the work unlawfully carried on or commenced upon any premises.
354A(2)	To direct removal of person unlawfully carrying on the erection of buildings or the execution of any such works described in Section 342.
368	To require owners and occupiers to collect and deposit dust etc.
374	To inspect building or premises to ascertain sanitary conditions thereof.
375	To require cleansing and lime washing of any building etc.
375-A	To require the owners to remove buildings, materials or debris, etc. accumulated due to house collapse etc.
377	To make requisition against the owner or occupier for removal of rank vegetation.
377-A	To require the owners of the buildings to abate the nuisance arising from rainwater leaking from the roofs of the building or to prevent its recurrence.
380	To require removal, alteration etc., of unsanitary huts and sheds.
381	To require the owners of the building to abate the nuisance arising out of the defects.

383		To require cutting and looping of hedges, trees, etc. in certain cases and to take measures for protection of public.
390 (1) (3)	(2)	Regulations of factories, trades, etc.
479(5)		To require production of licenses or written permission.
488		To enter premises with assistants etc. to inspect survey and execute works

Section 4 (1) (b) (ii)

DELEGATION OF POWERS TO JUNIOR ENGINEER

Under Section 68 of the Mumbai Municipal Corporation Act as amended up to date, Junior Engineer (Maintenance & Repair) under Asstt. Commissioner is hereby empowered to exercise, perform of discharge under the control and subject to the revision of the Commissioner, the under mentioned powers, duties and functions conferred or imposed upon or vested in the Commissioner by the several Sections, Sub-Sections and Clauses of the said Act herein below mentioned :-

EXPLANATION :- The entries in the second column of the below table headed 'Nature of Powers' etc. are not intended as definitely described in Sections, Sub-Sections and Clauses mentioned in the first column or even as abstracts of those sections, sub-sections and clauses but are inserted merely as reference to the subjects of the sections, sub-sections and clauses, the numbers of which are given in the first column.

Sections	Nature of Powers, Duties and Functions delegated
231	To enforce drainage of undrained premises situate within a hundred feet of a Municipal drains.
248(1)(c)	To substitute water closet accommodation for any privy accommodation.
253	To inspect and examine all drains, ventilation shafts and pipes cesspools of house gullies, water closets, privies, latrines and urinals to which this Section applied.
254	Opening ground etc. for inspection and examination under Section 253.
255	Reinstating the ground etc. opened for purposes of inspection.
314 (a), (b), (c)	To remove without notice things placed or deposited upon any place

	or attached or suspended in contravention of Clause (a) or Clause (c) or Sub-section (1) or Section 313.
322	To prevent opening, etc. of streets unless done with permission and to give such permission.
350	To inspect buildings in course of erection, alterations, etc.
354	To require removal etc. of ruinous or dangerous structures and to temporarily secure etc. repair etc.
354A(1)	To issue a written notice to stop within the specified period the erection of the work unlawfully carried on or commenced upon any premises.
354A(2)	To direct removal of person unlawfully carrying on the erection of buildings or the execution of any such works described in Section 342.
368	To require owners to provide receptacles of a size for collection of dust, ashes, refuse, rubbish and trade refuse, etc.
374	To inspect building or premises for the purpose to ascertain sanitary conditions thereof.
375	To require cleansing and lime washing of any building etc.
377	To make requisition against the owner or occupier for removal of rank vegetation.
377-A	To require the owners of the buildings to abate the nuisance arising from rainwater leaking from the roofs of the building or to prevent its recurrence.
380	To require removal, alteration etc., of unsanitary huts and sheds.
381	To require the owners of the building to abate the nuisance arising out of the defects.
390 (1) (2) (3)	Regulations of factories, trades, etc.

479(5)	To require production of licenses or written permission.
483	Service of notice - To serve, issue or present or give notices, bills schedules summonses and other such document required by this act to the served upon or issued or presented or given to any person.
488	<p>To enter into or upon buildings or land with or without Assistant or workmen.</p> <ol style="list-style-type: none"> <li data-bbox="383 492 1339 649">1. For the purpose of exercising performing or discharging, the powers, duties or functions hereinabove delegated with reference to the sections above specified. <li data-bbox="383 739 1339 940">2. For the purpose of carrying into effect under Section 489 any requisition or order (not only complied with) made by written notices by the Commissioner; under either of the following Section or Sub-section namely Section 257(1). Section 308 Sub-section(2)309, Sub-section(1), Section 311, Section 315(1), Section 325, Section 326(3), Section 329(1), Section 349, Section 351, Sub-section(2), Section 353, Section 354, Section 380 or Section 383(1). <li data-bbox="383 1366 1339 1917">3. For the purpose of leveling, metalling or paving, sewerage, draining, channeling and lightening any private street which the Commissioner with the sanction of the Standing Committee may be empowered under the provision of Section 305 level, metal or pave sewer drains, channel or light to his satisfaction or (1) for the purpose of removing altering or pulling down the building or work which the Commissioner with the approval of the Standing

Committee may be empowered under the provisions of Sub-section (2)

of Section 351 to remove alter or pull down (5) for the purpose of Section 381(2) to fill up cover over or drain off a well, provided that a delegation of power of entry under Section 4888 is to be understood so be subject in each case to strict observance of and compliance with the provisions and conditions prescribed by Clauses (a),(b),(c) and (d) so far as applicable.

Section 4 (1) (b) (ii)**Supervision Norms**

Sr.No.	Designation	Supervision Norms
1	Asstt. Engineer (Maint)	To check at least 20 % of mass supply of materials and the contract bills. To check the estimate pertains to the repairs of municipal buildings, roads, etc. prepared by the Jr. Engineers & Sub Engineers.
2	Sub Engineer (Maint)/ Road Engineer	To supervise each work including road work as road engineer under him at the start, during execution, completion & frequently as necessary.
3	Junior Engineer (Maint)	To supervise each work under him at the start, during execution, completion and frequently as necessary and trench work as Trench (JE)

		required	days		
		4. Arrange demolition by taking order from Asstt. Commissioner.	After expiry 48 Hours from order	J.E./ S.E. /A.E.	-
		5. Entry in demolition register		J.E.	-
		Demolition report		J.E./S.E.	-
		Filing of W.S/A.I.R. in court, in case of stay granted by court restraining MCGM to take further action.	As directed by legal dept.	Junior Engineer / Sub Engineer	-

NAME OF THE ACTIVITY: - BOTTLENECK: - Bottleneck means construction, narrowing, obstruction, congestion, block, partially/total blockage which leads to traffic congestion, traffic clogging problems started precipitating.

Related provisions:-

Name of the Act/ Acts :-

Rules:-

Govt. Resolutions:-

Circulars:- 1) AMC /ES/D 168 (Ch E/1876/DPC/Gen) Dated 25.02.2004

2) AMC/ES/9141/II

dt.14.10.11 Office Orders:-

Sr. No.	Activity	Step involved	Time Limit	Authority role and responsibility of the employee / officer in connection with each activity. (mention designation)	Remark
1	Bottleneck				
		Preparation of Priority List of Bottlenecks.		Asstt. Commissioner/ A.E. (M & R) of Ward	-
		Demarcation of Roads Sanctioned RL, Dp Roads	Within 15 Days from the receipt of the information received from the Asstt. Commissioner	E.E. (T.C.) / A.E.(Survey) E.E. (D.P.) / A.E.(Survey)	-
			44		

		Collection of Basic Data		J.E. (M & R)	-
		Preparation of Inventory		J.E.(M & R) / S.E. (M & R)	-
		Documents checking		S.E.(M & R) / A.E. (M & R)	-
		Proposals Scrutiny and submission to Competent Authority		Ward E.E.	-
		Sanction of Competent Authority		Additions M.C."s of Zone	-
		Removal of Bottleneck		Asstt. Commissioner/ A.E. (M & R) of Ward	-
		Roads/ S.W.D. Developments		Ch. Engg (Roads)/Ch. Engg (S.W.D.)	-
		Final Compliance to Zonal DMC/Jt. MC"s		Asstt. Commissioner of Ward	-

NAME OF THE ACTIVITY:- E-tendering

Related provisions:-

Name of the Act/ Acts :-

Rules:-

Govt. Resolutions:-

Circulars:-

Office Orders:-

Sr. No.	Activity	Step involved	Time Limit	Authority role and responsibility of the employee / officer in connection with each activity. (mention designation)	Remark
1	E-tendering	Preparation of Estimate	-	J.E.	-
		Administrative approval	-	Ward Committee or DMC etc.	-
		Estimate is uploaded in SAP System in A.E. or SE,,s ID (R3 Module)	-	S.E.	-
		BID is created in SRM Module E tendering.	-	S.E.	-
		BID is forwarded to E.E. Ward for publishing on Municipal Website.	-	S.E.	-
		Publish the Tender (SRM E tender login Approval)	-	Ward E.E.	-

		List of Bidder and letter to successful 1 st Bidder with 5 % contract amount to deposit with MCGM.	-	MCGM Website & A.E./S.E.	-
		PO is created in SAP Module.	-	A.E.	-
		Release P.O. Amount.	-	Account officer	-
		Create Contract in SAP System.	-	Ward E.E.	-
		PO is generated in SAP.	-	A.E.	-
		PO is released.	-	Ward E.E.	-
		PO printout is taken and issued to Bidder.	-	A.E.	-

NAME OF THE ACTIVITY: - Permission for trench

Related provisions:-

Name of the Act/ Acts:-

Rules:-

Govt. Resolutions:-

Circulars:-

- MGC/F/1835 dated 17.11.2007
- MGC/F/9974 dated 04.02.2013
- ChE/804/SR/Rds, Tr. & Br. Dated 05.02.2013
- ChE/525/SR/Roads dated
- ChE/11888/Rds/SR dated 09.03.2012
- ChE/1075/Roads dated 31.09.2012
- ChE/857/SR/Roads dated 18.02.2012
- Ch.Eng/727/SR/Rds dated 19.03.2010
- AMC/ES/8879/II dated 05.04.2013.

- Ch.E/396/SR/Rds & Tr. Dt.12.09.2013
- Ch.E/455/SR/Rds dated 09.10.2013

- Office Orders:- AMC / ES / 5461 / II DTD. 05/04/2014

- AMC / ES / 5432 / II DTD. 07/04/2014

- AMC / ES / 5597 / II DTD. 21/04/2014

Sr. No.	Activity	Step involved	Time Limit	Authority role and responsibility of the employee / officer in connection with each activity. (mention designation)	Remark
1	Trench Permission	As per above circulars			-

NAME OF THE ACTIVITY:- Permission for Ganapati Mandap

Related provisions:-

Name of the Act/ Acts:-

Rules:-

Govt. Resolutions:-

Circulars:-

- MDF/OD/8358/Gen datd11.06.2013
- MDF/9629/Gen dated 25.07.2008
- AA/ES/4528 dated 28.07.2008
- AA/ES/D/1971 dated 02.07.2007

AA/9269/Jahirat/201212 dated30.08.2012AMC/ES/8879/II dated 05.04.2013.

Office Orders:-

Sr. No.	Activity	Step involved	Time Limit	Authority role and responsibility of the employee / officer in connection with each activity. (mention designation)	Remark
1	Ganapati Mandap Permission	Scrutiny of documents on receipt of application.	7 days	J.E./S.E.	-
		Site Inspection	7 days	J.E./S.E.	-
		To demand additional documents/NOC required from applicant, if any.	Within 15 days	J.E./S.E.	-
		Forward for Road Engineer"s NOC.	Within 15 days	J.E./S.E.	-

		To issue demand letter & permission charges after receipt of all required documents.	Within 15 days	J.E./S.E.	-
		To issue permission on obtaining approval from competent authority. (Permission is refused if applicant has not submitted all required documents)			-

Section 4 (1) (b) (iv)

**Norms set for discharge of its functions in the office of Assistant Engineer
(Maintenance & Repair)**

Organizational targets (Annual)

Sr. No	Designation	Activity	Financial Targets in Rs.	Time Limit	Remark
1	Asstt.Engineer (M & R)	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	Sub Engineer (M & R)	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)	-
3	Junior Engineer (M & R)	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 related with the functions of Assistant Engineer
(Maintenance & Repair)

Sr. No.	Subject	G.R. /Circular / Office order. Rule no. Notification etc. date.	Remarks if any
1	Trench	<ul style="list-style-type: none"> • MGC/F/1835 dated 17.11.2007 • MGC/F/9974 dated 04.02.2013 • ChE/804/SR/Rds, Tr. & Br. Dated 05.02.2013 • ChE/525/SR/Roads dated • ChE/11888/Rds/SR dated 09.03.2012 • ChE/1075/Roads dated 31.09.2012 • ChE/857/SR/Roads dated 18.02.2012 • Ch.Eng/727/SR/Rds dated 19.03.2010 • AMC/ES/8879/II dated 05.04.2013. • Ch.E/396/SR/Rds & Tr. Dt.12.09.2013 • Ch.E./455/SR/Rds Dated 09.10.2013 • AMC / ES / 5461 / II DTD. 05/04/2014 • AMC / ES / 5432 / II DTD. 07/04/2014 • AMC / ES / 5597 / II DTD. 21/04/2014 	-
2	Ganapati Mandap Permission	<ul style="list-style-type: none"> • MDF/OD/8358/Gen datd11.06.2013 • MDF/9629/Gen dated 25.07.2008 • AA/ES/4528 dated 28.07.2008 • AA/ES/D/1971 dated 02.07.2007 • AA/9269/Jahirat/201212 dated30.08.2012 	-
3	Pothole	<ul style="list-style-type: none"> • Dy. Ch. Eng/1901/Rds(City) dated 15.06.2013 • MGC/F/1074 dated 06.07.2013 • CA/FDT/59 dated 16.03.2013 	-
4	E-tendering	<ul style="list-style-type: none"> • CA/FRD/7 dated 17.05.2013 • CA/CPD/36 dated 03.11.2012 	-
5	Pay & Park	<ul style="list-style-type: none"> • Dy.ChE/1380/Traffic of 23.05.2013 	-
6	Shooting Permission	<ul style="list-style-type: none"> • CA/FRM/3 dated 10.04.2013 	-
7	Mahatma Gandhi Pathkranti Yojana	<ul style="list-style-type: none"> • DMC/Special/OD/5468/dated06.03.2012 • DMC/Special/5447 dated03.03.2012 • AMC/ES/944/IV dated 31.03.2012 	-
8	Bottleneck	<ul style="list-style-type: none"> • AMC/ES/9141/II dt.14.10.11 	-
9	Conversion of Zunaka Bhakar Kendra into Annadata Aahar Kendra	<ul style="list-style-type: none"> • AC (PLANNING) / 250 dtd. 30/05/2009 • CORPORATION RESOLUTION NO. 1310 DTD. 25/02/2009 • IN CONTINUATION WITH AC (PLANNING) / 5890 DTD. 20/03/2013 	-

Section 4 (1) (b) (vi)
Statement of Categories of documents held in the office of Assistant Engineer
(Maintenance & Repair)

Sr. No.	Subject	Type of Document file or register	File No. or Register No.	Particulars	Periodicity of Preservation (Proposed)
			'C1' Class Record		
1	Demolition Register	Register	-	Details of demolitions of unauthorized work carried out under various sections of MMC Act	10 Years
			'C' Class Record		
1.	R.T.I Register	Register	-	Details of application received under R.T.I.Act, replied/forwarded & transferred date.	5 Years
2	Work Orders	Documents	-	Details of work orders issued to contractor by department	5 Years
3	Measurement Books	Documents	-	Details of Measurements recorded in M.B.	5 Years
4	Payment Certificate	Documents	-	Details of Payments issued to the contractor	5 Years
5	Demand Notes & Permits	Documents	-	Details of Demand Notes & Permits issued to various utility agencies.	5 Years
6	Mandap Permission	Register	-	Details of Mandap Permission issued to various applicants.	5 Years
			'D' Class Record		
1	Log sheets	Inward papers	-	Details of Applications/ complaints/ other documents received by department	01 Year
2.	Outward Register(Inte rnal departments)	Outward papers	-	Details of Applications/ complaints/ other documents forwarded to Internal departments of B ward.	01 Year
3.	Outward Register (External	Outward papers	-	Details of Applications/ complaints/ other documents forwarded to	01 Year
			53		

	correspondence)			external departments of MCGM/ Other Govt. authorities and correspondence with applicants/ complainants	
				/citizens etc.	
4.	Complaint Register	Register	-	Orally complaint registered.	01 year
5.	RTI application & their reply (Except appeal cases)	Document	-	Details of application received under RTI Act & reply given to the same.	01 year
6.	First & second appeal made under RTI Act	Document	-	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
7	Monthly reports sent to various departments	Document	-	File papers containing monthly reports sent to various departments	01 years
8	Demolition of structures under MMC Act, MRTP Act & other action completed	Nasti	-	Nasti files containing papers pertaining to the notice action against structures demolished under MMC Act, MRTP Act & other actions.	01 year (after demolition)

Section 4 (1) (b) (vii)

Particulars of any arrangement that exists for consultation with the members of public in relation to the formulation of the department's policy and implementation in the office of Assistant Engineer (Maintenance & Repair)

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

Section 4 (1) (b) (viii)

**Statement of Boards, Councils, Committees or Other bodies of office of Asstt Engineer
(Maintenance & Repair)**

Sr. No.	Name of the committee board / council / other bodies	Composition of committee Board council other bodies	Purpose of the committee Board/ Council/ other bodies	Frequency of meetings	Whether meeting open to public or not	Whether Minutes are available to public or not	Minutes available at.
1	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

78	GUPTA RUPENDRAKUMAR G	4277680	LABOURER	D	15.05.1971	16.08.2010	2223736791
79	MAHAJAN SANJAY MADHAV	4284361	LABOURER	D	01.06.1975	01.12.2010	2223736791
80	SATPUTE RAMCHANDRA K	4308252	LABOURER	D	15.03.1972	03.10.2011	2223736791
81	TAMBE PRAMOD GOVIND	4308269	LABOURER	D	23.07.1974	03.10.2011	2223736791
82	PALAV NILESH DATTARAM	4308276	LABOURER	D	02.03.1979	03.10.2011	2223736791
83	SANDE VIJAY SHIVRAM	4308283	LABOURER	D	01.06.1979	03.10.2011	2223736791
84	SAWANT NILESH ARJUN	4308290	LABOURER	D	04.04.1980	03.10.2011	2223736791
85	KHADE JITESH NIVRUTTI	4308300	LABOURER	D	24.08.1980	03.10.2011	2223736791
86	BHOSALE SACHIN KUNDLIK	4314152	LABOURER	D	11.02.1980	12.10.2011	2223736791
87	SHIRODKAR KAMLESH M	4314169	LABOURER	D	07.06.1978	12.10.2011	2223736791
88	PUKALE SHUBHASH DADA	4314176	LABOURER	D	15.09.1980	10.11.2011	2223736791
89	SAITAWDEKAR C G	4326773	LABOURER	D	15.06.1979	09.11.2011	2223736791
90	KUDALKAR SHAILESH R	4326780	LABOURER	D	25.03.1980	09.11.2011	2223736791
91	MANDOLE MACHHINDRA B	4326797	LABOURER	D	03.05.1979	12.11.2011	2223736791
92	ACHAREKAR VIJAY P	4326807	LABOURER	D	08.05.1975	15.11.2011	2223736791
93	KATKARI SURESH RAMJI	4326814	LABOURER	D	05.02.1972	18.11.2011	2223736791
94	PAWAR SUDHAKAR V	4326821	LABOURER	D	20.01.1973	18.11.2011	2223736791
95	NIJAP YOGESH KIRAN	4326838	LABOURER	D	12.02.1980	22.11.2011	2223736791
96	SHINGE MADHUKAR MALU	4327468	LABOURER	D	13.06.1981	09.12.2011	2223736791
97	JOGALE PRABHAKAR JANU	4334840	LABOURER	D	30.09.1971	16.12.2011	2223736791
98	CHHAND MANIK SURESH	4336921	LABOURER	D	08.03.1980	17.12.2011	2223736791
99	GODE YOGESH EKNATH	4341648	LABOURER	D	04.01.1980	10.03.2012	2223736791
100	GHADAGE SANTOSH HARIBA	4351528	LABOURER	D	25.11.1979	02.06.2012	2223736791
101	MOKAL LAXMAN MARUTI	4426343	LABOURER	D	05.08.1979	23.06.2014	2223736791
102	BIRWADKAR ANIL P	3721717	STEAM ROLR.DRVR	D	01.06.1966	31.10.1992	2223736791
103	KAMBLE RAJESH MANAJI	3677052	BLACK SMITH	D	08.08.1971	05.09.1991	2223736791
			60				

SR No.	Name Of Employee	EC No.	Designation	GRD code	Date of Birth	Appointment in B Wd	Tele. No.
1	KAMBLE SUNIL HANUMANT	3766332	FITTER I	D15	09.08.1971	02.04.1994	2223736791
2	MOHD.IDRIS SULEMAN	3350193	PLUMBER I	D15	11.09.1985	13.09.1985	2223736791
3	PARMAR VINOD KANJI	3637779	PLUMBER I	D15	02.08.1959	01.06.1991	2223736791
4	RAHATWAL ANANT R	3078749	MISTRY I	D15	15.11.1960	16.03.1979	2223736791
5	SHARAFATALLI SD GAIBI	3095159	MISTRY I	D15	31.08.1959	18.07.1979	2223736791
6	PATIL SURYAKANT C	1449158	MISTRY I	D15	01.01.1967	05.05.1992	2223736791
7	KOLI SABANNA MARIAPPA	3350155	MASON II	D21	06.04.1959	13.09.1985	2223736791
8	TELANGE SHIVRAM P	3735433	MASON II	D19	01.06.1972	01.04.1993	2223736791
9	SHINDE SANDEEP BABAN	3778245	MASON II	D19	01.05.1968	01.10.1994	2223736791
10	GAIKWAD DIPAK BAPU	3350162	MISTRY I	D19	01.06.1959	12.09.1985	2223736791
11	SHABBIR AHMED SADIQUE	3409152	MISTRY II	D19	10.07.1956	06.12.1986	2223736791
12	MOHITE NAMCHAND G	3539187	MISTRY II	D21	01.06.1962	01.04.1989	2223736791
13	MONDE SADASHIV TULAJI	3154469	CARPENTER II	D21	01.06.1957	12.03.1981	2223736791
14	PANCHAL ASHOK SHRIDHAR	3500510	CARPENTER II	D21	16.11.1956	07.10.1988	2223736791
15	GAWADE C S	3551365	CARPENTER II	D19	16.01.1967	04.08.1989	2223736791
16	MANGAONKAR R S	3873614	CARPENTER II	D19	04.11.1964	12.09.1995	2223736791
17	SUTAR SHANKAR LAXMAN	3887488	CARPENTER II	D19	01.06.1965	12.09.1995	2223736791
18	GOSAVI PRABHAKAR M	3932773	CARPENTER II	D19	13.09.1975	17.08.1999	2223736791
19	PATADE SANJAY KASHIRAM	1435250	PLUMBER III	D	10.04.1969	02.05.1992	2223736791
20	GAMRE SIDDHARTH BHAGIA	3409138	MUKADAM	D23	29.07.1963	01.11.1986	2223736791
21	SIDDIQUI SHAMSHAD H	3409145	MUKADAM	D23	29.08.1962	04.11.1986	2223736791
22	BHALERAO LAXMAN S	3744941	MUKADAM	D23	16.07.1966	11.08.1993	2223736791
23	MUNDE GAUTAM R	3744965	MUKADAM	D23	25.01.1959	13.08.1993	2223736791

105	SONAVNE JAYSING RAMESH	4334857	LABOURER	D25	28.04.1981	24.12.2011	2223736791
106	MAHIND SHANKAR KUNDLIK	4336914	LABOURER	D25	16.04.1979	15.12.2011	2223736791
107	PADAWA AMOL GOVIND	4359571	LABOURER	D25	21.11.1988	24.08.2011	2223736791
108	SHAIKH AARIF HAIDAR	4392668	LABOURER	D25	14.12.1986	01.07.2013	2223736791
109	ARVINDRAJ SUBRAMANI	4408183	LABOURER	D25	02.11.1994	15.10.2013	2223736791
110	TORASKAR VIJAY SAHADEV	3767883	ELECTRICIAN I	D13	19.01.1967	19.04.1994	2223736791
111	GHADGE PRASHANT D	3792092	ELECTRICIAN I	D13	26.03.1974	10.04.1995	2223736791
112	PATIL DILIP SHIVAJI	3766318	LIFTMAN	D21	10.03.1973	02.04.1994	2223736791
113	GAWADE NANDAKUMAR G	3152247	MISTRY I	D17	13.12.1958	12.04.1981	2223736791

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.

Sr. No.	Name of Employee	Designation	Basic Pay	GRP	DA	TA	CA	HRA	Total					
1	Vishal Mhaiskar	Asst. Eng.	76500		26010	1600	463	20655	125228					
2	Kiran Bhangre	Sub. Eng.	50500		17170	1200	463	13635	82968					
3	Kumar Marathe	Sub. Eng.	53600		18224	1200	463	14472	87959					
4	Sagar Shiudkar	Jr.Eng	39800		13532	600	463	10746	65141					
5	Rohit Ghube	Jr.Eng	39800		13532	600	463	10746	65141					
6	Faizan Khan Kharat	Jr.Eng	41000		13940	600	--	11070	66610					
7	Wasim Khan	Jr.Eng	44800		15232	--	463	--	60495					
Sr. No.	Name of Employee	Designation	Basic Pay (of Aug 15 paysheet)	Basic Pay (Column C)	Total Basic Pay (C+D)	G.R. P.	D.A. 140% of (Basic+GRP) (E+F)* 110%	(Quarter not allotted) H.R.A. 30% of (Basic+GRP) (E+F)* 30%	L.T.A. (once in year)	T.A.	Family Planning Allow.	Childer n Education Allow. (once in year)	Other Allow.	Total
1	PATIL SURYAKA	Plumbers I	12610	630.5	13240.5	1950	21266.7	4557.15	6000	600	210	0	0	60824
2	MOHITE NAMCHAN	Mistries II	12110	606	12716	1900	20461.7	4384.65	6000	600	210	6000	115	65387
3	GAMARE SIDDHART	Mistries II	11820	591	12411	1900	20035.4	4293.3	6000	600	210	6000	115	64565
4	SIDDIQUI SHAMSHA	Mistries II	11160	558	11718	1900	19065.2	4085.4	6000	600	210	6000	115	62694

24	GHUGE ARUN	Labourers	6090	305	6395	1800	11472.3	2458.35	5250	600	210	5250	115	46550
	GAJERAM													

25	KOTAWAD E SITARAM MAHADEO	Labourers	11940	597	12537	1850	20141.8	4316.1	6000	600	210	6000	115	64770
26	MUNDE GAUTAM R	Labourers	11830	592	12422	1850	19980.1	4281.45	6000	600	210	0	115	58458
27	BHOWAD TUKARAM SAKHARA M	Labourers	12500	625	13125	1800	20895	4477.5	6000	600	210	6000	115	66223
28	SHAIKH MUNIR SHAIKH USMAN	Labourers	11930	597	12527	1800	20057.1	4297.95	6000	600	210	6000	115	64607
29	BHANGAR E SAMPAT DATTU	Labourers	6090	305	6395	1800	11472.3	2458.35	5250	600	210	6000	115	47300
30	CHAVAN NAGORAO BABUSING	Labourers	6090	305	6395	1800	11472.3	2458.35	5250	600	210	6000	115	47300
31	DHURI SATYAVA N J.	Labourers	5180	259	5439	1300	9434.6	2021.7	5250	600	210	6000	115	43370
32	AYARE RAJESH M	Labourers	5180	259	5439	1800	10134.6	2171.7	5250	600	210	6000	115	44720
33	JAWALE RAJENDR A MOTIRAM	Labourers	8550	428	8978	1800	15088.5	3233.25	5250	600	210	6000	115	54274
34	SAEED AHMED SAYED GAIBI	Labourers	9250	463	9713	1800	16117.5	3453.75	5250	600	210	6000	115	56259
35	THORAT MYCAL PETRAS	Labourers	11050	553	11603	1850	18833.5	4035.75	6000	600	210	6000	115	62247
36	NIZAMI MASOOD AHAMED	Labourers	10850	543	11393	1850	18539.5	3972.75	6000	600	210	6000	115	61680
37	RATHOD PRAVIN LAXMAN	Labourers	11440	572	12012	1850	19406.8	4158.6	6000	600	210	6000	115	63352
38	TAKALE UMESH GANPAT	Labourers	11050	553	11603	1800	18763.5	4020.75	6000	600	210	6000	115	62112
39	GADALE HARSHAD BHIMRAO	Labourers	6090	305	6395	1800	11472.3	2458.35	5250	600	210	6000	115	47300
40	SAWANT TUSHAR VASANT	Labourers	6090	305	6395	1800	11472.3	2458.35	5250	600	210	6000	115	47300
41	KADAM GANESH RAGHUNA TH	Labourers	11050	553	11603	1900	18903.5	4050.75	6000	600	210	6000	115	62382
42	RAUT NAGESH MOHAN	Labourers	11050	553	11603	1900	18903.5	4050.75	6000	600	210	6000	115	62382
43	CHAWAN SAMBHAJI SHANKAR	Labourers	10710	536	11246	1850	18333.7	3928.65	6000	600	210	6000	115	61283
44	CHAUDHA RI NITIN SAHDEO	Labourers	10990	550	11540	1850	18745.3	4016.85	6000	600	210	6000	115	62077
45	KOIMAHAL E SANJAY BABAJI	Labourers	6090	305	6395	1800	11472.3	2458.35	5250	600	210	6000	115	47300
46	DOKE ASHISH	Labourers	11050	553	11603	1800	18763.5	4020.75	6000	600	210	6000	115	62112

DHANANJ
AY

47	NAGARE SAHEBRA O P.	Labourers	6090	305	6395	1800	11472.3	2458.35	5250	600	210	6000	115	47300
48	SHELTE SACHIN MUKUND	Labourers	5180	259	5439	1300	9434.6	2021.7	5250	600	210	6000	115	43370
49	DALVI WAMAN SHIVRAM	Labourers	11350	568	11918	1850	19274.5	4130.25		600	210	6000	115	57097
50	ISRATALI SHAIKH MUSA	Labourers	11350	568	11918	1850	19274.5	4130.25		600	210	6000	115	57097
51	KAWADE ANIL SUMAN	Labourers	11750	588	12338	1850	19862.5	4256.25		600	210	6000	115	58231
52	GOLAMBA DE SANTOSH KANU	Labourers	11350	568	11918	1850	19274.5	4130.25		600	210	6000	115	57097
53	GHODAKE ANNA GOROBA	Labourers	6090	305	6395	1800	11472.3	2458.35	5250	600	210	6000	115	47300
54	KOYANDE DEYU BHIKSEN	Labourers	10420	521	10941	1800	17837.4	3822.3	6000	600	210	6000	115	60326
55	KESARKAR KASHINAT H LAXMAN	Labourers	10060	503	10563	1850	17378.2	3723.9	5250	600	210	6000	115	58690
56	SABALE MADHUKA R GENU	Labourers	6090	305	6395	1800	11472.3	2458.35	5250	600	210	6000	115	47300
57	BARADE DINESH RAMCHAN DRA	Labourers	9560	478	10038	1800	16573.2	3551.4	6000	600	210	6000	115	57888
58	TELGE PRAVIN YESHWAN T	Labourers	9560	478	10038	1800	16573.2	3551.4	6000	600	210	6000	115	57888
59	PATIL SANJAY KONDU	Labourers	9560	478	10038	1800	16573.2	3551.4	6000	600	210	6000	115	57888
60	MHATRE SANTOSH LAXMAN	Labourers	9560	478	10038	1800	16573.2	3551.4	6000	600	210	6000	115	57888
61	KUBAL NANDKISHOR MADHUKA R	Labourers	9560	478	10038	1800	16573.2	3551.4	6000	600	210	6000	115	57888
62	GHARWA DE SANJAY RAMBHAU	Labourers	9560	478	10038	1800	16573.2	3551.4	6000	600	210	6000	115	57888
63	GAIKWAD PARADIP SAYAJI	Labourers	9560	478	10038	1800	16573.2	3551.4	6000	600	210	6000	115	57888
64	TADAVI MUBARAK D.	Labourers	6090	305	6395	1800	11472.3	2458.35	5250	600	210	6000	115	47300
65	PATIL DIPAK J.	Labourers	6090	305	6395	1800	11472.3	2458.35	5250	600	210	6000	115	47300
66	PALVANKAR DINESH S.	Labourers	6090	305	6395	1800	11472.3	2458.35	5250	600	210	6000	115	47300
67	BHALCHIM TANAJI	Labourers	5180	259	5439	1800	10134.6	2171.7	5250	600	210	6000	115	44720

	LUMAJI													
68	SONAVAN E JAYSING	Labourers	6090	305	6395	1800	11472.3	2458.35	5250	600	210	6000	115	47300
	RAMESH													
69	MAHIND SHANKAR	Labourers	6090	305	6395	1800	11472.3	2458.35	5250	600	210	6000	115	47300
	KUNDLIK													
70	PADAWE AMOL	Labourers	5860	293	6153	1800	11134.2	2385.9	5250	600	210	6000	115	46648
	GOVIND													
71	BHOSALE PRAKASH NANASAH	Labourers	11550	578	12128	1850	19568.5	4193.25	6000	600	210	6000	115	63664
	EB													
72	GOLWAD YUVRAJ	Labourers	6840	342	7182	1800	12574.8	2694.6	5250	600	210	6000	115	49426
	LAXMAN													
73	SINGH SHIVNARA YAN	Labourers	9560	478	10038	1800	16573.2	3551.4	5250	600	210	6000	115	57138
	RAJBALI													
74	BHIKE RAM	Labourers	7370	369	7739	1800	13353.9	2861.55	5250	600	210	6000	115	50929
	SADASHIV													
75	KADAM AJAY	Labourers	7370	369	7739	1800	13353.9	2861.55	5250	600	210	6000	115	50929
	KESHAV													
76	SITARAM POONA	Labourers	8660	433	9093	1800	15250.2	3267.9	5250	600	210	6000	115	54586
	MAHDYE													
77	SONKUSARE KAILASH	Labourers	6840	342	7182	1800	12574.8	2694.6	5250	600	210	6000	115	49426
	SOMA													
78	SHAIKH M. GOUS M.	Labourers	7100	355	7455	1800	12957	2776.5	5250	600	210	6000	115	50164
	KHALIL													
79	LONDHE NITIN	Labourers	7100	355	7455	1800	12957	2776.5	5250	600	210	6000	115	50164
	RAJU													
80	PATIL VISHAL RAGHUNATH	Labourers	6840	342	7182	1800	12574.8	2694.6	5250	600	210	6000	115	49426
81	VISHE SOMNATH KALURAM	Labourers	6840	342	7182	1800	12574.8	2694.6	5250	600	210	6000	115	49426
82	BORSE AMOL KANTILAL	Labourers	6840	342	7182	1800	12574.8	2694.6	5250	600	210	6000	115	49426
83	JADHAV RAJENDR	Labourers	6840	342	7182	1800	12574.8	2694.6	5250	600	210	6000	115	49426
	A BALU													
84	GHODSARE SANTOSH	Labourers	6840	342	7182	1800	12574.8	2694.6	5250	600	210	6000	115	49426
	SHIVRAM													
85	CHAURE VITTHAL	Labourers	6840	342	7182	1800	12574.8	2694.6	5250	600	210	6000	115	49426
	MARUTI													
86	PATIL SUNIL M.	Labourers	6840	342	7182	1800	12574.8	2694.6	5250	600	210	6000	115	49426
87	PAWAR BHARATK	Labourers	6090	305	6395	1800	11472.3	2458.35	5250	600	210	6000	115	47300
	UMAR P.													
88	MANIYAR M. YUNUS	Labourers	6840	342	7182	1800	12574.8	2694.6	5250	600	210	6000	115	49426
	M. YUSUF													

89	SHAIKH AARIF	Labourers	4800	240	5040	1300	8876	1902	5250	600	210	6000	115	42293
	HAIDER													
90	SHAIKH LIYAKATA	Labourers	7100	355	7455	1800	12957	2776.5	5250	600	210	6000	115	50164
	LI A H													
91	ARVINDRA J SUBRAMANI	Labourers	5630	282	5912	1800	10796.1	2313.45	5250	600	210	6000	115	45996
92	PATADE SANJAY	Plumbers II	11730	587	12317	1900	19903.1	4264.95	6000	600	210	6000	115	64310
93	KAMBLE SUNIL HANUMANT	FITTER – I	11900	595	12495	1950	20223	4333.5	6000	600	210	6000	115	64927
94	TORASKAR VIJAY SAHADEV	Electrician I	11440	572	12012	1950	19546.8	4188.6	6000	600	210	6000	115	63622
95	GHADGE PRASHANT	Electrician I	11090	555	11645	1950	19032.3	4078.35	6000	600	210	6000	115	62630
	DHARMA													
96	BHINGARE LALESH GENU	Liftmen-cum-Wiremen III	11190	560	11750	1900	19109.3	4094.85	6000	600	210	6000	115	62779
97	GAVAS SUBHASH D	Wireman-III-cum-Pump Operator	10710	536	11246	1900	18403.7	3943.65	6000	600	210	6000	115	61418
98	PATIL YATIN SHANKAR	Wireman-III-cum-Pump Operator	10710	536	11246	1900	18403.7	3943.65	6000	600	210	6000	115	61418
99	RAHATWAL ANANT RAMCHAN DRA	Maistry I	13050	653	13703	1950	21913.5	4695.75	6000	600			115	61977
100	SHARAFATALI SD GAIBI	Maistry I	12660	633	13293	1950	21340.2	4572.9	6000	600	210	6000	115	67081

Sr. No.	Name of Employee	Desg.	Basic Pay (of Aug.2015 paysheet)	5% of Basic Pay (Column no.C) rounded up in multiples Of 10	Total Basic Pay(C+D)	G.R.P. (as per circular no.GAD/Esstt2/RGcell/03 dt.16.05.12	D.A. 140% of (Basic+GRP) (E+F)* 140%	(Quarter not allotted) H.R.A. 30% of (Basic+GRP) (E+F)* 30%	(Quarter allotted) 7.5% H.R.A on Basic for Quarter allotted upto 31.10.08 (unrevised) (No HRA for Quarter allotted from 01.11.08)	T.A.	Total
1	BODAKE MADHUKAR DEWOO	MISTRY I	13180	660	13840	1950	22106	4737	0	600	43233
2	NAMSALE BALU RONGA	MASON II	13180	660	13840	1900	22036	4722	0	600	43098
3	KAMBLE ASHOK VITHAL	MASON II	13020	660	13680	1900	21812	4674	0	600	42666
4	NARSALE GANPAT APPA	MASON II	12140	610	12750	1900	20510	4395	0	600	40155
5	SHINDE RAVINDRA RAMA	MASON II	7960	400	8360	1900	14364	3078	0	600	28302
6	PAWAR MAHENDRA BALOO	MISTRY II	12920	650	13570	1900	21658	4641	0	600	42369
7	KOKTARE RAMCHANDRA DHONDU	MISTRY II	11610	590	12200	1900	19740	4230	0	600	38670
8	KAMBLE DEEPAK NARAYAN	CARPENTER II	11770	590	12360	1900	19964	4278	377	600	39479

	VICHARE YASHWAN	MUK ADA	12070	610	12680	1850	20342	4359		600	
9	T TANAJI	M							0		39831
	GANGARA M GOVIND	MUK ADA	12360	620	12980	1850	20762	4449		600	
10	KHARSE	M							0		40641
	YADAV SANDEEP	MUK ADA	11960	600	12560	1850	20174	4323		600	
11	ARJUN	M							0		39507
	KADAM KRISHNA	MUK ADA	11750	590	12340	1850	19866	4257		600	
12	VISHRAM	M							0		38913
	SAWANT JAYENDRA	MUK ADA	11750	590	12340	1850	19866	4257		600	
13	BHIWA	M							371		39284
	TOKARE NASIM	MUK ADA	11750	590	12340	1850	19866	4257		600	
14	KARIM	M							0		38913
	JOSHI VILAS	MUK ADA	7370	370	7740	1850	13426	2877		1200	
15	SHRAVAN	M							0		27093
16	BAMBLE RATAN PANDURA NG	MUK ADA	7100	360	7460	1850	13034	2793		600	25737
		M							0		
17	PHAKAND E CHANDRA KANT V	MUK ADA	11880	600	12480	1850	20062	4299		600	39291
		M							0		
	KUNCHIK ORVE SUNKAPPA	LABO URER	10340	520	10860	1800	17724	3798		600	
18	M								0		34782
	MANCHEK AR RAJENDRA	LABO URER	10710	540	11250	1850	18340	3930		600	
19	P								360		36330
	NARAM JAYPRAKA SH	LABO URER	11350	570	11920	1850	19278	4131		600	
20	TUKARAM								0		37779
21	SAPTE MAHENDR A GOPAL	LABO URER	10990	550	11540	1850	18746	4017		600	36753
									0		
22	KAMBLE ASHOK BHAGWAT	LABO URER	12250	620	12870	1800	20538	4401		600	40209
									0		
	CHANDRA KANT BHIKU	LABO URER	12060	610	12670	1800	20258	4341		600	
23	KUVAR								0		39669
24	KAMBLE SANTOSH DEWOO	LABO URER	11290	570	11860	1800	19124	4098		600	37482
									0		
25	KAMBLE SUNIL LAXMAN	LABO URER	11750	590	12340	1850	19866	4257		600	38913
									0		
26	JADHAV VINAYAK MAHADEO	LABO URER	11290	570	11860	1800	19124	4098		600	37482
									0		

27	SAWANT SACHIN ARJOON	LABO URER	11290	570	11860	1800	19124	4098	0	600	37482
28	JADHAV SANDEEP GANPAT	LABO URER	11750	590	12340	1850	19866	4257	0	600	38913
29	LABDE NAVNATH SAMPAT	LABO URER	11550	580	12130	1850	19572	4194	0	600	38346
30	SHINDE RAMCHAN DRA JANU	LABO URER	11550	580	12130	1850	19572	4194	0	600	38346
31	SHETTY ELENGOV AN	LABO URER	11550	580	12130	1850	19572	4194	0	600	38346
32	DEORAJ								0		38346
33	KHARVI KANJI MAFA	LABO URER	11430	580	12010	1800	19334	4143	0	600	37887
34	SHAIKHAB DUL RAUF ABDUL R	LABO URER	11050	560	11610	1850	18844	4038	0	600	36942
35	CHANDRA SHEKAR T MUDDAPO	LABO URER	11050	560	11610	1850	18844	4038	0	600	36942
36	GA								0		36942
37	KAMBLE BHAGOJI SANTU	LABO URER	11220	570	11790	1850	19096	4092	0	600	37428
38	PAWAR ASHOK WALU	LABO URER	11050	560	11610	1850	18844	4038	0	600	36942
39	SHAIKH MOHD RAFIQUE	LABO URER	11050	560	11610	1850	18844	4038	0	600	36942
40	BABU								0		36942
41	PATANKA R MILIND RAJARAM	LABO URER	11050	560	11610	1850	18844	4038	0	600	36942
42	JADHAV VISHWAS BABURAO	LABO URER	11100	560	11660	1850	18914	4053	0	600	37077
43	KHANVILK AR NILESH J	LABO URER	10710	540	11250	1850	18340	3930	0	600	35970
44	DHOTRE PRADEEP GANPAT	LABO URER	10340	520	10860	1800	17724	3798	0	600	34782
45	JADHAV MANGESH KRISHNA	LABO URER	10800	540	11340	1800	18396	3942	0	600	36078
46	BHALERA O UMESH NIVRUTTI	LABO URER	10800	540	11340	1850	18466	3957	0	600	36213
47	SHIVGAN SURESH GANGARA	LABO URER	10170	510	10680	1800	17472	3744	0	600	34296
48	M								0		34296

	THAKUR PADMAKAR	LABORER	10790	540	11330	1850	18452	3954		600	
45	SHANKAR								0		36186
46	THAKARE CHANDRA KANTA	LABORER	9560	480	10040	1800	16576	3552	0	600	32568
47	MENGADE HEMANT GANPAT	LABORER	9560	480	10040	1800	16576	3552	0	600	32568
48	WAVHAL SOMNATH DINKAR	LABORER	9560	480	10040	1800	16576	3552	0	600	32568
49	VISHE SANTOSH BANDU	LABORER	9560	480	10040	1800	16576	3552	0	600	32568
	BEDSE GANESH JAGANNAT	LABORER	9560	480	10040	1800	16576	3552		600	
50	H								0		32568
	MEMON BILAL ABDUL	LABORER	9560	480	10040	1800	16576	3552		600	
51	MAJID								0		32568
52	JADHAV SANDEEP ANANT	LABORER	7370	370	7740	1800	13356	2862	0	600	26358
53	BORATE DEEPAK UMAR S	LABORER	7100	360	7460	1800	12964	2778	0	1200	26202
54	SAJID YUSUF GALANDAJ	LABORER	7100	360	7460	1800	12964	2778	0	600	25602
	KISHOR VILAS TEMULKA	LABORER	6840	350	7190	1800	12586	2697		600	
55	R								0		24873
56	PATIL AVINASH ANANDA	LABORER	6840	350	7190	1800	12586	2697	0	600	24873
57	HINGMIRE SURESH NANA	LABORER	6840	350	7190	1800	12586	2697	0	600	24873
58	SHELAR NILESH KUNDLIK	LABORER	6840	350	7190	1800	12586	2697	0	600	24873
59	DADAS ARUN SHRIRANG	LABORER	6840	350	7190	1800	12586	2697	0	600	24873
60	RATHOD SANJAY DHARMA	LABORER	6840	350	7190	1800	12586	2697	0	600	24873
	GOMASE ANIL RAGHUNA	LABORER	6840	350	7190	1800	12586	2697		600	
61	TH								0		24873
62	CHAURE UTTAM MAHADU	LABORER	6840	350	7190	1800	12586	2697	0	600	24873
63	KHAIRE RAHUL	LABORER	6840	350	7190	1800	12586	2697	0	600	24873
					75						

	BABANRA O										
64	SHINDE SAMEER ARVIND	LABO URER	6840	350	7190	1800	12586	2697	0	600	24873
65	PATIL KIRAN KATHOD	LABO URER	6840	350	7190	1800	12586	2697	0	600	24873
66	WADEKAR SWAPNIL DATTARA	LABO URER	6840	350	7190	1800	12586	2697	0	600	24873
67	M								0		24873
68	GAWARI ANKUSH RAGHUNA	LABO URER	6840	350	7190	1800	12586	2697	0	600	24873
69	TH								0		24873
70	BANKAR SUNIL DIGAMBA	LABO URER	6840	350	7190	1800	12586	2697	0	600	24873
71	R								0		24873
72	PADYAL AJIT VISHRAM	LABO URER	6840	350	7190	1800	12586	2697	0	600	24873
73	NAKASHE NILESH TUKARAM	LABO URER	6840	350	7190	1800	12586	2697	0	600	24873
74	JADHAV SAGAR POPAT	LABO URER	6840	350	7190	1800	12586	2697	0	1200	25473
75	GUPTA RUPENDR AKUMAR	LABO URER	6330	320	6650	1800	11830	2535	0	600	23415
76	G								0		23415
77	MAHAJAN SANJAY MADHAV	LABO URER	6330	320	6650	1800	11830	2535	0	1200	24015
78	SATPUTE RAMCHAN DRA K	LABO URER	5180	260	5440	1300	9436	2022	0	600	18798
79	TAMBE PRAMOD GOVIND	LABO URER	6090	310	6400	1800	11480	2460	0	600	22740
80	PALAV NILESH DATTARA	LABO URER	6090	310	6400	1800	11480	2460	0	600	22740
81	M								0		22740
82	SANDE VIJAY SHIVRAM	LABO URER	5180	260	5440	1300	9436	2022	0	600	18798
83	SAWANT NILESH ARJUN	LABO URER	5180	260	5440	1300	9436	2022	0	600	18798
84	KHADE JITESH NIVRUTTI	LABO URER	6090	310	6400	1800	11480	2460	0	600	22740
85	BHOSALE SACHIN KUNDLIK	LABO URER	6090	310	6400	1800	11480	2460	0	600	22740
86	SHIRODKA R KAMLESH	LABO URER	6090	310	6400	1800	11480	2460	0	600	22740
					76						

	M										
82	PUKALE SUBHASH DADA	LABO URER	5180	260	5440	1300	9436	2022	0	600	18798
	SAITAWDE KAR CHANRAK	LABO URER		310	6400	1800	11480	2460		600	
83	ANT G		6090						0		22740
	KUDALKA R SHAILESH	LABO		310	6400		11480	2460		600	
84	R	URER	6090			1800			0		22740
	MANDOLE MACHHIN DRA	LABO		260	5440		9436	2022		600	
85	BAHIRU	URER	5180			1300			0		18798
	ACHAREK AR VIJAY PRABHAK	LABO		310	6400		11480	2460		600	
86	AR	URER	6090			1800			0		22740
	KATKARI SURESH	LABO		310	6400		11480	2460		600	
87	RAMJI	URER	6090			1800			0		22740
	PAWAR SUDHAKA R	LABO URER	6090	310	6400	1800	11480	2460		600	
88	VASARAM								0		22740
	NIJAP YOGESH	LABO URER	6090	310	6400	1800	11480	2460		600	
89	KIRAN								0		22740
	SHINGE MADHUKA	LABO URER	5180	260	5440	1300	9436	2022		600	
90	R MALU								0		18798
91	JOGALE PRABHAK AR JANU	LABO URER	6090	310	6400	1800	11480	2460	0	600	22740
	CHHAND MANIK	LABO URER	6090	310	6400	1800	11480	2460		600	
92	SURESH								0		22740
	GODE YOGESH	LABO URER	5860	300	6160	1800	11144	2388		600	
93	EKNATH								0		22092
	GHADAGE SANTOSH	LABO URER	5860	300	6160	1800	11144	2388		600	
94	HARIBA								0		22092
	MOKAL LAXMAN	LABO URER	4620	240	4860	1300	8624	1848		600	
95	MARUTI								0		17232
	BIRWADK AR ANIL PANDURA NG	STEA M ROLR .DRV	12380	620		13000	1950	20930	4485	600	
96		R							0		40965
	KAMBLE RAJESH MANAJI	BLAC K SMIT	12160	610	12770	1900	20538	4401		600	
97		H							0		40209

Section 4 (1) (b) (xi)

Details of allocation of budget and disbursement made in the office of Assistant Engineer (Maintenance & Repairs) B Ward for the year 2018-2019

Sr. No	Budget Head Description	Grants received (In Lakhs)	Planned use (give details area wise or work wise in a separate form)		Remarks
1	Unforeseen Grant Beat No. 223	60.00	56.44		-
2	Unforeseen Grant Beat No. 224	60.00	55.86		-
3	General Civil Repairs - Adminitrative Building	141.67	133.04		-
4	General Civil Repairs - School	NIL	NIL		-
5	General Civil Repairs - School (Rent)	NIL	NIL		-
6	General Civil repairs street light post	25.71	8.39		-
7	General Civil repairs road & pavement slum	NIL	NIL		-
8	Gen.Civil Repairs Public Toilet PSC Block	NIL	NIL		-
	Total	287.38	253.73		-
		Form B for previous year			
Sr. No	Budget Head Description	Grants received (In Lakhs)	Grant utilized	Grants Surrendered	
1	Unforeseen Grant Beat No. 223	60.00	48.06	-	
2	Unforeseen Grant Beat No. 224	60.00	45.77	-	
		78			

3	General Civil Repairs - Administrative Building	141.67	141.42	-
4	Integrated adiwasi Pada	NIL	NIL	-
5	General Civil Repairs - School	NIL	NIL	
6	General Civil Repairs - School (Rent)	NIL	NIL	-
7	General Civil repairs street light post	25.71	11.70	-
8	General Civil repairs road & pavement slum	NIL	NIL	-
9	Gen.Civil Repairs Public Toilet PSC Block	NIL	NIL	-
10	Ward Committee	200.00	133.00	
	Total	487.38	379.95	-

Section 4(1)(b)xii

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

Sr. No.	Name And Address of Beneficiary	Amount of Subsidy/Concession Sanctioned
1	NIL	NIL

Section 4(1)(b)xiii

The particulars of recipients of concession, permits or authorisations granted by department

Sr.No.	Name of the License	License No	Issued On	Valid Up to
1	NIL	NA	NA	NA

Section 4(1)(b)xiv

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

Sr.No.	Type of Documents file/Register	Sub Topic	In Which Electronic format it is kept	Person in Charge
	Various External Utility	Permit/Purchase order for	It is on SAP system and displayed on	Ward Executive Engineer B Ward and Asstt.
1	Trench permission	execution of work	MCGM Portal	Engineer Maint.
		Purchase Order/Payment Certificate of Various Work in B	It is on SAP system and displayed on	Ward Executive Engineer B Ward and Asstt.
2	E-Tendering and CWC Work	Ward	MCGM Portal	Engineer Maint.
	Religious /Shooting		It is on SAP system and displayed on	Ward Executive Engineer B Ward and Asstt.
3	Permission	Permit	MCGM Portal	Engineer Maint.

Section 4(1) (b) (xv)

Particulars of facilities available for citizen for obtaining information in the office of Designated officer and Asst. Engineer (Maintenance)

Types of facilities -

Information about facilities for inspection of record

Sr. No	Type of Facility	Timings	Procedure	Location
1	Inspection of Record	3.00 p.m. to 5.00 pm on Tuesday and Thursday (except holidays) with prior appointment only.	For inspection of records no fee for first hours will be charged however fee of Rs .5 /- for each 15 minutes or fraction thereof will be charged thereafter.	Maintenance Department , Room No. 28, Second Floor, B ward Office, 121, Ramchandra Bhatt Marg, Dongri, Mumbai -09. Contact No- 022- 23736622 Ext no.148

		80		
--	--	----	--	--

Section 4(1)(b)(xvi)

Details of public information officers / APIO's /appellate authority in jurisdiction of (Public authority) in the office of Assistant Engineer (Maintenance)

PIOs

Sr. No	Name of PIO	Designation	Jurisdiction as APIO under RTI	Address / Ph. No.
1	Shri. Vishal Mhaikar	Assistant Engineer	Information regarding the various work including road work of beat no 221,222,223	Contact No- 022-23736622
APOs				
Sr.No.	Name of APIO	Designation	Jurisdiction as APIO under RTI	Address/ Ph.No.
		NIL		

Section 4(1)(b)(xvi)

Details of public information officers /APIO's/ appellate authority in the jurisdiction of (public authority) in the office of Assistant Engineer (Maintenance)

Appellate Authority

Sr.No.	Name of Appellate Authority	Designation	Jurisdiction as Appellate authority	PIO Reporting	E mail id for purpose of RTI
1	Shri Dhanaji Herlekar	Asst.Comm. B ward	B Ward	A.E.(Maint.) B Ward	

Section 4 (1) (b) (xvii)

MAJOR & MINOR ROADS IN B WARD

Sr. No.	Road Name - B Ward	Road Length (m.)	Width of Road (m)	Total Lane Length (m)
1	A.N.Surve Marg	258	11.7	516
2	Abdul Rehman Street	725	12.28	1450
3	Abhechand Gandhi Marg	170	9.44	340
4	Babula Tank X-Road	275	11.4	550
5	Balu Changu Patil Marg-1	235	7.8	470
6	Balu Changu Patil Marg-2	112	7.55	224
7	Balu Changu Patil Marg-3	65	7.4	130
8	Balu Changu Patil Marg-4	45	6.8	90
9	Bhandup Street	125	7.2	250
10	Bibijan Street	254	6.05	508
11	Carnac Siding Road (Sakhar Gully)/Baburao Bobade Marg	200	13.95	400
12	Chakala X Lane	120	6.1	240
13	Clive Road no.1	94	8.5	188
14	Clive Road no.2	55	5.3	110
15	Clive Road no.3	55	3	110
16	Clive Road no.4	58	3.2	116
17	Clive Road no.5	56	3.6	112
18	Daryasthan Street	191	7.65	382
19	Devi Gulli	120	5.8	240
20	Devji Ratansi Street (Baroch Street)	289	13	578
21	Dharmashala Road	110	8	220

22	Dhobi Street		231.6	8.32	463.2
23	Disouza X Lane		60	5.2	120
24	Dontad Street		262	7.95	524
25	Dontad X Lane		173	6	346
26	Dr. Kuwarsi Raysi Marg (Masjid Siding Road)		661	14.85	1322
27	Dr. Maiseri Road		525	17.1	1050
28	Elphinston X Lane		294	5.3	588
29	Etola Strret		75	6.5	150
30	Garibdas Street		65	6	130
31	Haji Bacchu Ali Road		39	11.635	78
32	Husainbhai Alibhai Valji Marg		190	7.7	380
33	Ibrahim Merchant Road		375	11.6	750
34	Ibrahim Rahimtulla Road		950	33.4	1900
35	Imamwada B.I.T.Chawl Camp		137	5.85	274
36	Imamwada Road		343	13.58	686
37	Israel Mohalla		70	5.8	140
38	Issaji Street		222	10.5	444
39	J J Flyover		1600	20	3200
40	J.B.Shah Marg		400	7.84	800
41	Jail Road (North)		189	9.75	378
42	Jail Road (South)		179	8.7	358
43	Jail Road (West)		105	8.45	210
44	Janjekar Street		545	7.5	1090
45	Jinabai Mulji Rathod Road		550	13.8	1100
46	Kalyan Street		230	8.35	460
47	Kambekar Street		397.2	12	794.4

48	Kazi Sayyed Street	600	9.5	1200
49	Keshavji Naik Road	440	13.36	880
50	Khadak Street	125	5.14	250
51	Khand Bazar Lane	75	5.5	150
52	Kolsa Street	149.2	9.9	298.4
53	Kolsa X Lane	36	6.5	72
54	Krantisinh Nana Patil Marg (Baroda Street)	252	10.6	504
55	Kumbhartukda X Lane	90	5.6	180
56	Kurla Street	281	13.15	562
57	L.N.Jadhav Marg	198	12	396
58	Liladhar Lakhamsi Marg (Clive Road)	520	9.6	1040
59	Lokmanya Tilak Marg	680	21.1	1360
60	M.A.Sarang Street	350	9	700
61	M.E.Sarang Street	273	6.1	546
62	Madhavrao Rokade Marg	120	14	240
63	Masjid Siding Road (Parallel to Y.M.Road)	199	6.7	398
64	Mavji Rathod Road	120	6.66	240
65	Meherbaksh Compound Road	200	5.6	400
66	Memonwada Road	606	10.8	1212
67	Mirza Ali Street	150	6.5	300
68	Miya Ahmed Chhotani Marg	165	8.2	330
69	Mohammad Ali Road	1050	33.4	2100
70	Mohd. Umar Kokil Marg	323	10.8	646
71	Mrudangacharya Narayanrao Koli Marg (Bhandari Street)	299	13.25	598
72	Nagdevi Street	610	8.15	1220
73	Nagdevi X Lane	204.6	7.98	409.2
74	Nakhuda Street	175	9.7	350

75	Nandlal Jani Marg		480	13.65	960
76	Narayan Dhuru Street		372.5	9.87	745
77	Narayan Dhuru X Lane		64.6	5.61	129.2
78	Narsi Natha Street		525	11.55	1050
79	New Bangalipura Street		63	6.7	126
80	Nishanpada X Lane		85	8.45	170
81	Nowroji Hill Road no. 1		178	9.1	356
82	Nowroji Hill Road no. 2		190	9.8	380
83	Nowroji Hill Road no. 4		196	7.45	392
84	Nowroji Hill Road no. 5		204	10.85	408
85	Nowroji Hill Road no.11		220	8.7	440
86	Nowroji Hill Road no.11A		25	8.8	50
87	Nowroji Hill Road no.11B		25	8.8	50
88	Nowroji Hill Road no.11C		25	8.8	50
89	Nowroji Hill Road no.11D		25	8.8	50
90	Nowroji Hill Road no.11E		25	8.8	50
91	Nowroji Hill Road no.16		82	10.3	164
92	Nowroji Hill Road no.19		91.5	9.75	183
93	Nowroji Hill Road no.21		53	6.07	106
94	Nowroji Hill Road no.7		180	9.15	360
95	Nowroji Hill Road no.9		185	11.4	370
96	Old Bangalipura Lane		113.5	6.63	227
97	Old Bardan Street		85	7.2	170
98	P.D'Mello Road		1700	26.6	3400
99	Peeru Lane		178.3	9.5	356.6
100	Pinjari Street		82	7.8	164
101	Poona Street		197	10.65	394
			85		

102	Prof.Shaikh Hasan Marg-1 (1st Flank Road)	122	10.75	244
103	Prof.Shaikh Hasan Marg-2 (2nd Flank Road)	159	12.8	318
104	Raghunath Maharaj Street	180	7	360
105	Raichur Street	289	10.1	578
106	Ramchandra Bhatt marg	580	16.2	1160
107	Rashrasant Tukdoji Maharaj Marg (Ahmedabad Street)	200	14.4	400
108	Russel Street	92	6.3	184
109	S.V.P.Road (Low level)	145	9.4	290
110	S.V.P.Road (PD'mello Road to I.R.Road)	1050	20.2	2100
111	Samantbhai Nanji Marg	450	14.5	900
112	Samuel Street	904.5	9.2	1809
113	Sant Tukaram Road	647	12.8	1294
114	Sarang Street	350	7.8	700
115	Sayyed Mukri Street	250	7.6	500
116	Shaikh Allabaksha Marg (Bhajipala Lane)	237	6.75	474
117	Shayda Marg	165	16.3	330
118	Sherif Devji Street	497.4	9.9	994.8
119	Shivdas Champsi Marg	120	16.6	240
120	Solapur Street	300	15.15	600
121	Surat Street	300	13.45	600
122	Tambaku Gully	65	8	130
123	Tandel Street (North)	167.8	6.87	335.6
124	Tantanpura Street	289	6.27	578
125	Tawa Lane	73	6.21	146
126	Thana Strret	306	12.5	612
127	Umarchadi X Lane	138	7.2	276

128	V.V.Chandan Street	282	6.68	564
129	Yusuf Meher Ali Road	767	15.9	1534
130	Zakaria Masjid Street	390	8.9	780