

BRIHANMUMBAI MAHANAGARPALIKA

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

ADMINISTRATIVE OFFICER B WARD

Address – Assistant Commissioner B ward, Municipal Bldg, 121,
Ramchandra Bhatt Marg, Babula Cross Lane,
Mumbai- 400 009.

Public Information Officer- Smt. Kavita Doke. Admn.Officer

First Appellate Authority - Shri. Ajitkumar Ambik- Asstt. Comm. (B Ward)

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INTRODUCTION

ADMINISTRATIVE OFFICER B WARD

In M.C.G.M. ADMINISTRATIVE OFFICER B WARD Department is Independent Department and Assistant Commissioner B Ward is Head of this Department. All the Establishment matter of B Ward belong to M.C.G.M. comes under the Jurisdiction of Assistant Commissioner B Ward . All establishment matter except SWM establishment are being looked after by Administrative Officer in the Ward.

Administrative Officers B Ward in the wards working under the control of Assistant Commissioner of the concerned ward for Administrative Work and Policy matters in the context of Right for Information Act and they (A.O.-Establishment) work as per the direction of Assistant Commissioner B Ward.

There are Indoor staff such as Head Clerk, Clerks, Peon etc. Is looking after the office work of Establishment Department under control of Administrative Officer B ward.

The service record of working employees of B ward (Superior and Labour) establishment are maintained and protected by A.O. B Ward. Head Clerk, Clerk, Peon the Indoor Staff working under Administrative officer B Ward. Administrative Officer B Ward has to keep control over the daily work of the above staff. He has to guide regarding all establishment matters. The proposal for transfer employees, P.T. Case, Pension claim, PF matters, Arreas, Leave details, LTA encashment and Court cases of the Municipal employees and submit report to superiors and submit necessary information to concerned Assistant Commissioner and D.M.C and higher authority as per Municipal Service Rules.

Administrative Officer
Establishment
B ward

ADMINISTRATIVE OFFICER B WARD.

Administrative Officer is important post in the office of Assistant Commissioner B ward Administrative officer is the head of internal clerical staff and he is responsible for administrative works to the Assistant commissioner . Under the administrative officer the following department is worked.

- 1) Establishment (Superior)
- 2) Establishment (Labour)
- 3) Expenditure
- 4) Revenue
- 5) Dispatch

Qualifications and appointment :-

Administrative officer is appointed from head clerk who is completed his minimum seven years tenure as a head clerk. The merits and seniority is considered for the appointment.

The Administrative work of A.O. is done through A) Establishment (Superior) B) Establishment (Labour) C) Expenditure D) Revenue E) Dispatch With the help of head clerk and clerks and establishment under the supervision and guidance of Assistant commissioner

Work Procedure :-

A) Establishment section :-

In the Establishment section the salaries of officers, employees, and labours is charged every months. The administrative work in progress as per provision of Mumbai Municipal Corporation Act 1888, Municipal service rules 1989, provident fund rules 1924, pension rules and as per provision of industrial dispute act 1948, minimum wages act, employee's compensation act and gratuity act 1978. The main works of establishment section are as follows:-

Establishment Schedule: - To prepared necessary yearly establishment schedule by taking in to the account increase and decrease of different post and make necessary budget provision for the year on the account of expenditure for wages and allowances.

- 1) To maintain attendance of staff (Muster)
- 2) To scrutiny of leave applications for certifications and sanctions
- 3) To get the approval for yearly increments
- 4) Monthly Wages Pay sheets – As per the establishment date provided by the establishment clerk within specific time period the required monthly pay sheets of the respective staff Section wise / Pay sheet code wise prepared on Computer (by taking into account of time to time leave, transfer, promotion and reservation) by Master creating forms.
- 5) employee is getting his monthly payment through his respective bank account After receipt of monthly pay sheets from Computer Department before allowing actual

payment those pay sheets are sent to respective Account Office along with effective reports where in instruction for withholding or allowing payment to the respective employee are given. Accordingly, respective.

- 6) The monthly pay bills of Suspended employees, part time employees & khada badalee employees are being prepared manually by the Establishment Staff of Ward.
- 7) Preparing monthly effective report of the staff on duty, by taking note of their transfer, removal, reversion or promotion etc.
- 8) On proper sanction to prepare pay sheets for Advance Leave Salary, Encashment of Leave, Leave Travel Assistant etc.
- 9) Making correspondence in case of enquiry of the respective staff as per guidance of the Administration / Sectional head or Enquiry Officer as the case may be.
- 10) To maintain service record of the respective staff and get the same audited as and when required.
- 11) To work out claim under Workman Compensation Act as and when required.
- 12) To make correspondence with Labourer Officer whenever required.
- 13) To prepare overtime wages bills whenever applicable.
- 14) To prepare final claims of the employee such as Superannuation Pension Claim, Voluntary Retirement Claim, Provident Fund Claim to get necessary payment to the ex employee as early as possible.

The work of pay fixation is done time to time as per pay fixation agreement and arrears from such fixation is given to the employees.

B) Expenditure Section

The main work of this section is to certify the bills and pay the amount. The procedure is as follows

—

- 1) To make provision in the Budget Estimate. This provision is recurring and non-recurring both.
- 2) To make liability for the indent for purchase of proposed works.
- 3) To submit indent and give work order.
- 4) To certify bills, abstract.
- 5) To maintain record of departmental work. To make abstract of expenditure of labour, material and supervision.
- 6) To prepare proposal for supplementing fund.
- 7) To work in consultation with Asstt. Engineer (Maintenance) and Asstt. Accountant about departmental work and P.W.C. Work.
- 8) Table of expenditure of liability register.
- 9) To keep balance sheet of last years expenditure and current year recurring expenditure of telephone and electricity, so that the double payment will be avoided.

C) Revenue Section

This section does the works of collecting revenue by giving the receipt of rent, license, factory permit, Birth & Death Certificate fees etc.

This section gives the permits and license as follows.

- 1) Trade license of License & MOH Deptt. under section 394 of M.M.C.Act.
- 2) Stall boards, Rolling shutter, Weather frame License of License & MOH Deptt. under section 313 of M.M.C.Act.

- 3) Stall, pitches, cobbler handcar license of license and MOH Deptt. under section 313-A of M.M.C.Act.
- 4) Advertisement permit of license and MOH Deptt. under section 328 of M.M.C.Act. Index Register and Demand Register is maintained for the above. The licenses, permits are renewed in this department.
- 5) M.P.F.A. (Maharashtra Preventive Food Adulteration) license of Maharashtra State and milk license under section 412 of M.M.C.Act.
- 6) Prepare permission letter for construction of temporary mandap for Ganesh Festival, Navaratri and other religious activities.
- 7) Register of Deposit.

D) Dispatch :-

To give facilities to the tax payers the dispatch section is working in C.F.C.(Citizen Facility Centre)

& it's working is as detail given below :-

- 1) To accept the letters from the citizens directly or by post as well as to accept the papers from the other offices of the Corporation. The important papers, letters to be distributed departmentally within one day. To send the papers with the printouts to the different departments after taking note on the Computer.
- 2) To send the letters of the different department by post & to maintained postage register & the account of postage stamp for the same.
- 3) Arranging the meetings for the action of the pending Audit notes.

Section 4 (1) (b) (i)

The particulars of functions & duties of the Public Authority

1	Name of the Section	Office of Administrative Officer B Ward Establishment		
2	Address	Assistant Commissioner B ward, Municipal Bldg, 121, Ramchandra Bhatt Marg, Babula Cross Lane, Mumbai- 400 009.		
3	Head of the Office	Administrative Officer B Ward		
4	Parent Govt. Dept.	MCGM Mumbai		
5	Office Timings	Monday to Saturday 10.30 a.m. to 5.30 p.m. 2 nd & 4 th Saturday Holiday		
6	Reporting to which office	Assistant Commissioner B Ward		
7	Contact Details	Phone No. 23736622, Fax No. 23714664		
8	Jurisdiction	North- Ramchandra Bhatt Road and Jivabhai Mulji Road South- Lokmanya Tilak Road East- P.D. Mello Road West- Ibrahim Rahimtulla Road and Abdul Rehman Street		
9	Vision	Provide services related to establishment matters to the employees working under them promptly.		
10	Objectives		E- Office and SAP Module are use	for providing services to employees
11	Functions		1)	Updation of serive records of employees

					2) Input and Output of salaries 3) Preparing PF and Pension of retired employees. 4) Preparing LTA, encashment SPS. 5) And other paysheet related work.
12	Details of Services provided (In Brief)				1) Providing pensionary benefits to the employees working under them in time. 2) Calculation of Arreas, Bonus, LTA, Education allowance, Time Bound Promotion, Promotion cases of lower cadre employees working under this establishment 3) Giving information under RTI Act 2005
13	Physical Assets				1) Establishment Superior :- 04 Tables,6 Chairs, Godrej cupboard 2, Wooden cupboard 2, , Fan 4, Tubes lights:-5 Computer 05, printer2 2) Establishment Labour:- 06 Tables,9 Chairs, Godrej cupboard 4, wall feeding cupboard, Fan 5, Tubes lights:-6 Computer 08, printer 2 3) Revenue:- 08 Tables,8 Chairs, Godrej cupboard 2, ,wall feeding cupboard 02, Fan3, Table fan 1,Tubes lights:- 9 Computer 03, printer2 4) Expenditure:- 05 Tables,7 Chairs, Godrej cupboard 10, Wooden cupboard 2, wall feeding cupboard 02, Fan5, Computer 02, printer2 Tubelight:-09, 5) Dispatch:- 08 Tables,8 Chairs, Godrej cupboard 1, Wooden cupboard 2, Fan2, AC 2,
14	Organisations's structural (Organogram) at level			Chart at each	List attached
15	Give linkage of jurisdiction & Address, Tel No. s & Timings			Office	Administrative Officer B Ward Phone No. 23736622,Ext-- 130, Fax No. 23714664 Monday to Saturday 10.30 a.m. to 5.30 p.m. 2nd & 4th Saturdays Holiday
16	Weekly Holidays				Sunday and Public Holidays.

Administrative Officer, (Establishment) B Ward

Sr. No.	Post	Scheduled Post	Occupied	Vacant
1	Administrative Officer	1	1	0
2	Head Clerk	2	2	0

3	Clerk	9	8	1
4	Peon	3	3	0

Administrative Officer, (Establishment) B Ward

Indoor Staff

Head Clerk (Superior)

Head Clerk (Labour)

Clerk(3)

Clerk(6)

Peon (1)

Peon(2)

Section 4(1) (b) (ii)

The Powers of officers and employees in the office of A O Establishment B Ward

A

Sr. No.	Designation	Powers-Financial	Under which legislation /rules/orders/GRs	Remarks
1	AO Establishment	Rs. 500/-	-	Misc. Expenditure
2	Head Clerk	Nil	-	-
3	Clerk	Nil	-	-
5	Peon	Nil	-	-

B

Sr. No.	Designation	Powers-Administrative	Under which legislation /rules/orders/GRs	Remarks
1	AO Establishment	Nil	-	-
2	Head Clerk	Nil	-	-
3	Clerk	Nil	-	-
5	Peon	Nil	-	-

C

Sr. No.	Designation	Powers-Magisterial	Under which legislation /rules/orders/GRs	Remarks
1	AO Establishment	Nil	-	-
2	Head Clerk	Nil	-	-
3	Clerk	Nil	-	-
5	Peon	Nil	-	-

D

Sr. No.	Designation	Powers-Quasi judicial	Under which legislation /rules/orders/GRs	Remarks
1	AO Establishment	1. Enquiry 2. Public Information Officer	-	-
2	Head Clerk	Nil	-	-
3	Clerk	Nil	-	-
5	Peon	Nil	-	-

E

Sr. No.	Designation	Powers-Judicial	Under which legislation /rules/orders/GRs	Remarks
1	AO Establishment	Nil	-	-
2	Head Clerk	Nil	-	-
3	Clerk	Nil	-	-
5	Peon	Nil	-	-

Section 4(1) (b) (ii)

The Duties of officers and employees in the office of AO (Establishment) B Ward

A

S. No.	Designation	Duties-Financial	Under which legislation / rules / orders /GRs	Remarks
1	AO Establishment	Nil	-	-

2	Head Clerk	Nil	-	-
3	Clerk	Nil	-	-
4	Peon	Nil	-	-

B

Administrative Powers
Administrative Officer (Establishment)

Administrative Officer (Establishment) of the ward is assisted by Assistant Commissioner B ward, Head Clerk are assisted by Administrative officer establishment, Clerk of the department to execute daily work. Administrative Officer (Establishment) of the Ward executes following duties/works from his staff working under his control:-

1. All over supervision on indoor staff in th ward office.
2. To check musters/attendance of all the staff in the ward.
3. To follow up the matters received form M.C./A.M.C./D.M.C./C.E./Central Control Room through dispatch section.
4. To assist the public in absence of asstt. commissioner/complaint officer.
5. To put up proposals/reply which are specifically directed to asstt commissioner
6. to call reports in case of reminders from concerned departments.
7. To issue circulars as directed by asstt commissioner in case of generals policy matters.
8. To supervise the disposal of M.C. Audit notes and get its disposal from head of the department.
9. To maintain outstanding resolution register of various committees/ corporation and to dispose off the same.
10. To attend union representatives and to redress the complaints from them.
11. To send replies to union references.
12. To make necessary arrangements for the staff of Vigilance Branch/M.C.A.
13. To attend zonal D.M.C.'s meeting regarding promotion and P.T. Cases etc.
14. To attend the meeting arranged by asstt commissioner/M.C.A. For administrative purpose.
15. To maintain the separate register for the application received under right of information act 2005, to follow up the said references.
16. To receive telephone messages form H.O., M.C./DMC offices and take necessary action accordingly.
17. Work related to swachata abhiyan and reporting to head office of DMC GA and central government office(Online submission)

1)Head Clerk

2.

- 3) To keep control monitor and guide to the clerk,
- 4) To scrutinize monthly and annual report of recovery of payment.
- 5) Dispose of daily outward
- 6) Inward papers and to comply of Audit Notes & Follow up
- 7) Inspect and submit Budgetary Report
Furnish information to clerk and to guide clerk in establishment matters.
- 8) Submit report as per instructions from Superiors.
- 9) To assist AO establishment as PIO in RTI Act 2005 to submit required information related to establishment.
- 10) To assist AO Establishment and superiors in inquiry matters related to establishment.
- 11) Reporting of Schedule and non Schedule post to Head office of MCGM
- 12) Maintenance of Monthly attendance muster.

- 13) Answer to the complaints make by employees.
- 14) To look out for audit note and furnish requirement
- 15) Work related to swachata abhiyan
- 16) Reporting of vacant post to Head office of MCGM.
- 17) Working on E-Office of daily inward papers.

Clerk

- 1) Clerk are directly working under Head Clerk.
- 2) Do the input related work (pay sheet) work.
- 3) To take leave entries in leave register and service record and update it
- 4) Update leave details and recovery in effective register
 - 5) To furnish information to Head clerk and superior as required.
 - 6) Prepared Pension claim and P.F. Claim/ balance leave encashment of retired employees.
 - 7) Proposals of P.T. Case and Vacant post.
 - 8) To Submit various monthly and annual report related to establishment.
 - 9) Proposals of education allowance to municipal employees.
 - 10) Prepare pay fixation as per circulars
 - 11) Prepare increment certificate of employees.
 - 12) Preparation of yearly budget provision for pay sheet
 - 13) Preparation of delegation of power files for superior employees.
 - 14) Maintain of CS Sheets off every financial years of employees
 - 15) Make PDF file of property form and display it on MCGM portal of superior employees.
 - 16) Proposed and sanction PF papers related to employee
 - 17) Deemed confirmation of employees having minimum 3 years completed in service.
 - 18) Taking sanction of employees to continue service after 55 years.
 - 19) Proposed inquiry of unauthorized/ absent of employees.
 - 20) Calculation of income tax of every financial years.
 - 21) Papers regarding promotion of employees and recruitment.
 - 22) Calculation of Overtime amount sanction document for water department employees
 - 23) Establishment proposals such as new position(Position number) and schedule post
 - 24) Issuing to I Card to newly appointed/ transferred / promotional employees.
 - 25) Maintenance of record of Casual leave application received from employees
 - 26) Maintenance of Papers related to dismiss of employees and fine to them
 - 27) Other related matters letters given to employees
 - 28) Maintain Details of Seniority List of employee
 - 29) Maintain of Duty List of all categories of employees.
 - 30) Proposal of Papers related to security deposit.
 - 31) Furnish information of Court Case papers of employees of MCGM
 - 32) Important document such as joining application of employees and create master creation form.
 - 33) Make entries in Daily inward and outward work sheet register
 - 34) Prepare arrears sheet as per circular and program per employees.
 - 35) To look out for audit note and furnish requirement of dues.
 - 36) Monthly rent deduction in salary to quarters allotted to municipal employees.
 - 37) Preparation of SPS related to LTA encashment of employee.

- 38) Maintain of all types of register and computer program.
 39) Maintain SAP information of employees related to leave details and other detail.
 40) Work related to swachata abhiyan
 41) Working on E-Office of daily inward papers.

C

S. No.	Designation	Duties-Magisterial	Under which legislation /rules / orders/GRs	Remarks
1	AO Establishment	Nil	-	-
2	Head Clerk	Nil	-	-
3	Clerk	Nil	-	-
4	Peon	Nil	-	-

D

S No.	Designation	Duties-Quasi judicial	Under which legislation /rules/ orders /GRs	Remarks
1	AO Establishment	Nil	-	-
2	Head Clerk	Nil	-	-
3	Clerk	Nil	-	-
4	Peon	Nil	-	-

E

S. No.	Designation	Duties-Judicial	Under which legislation /rules /orders/GRs	Remarks
1	AO Establishment	Nil	-	-
2	Head Clerk	Nil	-	-
3	Clerk	Nil	-	-
4	Peon	Nil	-	-

Section 4(1) (b) (iii)

The procedure followed in the decision making process, including channels of supervision and accountability in the office of B ward.

Name of activity – **Disposes of RTI**

Related Provisions –

Name of the Act/Acts – Nil ()

Rules –

Govt. Resolutions -

Circulars -

Office Orders

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity.	Remark
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				(mention designation)	
1	Disposes of RTI	a. Application received in dispatch section. b. Application received in Establishment department. c. Scrutinize by concern clerk and head clerk d. Available information provided to concern applicant.	1 day 1 day 5 day within 30 days	a. Ward Head Clerk dispatch b. Ward Head Clerk Establishment c. Head Clerk and Clerk d. Administrative officer Establishment	-

Name of activity – **Maintenance of daily Musters.**

Related Provisions –

Name of the Act/Acts – Nil

Rules –

Govt. Resolutions -

Circulars -

Office Orders

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention desg)	Remark
1	Maintenance of daily Musters.	Currently not maintaining attendance Register due to Biometric system Implemented w.e.f. 01.01.2016		a. Head clerk establishment b. Establishment clerk c. Establishment clerk d. Ward Head Clerk Establishment	-

Name of activity – **LTA**

Related Provisions –

Name of the Act/Acts – Nil

Rules –

Govt. Resolutions -

Circulars -

Office Orders

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)	Remark
1	LTA	a. Leave Application received in dispatch section. b. Application received in Establishment department.	Till The	a. Head clerk dispatch b. Establishment Head clerk c. Establishment clerk and head	-

- c. Scrutinize by concern clerk and hc
 - d. Preparation and Calculation of leave and get it sanction from appropriate authority.
 - e. Make entry in Service Record.
 - f. Make payment through SAP.
- 13 th
Of
Every
Month
- clerk
d. Establishment Clerk
e. Establishment clerk
f. Establishment clerk

Name of activity – **Input of salary and output of salary**

Related Provisions –

Name of the Act/Acts – Nil

Rules –

Govt. Resolutions -

Circulars -

Office Orders

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)	Remark
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1	Input of salary and output of salary	a. Make entries in SAP System such as LTA leave details, deduction, Income Tax, Educational, recovery if any and other allowances of various categories of employee. b. Make entries of above data in SAP SYSTEM for monthly salary every month. c. Get softcopy from SAP System. d. Preparation of Making pay sheet manually For department use.	Till the 13 th Of every Mnth	a. Establishment clerk c. Head clerk d. Administrative officer	-
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Name of activity – **Leave calculation**

Related Provisions –

Name of the Act/Acts – Nil

Rules –

Govt. Resolutions -

Circulars -

Office Orders

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)	Remark
1	Leave calculation	a. Leave Appln received in dispatch sec b. Application received in Establishment department. c. Scrutinize by concern clerk and HC d. Preparation and Calculation of leave and get it sanction from appropriate authority. e. Make entry in S R, effective register and input register.	1 day 1 day 2 day 5 day same day	a. Ward Head Clerk dispatch b. Ward Head Clerk Establishment c. Establishment clerk	-

	f. Make entries in SAP system of salary.	before input date	d. Establishment clerk e. Establishment clerk	
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Name of activity – **Preparation of Pay fixation**
 Related Provisions –

Name of the Act/Acts – Nil ()
 Rules –
 Govt. Resolutions -
 Circulars -
 Office Orders

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)	Remark
1	Preparation of Pay fixation	a. Preparation and Calculation of pay fixation as per circular. b. Make entry in Service Record and send it to account department for verification. c. after verification make entries of pay and basic in SAP system for salary work.	1 day 1 day 1 day before input	a. Establishment Clerk b. Establishment clerk and account clerk c. Establishment clerk	-

Name of activity – **Audit Note closing**
 Related Provisions –
 Name of the Act/Acts – Nil ()
 Rules –
 Govt. Resolutions -
 Circulars -
 Office Orders

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)	Remark
1	Audit Note closing	a. Make entries of amount of audit note in SAP system of concern employees. b. After recovery send report to audit note office for disclose. c. After remarks of that office make audit note close.	1 day 1 day 1 day before input	a. Establishment Clerk b. Establishment clerk and account clerk c. Establishment clerk	-

Name of activity – **Reporting of vacant post**
 Related Provisions – MSR
 Name of the Act/Acts –

Rules –
 Govt. Resolutions -
 Circulars -
 Office Orders

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)	Remark
1	Reporting of vacant post	a. Review of vacant post as per pay sheet by head clerk. b. Report to head office for vacant post. c. Preparation of quarterly report of vacant post.	1 day 1 day 5 day	a. Establishment Head Clerk b. Establishment clerk and Head clerk c. Establishment clerk	

Name of activity – **SAP information**
 Related Provisions – MSR
 Name of the Act/Acts –
 Rules –
 Govt. Resolutions -
 Circulars -
 Office Orders

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)	Remark
1	SAP information	a. Make entries of employees information such as name, date of joining, birth date in program. b. Enter latest leave details of employees as per application of employee., also update address, family , payment details as per changes.	1 day 1 day	a. Establishment Head Clerk b. Establishment clerk and Head clerk	-

Name of activity – **E office work**
 Related Provisions – MSR
 Name of the Act/Acts –
 Rules –

Govt. Resolutions -
Circulars -
Office Orders

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)	Remark
1	E- Office work	a. All types of papers received in dispatch section. b. papers received in Establishment department. c. Distribution of paper by concern head clerk to clerk.	1 day 1 day	a. Establishment Head Clerk b. Establishment clerk and Head clerk	-

Name of activity – **Preparation of PF and Pension claim of retired employee.**

Related Provisions – MSR

Name of the Act/Acts –

Rules – Pension Rule 1953/ P.F. Rule 1924

Govt. Resolutions -

Circulars - **Section 4(1)(b)(v)**

Office Orders

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)	Remark
1	Preparation of PF and Pension claim of retired employee.	a. Before 3 month notice issue to retired employee. b. Sending letter to bank if any dues and letter to inquiry department for any pending inquiry. c. Preparation of document regarding PF and pension claim. d. Sending both claim to account department for leave verification and any recovery	1 day 1 day 5 day	a. Establishment Clerk b. Establishment clerk c. Establishment clerk d. Account department clerk	-

		e. After audit of both claim send to Head office of MCGM. f. After sanction of claim keep it with record.		e. Pension department concern clerk. f. Establishment clerk.	

Name of activity – Proposal of **P.T. case**

Related Provisions – MSR

Name of the Act/Acts –

Rules –

Govt. Resolutions -

Circulars - 1) LO /19 dtd.18.12.1998

2) LO /16 dtd. 22.03.2007

3) LO /78 dtd.21.12.2011

4) LO /04 dtd.25.10.2007

5) LO /21 dtd.24.12.2008

6) LO /14 dtd.13.10.2008

7) LO /22

dtd.29.10.1990

Office Orders

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)	Remark
1	Proposal of P.T. case	a. Application received in establishment department b. preparation of P.T. case file. c. Send letter to school of applicant for verification of qualification details. d. Get approval of ward officer send it to Labour officer. e. After sanction of Labour officer send to DMC Z-I for further sanction f. Sanction after DMC Z- I send to Labour officer for order of appointed.	1 day 1 day	a. Establishment Clerk b. Establishment clerk c. Establishment clerk d. Ward Officer B ward/ Labour officer e. DMC Z-I concerned officer. f. Concern Labour officer.	-

		g. Full sanction file kept with ex-employee service record.		g. Establishment clerk	
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Name of activity – **Educational allowance.**

Related Provisions –

Name of the Act/Acts – Nil ()

Rules –

Govt. Resolutions -

Circulars -

Office Orders

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)	Remark
1	Educational allowance.	a. Application received from employee b. Preparation of file. c. Take sanction of head of department and ward officer. d. Sending to account department for audit. e. After audit make entries in SAP system for payment of amount.	1 day 2 day 1 day 1 day 1 day	a. Establishment Clerk b. Establishment clerk c. Establishment clerk d. Accountant department clerk e. establishment clerk	-

Name of activity – **Preparation financial year Budget**

Related Provisions –

Name of the Act/Acts – Nil ()

Rules –

Govt. Resolutions -

Circulars -

Office Orders

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)	Remark
1	Preparation financial year Budget	a. Get soft copy of budget program form head office of MCGM. b. Make entries in this program as per labour and superior employees function wise. c. Get verified from head office and submit in hard and soft copy.	1 day 10 day 1 day	a. Head office Clerk b. Establishment clerk c. Establishment clerk / Head office clerk.	-

Name of activity – **Preparation of delegation of power files.**

Related Provisions –
Name of the Act/Acts – Nil ()

Rules –
Govt. Resolutions -
Circulars -
Office Orders

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)	Remark
1	Preparation of delegation of power files.	a. Prepared delegation of files.	1 day	a. Establishment Clerk	-
		b. Get approval of ward officer and send it to law officer.	1 day	b. Ward officer B ward.	
		c. After sanction of law officer send file to Municipal commissioner/DMC Z-I for sanction.	6 day	c.Law officer, Municipal commissioner, DMC Z-I	
		d. After received in ward give one copy to employee and kept office copy in o/c file.	1 day	d. Establishment clerk	

Name of activity – **CH Sheets**

Related Provisions –
Name of the Act/Acts – Nil ()
Rules –
Govt. Resolutions -
Circulars - 1) CE / 6405 DT. 19.06.2013 2.MPS / 5413 DT.13.05.2013
2) MPM-
2 / 361
DT.
30.09.
2013
Office
Orders

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)	Remark
1	CH Sheet	a. Distribute the blank CH sheet to employee.	1 day	a. Establishment Clerk	-
		b. Collect filled CH sheet with head of the department remark.	5 day	b. Establishment Clerk	
		c. Display the property form in pdf format on MCGM website	1day	c. Establishment Clerk	
		c. File the CH sheet to service record.	1day	d. Establishment Clerk	

Name of activity – **Deemed confirmation of employee**

Related Provisions –
Name of the Act/Acts – Nil ()
Rules –

Govt. Resolutions -
Circulars -
Office Orders

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)	Remark
1	Deemed confirmation of employee	a. Check the 3 years of continuous of service in MCGM of employee. b. Propose the file for deemed confirmation with head of department and take approved by ward Officer. c. Send all the proposal to employee related central Unit for sanction.	1 day 5 day 1day 1day	a. Establishment Clerk b. Establishment Clerk/ Admin off./ ward officer. c. Establishment Clerk	-

Name of activity – **55 years continuation**

Related Provisions –

Name of the Act/Acts – Nil ()

Rules –

Govt. Resolutions -

Circulars -

Office Orders

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)	Remark
1	55 years continuation	a. Check the 55 years completion of employee as per birth date b. Propose the file for 55 years continuation with head of department and take approved by Asst.Comm . c. Send the file to account Dept. for verification. d. After verification make entry in Service record and input program for further continuation of service till 58 Years.	1 day 2 day 1day 1day	a. Establishment Clerk b. Establishment Clerk/ Admin off./ ward officer. c. Establishment Clerk/Account dept clerk d. Establishment clerk	-

.Name of activity – **Master Creation form**

Related Provisions –

Name of the Act/Acts – Nil ()

Rules –

Govt. Resolutions -

Circulars -

Office Orders

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in	Remark
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		connection with each activity. (mention designation)			
1	Master Creation form	a. Appointment of new employee.	1 day	a. Head office concerned authority.	-
		b. Get all the detail of that employee.	1 day	b. Establishment Clerk	
		c. Enter all details in master creation form.		c. Establishment Clerk	
		d. Submitt this form to head office of MCGM.		d. Establishment clerk	
		e. Get employee code of that employee	1day	e. Establishment clerk	
			1day		

Name of activity – **Enquiry of unauthorized absence**

Related Provisions –

Name of the Act/Acts – Nil ()

Rules –

Govt. Resolutions -

Circulars - 1) DPAR / FGR / 06 dtd.15.05.1999

2) DPAR / FGR / 17 dtd.29.08.2000

3) DPAR / FGR / 08 dtd.26.07.2002

4) DPAR / FGR / 30 dtd.07.02.1995

5) CHE/ ENQ / Z-I/ GEN

272 dtd.19.07.2012

Office Orders

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention desg)	Remark
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1	Enquiry of unauthorized absence	a. Check the employee attendance record leave above 30 days without any intimation.	1 day	a. Establishment Clerk	-
		b. Issue 3 memo's to that employee alternativly within 15 days. If no reply is back.	45 days	b. Establishment Clerk	
		c. With the sanction of Head of department put this file to the ward officer for enquiry process.	1day	c. Establishment Clerk/ Administrative Officer/ Ward Officer.	

Name of activity – **Calculation of arrears**

Related Provisions –

Name of the Act/Acts – Nil ()

Rules –

Govt. Resolutions -

Circulars -

Office Orders

Sr. No.	Activity	Steps involved	Time limit	Authority	Remark
	Calculation of Arrears	06 th pay work:- a. . Get Details from AO Cash Department through Arrears program (for 6 th pay work) b. Calculate in excel or .ods format and verify thourgh account department	Till the 31 mar 2019	a. Establishment Clerk / Head clerk/ Administrative Officer b. HR department (SAP)	

		c. give the payment through regular payment in SAP system. 7 th Pay work:- a. currently work is going on through SAP system.			
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Name of activity – **Promotion of employee**

Related Provisions –

Name of the Act/Acts – Nil ()

Rules –

Govt. Resolutions -

Circulars - 1) MPM / 2/ 3447 /dtd.24.05.2008

2) MPM / 2/ 815 /dtd.06.08.2009

3) MPM / 2/ 3389 /dtd.17.01.2008

4) MPM / 2/ 3560 /dtd.15.07.2000

5) DPAR /RGCELL/

3 dtd. 24.07.2007

Office Orders

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)	Remark
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1	Promotion of employee	a. Application from employee having completed service in MCGM continuous 12 years on same post.	1 day	a. Establishment clerk	-
		b. Fulfillment of required document. (Proforma A, proforma B, last 5 years CH sheets)		b. Establishment clerk	
		c. Proposal put up to head office of MCGM through approval of assistant commissioner B ward	2 day	c. Establishment head clerk	
			1 day		

Name of activity – **Recovery of quarter rent**

Related Provisions –

Name of the Act/Acts – Nil ()

Rules –

Govt. Resolutions -

Circulars -

Office Orders

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)	Remark
1	Recovery of	a. Receive quarter allotment	13 day	a. Estate clerk/	-

quarter rent	letter in establishment Department.				Establishment clerk		
	b. Make proper entries in SAP System program of quarter rent and other detail.		Till the 13 of every month		b. Establishment clerk		
	c. Send monthly rent recovery statement to concern estate Department.		13 day		c. Establishment clerk		
Section 4(1) (b) (iv)							
Norms means Day set for discharges of its functions in the office of B ward							
Organizational Targets (Annual) – Nil							
Sr. No.	Designation	Activity	Units to be covered	Financial Targets in Rs.	Time Limit	Remarks	
	Nil	Nil	Nil	Nil	Nil	Nil	Nil

Section (1) (b) (v)

The rules/regulation related with the functions of B ward

Sr. No.	Subject	G.R./Circular/Office notification etc. date.	order.	Rule no.	Remarks if any
1.	Absenteeism	DPR/FGR/30 dtd.07.02.1995			-
2.	Transfer and Promotions	MPM2/ 1093/dtd.29.09.2009			-
3.	Continuation after 55 years	MPM1/ 595 /dtd.31.01.2004			-
4	Computer Knowledge	MPM2/ 2014 /dtd.20.03.2010			-
5	Leave	MSR 1989			-
6	Advance payment from P.F	CA / FVA / dtd.21.04.2009			-
7	4%Subsidy on housing loan	CA/FHL/51/dtd.03.01.2001			-
8	DC-1 Rule	DPAR / FGR/10dtd.04.07.08			-
9	Relive Employee after promotion / transfer	MPM2 / 6077 / dtd.05.01.2009			-
10	Passport , Visa ,NOC	CH/ENQ/GEN/164/dtd,06.09.05			-
11	Additional increment after passed L.S.D.	DPAR / FGR /20/dtd.15.10.08			-
12	Passport, NOC	MPM2 / 493 / dtd.19.09.2009			-
13	Casual Leave	(a)CA/FGR/79/dtd.31.01.1981		(b)DPAR	-
		/FGR / 8/dtd.17.07.09			
14	LTA	CA/ FGR/39dtd.07.10.1985			-
15	For Tracking CL	DPAR / FGR/5 dtd.12.06.2008			-
16	For utilization of Marathi Language	GAD/625/me dt 07.02.19			

17	To give appreciation letter to all municipal staff			DIR/ES&P/293/III dt 08.01.19		
				PENSION		-
16	Pension Adalat			CAT / FPP / 27 dtd.07.12.2007		-
17	Pension for absconding Employee			DPAR / FGR/4 dtd.05.05.1992 DPAR / FGR/2		-
				dtd.19.04.1995		
18	Non vacating staff quarters			DPAR / FEM /10 dtd.02.07.1990 DPAR /		-
				FEH / 5 dtd.28.05.2001		
19	Pension for unfit			DPAR / FEH /21 dtd.14.01.1998		-
20	Saving Account for Pension			CAT /FPP / 40 dtd.12.02.2009		-
21	Increase limit of DCRG			DPAR / FGR/08 dtd.06.06.2012		-
				NCPF		-
22	NCPF			NCPF Rule 1925		-
				P.T.CASE		-
23	Application			LO /19 /dtd.18.12.1998		-
24	Power to DMC			LO/16/dtd.22.03.2007 LO/78/dtd21.12.2011		-
25	LAD	PAGE	Committee	LO/4/dtd.25.10.2007	LO/21/dtd24.12.2008	-
	(Sweeper Class P.T.)					
26	P.T. Case for absconding Employee			LO /14 /dtd.13.10.2008		-
27	School leaving verification			LO /22 /dtd.29.10.1990		-
28.	Rules of sanctioning PT case with various type.			CLO/07 dt 30.10.10		

						-
	Enquiry, Suspension, Suspension Allowance					
28	Enquiry, Suspension, Suspension Allowance			Enquiry Manuals , MSR 1989 1)DPAR/FGR/6/dtd.15.05.1999 2) DPAR /FGR/17/dtd.29.08.2000 3) DPAR /FGR/8/dtd.26.07.2002 4) CHOE/ Z-		-
				l/gen/272/dtd.29.7.12		
29	Termination			MSR 1989, Municipal Service (Rule and Conduct 1999) , Industrial dispute Act 1948		-
				DPAR/ FGR/5 dt.10.09.2007		
30	Suspension Review			MPM2/ 3505 /dtd.21.02.2005	MPM2 /	-
				3349/ dtd. 23.01.2008		
31	Resumption			AO/GEN /376 dt. 08.10.1982		-
	Promotion and Time Bound Promotion					
32	Promotion and Time Bound Promotion			DPAR/RGCELL/3/dtd.24.07.07 MPM2/3447/dtd.24.05.2008 MPM2/815/dtd.06.08.2009 MPM2/3389/dtd.17.01.2008 MPM /3560 /		-
				dtd.15.07.2000		
	Transfer of Service Record					
33	Transfer of Service Record			- CA/FPP/ 42 dt.16.12.1999		-

Section 4 (1) (a) (vi)

Statement of categories of documents held in the office of B ward at J.J. Hospital

Sr.No.	Subject	Type of	File no or	Particulars	Periodicity of
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		documents	Register no.		preservation
1	Seniority List File of employee	File	Seniority List File	Details of Seniority List of employee	Permanent record
2	PF advance payment	Register	PF advance	PF advance payment of employees sanction numbers and other details	Permanent record
3	PF Claim and Pension Claim	File	PF and Pension Register	Detail information of PF and Pension claim movement.	Permanent record
4	Service Record and Personnel file of employees	File	SR	Details of employees and leave records.	Permanent record
5	Pay Fixation	File	Pay fixation	Pay fixation of employees as per orders.	Permanent record
6	Delegation of Powers	File	Delegation of powers	Delegation of powers appointed as per MMC act to engineers	Permanent record
7	Authority Letters	File	Authority Letters	Authority of letters given to higher employees as per order.	Permanent record.
8	CH Sheets	File	CH sheet	CH Sheets off every financial years of employees	Permanent record
9	Duty list of employees	File	Duty list	Duty List of all categories of employees.	Permanent record
10	PF Nomination Papers	File	PF Nomination	PF Nomination application from employees.	Permanent record
11	RTI file	File	RTI file	RTI received and answered to party.	Permanent record
12	Appeal	Register	Appeal under RTI Act 2005	Received appeal and hearing orders	Permanent record
13	Security deposit	File	Security deposit	Papers related to security deposit.	30 years
14	Sanction PF Papers	File	PF papers	Proposed and sanction PF papers related to employee	30 years
15	Court papers	File	Court Case	Court Case papers of employees of MCGM	30 years
16	Pay sheet and SPS	File	Paysheet and SPS	Every month paysheet and SPS related to payment	30 years
17	Promotion case and	File	Promotion and	Papers regarding promotion	30 years

	new recruitment		recruitment	of employees and recruitment.	
18	Office order	File	Office order	Papers related to new appointment, transfer, promotion and deemed conformation.	30 years
19	Imp file	File	Important file	Important document such as joining application of application	30 years
20	PF advance form	File	PF advance form	PF advance application received from employees.	10 years
21	Income tax	File	Income Tax	Income tax certificate(Form No. 16) of employees	10 years
22	Inquiry	File	Inquiry	Inquiries related document of employees	10 years
23	Work sheet	Register	Work sheet	Daily inward and outward work sheet register	5 years
24	OT files	File	OT file	Overtime amount sanction document for water dep employees	5 years
25	Establishment proposals	File	Proposals	Establishment proposals such as new position and schedule post	5 years
26	Complaints document	File	Complaints document	Document related to complaints of employees	5 years
27	CL papers	File	CL papers	Casual leave application received form employees	5 years
28	Dismiss and fine paper	File	Dismiss and fine paper	Papers related to dismiss of employees and fine to them	5 years
29	Letters to employees	File	Letters to employees	Other related matters letters given to employees	5 years
30	Less imp papers	File	Less imp papers	All the papers having less imp file to this file	5 years

Section 4(1) (b) (vii)

Particulars of any arrangement that exists for consultation with the members of public in relation to the formulation of policy and implementation in the office

Sr. No.	Consultation for	Details of the Mechanism	Under which act/rule/ circular	Periodicity

	Nil	Nil	Nil	Nil
1) Policy Formulation				
2) Policy Implementation				

Section 4(1) (b) (viii)

Statement of Boards, Councils, Committees of other bodies B ward.

Sr. No.	Name of the committee Board/ council/ other bodies	Composition of committee Board /council/ other bodies	Purpose of the committee Board/council/other bodies	Frequency of meetings	Whether meeting open to public or not	Whether Minutes are available to public or not	Minutes available at.
1	Sexual Harassment Committee In B Ward	President & 11 Members	To prevent the Sexual Harassment in B Ward		Yes	Yes	Administrative Officer

Section 4(1) (B) (IX)

Directory of the officers and employees AO Establishment of B Ward

Sr. No.	Designation	Name of the officers/ employees	Cadre	Date of Joining in B ward	Contact Details Ph/Fax/E-mail
1	AO Establishment	DOKE KAVITA SHANTANU	B	19.07.2021	Phone No. 23736622, Fax No. 23714664
2	Head Clerk	PAURNIMA BAMANE	C	24.07.2019	-''-
3	Head Clerk	RAJASHRI SALVE	C	23.12.2022	-''-
5	Clerk	PRIYANKA JADHAV	C	28.03.2024	-''-
6	Clerk	JYOTI U BHAGAT	C	04.03.2021	-''-
7	Clerk	SATLE PALLAVI SANDESH	C	09 -07-2008	-''-
8	Clerk	SUSHANT SAWANT	C	03.01.2023	-''-
9	Clerk	CHAVAN GANESH RAMCHANDRA	C	17-11-2011	-''-

10	Clerk	SANTOSH EKNATH PALVE	C	10.06.2022	-''-
11	Clerk	NIKHIL P VICHARE	C	11.01.2021	-''-
12	Clerk	MAHESH NANGRE	C	01.02.2013	-''-
13	Clerk	VACANT	C		-''-
14	Peon	KAMBLI PRANALI P	D	01- 12-2007	-''-
15	Peon	Bhoj Dipti	D	12-10-2015	-''-
16	Peon	PARAB MADHAVI M	D	21-03-2013	-''-

PAY SHEET 2114 – AEM ROADS B WARD

SR No.	Designation	Name Of Employee	GR	Birth Date	AlnB	Telephone No.
1	MISTRY I	YADAV SANDEEP ARJUN	D	14.08.1991	14.08.1991	2223736791
2	PAINTER II	JADHAV VINAYAK M	D	03.08.1970	13.09.1991	2223736791
3	MASON II	VACANT	D	-	-	2223736791
4	MASON II	SHETTY ELENGOVAN D	D	'07.07.1974	'05.01.1993	2223736791
5	MASON II	SHIVGAN SURESH G	D	'01.06.1964	'05.04.1999	2223736791
6	MASON II	SHINDE RAVINDRA R	D	01.06.1970	01.10.2005	2223736791
7	MISTRY II	VACANT	D	-	-	2223736791
8	MISTRY II	VACANT	D	-	-	2223736791
9	CAPENTER II	KAMBLE DEEPAK NARAYAN	D	01.06.1969	02.09.1991	2223736791
10	MUKADAM	JADHAV SANDEEP GANPAT	D	29.04.1973	'21.03.1992	2223736791
11	MUKADAM	PATANKAR MILIND R	D	02.03.1994	02.03.1994	2223736791

12	MUKADAM	KAMBLE SUNIL LAXMAN	D	'20.07.1971	'20.06.1991	2223736791
13	MUKADAM	CHANDRASHEKHAR T M	D	'01.06.1969	'10.02.1994	2223736791
14	MUKADAM	KAMBLE BHAGOJI SANTU	D	22.05.1969	02.03.1994	2223736791
15	MUKADAM	BAMBALE RATAN P	D	'01.04.1979	'18.06.2008	2223736791
16	MUKADAM	JADHAV VISHWAS B	D	04.05.1968	19.12.1994	2223736791
17	MUKADAM	TOKARE NASIM KARIM	D	18.11.1968	03.09.1991	2223736791
18	MUKADAM	JOSHI VILAS SHRAVAN	D	06.12.1980	17.04.2007	2223736791
19	MUKADAM	PHAKANDE CHANDRAKANT V	D	'23.07.1968	'11.04.1990	2223736791
20	LABOURER	KUNCHIKORVE SUNKAPPA	D	05.05.1977	09.03.1998	2223736791
21	LABOURER	VACANT	D	-	-	2223736791
22	LABOURER	VACANT	D	-	-	2223736791
23	LABOURER	KHARVI KANJI MAFA	D	24.02.1975	30.08.1993	2223736791
24	LABOURER	VACANT	D	-	-	2223736791
25	LABOURER	PAWAR ASHOK WALU	D	10.02.1966	01.03.1994	2223736791
26	LABOURER	VACANT	D	-	-	2223736791
27	LABOURER	VACANT	D	-	-	2223736791
28	LABOURER	KHANVILKAR NILESH J	D	11.06.1969	06.04.1995	2223736791
29	LABOURER	VACANT	D	-	-	2223736791
30	LABOURER	JADHAV MANGESH K	D	22.03.1977	26.10.1996	2223736791
31	LABOURER	BHALERAO UMESH N	D	01.06.1977	26.10.1996	2223736791
32	LABOURER	THAKUR PADMAKAR S	D	01.06.1976	17.08.1999	2223736791
33	LABOURER	THAKARE CHANDRAKANT A	D	08.08.1974	02.05.2005	2223736791
34	LABOURER	WAVHAL SOMNATH DINKAR	D	04.10.1976	02.05.2005	2223736791
35	LABOURER	VISHE SANTOSH BANDU	D	14.06.1976	02.05.2005	2223736791
36	LABOURER	BEDSE GANESH JAGANNATH	D	31.07.1977	'01.04.2005	2223736791
37	LABOURER	JADHAV SANDEEP ANANT	D	04.06.1977	02.06.2006	2223736791
38	LABOURER	BORATE DEEPAKKUMAR S	D	01.06.1976	17.11.2007	2223736791
39	LABOURER	SAJID YUSUF GOLANDAJ	D	13.04.1983	13.12.2007	2223736791
40	LABOURER	TEMULKAR KISHOR VILAS	D	08.06.1982	07.04.2008	2223736791
41	LABOURER	PATIL AVINASH ANANDA	D	31.10.1985	06.06.2008	2223736791

42	LABOURER	HINGMIRE SURESH NANA	D	07.12.1986	06.06.2008	2223736791
43	LABOURER	SHELAR NILESH KUNDLIK	D	12.07.1985	06.06.2008	2223736791
44	LABOURER	DADAS ARUN SHRIRANG	D	12.06.1984	07.06.2008	2223736791
45	LABOURER	RATHOD SANJAY DHARMA	D	01.06.1974	06.06.2008	2223736791
46	LABOURER	GOMASE ANIL RAGHUNATH	D	23.03.1988	04.06.2008	2223736791
47	LABOURER	CHAURE UTTAM MAHADU	D	01.08.1978	23.06.2008	2223736791
48	LABOURER	KHAIRE RAHUL BABANRAO	D	22.10.1979	21.07.2008	2223736791
49	LABOURER	SHINDE SAMEER ARVIND	D	22.05.1979	21.07.2008	2223736791
50	LABOURER	PATIL KIRAN KATHOD	D	15.06.1977	24.07.2008	2223736791
51	LABOURER	WADEKAR SWAPNIL D	D	28.11.1975	21.07.2008	2223736791
52	LABOURER	GAWARI ANKUSH R	D	01.06.1981	06.09.2008	2223736791
53	LABOURER	BANKAR SUNIL DIGAMBER	D	28.04.1980	14.10.2008	2223736791
54	LABOURER	PADYAL AJIT VISHRAM	D	05.05.1979	01.11.2008	2223736791
55	LABOURER	NAKASHE NILESH TUKARAM	D	31.05.1978	22.10.2008	2223736791
56	LABOURER	JADHAV SAGAR POPAT	D	25.09.1986	01.11.2008	2223736791
57	LABOURER	GUPTA RUPENDRAKUMAR G	D	15.05.1971	16.08.2010	2223736791
58	LABOURER	MAHAJAN SANJAY MADHAV	D	01.06.1975	01.12.2010	2223736791
59	LABOURER	SATPUTE RAMCHANDRA K	D	15.03.1972	03.10.2011	2223736791
60	LABOURER	TAMBE PRAMOD GOVIND	D	23.07.1974	03.10.2011	2223736791
61	LABOURER	PALAV NILESH DATTARAM	D	02.03.1979	03.10.2011	2223736791
62	LABOURER	SANDE VIJAY SHIVRAM	D	01.06.1979	03.10.2011	2223736791
63	LABOURER	SAWANT NILESH ARJUN	D	04/04/80	03.10.2011	2223736791
64	LABOURER	KHADE JITESH NIVRUTTI	D	24.08.1980	03.10.2011	2223736791
65	LABOURER	BHOSALE SACHIN KUNDLIK	D	11.02.1980	12.10.2011	2223736791
66	LABOURER	SHIRODKAR KAMLESH M	D	07.06.1978	12.10.2011	2223736791
67	LABOURER	VACANT	D	-	-	2223736791
68	LABOURER	KUDALKAR SHAILESH R	D	25.03.1980	09.11.2011	2223736791
69	LABOURER	MANDOLE MACHHINDRA B	D	03.05.1979	12.11.2011	2223736791
70	LABOURER	ACHAREKAR VIJAY P	D	08.05.1975	15.11.2011	2223736791
71	LABOURER	KATKARI SURESH RAMJI	D	05.02.1972	18.11.2011	2223736791

72	LABOURER	PAWAR SUDHAKAR V	D	20.01.1973	18.11.2011	2223736791
73	LABOURER	NIJAP YOGESH KIRAN	D	12.02.1980	22.11.2011	2223736791
74	LABOURER	SHINGE MADHUKAR MALU	D	13.06.1981	09.12.2011	2223736791
75	LABOURER	JOGALE PRABHAKAR JANU	D	30.09.1971	16.12.2011	2223736791
76	LABOURER	CHHAND MANIK SURESH	D	08.03.1980	17.12.2011	2223736791
77	LABOURER	VACANT	D	-	-	2223736791
78	LABOURER	GHADAGE SANTOSH H	D	25.11.1979	02.06.2012	2223736791
79	LABOURER	MOKAL LAXMAN MARUTI	D	05.08.1979	23.06.2014	2223736791
80	LABOURER	ARJUNE SHRIKANT B	D	'03.11.1992	'11.09.2017	2223736791
81	WOMAN WORKER	KAMBLE REKHA NAGESH	D	'07.10.1973	'10.09.2018	2223736791
82	WOMAN WORKER	MANE SHARDHA SANTOSH	D	'05.07.1986	'21.06.2019	2223736791
83	STEAM ROLR.DRVR	BIRWADKAR ANIL P	D	01.06.1966	31.10.1992	2223736791
84	BLACK SMITH	KAMBLE RAJESH MANAJI	D	08.08.1971	05.09.1991	2223736791

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SR No.	Name Of Employee	Designation	Gr	DoB	AlnB	Tele. No.
1	KAMBLE SUNIL H	FITTER I	D15	09.08.1971	02.04.1994	2223736791
2	PATIL SURYAKANT C	PLUMBER I	D15	'01.06.1967	'05.05.1992	2223736791
3	PATADE SANJAY K	PLUMBER I	D15	'10.04.1969	'02.05.1992	2223736791
4	TELANGHE SHIVRAM P	MASON II	D19	01.06.1972	01.04.1993	2223736791
5	SHINDE SANDEEP BABAN	MASON II	D19	01.05.1968	01.10.1994	2223736791
6	SHAIKH NAIM FAKIR	MASON II	D19	'01.12.1977	'16.11.2009	2223736791
7	GHASE CHANDRAKANT D	MASON II	D19	'01.06.1977	'04.07.2008	2223736791
8	VACANT	MASON II	D19	-	-	2223736791
9	THOMBRE RAMCHANDRA S	MISTRY I	D19	'01.06.1964	'03.12.1991	2223736791
10	BHALERAO LAXMAN S	MISTRY I	D15	'16.07.1966	'11.08.1993	2223736791

11	ROKDE KISAN TUKARAM	MISTRY I	D15	'28.06.1965	'01.04.1989	2223736791
12	VACANT	MISTRY II	D19	-	-	2223736791
13	VACANT	MISTRY II	D21	-	-	2223736791
14	MANCHEKAR RAJENDRA P	CARPENTER II	D21	'06.10.1971	'13.01.1995	2223736791
15	MENGDE HEMANT G	CARPENTER II	D21	'15.11.1973	'10.05.2005	2223736791
16	GAWADE C S	CARPENTER II	D21	16.01.1967	04.08.1989	2223736791
17	MANGAONKAR R S	CARPENTER II	D21	04.11.1964	12.09.1995	2223736791
18	SUTAR SHANKAR LAXMAN	CARPENTER II	D21	01.06.1965	12.09.1995	2223736791
19	GOSAVI PRABHAKAR M	CARPENTER II	D21	13.09.1975	17.08.1999	2223736791
20	SAWANT VILAS RAGHUNATH	CARPENTER II	D21	'30.01.1974	'01.06.1992	2223736791
21	SHAIKH MUSA ISRATALI	PLUMBER III	D19	'01.06.1969	'12.09.1995	2223736791
22	LOKHANDE DUNDA B	MUKADAM	D23	'01.06.1965	'24.09.2005	2223736791
23	NIZAMI MASOOD A	MUKADAM	D23	28.02.1967	24.01.1994	2223736791
24	RATHOD PRAVIN L	MUKADAM	D23	15.02.1968	12.02.1994	2223736791
25	CHABUKSWAR GORAKH N	MUKADAM	D23	'05.07.1964	'01.04.1989	2223736791
26	SAEED AHMED SAYED G	MUKADAM	D23	05.09.1968	08.01.1994	2223736791
27	BHINGARE SANTOSH B	MUKADAM	D23	21.02.1975	12.07.1994	2223736791
28	THORAT MICHEAL P	MUKADAM	D23	05.03.1967	24.01.1994	2223736791
29	VACANT	PAINTER II	D21	-	-	2223736791
30	MOHITE SURENDRA M	PAINTER II	D21	'22.08.1978	'01.08.2008	2223736791
31	VACANT	LABOURER	D25	-	-	2223736791
32	VACANT	LABOURER	D25	-	-	2223736791
33	VACANT	LABOURER	D25	-	-	2223736791
34	VACANT	LABOURER	D25	-	-	2223736791
35	VACANT	LABOURER	D25	-	-	2223736791
36	VACANT	LABOURER	D25	-	-	2223736791
37	KADAM GANESH R	LABOURER	D25	31.05.1972	02.05.1994	2223736791
38	RAUT NAGESH MOHAN	LABOURER	D25	07.08.1973	20.04.1994	2223736791
39	CHAUDHARI NITIN S	LABOURER	D25	15.09.1971	10.04.1995	2223736791

40	DOKE ASHISH D	LABOURER	D25	13.01.1973	01.05.1994	2223736791
41	DALVI WAMAN S	LABOURER	D25	12.01.1968	12.09.1995	2223736791
42	GOLAMBADE SANTOSH K	LABOURER	D25	04.08.1967	12.09.1995	2223736791
43	KOYANDE DEVU B	LABOURER	D25	11.02.1974	17.08.1999	2223736791
44	KESARKAR KASHINATH L	LABOURER	D25	01.07.1973	22.05.2000	2223736791
45	BARADE DINESH R	LABOURER	D25	01.06.1976	02.05.2005	2223736791
46	TELGE PRAVIN Y	LABOURER	D25	23.10.1973	02.05.2005	2223736791
47	PATIL SANJAY KONDU	LABOURER	D25	01.06.1974	02.05.2005	2223736791
48	MHATRE SANTOSH L	LABOURER	D25	18.08.1978	01.04.2005	2223736791
49	KUBAL NANDKISHOR M	LABOURER	D25	22.06.1961	01.04.2005	2223736791
50	GHARWADE SANJAY R	LABOURER	D25	09.09.1969	01.04.2005	2223736791
51	SINGH SHIVNARAYAN R	LABOURER	D25	18.04.1973	01.04.2005	2223736791
52	BHIKE RAM SADASHIV	LABOURER	D25	27.07.1980	02.06.2006	2223736791
53	KADAM AJAY KESHAV	LABOURER	D25	05.04.1980	02.06.2006	2223736791
54	SONKUSARE KAILASH S	LABOURER	D25	10.06.1988	01.08.2007	2223736791
55	SHAIK LIYAKATALI A H	LABOURER	D25	07.06.1973	09.08.2007	2223736791
56	SHAIKH M GOUS M K	LABOURER	D25	30.12.1986	20.09.2007	2223736791
57	LONDHE NITIN RAJU	LABOURER	D25	25.04.1978	20.09.2007	2223736791
58	PATIL VISHAL R	LABOURER	D25	23.10.1986	06.06.2008	2223736791
59	VISHE SOMNATH K	LABOURER	D25	10.03.1986	06.06.2008	2223736791
60	BORSE AMOL KANTILAL	LABOURER	D25	05.09.1986	09.06.2008	2223736791
61	JADHAV RAJENDRA BALU	LABOURER	D25	25.05.1989	06.06.2008	2223736791
62	GOLWAD YUVRAJ L	LABOURER	D25	10.05.1982	23.06.2008	2223736791
63	GHODSARE SANTOSH S	LABOURER	D25	30.05.1986	27.06.2008	2223736791
64	CHAURE VITTHAL M	LABOURER	D25	02.06.1981	03.07.2008	2223736791
65	PATIL SUNIL M	LABOURER	D25	05.05.1975	04.08.2008	2223736791
66	MANIYAR M YUNUS M Y	LABOURER	D25	15.08.1986	17.12.2008	2223736791
67	JADHAV HEMANT ARJUN	LABOURER	D25	30.08.1978	03.10.2011	2223736791
68	NIKAM NILESH M	LABOURER	D25	20.12.1979	03.10.2011	2223736791
69	GHUGE ARUN GAJERAM	LABOURER	D25	01.06.1979	03.10.2011	2223736791

70	BHANGARE SAMPAT D	LABOURER	D25	31.03.1981	19.10.2011	2223736791
71	CHAVHAN NAGORAO B	LABOURER	D25	09.07.1980	18.10.2011	2223736791
72	DHURI SATYAVAN JAYSING	LABOURER	D25	01.06.1977	19.10.2011	2223736791
73	AYARE RAJESH MOHAN	LABOURER	D25	10.06.1979	19.10.2011	2223736791
74	GADALE HARSHAD B	LABOURER	D25	20.09.1976	25.10.2011	2223736791
75	SAWANT TUSHAR VASANT	LABOURER	D25	25.09.1979	19.10.2011	2223736791
76	KOYMAHALE SANJAY B	LABOURER	D25	22.01.1980	09.11.2011	2223736791
77	NAGARE SAHEBRAO P	LABOURER	D25	01.06.1981	09.11.2011	2223736791
78	SHELTE SACHIN MUKUND	LABOURER	D25	24.04.1973	17.11.2011	2223736791
79	PAWAR BHARATKUMAR P	LABOURER	D25	15.07.1977	17.11.2011	2223736791
80	GHODAKE ANNA GOROBA	LABOURER	D25	21.04.1980	17.11.2011	2223736791
81	SABALE MADHUKAR GENU	LABOURER	D25	04.04.1976	18.11.2011	2223736791
82	TADAVI MUBARAK DAGA	LABOURER	D25	01.11.1979	18.11.2011	2223736791
83	PATIL DEEPAK JAGANNATH	LABOURER	D25	05.12.1975	21.11.2011	2223736791
84	PALAVANKAR DINESH S	LABOURER	D25	22.03.1981	02.12.2011	2223736791
85	BHALCHIM TANAJI LUMAJI	LABOURER	D25	15.06.1976	16.12.2011	2223736791
86	SONAVNE JAYSING R	LABOURER	D25	28.04.1981	24.12.2011	2223736791
87	MAHIND SHANKAR k	LABOURER	D25	16.04.1979	15.12.2011	2223736791
88	PADAWE AMOL GOVIND	LABOURER	D25	21.11.1988	24.08.2011	2223736791
89	ARVINDRAJ SUBRAMANI	LABOURER	D25	02.11.1994	15.10.2013	2223736791
90	KOLI HANUMANTA S	LABOURER	D25	'02.11.1981	26.09.2017	2223736791
91	LANDGE NARENDRA N	LABOURER	D25	'03.04.1991	'04.09.2017	2223736791
92	SHETYE RAHUL GANESH	LABOURER	D25	'01.05.1998	'24.08.2017	2223736791
93	SONTAKKE KALPAK N	LABOURER	D25	'02.07.2011	'26.10.1994	2223736791
94	TORASKAR VIJAY SAHADEV	ELECTRICIAN I	D15	19.01.1967	19.04.1994	2223736791
95	GHADGE PRASHANT D	ELECTRICIAN I	D15	26.03.1974	10.04.1995	2223736791
96	PATIL DILIP SHIVAJI	LIFTMAN	D21	10.03.1973	02.04.1994	2223736791
97	BHINGARE LALESH G	WIREMAN 3	D21	'20.08.1977	'26.10.1996	2223736791

98	GAVAS SUBHASH D	WIREMAN 3	D21	'09.10.1973	'01.02.1995	2223736791
99	PATIL YATIN SHANKAR	WIREMAN 3	D21	'27.10.1976	'27.04.1998	2223736791

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SR	POST	NAME	CLASS	DOB	DOJ	CONTACT
1	A.O.	KAVITA SHANTANU DOKE	B	08.08.1968	07.05.1990	022 23736622
2	SR. ST	VEENA V SAWARDEKAR	C	17.02.1967	16.12.1996	022 23736622
3	CLERK	VACANT	C	--	--	022 23736622
4	CO.OF	CHANDRASHEKHAR K ACHAREKAR	B	24.07.1977	28.08.2008	022 23736622
5	CLERK	VACANT	C	--	--	022 23736622
SR	POST	NAME	CLASS	DOB	DOJ	CONTACT
1	CLERK	SATLE PALLAVI SANDESH	C	26.12.1977	09.07.2008	022 23736622
2	D.O.	DEVIDAS GANPAT BHAVARI	A	06.06.1966	30.03.1991	022 23736622
3	EX. ENG	SURYAKANT CHAUDHARI	A	19.08.1968	01.07.1995	022 23736622
4	A.E.	VACANT	A	--	--	022 23736622
5	CLERK	SUSHANT SAWANT	C	26.05.1997	03.01.2023	022 23736622
6	CLERK	CHAVAN GANESH R	C	14.06.1979	06.09.2006	022 23736622
7	CLERK	KADAM BHIMRAO ANANT	C	07.03.1986	27.09.2007	022 23736622
8	CLERK	VACANT	C	--	--	022 23736622

9	CLERK	JYOTI UTTAM BHAGAT	C	01.12.1974	25.08.2008	022 23736622
10	N.Clerk	KAMBLI SHAILESHK'R M.	C	10.06.1967	16.03.1988	022 23736622
11	N.Clerk	VACANT	C	12.05.1968	21.12.1991	022 23736622
12	Muk	GAUTAM R PAWAR	D	28.01.1977	01.04.2005	022 23736622
13	Muk	VACANT		--	--	022 23736622
14	Peon	VIJAY ARJUN MAYATRA	D	06.06.1978	12.12.1996	022 23736622
15	Peon	ERANDKAR SANJAY BABAJI	D	12.01.1972	10.07.1991	022 23736622
16	Peon	MANISH M KAMBLE	D	14.10.1995	12.10.2015	022 23736622
17	Peon	VACANT	D	15.04.1969	03.11.1993	022 23736622
18	Peon	VACANT	D	--	--	022 23736622
19	Peon	YAMGAR VIJAYA PRAMOD	D	07.06.1972	26.04.2006	022 23736622
20	Peon	HANSA MEGHJI JADAV	D	23.06.1974	16.05.2013	022 23736622
21	Peon	DIPTI ARVIND BHOJ	D	02.08.1991	03.09.2015	022 23736622
22	Peon	PARAB MADHAVI MANGESH	D	27.01.1974	21.03.2013	022 23736622
23	Peon	VACANT		--	--	022 23736622
24	Peon	MAHADEV SHIRSAT	D	10.03.1975	16.11.2009	022 23736622
25	Peon	KAMBLI PRANALI P	D	03.02.1970	01.12.2007	022 23736622
26	Peon	TAUR YASHWANT D	D	12.03.1974	27.04.2010	022 23736622
27	Peon	VACANT		--	--	022 23736622
28	Peon	VACANT		--	--	022 23736622
29	Sub Eng	KIRAN RAJKUMAR BHANGRE	B	13.10.1987	01.03.2012	022 23736622

30	Jr.Eng	VACANT	B	--	--	022 23736622
31	St.Sup.	VACANT	B	--	--	022 23736622
SR	POST	NAME	CLASS	DOB	DOJ	CONTACT
1	SUB ENG	KUMAR MARATHE	B	04.07.1989	28.01.2016	022 23736622
2	S.S.	Vacant	B	-	-	022 23736622
3	CLERK	NITESH ARUN VADANERE	C	15.09.1987	21.04.2012	022 23736622
4	CLERK	PRIYANKA JADHAV	C	29.04.1992	05.02.2015	022 23736622
5	CLERK	RUPESH SANJAY MOHITE	C	11.08.1986	05.02.2015	022 23736622
6	CLERK	MASKE SHARAD ARUN	C	08.03.1987	13.04.2012	022 23736622
7	H.C.	RAJASHRI SALVE	B	01.08.1968	07.09.1993	022 23736622
8	CLERK	Vacant	C	-	-	022 23736622
9	CLERK	Vacant	C	-	-	022 23736622
10	CLERK	Vacant	C	-	-	022 23736622
11	CLERK	Vacant	C	-	-	022 23736622
12	R.C.	Vacant	C	-	-	022 23736622
13	CLERK	KAILASH NAGO CHAUDHARI	C	25.07.1990	29.01.2015	022 23736622
14	CLERK	AKSHAY KUSUM DAKE	C	28.08.1989	28.10.2021	022 23736622
15	CLERK	SANTOSH EKNATH PALVE	C	30.10.1981	01.02.2007	022 23736622
16	R.S.	VACANT	B	-	-	022 23736622
17	R.C.	AMIR RAMESH GADEKAR	C	23.05.1976	01.04.2005	022 23736622

18	R.C.	VACANT	C	-	-	022 23736622
19	R.C.	VACANT	C	-	-	022 23736622
20	R.C.	VACANT	C	-	-	022 23736622
21	R.C.	VACANT	C	-	-	022 23736622
22	R.C.	VACANT	C	-	-	022 23736622
23	PEON	PAGADE SUCHITA SUBHASH	D	04.08.1976	01.11.2017	022 23736622
24	SUB ENG	Vacant	B	-	-	022 23736622
25	SUB ENG	GANESH THAKUR	B	10.05.1984	27.01.2011	022 23736622
26	JUN ENG	Vacant	B	-	-	022 23736622
SR	POST	NAME	CLASS	DOB	DOJ	CONTACT
1	H.C.	Vacant	B	-	-	022 23736622
2	H.C.	PAURNIMA BAMNE	B	5.1.1968	1.10.1992	022 23736622
3	H.C.	VISHNU TELI	B	23.02.1971	22.09.1997	022 23736622
4	CLERK	VACANT	C	--	--	022 23736622
5	CLERK	VACANT	C	--	--	022 23736622
6	PEON	KIRAN BHIKU MOHITE	D	31.08.1977	05.05.2015	022 23736622
7	JUN ENG	VACANT	B	-	-	022 23736622
8	JUN ENG	TUSHAR BHAGWAN JADHAV	B	5.9.1991	13.4.2012	022 23736622
9	JUN ENG	VACANT	B	-	-	022 23736622

10	TEL OPR A	GOSAVI NITIN SUNIL	C	12.01.1986	07.06.2008	022 23736622
11	CLERK	NIKHIL PRAVIN VICHARE	C	16.05.1994	11.01.2021	022 23736622
12	JUN ENG	IMRAN KHAN	B	18.07.1992	30.11.2015	022 23736622
13	JUN ENG	VACANT	B	-	-	022 23736622
14	SUB ENG	YUGANDHAR M. MARATHE	B	9.11.1991	17.9.2013	022 23736622
15	A.E.	VACANT	B	-	-	022 23736622

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SR. NO.	Designation	Name of the Officers/ Employees	E.C.No.	Grade	Dt. Of Joining the post	Dt. Of Joining in B Ward	Contact Details Ph/ Fax/ E-mail
1.	MUKADAM	SANJAY BHAGWAN JADHAV	3730988	D	27.10.2018	04.02.1993	022- 23736622
2.	MUKADAM	SUPRIAY PRAKASH THAUR	3876473	D	01.09.1995	01.09.1995	022- 23736622
3.	MUKADAM	RATHOD HARISH RANA	3876459	D	01.09.1995	01.09.1995	022- 23736622
4.	MUKADAM	VACANT	-	-	-	-	022- 23736622
5.	PUMPMEN	VACANT	-	D	-	-	022- 23736622
6.	PUMPMEN	VACANT	-	D	-	-	022- 23736622
7.	STORE ATTD	VACANT	-	D	-	-	022- 23736622
8.	SWEEPER	CHANDRAKANT BHORA JADHAV	3876404	D	01.09.1995	01.09.1995	022- 23736622
9.	SWEEPER	RAJESH RAMA BAGDI	3980714	D	01.02.2005	01.02.2005	022- 23736622
10.	SWEEPER	JADHAV SANDESH SHANKAR	3980738	D	01.02.2005	01.02.2005	022- 23736622
11.	SWEEPER	RAJESH TARASINGH JEDIYA	4144023	D	11.02.2008	11.02.2008	022- 23736622
12.	SWEEPER	PARESH HIRJI GOHIL	4303934	D	01.07.2011	01.07.2011	022- 23736622

13.	SWEEPER	SAKPAL RESHMA DHARAMPAL	3876428	D	01.09.1995	01.09.1995	022- 23736622
14.	SWEEPER	KADAM APARNA VIJAY	3980745	D	01.02.2005	01.02.2005	022- 23736622
15.	SWEEPER	JOGADIYA PRAKASH JIVRAJ	3980752	D	01.02.2005	01.02.2005	022- 23736622
16.	SWEEPER	SWAMI RAJENDRA RAMU	4029265	D	01.09.2006	01.09.2006	022- 23736622
17.	SWEEPER	PAWAR MILIND KERU	4029296	D	01.09.2006	01.09.2006	022- 23736622
18.	SWEEPER	SOLANKI KUNKUBEN TIDA	4029313	D	01.09.2006	01.09.2006	022- 23736622
19.	SWEEPER	ACHREKAR ALKA GUNAJI	4029320	D	01.09.2006	01.09.2006	022- 23736622
20.	SWEEPER	BORICHA JAGDISH ARJUN	4056407	D	01.05.2007	01.05.2007	022- 23736622
21.	SWEEPER	MUKADAM NOORJAHA ALLADIN	4150796	D	07.04.2008	07.04.2008	022- 23736622
22.	SWEEPER	PAWAR SATISH KRISHNA	4167958	D	25.07.2008	25.07.2008	022- 23736622
23.	SWEEPER	CHAWDA PRAVIN TULSI	4222697	D	14.01.2010	14.01.2010	022- 23736622
24.	SWEEPER	MARU NILESH GOVIND	4222721	D	14.01.2010	14.01.2010	022- 23736622
25.	SWEEPER	JOGADIYA RAJESH DEEPAK	4254085	D	01.01.2010	01.01.2010	022- 23736622
26.	SWEEPER	KAMBLE SIDHHARTH PANDURANG	4292036	D	09.02.2011	09.02.2011	022- 23736622
27.	SWEEPER	KAMBLE SUCHITA ASHOK	4305888	D	01.08.2011	01.08.2011	022- 23736622
28.	SWEEPER	JOGADIYA JYOTI JIVRAJ	4392675	D	26.06.2013	26.06.2013	022- 23736622
29.	SWEEPER	JOGADIYA PRAKASH JIVRAJ	3980752	D	01.02.2005	01.02.2005	022- 23736622
30.	SWEEPER	SWAMI RAJENDRA RAMU	4029265	D	01.09.2006	01.09.2006	022- 23736622
31.	SWEEPER	PAWAR MILIND KERU	4029296	D	01.09.2006	01.09.2006	022- 23736622
32.	SWEEPER	PARMAR KISHOR PALJI	3876466	D	01.09.1995	01.09.1995	022- 23736622
33.	SWEEPER	JADHAV DEEPAK	4177900	D	01.09.2008	01.09.2008	022-

		RAMCHANDRA					23736622
34.	SWEEPER	SOLANKI DINESH SHAMJI	4210100	D	25.02.2009	25.02.2009	022-23736622
35.	SWEEPER	LAKHAN LAXMAN PANDURANG	4222714	D	14.01.2010	14..01.2010	022-23736622
36.	SWEEPER	JYOTI GAUTAM PAWAR	4280219	D	01.10.2010	01.10.2010	022-23736622
37.	SWEEPER	SUMRA NARESH MANGAL	4372619	D	23.10.2012	23.10.2012	022-23736622
38.	SWEEPER	BHADARAKA JITESH DHANJI	4376510	D	20.12.2012	20.12.2012	022-23736622
39.	SWEEPER	MAKWANT KUNAL JITENDRA	4461700	D	02.03.2015	02.03.2015	022-23736622
40.	SWEEPER	MAKWANA VIJAY GIRDHAR	4469485	D	26.05.2015	26.05.2015	022-23736622
41.	SWEEPER	NITIN DEVJI GALCHAR	4527419	D	07.11.2017	07.11.2017	022-23736622
42.	SWEEPER	SENTHILKUMAR RAJAMANIKARAM DEVENDRA	4540210	D	25.06.2018	25.06.2018	022-23736622
43.	SWEEPER	MEENA PRAVIN SOLANKI	4544788	D	12.09.2018	12.09.2018	022-23736622
44.	SWEEPER	RAKHI KIRAN BAGDI	4570785	D	01.08.2019	01.08.2019	022-23736622
45.	SWEEPER	DEEPIKA DINESH KAMBLE	4570778	D	08.08.2019	08.08.2019	022-23736622
46.	SWEEPER	ANITA RAMESH SINOHL	4579258	D	11.01.2020	11.01.2020	022-23736622
47.	SWEEPER	VACANT		D	-	-	022-23736622
48.	SWEEPER	VACANT		D	-	-	022-23736622
49.	SWEEPER	VACANT		D	-	-	022-23736622
50.	SWEEPER	VACANT		D	-	-	022-23736622
51.	SWEEPER	VACANT		D	-	-	022-23736622
52.	SWEEPER	VACANT		D	-	-	022-23736622
53.	SWEEPER	VACANT		D	-	-	022-23736622

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SR. NO.	Designation	Name of the Officers/ Employees	E.C. No.	Carde	Dt. Of Joining the post	Dt. Of Joining in B Ward	Contact Details Ph/Fax/ E-mail
1	SWEEPER	KAMBLE YOGITA YASHWANT	4029289	D	01.09.2006	01.09.2006	022-23736622
2.	SWEEPER	VACANT	-	D	-	-	022-23736622

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SR. NO.	Designation	Name of the Officers/ Employees	E.C. No.	Garde	Dt. Of Joining the post	Dt. Of Joining in B Ward	Contact Details Ph/Fax/ E-mail
1	CHAVIWALA	SHINDE SANJAY RAMCHANDRA	3766363	D	16.03.2015	02.04.1994	022-23736622
2	CHAVIWALA	VACANT	-	D	-	-	022-23736622
3	CHAVIWALA	VACANT	-	D	-	-	022-23736622
4	CHAVIWALA	VACANT	-	D	-	-	022-23736622
5	SLUICEMAN	KAMBLE RAVINDRA DAYAL	1271344	D	22.03.2017	06.01.1997	022-23736622
6	SLUICEMAN	RAJENDRAN SILVARAJ NAIDU	1702396	D	22.03.2017	14.05.2018	022-23736622
7	SLUICEMAN	BHANGRE NAMDEV BHAGA	1682492	D	22.03.2017	06.04.2005	022-23736622
8	SLUICEMAN	MECHKAR KISHOR JAYRAM	1683716	D	22.03.2017	02.06.2005	022-23736622
9	SLUICEMAN	CHAVAN TULSIRAM FAKIRA	1683723	D	22.03.2017	02.06.2005	022-23736622
10	SLUICEMAN	MAKWANA MADAN NATHU	1705966	D	22.03.2017	04.11.2008	022-23736622
11	SLUICEMAN	PATIL SATISH	1449309	D	15.10.2008	01.01.2013	022-

		SITARAM					23736622
12	SLUICEMAN	SHIRWALE SUNIL KARBHARI	1550135	D	27.03.2017	02.06.1992	022- 23736622
13	SLUICEMAN	VACANT	-	D	-	-	022- 23736622
14	SLUICEMAN	VACANT	-	D	-	-	022- 23736622
15	SLUICEMAN	VACANT	-	D	-	-	022- 23736622
16	SLUICEMAN	VACANT	-	D	-	-	022- 23736622
17	LOBOURER	MHATRE MANGESH BHAGWAN	1718564	D	01.10.2011	01.10.2011	022- 23736622
18	LOBOURER	PALEKAR MAHENDRA BALKRISHNA	1724756	D	18.10.2011	18.10.2011	022- 23736622
19	LOBOURER	MARU DINESH NARSINH	1726291	D	01.12.2011	01.12.2011	022- 23736622
20	LOBOURER	SANE KRISHNA BABURAO	1724770	D	18.10.2011	18.10.2011	022- 23736622
21	LOBOURER	MARATHE SATISH SUDHAKAR	1724718	D	18.10.2011	18.10.2011	022- 23736622
22	LOBOURER	PANDURANG SHRIRANG GAIKWAD	1724749	D	18.10.2011	18.10.2011	022- 23736622
23	LOBOURER	BABA AHSIQALI PATEL	1724725	D	18.10.2011	18.10.2011	022- 23736622
24	LOBOURER	DINESH DHONDU BUDAR	1724852	D	18.10.2011	18.10.2011	022- 23736622
25	LOBOURER	MAHESH KHANDU HULE	1729452	D	18.10.2011	18.10.2011	022- 23736622
26	LOBOURER	UTTAM PRBHAKAR CHANDRAMORE	1729380	D	18.10.2011	18.10.2011	022- 23736622
27	LOBOURER	PRASHANT PRABHUDAS RAKSHIKAR	1757688	D	18.07.2019	18.07.2019	022- 23736622
28	LOBOURER	NILESH SHIVAJI JADHAV	1757671	D	19.07.2019	19.07.2019	022- 23736622
29	LOBOURER	SHIRKE SANDEEP DATTARAM	1724763	D	18.10.2011	18.10.2011	-
30	LOBOURER	SUNIL GANPAT	1755985	D	14.03.2019	14.03.2019	-

		KOLHE					
31	LOBOURER	GAJANAN RAMESH RATHOD	1756072	D	14.03.2019	14.03.2019	-
32	LOBOURER	EKNATH MADHAV PACHPUTE	1748819	D	01.09.2020	01.09.2020	-

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SR. NO.	Designation	Name of the Officers/ Employees	E.C.No.	Carde	Dt. Of Joining the post	Dt. Of Joining in B Ward	Contact Details Ph/Fax/ E-mail
1.	MISTRYII	JOSHI SEVANAND MAHADEV	1233283	D	23.02.2014	01.06.1992	022-23736622
2.	FITTER II	CHINCHWALKAR ANANTJANU	1091517	D	01.06.2010	11.05.1992	022-23736622
3.	FITTER II	GAIKUDE MARUTI	1152018	D	02.05.2014	07.04.1994	022-23736622
4.	FITTER II	SAKHARE RAJESH NARAYAN	1517103		02.05.2014	01.01.2010	022-23736622
5.	FITTER II	MOHD SHAJAD SHER MOHD	1689956	D	02.05.2014	02.06.2006	022-23736622
6.	FITTER II	GHODE SHRAVANA KHUSHABA	1699300	D	02.05.2014	03.07.2008	022-23736622
7.	FITTER II	DHONGDE NIVRUTTI K	3744989	D	02.05.2014	13.08.1993	022-23736622
8.	FITTER II	VACANT	-	D	-	-	022-23736622
9.	FITTER II	VACANT	-	D	-	-	022-23736622
10.	FITTER II	VACANT	-	D	-	-	-
11.	MUKADAM	RANE UDAY PANDURANG	1490257	D	02.05.2014	03.05.1994	022-23736622
12.	MUKADAM	PATIL SANDESH HIRACHANDRA	1678264	D	02.05.2014	17.08.1999	022-23736622
13.	MUKADAM	KALE SANTOSH L	1689949	D	02.05.2014	02.06.2006	022-23736622
14.	MUKADAM	ZORE BABAN	1677322	D	02.05.2014	06.06.2008	022-

		VITTHAL					23736622
15.	STORE ATTD	VACANT	-	D	-	-	022- 23736622
16.	LOBOURER	NAMSALE SHIVAJI ZHULU	1399693	D	03.06.1992	03.06.1992	022- 23736622
17.	LOBOURER	DHUMAL SHRIKANT JANBA	1714168	D	16.11.2009	16.11.2009	022- 23736622
18.	LOBOURER	SURYVANSHI RAJESH H	1718557	D	27.09.2011	27.09.2011	022- 23736622
19.	LOBOURER	JADHAV KAKASAHEB D	1724732	D	18.10.2011	18.10.2011	022- 23736622
20.	LOBOURER	MORYE SACHIN SAKHARAM	1718571	D	01.10.2011	01.10.2011	022- 23736622
21.	LOBOURER	SING SANTOSHKUMAR M	1718588	D	01.10.2011	01.10.2011	022- 23736622
22.	LOBOURER	SANSKRUT SIDRAM THOKALE	1766512	D	12.10.2021	12.10.2021	022- 23736622
23.	LOBOURER	KADAM GANESH RAGHUNATH	1724639	D	10.10.2011	10.10.2011	022- 23736622
24.	LOBOURER	SHAIKH NAJIMUDDIN A.K	1724646	D	10.10.2011	10.10.2011	022- 23736622
25.	LOBOURER	MANDHARE VIJAY PANDURANG	1724653	D	10.10.2011	10.10.2011	022- 23736622
26.	LOBOURER	JAGTAP AVINASH HARISHCHANDRA	1724660	D	10.10.2011	10.10.2011	022- 23736622

27.	LOBOURER	ADE EKNATH SOMA	1724677	D	10.10.2011	10.10.2011	022- 23736622
28.	LOBOURER	ILAG SAHEBRAO KASHINATH	1724684	D	10.10.2011	10.10.2011	022- 23736622
29.	LOBOURER	KADAM DATTARAM SADANAND	1724691	D	18.10.2011	18.10.2011	022- 23736622
30.	LOBOURER	GHOKSHE SANTOSH SIDHARTH	1724701	D	18.10.2011	18.10.2011	022- 23736622
31.	LOBOURER	THAVLE GANPAT VITTHAL	1724787	D	18.10.2011	18.10.2011	022- 23736622
32.	LOBOURER	PENDKALKAR SACHIN	1724794	D	24.10.2011	24.10.2011	022- 23736622

		MANOHAR					
33.	LOBOURER	DABHOLKAR RAMCHANDRA S	1724804	D	09.11.2011	09.11.2011	022- 23736622
34.	LOBOURER	MOHITE TULSIDAS S	1724811	D	09.11.2011	09.11.2011	022- 23736622
35.	LOBOURER	TAMBE NAINIKANT RAMAKANT	1724828	D	09.11.2011	09.11.2011	022- 23736622
36.	LOBOURER	KHARAT RAVINDRA SHANKAR	1724859	D	09.11.2011	09.11.2011	022- 23736622
37.	LOBOURER	CHAVAN SANDEEP RAMCHANDRA	1724866	D	11.11.2011	11.11.2011	022- 23736622
38.	LOBOURER	PARDALE MANGESH GOPAL	1724873	D	11.11.2011	11.11.2011	022- 23736622
39.	LOBOURER	RANE AJIT MADHUKAR	1724880	D	11.11.2011	11.11.2011	022- 23736622
40.	LOBOURER	GHAG ASHISH SUBHASH	1724897	D	11.11.2011	11.11.2011	022- 23736622
41.	LOBOURER	TADVI HABIB BALDAR	1724907	D	11.11.2011	11.11.2011	022- 23736622
42.	LOBOURER	SHINDE VINOD RAMCHANDRA	1724914	D	11.11.2011	11.11.2011	022- 23736622
43.	LOBOURER	GHADI PRASHANT RAJARAM	1724921	D	14.11.2011	14.11.2011	022- 23736622
44.	LOBOURER	WARANG ATUL SUDHAKAR	1724938	D	14.11.2011	14.11.2011	022- 23736622
45.	LOBOURER	BHAYDE SACHIN BHANJI	1724945	D	15.11.2011	15.11.2011	022- 23736622
46.	LOBOURER	JADHAV SATISH SHIVAJI	1729373	D	05.12.2011	05.12.2011	022- 23736622
47.	LOBOURER	GAWANDE SHIVRAM SANTU	1729397	D	11.11.2011	11.11.2011	022- 23736622
48.	LOBOURER	CHAVAN SANTOSH MAHADEV	1729407	D	01.12.2011	01.12.2011	022- 23736622
49.	LOBOURER	MAGAR BHASKAR LAXMAN	1729414	D	13.12.2011	13.12.2011	022- 23736622
50.	LOBOURER	NAIK RAJIV LAXMAN	1729421	D	13.12.2011	13.12.2011	022- 23736622
51.	LOBOURER	BOBHATE	1729438	D	11.12.2011	11.12.2011	022-

		SHASHIKANT R					23736622
52.	LOBOURER	KHETAL DIGAMBAR VASANT	1729445	D	05.12.2011	05.12.2011	022- 23736622
53.	LOBOURER	HALDANKAR SUNIL VINAYAK	1732414	D	10.01.2012	10.01.2012	022- 23736622
54.	LOBOURER	KATE SUNIL DHONDU	1732421	D	07.01.2012	07.01.2012	022- 23736622
55.	LOBOURER	SHINDE NAGESH TUKARAM	1737622	D	02.04.2013	02.04.2013	022- 23736622
56.	LOBOURER	YADAV SUNIL SURYABALI	1741764	D	01.11.2014	01.11.2014	022- 23736622
57.	LOBOURER	SAYALI SURESH BENDKE	1748644	D	23.08.2017	23.08.2017	022- 23736622
58.	LOBOURER	NIKHIL ULHAS BHALERAO	1748895	D	11.09.2017	11.09.2017	022- 23736622
59.	LOBOURER	NANDKUMAR SHRIPATI MALI	1751833	D	10.01.2019	10.01.2019	022- 23736622
60.	LOBOURER	VACANT		D	-	-	022- 23736622
61.	LOBOURER	VACANT		D	-	-	022- 23736622
62.	LOBOURER	VACANT		D	-	-	022- 23736622
63.	LOBOURER	VACANT		D	-	-	022- 23736622
64.	LOBOURER	VACANT		D	-	-	022- 23736622
65.	LOBOURER	VACANT		D	-	-	022- 23736622
66.	LOBOURER	VACANT		D	-	-	022- 23736622

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	Employee NAME	Designation	E.C. No.	Grade	Date of Appointment in MCGM	Date of Appointment in B Ward	Telephone Number
1	Padvankar Sanjay Bhanu	Mukadam	3363571	D	10.04.1989	10.04.1989	2223736791
2	Sawant Santosh Bhikaji	Mukadam	1532676	D	04.10.1994	04.10.1994	2223736791

3	Nhivekar Anil Gangaram	Mukadam	1669550	D	12.09.1995	12.09.1995	2223736791
4	Naik Chandrakant Vasant	<u>Mukadam</u>	1669536	D	16.09.1995	16.09.1995	2223736791
5	VACANT	<u>Mukadam</u>	-	-	-	-	2223736791
6	VACANT	<u>Mukadam</u>	-	-	-	-	2223736791
7	Sandewal Willson Danial	Labourer	1670314	D	30.10.1996	30.10.1996	2223736791
8	Arundiyar Murugesan Appu	Labourer	1670369	D	26.10.1996	26.10.1996	2223736791
9	Kunchikorve Yalappa H.	Labourer	3589780	D	05.07.1990	05.07.1990	2223736791
10	Mokal Ajay Shankar	Labourer	3916584	D	01.07.1998	01.07.1998	2223736791
11	Chaugule Dnyaneshwar Sidu	Labourer	3929106	D	11.06.1999	11.06.1999	2223736791
12	Shengal Kashinath Shanker	Labourer	3984086	D	02.05.2005	02.05.2005	2223736791
13	Wagh Suresh Shridhar	Labourer	3985221	D	02.05.2005	02.05.2005	2223736791
14	Tambe Swapnil Gunaji	Labourer	3994337	D	01.04.2005	01.04.2005	2223736791
15	Kakade Pravin Janardhan	Labourer	4123437	D	01.09.2007	01.09.2007	2223736791
16	Qureshi Abdulrauf A L	Labourer	4123468	D	01.09.2007	01.09.2007	2223736791
17	Gaikwad Bajirao Raghunath	Labourer	4123475	D	01.09.2007	01.09.2007	2223736791
18	Jamdar Manoj Madhukar	Labourer	4251329	D	16.11.2009	16.11.2009	2223736791
19	Jadhav Sumit Prakash	Labourer	4277910	D	12.08.2010	12.08.2010	2223736791
20	Kedari Balu Soma	Labourer	4334826	D	15.12.2011	15.12.2011	2223736791
21	Nirguda Madhuri Hiru	Labourer	4521217	D	24.08.2017	24.08.2017	2223736791
22	VACANT	Labourer	-	D	-	-	2223736791
23	VACANT	Labourer	-	D	-	-	2223736791
24	VACANT	Labourer	-	D	-	-	2223736791
25	VACANT	Labourer	-	D	-	-	2223736791
26	VACANT	Labourer	-	D	-	-	2223736791
27	VACANT	Labourer	-	D	-	-	2223736791
28	VACANT	Labourer	-	D	-	-	2223736791

SR. NO.	NAME	E.C. No.	Designation	Grade	Date of Appointment in MCGM	Date of Appointment in B Ward	Telephone Number
1	VACANT	-	Mistry I	D	-	-	2223736791
2	Nityanand Vaitalingan	3168910	Mason II	D	17.01.1984	17.01.1984	2223736791
3	Kunchikorve Yallappa G.	1300749	Mistry II	D	05.05.1992	05.05.1992	2223736791
4	VACANT	-	Mason III	D	-	-	2223736791
5	VACANT	-	Store Mukadam	D	-	-	2223736791
6	Golipkar Vijay Suresh	1167364	Mukadam	D	01.02.1985	01.02.1985	2223736791
7	Kamble Mahendra Janu	1263112	Mukadam	D	20.08.1988	20.08.1988	2223736791
8	Kunchikorve Dhamanna J.	1301489	Mukadam	D	09.02.1995	09.02.1995	2223736791
9	Bhalerao Sanjay Nathu	3363564	Mukadam	D	10.04.1989	10.04.1989	2223736791
10	Nigale Krishna Shankar	1684944	Mukadam	D	05.09.2005	05.09.2005	2223736791
11	Kamble Mangesh Daji	3691971	Mukadam	D	18.01.1992	18.01.1992	2223736791
12	Kamble Manohar Rama	1264319	Mukadam	D	01.01.1993	01.01.1993	2223736791
13	VACANT	-	Mukadam	D	-	-	2223736791
14	VACANT	-	Mukadam	D	-	-	2223736791
15	VACANT	-	Mukadam	D	-	-	2223736791
16	VACANT	-	Mukadam	D	-	-	2223736791

17	Kunchikorve Suresh Y.	1297423	Plungerman	D	15.09.1988	15.09.1988	2223736791
18	Kamble Sudhir Sakharam	1263909	Plungerman	D	03.10.1988	03.10.1988	2223736791
19	Kamble Gautam Pandurang	1269228	Plungerman	D	15.07.1988	15.07.1988	2223736791
20	Rajshekhar Narayan	1480322	Plungerman	D	03.10.1988	03.10.1988	2223736791
21	Sawant Anil Sajan	1534661	Plungerman	D	03.10.1988	03.10.1988	2223736791
22	VACANT	-	Plungerman	D	-	-	2223736791
23	VACANT	-	Plungerman	D	-	-	2223736791
24	VACANT	-	Plungerman	D	-	-	2223736791
25	VACANT	-	Plungerman	D	-	-	2223736791

26	VACANT	-	Plungerman	D	-	-	2223736791
27	Brujkat Lingappa Mariappa	1064753	Labourer	D	03.10.1988	03.10.1988	2223736791
28	Howale Kashinath Vasant	1200454	Labourer	D	05.06.1995	05.06.1995	2223736791
29	Jadhav Ashok Yeshwant	1219199	Labourer	D	01.02.1993	01.02.1993	2223736791
30	Jogle Santosh Hari	1230211	Labourer	D	03.02.1993	03.02.1993	2223736791
31	Kamble Ashok Shivram	1263569	Labourer	D	17.03.1990	17.03.1990	2223736791
32	Kamble Bhikaji Sitaram	1263600	Labourer	D	01.04.1990	01.04.1990	2223736791
33	Kamble Rajesh Shankar	1264333	Labourer	D	01.01.1993	01.01.1993	2223736791
34	Kamble Mahendra Kashinath	1271124	Labourer	D	09.02.1995	09.02.1995	2223736791
35	Ovhal Thaksen Ananda	1419827	Labourer	D	25.01.1991	25.01.1991	2223736791
36	Padave Vijay Dhondiram	1421527	Labourer	D	01.02.1993	01.02.1993	2223736791
37	Padwankar Anant Kaluram	1423134	Labourer	D	04.10.1988	04.10.1988	2223736791
38	Pawar Gautam Anant	1448865	Labourer	D	03.10.1988	03.10.1988	2223736791
39	Pawar Vishwas Anant	1449378	Labourer	D	05.01.1993	05.01.1993	2223736791
40	Patil Ashok Anant	1449505	Labourer	D	01.03.1993	01.03.1993	2223736791
41	Pawar Anil Raoji	1451401	Labourer	D	11.11.1989	11.11.1989	2223736791
42	Shirke Mangesh Arjun	1549797	Labourer	D	17.03.1990	17.03.1990	2223736791
43	Shinde Sujitkumar Ramesh	1553798	Labourer	D	01.12.2002	01.12.2002	2223736791
44	Tamiligan Kuruswami	1593569	Labourer	D	17.04.1990	17.04.1990	2223736791
45	Tupvihire Vishwanath D.	1608241	Labourer	D	17.03.1990	17.03.1990	2223736791
46	Manchekar Sudhakar S.	1670187	Labourer	D	19.12.1996	19.12.1996	2223736791
47	Jadhav Vijay Vishram	1670448	Labourer	D	01.02.1997	01.02.1997	2223736791
48	Kunchikorve S. S.	1674325	Labourer	D	04.05.1998	04.05.1998	2223736791
49	Prindavanekar Kashinath G.	1676578	Labourer	D	19.03.1999	19.03.1999	2223736791
50	Mane Raju Shankar	1679519	Labourer	D	11.04.2000	11.04.2000	2223736791
51	Khandekar Shantaram Gopal	1685732	Labourer	D	01.09.2003	01.09.2003	2223736791

52	Lal Rajesh Narayan	1685763	Labourer	D	01.09.2003	01.09.2003	2223736791
53	Pandhare Sainath Haloji	1697339	Labourer	D	06.06.2008	06.06.2008	2223736791
54	Patil Umesh Shyam	1697346	Labourer	D	06.06.2008	06.06.2008	2223736791
55	Pabye Sushant Shantaram	1697360	Labourer	D	06.06.2008	06.06.2008	2223736791
56	Patil Anil Sitaram	1697377	Labourer	D	06.06.2008	06.06.2008	2223736791
57	Gharat Amol Dinkar	1697391	Labourer	D	07.06.2008	07.06.2008	2223736791
58	Chavan Devidas Soma	1697401	Labourer	D	09.06.2008	09.06.2008	2223736791
59	Talape Abhay Bhau	1698237	Labourer	D	25.06.2008	25.06.2008	2223736791
60	Gambhire Namdev Tukaram	1698268	Labourer	D	17.06.2008	17.06.2008	2223736791
61	Vasave Manish Khaalya	1698275	Labourer	D	02.07.2008	02.07.2008	2223736791
62	Tadavi Khalil Habib	1698282	Labourer	D	03.07.2008	03.07.2008	2223736791
63	Waje Somnath Madhukar	1701412	Labourer	D	25.07.2008	25.07.2008	2223736791
64	Shengal Balu Baburao	1701429	Labourer	D	29.07.2008	29.07.2008	2223736791
65	Karwande Santosh Somnath	1701436	Labourer	D	21.07.2008	21.07.2008	2223736791
66	Misal Ramchandra Sahadev	1701450	Labourer	D	24.07.2008	24.07.2008	2223736791
67	Sawant Prashant Shantaram	1701467	Labourer	D	24.07.2008	24.07.2008	2223736791
68	Kashale Kundlik Vishnu	1701474	Labourer	D	18.07.2008	18.07.2008	2223736791
69	Joshi Vijay Sakharam	1704958	Labourer	D	03.10.2008	03.10.2008	2223736791
70	Jadhav Arvind Janardhan	1708079	Labourer	D	05.02.2009	05.02.2009	2223736791
71	Kamble Sandesh Anant	1709238	Labourer	D	26.03.2009	26.03.2009	2223736791
72	Tandel Ankush Ganpat	1714261	Labourer	D	23.11.2009	23.11.2009	2223736791
73	Chaudhary Sudam Bhau	1714278	Labourer	D	17.02.2010	17.02.2010	2223736791
74	Kunchikorve Nagesh Bhima	1714766	Labourer	D	20.02.2010	20.02.2010	2223736791
75	Gawas Gunaji Nagesh	1715523	Labourer	D	23.06.2010	23.06.2010	2223736791
76	Rinal Arokidas	1715853	Labourer	D	01.10.2010	01.10.2010	2223736791
77	Sakharkar Arun Balkrishna	1722950	Labourer	D	25.10.2011	25.10.2011	2223736791

78	Tandel Manish Ramchandra	1722967	Labourer	D	19.10.2011	19.10.2011	2223736791
79	Tiwale Prakash Nivrutti	1722974	Labourer	D	18.10.2011	18.10.2011	2223736791
80	Kadu Ramchandra Ratan	1724622	Labourer	D	09.11.2011	09.11.2011	2223736791
81	Sangale Dnyaneshwar D.	1728066	Labourer	D	12.10.2011	12.10.2011	2223736791
82	Lokhande Vikram Kundlik	1728073	Labourer	D	19.10.2011	19.10.2011	2223736791
83	Dahiphale Devidas Baburao	1728080	Labourer	D	20.10.2011	20.10.2011	2223736791
84	Patil Ravindra Balu	1728097	Labourer	D	25.10.2011	25.10.2011	2223736791
85	Pawar Sakharam Narayan	1728107	Labourer	D	09.11.2011	09.11.2011	2223736791
86	Gharat Dhananjay Ashok	1728114	Labourer	D	12.11.2011	12.11.2011	2223736791
87	Munde Prakash Kisan	1728145	Labourer	D	22.11.2011	22.11.2011	2223736791
88	Dudhal Mahendra Namdev	1728169	Labourer	D	02.12.2011	02.12.2011	2223736791
89	Supe Sunil Genu	1728176	Labourer	D	08.12.2011	08.12.2011	2223736791
90	Gharat Sanjay Kashinath	1731743	Labourer	D	16.12.2011	16.12.2011	2223736791
91	Mhatre Mahavir Ramchandra	1731750	Labourer	D	16.12.2011	16.12.2011	2223736791
92	Mayekar Bharat Vijay	1731767	Labourer	D	16.12.2011	16.12.2011	2223736791
93	Bhoir Vishwas Budhaji	1731774	Labourer	D	15.12.2011	15.12.2011	2223736791
94	Nikam Dada Vithal	1731781	Labourer	D	16.11.2011	16.11.2011	2223736791
95	Kini Pritam Vasant	1733020	Labourer	D	01.02.2012	01.02.2012	2223736791
96	Khadpe Nitin Pandurang	1734492	Labourer	D	02.04.2012	02.04.2012	2223736791
97	Shelar Sunil Dundhya	1735833	Labourer	D	01.06.2012	01.06.2012	2223736791
98	Sakpal Vishal Raghunath	1742033	Labourer	D	04.02.2015	04.02.2015	2223736791
99	Kamble Siddharth Suresh	1747447	Labourer	D	25.10.2016	25.10.2016	2223736791
100	Parad Pravin Ramesh	1747430	Labourer	D	08.11.2016	08.11.2016	2223736791
101	Chavan Shivaji Haribhau	1748620	Labourer	D	01.08.2017	01.08.2017	2223736791
102	Ade Jyotsna Suresh	1748840	Labourer	D	18.08.2017	18.08.2017	2223736791
103	Bhangare Mahesh	1748857	Labourer	D	22.08.2017	22.08.2017	2223736791

	Adiraj						
104	Dhanake Rajendra Gopal	1748864	Labourer	D	23.08.2017	23.08.2017	2223736791
105	Nagre Ankush Sambhaji	1748888	Labourer	D	11.09.2017	11.09.2017	2223736791
106	Punniamoorthy Shegar	1750227	Labourer	D	23.12.2017	23.12.2017	2223736791
107	Mosamkar Rakesh Harishchandra	1753419	Labourer	D	02.02.2019	02.02.2019	2223736791
108	Kolekar Uttam Bhagwan		Labourer	D	14.02.2019	14.02.2019	2223736791
109	Yadav Ashok Bhikaji	3368071	Labourer	D	08.02.1990	08.02.1990	2223736791
110	Dhanve Sandeep Petras	3778238	Labourer	D	05.10.1994	05.10.1994	2223736791
111	Shaikh Mehboob SK Abbas	3916728	Labourer	D	22.06.1998	22.06.1998	2223736791
112	Rahul Ashok Vadar	1759790	Labourer	D	09.01.2020	09.01.2020	2223736791
113	Khandagle Babita C.	1764857	Labourer	D	05.10.2020	05.10.2020	2223736791
114	Nandgaonkar Rupesh D.	1755930	Labourer	D	06.03.2019	06.03.2019	2223736791
115	Mahajan Suhasini Swapnil	1755947	Labourer	D	12.03.2019	12.03.2019	2223736791
116	Patil Anil Mahadev	1757808	Labourer	D	23.08.2019	23.08.2019	2223736791
117	Yenkappa r Vaidya	1766471	Labourer	D	14.09.2021	14.09.2021	2223736791
118	Nilesh M Rokade		Labourer	D	23.02.2022	23.02.2022	2223736791
119	Vacant upto 199 post	-	Labourer	D	-	-	2223736791

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SR. NO.	Designation	Name of the Officers/ Employees	Cadre	Dt. Of Joining the post	Dt. Of Joining in B Ward	Contact Details Ph/Fax/ E-mail
1	MEDICAL OFFICER	DR. RESHMA SABALE	A	23.11.2011	16.03.2023	022-23736622
2	A.M.O.	BHAGAT SHARDA RAM	B	26.08.2013	26.08.2013	022-23736622

3	A.M.O.	vacant	B	-	-	
4	SR.SAN.INSP	Sudhir Sadashiv Jadhav	B	02.11.1989		022-23736622
5	SR.SAN.INSP	vacant	B	-	-	
6	HEAD CLERK	SARITA DINESH CHILAPMARATHE	C	21.11.2008	-	022-23736622
7	CLERK	vacant	C	-	-	022-23736622
8	CLERK	vacant	C	-	-	022-23736622
9	CLERK	vacant	C	-	-	022-23736622
10	CLERK	vacant	C	-	-	022-23736622
11	CLERK	vacant	C	-	-	022-23736622
12	CLERK	Rahul Ramakant Chogale	C	18.07.2018	18.07.2018	022-23736622
13	CLERK	NAGARE MAHENDRA MALOJI	C	09.04.2007	01.02.2013	022-23736622
14	SAN.INSP.	VACANT	C	-	-	022-23736622
15	SAN.INSP.	VACANT	C	-	-	022-23736622
16	SAN.INSP.	Sawant pradip raghunath	C	04.11.1991	09.11.2021	022-23736622
17	SAN.INSP.	VACANT	C			
18	SAN.INSP.	VACANT	C			
19	DRK	Rajendra chima kadu	D	11.10.2011	16.12.2011	022-23736622
20	DRK	Chavhan kalpana prakash	D	07.09.2013	16.12.2021	022-23736622
21	DRK	More prakash madhukar	D	07.03.2006	13.12.2021	022-23736622

22	DRK	Jadhav shailshsh ashikant	D	08.08.2008	10.12.2021	022-23736622
23	DRK	Sakshi vijay patil	D	16.11.2011	14.12.2021	022-23736622
24	BRK	VACANT	D	-	-	022-23736622
25	BRK	VACANT	D	-	-	022-23736622
26	BRK	VACANT	D	-	-	022-23736622
27	PEON	SHIRKE TRUPTI LAXMAN	D	09.09.2008	09.09.2008	022-23736622
28	PEON	NILESH RAUT	D	22.12.2020	22.12.2020	022-23736622
29	PEON	VACANT	D			
30	A.M.O.	SHAILESH SHANKAR POL	B	-	22.07.2023	022-23736622
31	DSIN.SB.INSP	KATKAR DILIPKUMAR SHYAM	C	16.04.1990	03.12.2020	022-23736622
32	LABOURE	VACANT	D	-	-	022-23736622
33	LABOURE	VACANT	D	-	-	022-23736622
34	LABOURE	WADEKAR AJIT DINKAR	D	28.12.2007	28.12.2007	022-23736622
35	LABOURE	GHAVAT GOVIN GANPAT	D	115.12.2011	16.04.2015	022-23736622
36	LABOURE	VACANT	D	-	-	022-23736622
37	LABOURE	VACANT	D	-	-	
38	LABOURE	VACANT	D	-	-	
39	LABOURE	VACANT	D	-	-	
40	FIREMAN	VACANT	D	-	-	
41	REPORT BEARER	VACANT	D	-	-	

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SR. NO.	Designation	Name of the Officers/ Employees	Carde	Dt. Of Joining the post	Dt. Of Joining in B Ward	Contact Details Ph/Fax/ E-mail
1	MEDICAL OFFICER	VACANT	B	-	-	022-23736622
2	MEDICAL OFFICER	NEHA SAMPAT	B		27.02.2023	022-23736622
3	MEDICAL OFFICER D.T.O.	VACANT	B	-	-	022-23736622
4	SR.MEDICAL OFFICER	VACANT	B	-	-	022-23736622
5	PHARMACIST	VACANT	C	-	-	022-23736622

6	PHARMACIST	WADNERE SHRIRAM SUBHASH	C	01.03.2011	01.03.2011	022-23736622
7	PHARMACIST	WAKCHAURE GANESH M.	C	26.09.2011	26.09.2011	022-23736622
8	PHARMACIST	VACANT	C	-	-	
9	LAB.TECHN.	AMBRULE VIDYA KIRAN	C	23.02.2007	23.02.2007	022-23736622
10	LAB.TECHN.	KIRTAWADE MANGALA GANESH	C	29.05.2009	29.05.2009	022-23736622
11	LAB.TECHN.	JADHAV PRITI RAJENDRA	C	11.11.2011	11.11.2011	022-23736622
12	REGN.ASST.	VACANT	C	-	-	022-23736622
13	DRESSER	VACANT	C	-	-	022-23736622
14	DRESSER	DAYANAND KHAIRE	D			022-23736622
15	DRESSER	SANTOSH GHUGE	D			
16	SWEEPER	KADAM AJAY RAMCHANDRA	D	03.04.2012	03.04.2012	022-23736622
17	SWEEPER	SARVAIYA RAMESH BABU	D	04.10.2013	04.10.2013	022-23736622
18	SWEEPER	CHUDASAMA MANOJ SHAMJI	D	06.08.2014	06.08.2014	022-23736622
19	LABOURE	Torkad Kundalik Ramrao	D	22.09.2017	22.09.2017	022-23736622
20	LABOURE	BOHAT MUKESH S	D	22.01.96	22.01.96	022-23736622
21	LABOURE	VACANT	D	-	-	022-23736622
22	A.M.O.UNA-MED	Ansari Zafar Iqbal kaleem Ahmed	B	24.04.2017	24.04.2017	022-23736622
23	.M.O.UNA-MED	SAYED SAMINA T M (AD-HOC)	B			
24	PHARMACIST	VACANT	C	-	-	022-23736622
25	LABOURE	VACANT	D	-	-	022-23736622
26	LABOURE	VACANT	D	-	-	
27	DRESSER	VAIBHAV SAWANT	D	-	-	
28	DRESSER	PAWAR HANUMANT BAPURAO	D	04.06.1989	03.12.2012	

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SR. NO.	Designation	Name of the Officers/ Employees	Carde	Dt. Of Joining the post	Dt. Of Joining in B Ward	Contact Details Ph/Fax/ E-mail
1	ASST.ENGINEER	PATEL BRENDAN BERNARD	B	09.09.1993	26.06.2009	022-23736622
2	SUB ENGINEER	VACANT	B	-	-	022-23736622
3	JR. ENGINEER	SHUBHAM DONGARKAR	C		07.01.2021	022-23736622
4	JR. ENGINEER	VACANT	C			022-23736622
5	JR. ENGINEER	VACANT	C			022-23736622
8	METER SUPVR.	SUPRIYA SANJAY BHALERAO	C	21.05.1990	01.02.2019	022-23736622

9	HEAD CLERK	PANKAJ POTDAR	C			022-23736622
13	METER INSPECTOR	VACANT	C	-	-	022-23736622
14	CLERK	KHAN BASHIR NASIR	C	14.09.2014	14.09.2012	022-23736622
15	CLERK	BENDRE ARJUN SHANTARAM	C	29.04.2000	07.01.2008	022-23736622
18	PEON	VACANT	D			022-23736622
19	RECORD ATTDT	KHAN SHAZIYA ABDUL R.	D	27.11.2007	27.11.2007	022-23736622

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SR. NO.	Designation	Name of the Officers/ Employees	Carde	Dt. Of Joining the post	Dt. Of Joining in B Ward	Contact Details Ph/Fax/ E-mail
6	TEL.OP.A GRADE	VACANT	C	-	-	022-23736622
7	CLERK	VACANT	C	-	-	022-23736622
8	CLERK	VACANT	C	-	-	022-23736622
13	DRAINAGE ASST.	DAYANAND PAWAR	C	15.03.1997	23.01.2021	022-23736622
14	DRAINAGE ASST.	SAMEER DONGARE	C	01.04.2005	30.05.2019	022-23736622
13	DRAINAGE ASST.	VACANT	C	-	-	022-23736622

Section 4(1)(b)(xi)

Details of allocation of budget and disbursement made in the office of B ward for the year 2014-2015

- ❖ Publish copy of the budget
- ❖ Publish copy of grant distribution –
Format A for Current year

Sr. No.	Budget head description	Grants received (In 000's)	Planned use (Give details area wise of work wise in a separate from)	Remarks
1	City Engineer Unit	107692	N/A	N/A
2	Estate Unit	34878	N/A	N/A
3	Roads Unit	70605	N/A	N/A
4	Drainage Unit	102576	N/A	N/A
5	Dy.H.E.City	100787	N/A	N/A
6	SWD	16433	N/A	N/A
7	Sewerage Unit	2150	N/A	N/A

Format B for previous year

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

Section 4(1)(b)(xii)

Details of beneficiaries of subsidy program in the office of B for the year 2014-2015

Name of the Scheme/program

Sr. No.	Name and Address of Beneficiary	Amount of subsidy/concession sanctioned
-	Nil	Nil

Section 4(1)(b)(xiii)

Particulars of recipients of concessions, permits or authorizations granted in the office of B Ward for the year 2019-20

Sr. No. Name of the License No Issued on Valid up to General Details of the

licensee

conditions

license**

N/A N/A N/A N/A N/A N/A

* Details of the license- The Subject matter of the license should be mentioned. In case of non agricultural use permission, survey no. or part thereof, will have to be mentioned.

Section 4(1)(b)(xiv)

Details of information available in electronic form in the office of B Ward.

Sr. No.	Type of Document / File/ Register	Sub Topic	In which electronic format it is kept	Person in charge
1		Part record of establishment section	CD	AO- Establishment

Particulars of facilities available for citizen for obtaining information in the office of B ward Types of facilities –

- Information about visiting hrs.
- Information about interactive website
- Facilitation center
- Information about facilities for inspection of works
- Information about Notice boards
- Information about inquiry window or Reception etc.

Sr. No.	Type of facility	Timings	Procedure	Location	Person in charge
1	Information about visiting hrs.	3 pm to 5 pm	-	AO- EsTt	AO- Establishment
2	Information about interactive website	www..mcgm.gov.in			
3	Facilitation center	8 am to 8 pm	Payment of fees related to RTI	CFC	CFC In charg
4	Information about facilities for inspection of works	3 pm to 5 pm	-	AO- Establishment	AO- Establishment
5	Information about Notice boards	10.30 am to 5.50pm	-	-	-
6	Information about inquiry window or Reception etc.	9 am to 4 pm	-	Complaint officer	Complaint Officer

Section 4(1)(b)(xvi)

Details of Public information officer/APIOs/Appellate authority in the jurisdiction of (public authority)

PIO A

Sr. No.	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address/ Ph. No	Email ID for purpose of RTI	Appellate authority

1	Smt. KAVITA SHANTANU DOKE	Administrative Officer B ward	B ward	Assistant Commissioner B ward, Municipal Bldg, 121, Ramchandra Bhatt Marg, Babula Cross Lane, Mumbai- 400 009. Phone No. 23736622, Fax No. 23714664	-	Asst. Commissioner B ward
APIOs B						
Sr. No.	Name of APIO	Designation	Jurisdiction as PIO under RTI			Address/ Ph. No
1	Shri . VISHNU TELI	Head Clerk	Establishment Department B ward			Assistant Commissioner B ward, Municipal Bldg, 121, Ramchandra Bhatt Marg, Babula Cross Lane, Mumbai- 400 009. Phone No. 23736622, Fax No. 23714664
2	SMT. RAJASHRI SALVE	Head Clerk	Establishment Department B ward			-"-
3	SMT . Pournima Bamane	Head Clerk	Establishment B ward			-"-

Section 4(1) (b) (xvii)

Appellate authority

Sr. No.	Name of Appellate authority	Designation	Jurisdiction as Appellate authority	Address/ Ph. No	Email ID for purpose of RTI
1	Shri. Uddhav B. Chandansive	Asst. Commissioner B ward	B ward	Assistant Commissioner B ward, Municipal	-

			Bldg, 121, Ramchandra Bhatt Marg, Babula Cross Lane, Mumbai- 400 009. Phone No. 23736622, Fax No. 23714664	
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