



BRIHANMUMBAI MAHANAGARPALIKA

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

Assistant Engineer (Maint) 'C' Ward

Address - Office of Assistant Engineer (Maint) 'C' Ward,
C Ward Building,
76, Shrikant Palekar Marg,
Chandanwadi, Marine Lines (E),
Mumbai - 400 002

Introduction

Assistant Engineer (Maintenance & Repair)

The corporation has decentralized most of the main departments functioning at the city central level under Departmental Heads, and placed the relevant sections of these Departments under the Assistant Commissioner. Maintenance Department is an important department in the Ward Office and it is operated by the Sub Engineers and Junior Engineers working under the Assistant Engineer (Maintenance & Repair) (Under the control of the Assistant Commissioner). The Assistant Engineer (Maintenance & Repair) is the sectional Head of Ward who is responsible for the maintenance & repairs of Municipal roads & properties. He has to take appropriate action on the unauthorized constructions detected on Roads & Municipal Properties.

Beat wise responsibility of the electrol wards rests with the Jr. Engineers. The Jr. Engineers works under the supervision of the Sub Engineer & the control of Assistant Engineer. The preview of this department is quite extensive and the staff such as Mukadam & Labours in Roads & Repair sections, Mistry, Carpenter, Mason, Blacksmith, Plumber etc work in this department.

As per Central Right to Information Act 2005, he is appointed as Public Information Officer (Maintenance & Repair) for Maintenance & Repair Dept.

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SECTION 4 (1) (b) (i)

The particulars of functions & duties of the public authority

1	Name of the public authority	Assistant Engineer (Maintenance & Repair)
2	Address	76,Shrikant Palekar Marg, 2 nd floor, c ward Administration bldg,Chandanwadi, Mumbai- 400 002
3	Head of the office	Assistant Engineer, Maintenance & Repair
4	Parent Government Department	City Engineer
5	Reporting to which office	Assistant Commissioner, C Ward
6	Jurisdiction Geographical	East Side boundary -Ibrahim Rahimtulla Marg,Abdul Rehman Street West Side boundary -Sea Strip between F Road & Jugilal Poddar Roads. South Side boundary -Anandilal Poddar Marg, Lokmanya Tilak Marg. North Side boundary -Maulana Shaukat Ali Road, Trimbak Parshuram Street, Ardeshir Dadi Street, Vithal bhai Patel Road and Babasaheb Jaykar Marg.
7	Mission	To Repair & Maintain Minor Roads & Municipal Properties in Ward.
8	Vision	1. Well maintained Roads 2. Well maintained Municipal Properties
9	Objectives	To Repair & Maintained Roads and Footpath & Municipal Properties.
10	Functions	(a) Repair & Maintenance of Minor Roads & Footpath in Ward. (b) Repair & Maintenance of Municipal Properties in purview of

		<p>the Estate Department.</p> <p>(c) To demolish the unauthorized encroachments on footpath, roads & Municipal Plots.</p> <p>(d) Issuance permits to the excavation of trenches on roads to the various utility services & various departments of MCGM.</p> <p>(e) Granting of Ganapati Mandap Permission. On Roads, Footpath & Municipal Properties.</p> <p>(f) Granting of Social, Regional Mandap permission.</p> <p>(g) Granting of shooting permission on Municipal Roads.</p> <p>(h) Improve roads under Section 63 (K) of MMC Act.</p> <p>(i) Acquire the Setback area of the road & mere the same into the road.</p> <p>(j) Removal of Bottlenecks.</p> <p>(k) Fire Audit of MCGM Buildings.</p> <p>(l) Action in respect of dangerous Municipal buildings.</p>
11	Details of services provided (In Brief)	<p>1. Trench Permission : -</p> <ul style="list-style-type: none"> • Issuance of permits for the excavation of trenches on roads to various utility Services & Various departments of MCGM is granted as per Trench Guideline Circular Policy issued by Municipal Commissioner u/no. MGC / F/1835 dated 17.11.2007. (attached) • Permission for laying augmentation of the utility pipelines / cables shall be granted only during the fair season starting from 1st October till 15th April. For trench exclusively on footpath / paver blocks, the permission shall be granted upto 30th April. • From 16th April to 30th September, for the fault repair, sanction of Zonal D.M.C. shall be obtained as far as

possible before undertaking excavation.

- As per recent circular vide no. MGC/F/9974 dated 04.02.2013 (Attached)

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

3. Issuance of shooting permission.

4. Bottleneck :-

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

5. 63 K Road :-

- Arising out of representation from residents of private layouts and Public representatives, that layout residents are paying Municipal taxes and therefore roads should be maintained by MCGM.
- Reference Circular ChE/1484/Roads Dated 16.05.2009
- As per the circular 1/3 cost of up gradation shall be borne by Co. Op. Hsg. Society of Residents, 2/3 cost by MCGM and the private street shall be declared public under section 306 of MMC Act 1888 before taking up the works. However, in case 1/3 construction cost is not deposited by Co. Op. Hsg. Society / Federation of Societies and roads in private layout are to be improved using Municipal Funds, M.P./MLA funds then sanction under section 63 K of corporation is necessary.

6. Departmental Maintenance & Repair :-

- Beat wise responsibility of the electrol wards rests with the Junior Engineers. The Junior Engineers works under the supervision of the Sub Engineer and the control of Asstt. Engineer. The Junior Engineer reports to his chowky along with his workmen at 7.30 a.m. the labour distribution is carried out after singing the muster at 7.30 a.m.
- A group of workmen (gang) comprising of 2 to 3 labours, the skilled labours such as mason, carpenter and plumber is formed and additional labours as per the extent of jpb is provided to that gang. A job Slip is issued to gang to carryout various day to day work. The job Slip is prepared by the Junior Engineer according to nature and priority of complaint and it is signed by Mistry and the Junior Engineer. The address of Municipal property where the work is to be carried out, nature of work and the number of workmen is mentioned in the job slip.
- Generally, sufficient material is brought to the chowkies from the Central Store. The non-scheduled items are also procured by following due procedures or by calling for the quotations, from the open market. The material thus procured is stocked in the store and is in possetion with supervision / clerk. This material is transported to the work site in Municipal vehicles.
- Junior Engineers, Mistry / Mukadam visit the work site, at least once, for supervision and guidance. The Junior Engineer reports to the office to attend the office work in the afternoon session between 2.30 p.m. to 5.30 p.m

7. E-Tendering :-

- Preparation of Estimate by J.E.
- Obtain Administrative approval from ward Committee or DMC etc.

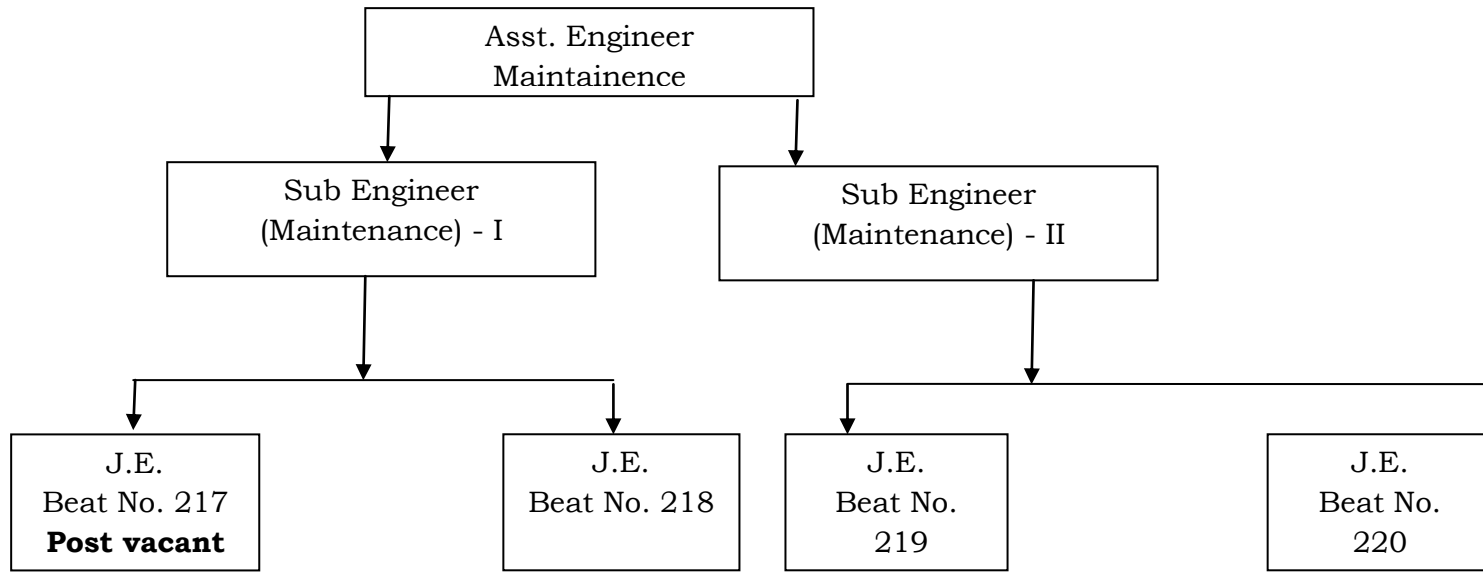
- Estimate is uploaded in SAP System in A.E. or SE's ID (R3 Module)
- BID is created by A.E. /S.E. using their ID. SRM Module E tendering.
- BID is forwarded to E.E. Ward for publishing on Municipal Website.
- Ward E.E. Publish the Tender (SRM E tender login Approval)
- List of Bidder and letter to successful 1st Bidder with 5 % contract amount to deposit with MCGM
- PO is created by A.E. in SAP Module.
- Release P.O. Amount by A.O.
- Create Contract by E.E. ward in SAP System.
- PO is generated by A.E. in SAP and released by E.E. Ward.
- PO printout is taken by AE and issued to Bidder .

8. Mahatma Gandhi Pathkranti Yojana:-

- It is a scheme to eradicate the footpath of encroachment.
- Certain roads are identified in each ward.
- Cutoff date is 01.01.1995.
- The eligible hutment dwellers are offered alternate accommodation.
- It is preferable to draw lottery to decide alternate accommodation in presence of all eligible hutments dwellers.
- After shifting mass demolition to be carried out.
- The footpath so cleared should be immediately

		developed for public usage.
12	Physical assets (Statement of lands & Buildings and other Assets)	As per separate sheet attached
13	Organization's structural Chart	As per separate sheet attached
14	Tel. No.s & office timings	Telephone no : 22204022 Extn : 231. Email : aemaint01.c@mcgm.gov.in Office timing : 8.00 a.m. to 12.00 noon and 2.30 P.M. to 5.30 p.m.(Monday to Friday) :08.00am to 11.30 a.m on Saturdays Visiting Hours: 03.00 p.m. to 05.00 p.m.(Monday to Friday) :
15	Weekly Holidays	Sunday and Public Holidays.

Organization's structural Chart of Office of Assistant Engineer (Maintenance) C Ward



Designation	RD Roller driver	Mistry	Painter	Mason	Carpenter	Mukadam	Labours	Plumber	Roller Cleaner	Chunnawala
C 1 Road & Repair	1	3	2	5	1	6	66	1	1	-
C 2 Road & Repair	-	2	1	5	2	3	101	1	-	-

Functions	<ul style="list-style-type: none">(a) Repair & Maintenance of Minor Roads & Footpath in Ward.(b) Repair & Maintenance of Municipal Properties in purview of the Estate Department.(c) To demolish the unauthorized encroachments on footpath, roads & Municipal Plots.(d) Issuance permits to the excavation of trenches on roads to the various utility services & various departments of MCGM.(e) Granting of Ganapati Mandap Permission. On Roads, Footpath & Municipal Properties.(f) Granting of Social, Regional Mandap permission.(g) Granting of shooting permission on Municipal Roads.(h) Improve roads under Section 63 (K) of MMC Act.(i) Acquire the Setback area of the road & mere the same into the road.(j) Remove Bottlenecks.(k) Action in respect of dangerous Municipal buildings.(l) Trench Permission for various utilities.
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SECTION 4 (1) (b) (ii)

The powers of officers and employees in the office of Assistant Engineer (Maintenance & Repair)

A

Sr. No.	Designation	Powers-Financial	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Engineer (Maintenance & Repair)	Rs.5000/-	As per the circular no: CA/FRD/I/48, dated : 31/01/2013	
2	Sub Engineer (Maintenance & Repair)	Nil	N.A.	
3	Junior Engineer (Maintenance & Repair)	Nil	N.A.	

B

Sr. No	Designation	Powers -Administrative	Under which legislation / rules / orders / GRs	Remark
1	Assistant Engineer (Maintenance & Repair)	Please refer to Delegation of powers to Asstt. Engineer on Pg.	1. MMC Act 1888 2. MRTP Act 1966	
2	Sub Engineer (Maintenance & Repair)	Please refer to Delegation of powers to Sub Engineer on Pg.	1. MMC Act 1888 2. MRTP Act 1966	
3	Junior Engineer (Maintenance & Repair)	Please refer to Delegation of powers to Junior Engineer on Pg.	1. MMC Act 1888 2. MRTP Act 1966	

C

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

D

Sr. No.	Designation	Powers- Quasi Judicial	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Engineer (Maintenance & Repair)	Appointed as Public Information Officer under RTI Act,2005	Circular No. MOM/8957 dtd: 02.01.2006	
2	Sub Engineer (Maintenance & Repair)	Nil	N.A	
3	Junior Engineer (Maintenance & Repair)	Nil	N.A	

E

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

Section 4 (1) (b) (ii)

The duties of officers and employees in the office of Assistant Engineer (Maintenance & Repair)

ASSISTANT ENGINEER (MAINTENANCE & REPAIR)

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

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

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

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

1. Issuance of Trench permissions to various utilities as well as to various departments of MCGM.
2. Issuance of shooting permission on Municipal Roads & properties.
3. Issuance of Ganpati Mandap permission on Municipal Roads & properties.
4. To dispose off the cases of Road Setback.
5. To remove the encroachments on roads with the help of Sub Engineers and Jr. Engineers. Minor encroachments to be removed with the help of License Superintend.

6. To supervise the work of store supervisor store clerk and the labours in the store and insure smooth functioning of the store.
7. To ensure that the necessary information is furnished to the concerned officers, in time and to take action on the defaulting staff, in case of delay.
8. To put up indents fro the store items after discussion with the Sub Engineers and arrange for the requisite stock and to check for its quality and quantity. Material Checking norms.
 - 2.5 % of the store items, once in three months
 - 2.5 % of the depot items, once in three months
 - To dispose off the scrap material by following due procedure.
9. To carry out inspection to assess the condition of major roads.
10. To ensure prompt disposal of the complaints. To check the registers and daily diaries, at least fortnightly and monthly, respectively.
11. To exercise control on the municipal funds available, with the help of Head Clerk (Expenditure) and distribute the said funds among the Sub Engineers, appropriately and make them responsible for the utilization of funds.
12. To implement the orders issued by higher authorities.
13. To take appropriate action on the unauthorized constructions, detected in municipal properties. To provide alternate accommodation to the affected people in the accident caused by the building collapse.
14. To take timely action of propping, cordoning and demolition of dilapidated municipal buildings. To serve demolition notices on receipt of orders from the Executive Engineer or higher authorities.
15. To check at least 20 % of mass supply of materials and the contract bills. To check the estimate pertains to the repairs of municipal buildings, roads, etc. prepared by the Jr. Engineers & Sub Engineers.
16. To accept and serve notices under various Municipal Acts and take necessary action in the matter.
17. To visit major works in the ward at least once in a week.
18. To maintain the municipal properties and other buildings in the purview of the Estate Department (e.g. School, Hospitals, etc.)
19. To co-ordinate with the Law officer as regards the Court-case lodged by the MCGM or the matters against MCGM.

20. To get dilapidated municipal building vacated with the assistance of Police.
21. To visit the work sites at least once in month and check the muster.
22. To co-ordinate with Central Agency as regards major repairs of municipal properties and maintenance of major roads.
23. To attend Ward Committee meetings in the ward office.
24. Review of SAP Complaints
25. Review of MCL A/B/C.
26. Review of MC-P.G. Cases
27. Review of Outstanding Audit Notes (Once monthly with MCA staff)
28. Review of pending Union problems (Once in Two months)
29. Enquiry procedure.

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

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

1. Notice Register
2. Demolition Register
3. Property Register
4. Set back Register
5. R.T.I. Register
6. MCL A/B/C Register
7. Mandap Permission Register
8. M.C.A. Audit Register

DUTIES OF SUB-ENGINEER (MAINTENANCE & REPAIR)

- 1) He shall be subordinate to the Asstt. Engineer and shall carry out their orders in general.
- 2) Supervision on departmental as well as the works to be carried out through e-tendering.
- 3) Supervision on Funds available under various budget heads.
- 4) Timely submission of payments, bills and adjustments.
- 5) Site visit for major faults in the Municipal Buildings
- 6) Consolidation of revenue and outstanding requisition.
- 7) Supervision on employee muster books in order to see that the staff reports on duty in time and the fault entries are not made.
- 8) To check leave and service record and "Dead Stock" register and get them updated.
- 9) To ensure timely action in Court matters and order.
- 10) He shall draft replies to the complaints or references received in his section.
- 11) He shall attend the Courts as and when required for giving evidence helping the Sub. Engineer in conduction cases etc.
- 12) To take action against unauthorized structures / unauthorized developments on Municipal lands etc. as per M.M.C.Act and M.R.T.P.Act and as per the policy guidelines issued by time to times by the administration.
- 13) To exercise, perform and discharge duties entrusted under Section 68 of M.M.C.Act as per the authority issued by Zonal D.M.C
- 14) He shall attend the various functions organized by the administration such as Disaster Management Plan, Swachhata Abhiyan, Anti Flooding Duties, Mahapaur Daud, Cleansing Camps, Advance Locality Management etc.
- 15) To maintain various registers such as :-
 1. Notice Register
 2. Demolition Register
 3. Property Register
 4. Set back Register
 5. R.T.I. Register
 6. MCL A/B/C Register

7. Mandap Permission Register

8. M.C.A. Audit Register

DUTIES OF JUNIOR -ENGINEER (MAINTENANCE & REPAIR)

- 1) He shall be subordinate to the Asstt. Engineer & Sub Engineer and shall carry out their orders in general.
- 2) Supervision on departmental as well as the works to be carried out through e-tendering.
- 3) Supervision on Funds available under various budget heads.
- 4) Timely submission of payments, bills and adjustments.
- 5) Routine site visit in his jurisdictional area.
- 6) Attending Site chowky and control the labours working under him.
- 7) To check leave and service record and "Dead Stock" register and get them updated.
- 8) To ensure timely action in Court matters and order.
- 9) To carry out joint inspection along with various utilities.
- 10) He shall draft replies to the complaints or references received in his section.
- 11) He shall attend the Courts as and when required for giving evidence helping the Sub. Engineer in conduction cases etc.
- 12) To take action against unauthorized structures / unauthorized developments on Municipal lands etc. as per M.M.C.Act and M.R.T.P.Act and as per the policy guidelines issued by time to times by the administration.
- 13) To exercise, perform and discharge duties entrusted under Section 68 of M.M.C.Act as per the authority issued by Zonal D.M.C
- 14) He shall attend the various functions organized by the administration such as Disaster Management Plan, Swachhata Abhiyan, Anti Flooding Duties, Mahapaur Daud, Cleansing Camps, Advance Locality Management etc.
- 15) To maintain various registers such as :-
 1. Notice Register
 2. Demolition Register
 3. Property Register
 4. Set back Register
 5. R.T.I. Register
 6. MCL A/B/C Register
 7. Mandap Permission Register
 8. M.C.A. Audit Register

DELEGATION OF POWERS TO ASSISTANT ENGINEER

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

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

Sections	Nature of Powers, Duties and Functions delegated
84 & 85(1)	(e) Grant Casual Leave to the inferior staff working under him upto the limit allowed by any rules for the time being in force. (f) Grant leave without pay admissible under the Rules to the Labour staff. To appoint when necessary, persons to act in place of employees who are absent on leave.
112	To receive money in respect of any matter pertaining to the City Engineer's Department.
113(3)	(a) To incur expenditure on office contingencies (except furniture) upto Rs.25/- per item. (b) To make cash purchase and payment of bills out of imprest upto Rs.100/- and payment of telephone call bills for any amount.
222(1) & (2)	To construct, repair or alter Municipal drains and to enter upon land for the purpose.
228	To grant permission and prescribed conditions as to communications with Municipal drains.
234	Determining details of drains and drainage fittings or cesspools for new buildings.

240	Granting permission for the construction of the drain so as to pass beneath building.
243(2)	Making requisition in respect of taps, covering and means of ventilation for drain and cesspools.
244(1)(4)	To erect shafts or pipes for ventilating drains and cesspools.
246-A	To permit the construction of water closets and privies.
247	Prescribing water closet and other accommodation in building newly created or re-erected.
248(1)(c)	Requisition to enforce provision of water closet or privy or urinal or bathing or washing place etc.
251	Determining details regarding water closets under Clauses (a)(d) and (e).
251(B)	To determine use of places of bathing or washing clothes or domestic utensils.
253	Inspection and examining drains, etc. not belonging to the Corporation.
254	Opening ground etc. for inspection and examination under Section 253.
255	Reinserting the ground etc. opened for purposes of inspection.
257	Making requisition on owners of premises as provided in Sub-Section (1) for doing the work mentioned in Sub-Section (2).
258(a)(b)(c)	Prohibition of acts, contravening the provisions under Chapter IX of the M.M.C.Act.
259-A	Requiring any person to employ a Licensed Plumber to execute a work to furnish the name of a Plumber and to put up completion certificate by the Licensed Plumber.
298(2)	To take possession or and clear the lands under this section.
311	To require owners to alter ground floor doors, etc. opening outward.
313(1)	To grant permission for placing stalls, chairs and benches, boxes, ladder, bales etc. on footpath and streets.
314	To remove obstructions etc. on streets made contrary to section 312 or 313.

317	To permit booths on festivals in certain streets.
321(2)	To prevent removal, etc. without permission of fences etc. erected in the streets, while works are in progress.
322	To prevent opening, etc. of streets unless done with permission and to give such permission.
324	To restore streets opened or broken up when the person responsible fails to do so.
325	To require person permitted to open streets to provide for diversion of traffic etc.
326(2)&(3)	To regulate hoarding etc. in streets.
329	To require and secure adoption of measures to protect and enclose dangerous places.
333(4)	Manner of laying gas pipes.
338	To require certain documents on receipt of Notice under Section 337.
339	To refuse to accept plans, etc. not signed by the Licensed Surveyor.
340	To require, further, particulars and details
342	To receive notices of intentions to make additions etc. to building.
343	To require certain documents and particulars on receipt of Notice under Section 342 and to refuse to accept plans, etc. not signed by Licensed Surveyor.
344-A	Supervision of buildings and work.
345	To intimate approval of work of which notice is received.
346(1)	To intimate disapproval of such work.
347(A)(B)&(C)	Prohibiting user of a non-residential buildings or chawl to a residential one and of a residential building or chawl to that of a godown, warehouse, workshop, workplace, factory, stable or a motor garage and prohibiting making or causing any alterations in an existing building originally constructed or authorized to be used for human habitation for the purpose of using it or causing it to be used as a godown, warehouse workshop, workplace, factory, stable or motor garage.

348(1)(a)(b) & (c)	Provision as to buildings, which are to be newly erected.
349	To refuse permission for walls, coverings, etc. of inflammable materials and to require removal of such wall or covering.
350	To inspect buildings in course of erection, alterations, etc
353	To specify any matter in contravention of Act of Bye Law within three months after completion.
353(A)	To grant completion certificate and permission to occupy or use.
354	To require removal etc. of ruinous or dangerous structures and to temporarily secure etc. repair etc.
354A(1)	To issue a written notice to stop within the specified period the erection of the work unlawfully carried on or commenced upon any premises.
354A(2)	To direct removal of person unlawfully carrying on the erection of buildings or the execution of any such works described in Section 342.
368	To require owners to provide receptacles of a size for collection of dust, ashes, refuse, rubbish and trade refuse, etc.
374	To inspect building or premises for the purpose of ascertain sanitary conditions thereof.
375	To require cleansing and lime washing of any building etc.
375-A	To require the owners to remove buildings, materials or debris, etc. accumulated due to house collapse etc.
377(1-A)	To require cleansing, clearing or enclosing any premises over grown with rank vegetation, etc.
377-A	To require the owners of the buildings to abate the nuisance arising from rainwater leaking from the roofs of the building or to prevent its recurrence.
380	To require removal, alteration etc., of unsanitary huts and sheds.
381	To require the owners of the building to abate the nuisance arising out of the defects.

383	To require cutting and looping of hedges, trees, etc. in certain cases and to take measures for protection of public.
394	To prohibit certain articles to be kept and certain trades processes and operation to be carried out without a license to exercise all other powers in respect of the things liable to be seized, destroyed etc, to prevent danger or nuisance.
396 Sub-section (1)	To inspect at any time, by day or by night without notice any premises used for manufacture as mentioned in Section 394 and any premises in which a furnaces employed for the purpose of manufacture and into any bake house to see whether any provision of this Act or any condition of any license is being contravened and as to whether any nuisance is created.
479(5)	To require production of licenses or written permission.
488	To enter into or upon buildings or and with or without Assistant or workment (1) for the purpose of exercising performing or discharging, the powers, duties or functions hereinabove delegated with reference to the sections above specified. The delegation of powers of entry under Section 488 is to be subject in each case to strict observance of and compliance with the provisions and conditions prescribed by Clauses (a), (b), (c) and (d) so far as applicable.
489	To take measures and execute work, etc, failure of compliance with requisitions or orders under provisions of the Act.
492(2)(a)	To call on occupiers to disclose rents for purpose of determining question of liabilities to pay expenses in certain cases.
517(1)(a)	To take or withdraw from proceedings against persons charged with offences against the Act etc. as described in Sub-Clauses (i),(ii) and (iii) of Clause (a).

DELEGATION OF POWERS TO SUB ENGINEER

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

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

Sections	Nature of Powers, Duties and Functions delegated
84 & 85(1)	a) Grant Casual Leave to the inferior staff working under him upto the limit allowed by any rules for the time being in force. b) Grant leave without pay admissible under the Rules to the Labour staff. To appoint when necessary, persons to act in place of employees who are absent on leave.
112	To receive money payments on account of the Municipal Fund and to lodge them in a bank.
222(1) & (2)	To cause to be served a notice of demand.
228	To grant permission and prescribed conditions as to communications with Municipal drains.
231	To enforce drainage of undrained premises situate within a hundred feet of a Municipal drains.
234	Determining details of drains and drainage fittings or cesspools for new buildings.
243(2)	Making requisition in respect of taps, covering and means of ventilation for drain and cesspools.
244(1)	To power affix pipes for ventilation of drains.
244(4)	To erect shafts or pipes for ventilating drains and cesspools

246-A	To permit the construction of water closets and privies.
247	Prescribing water closet and other accommodation in buildings newly created or re-erected.
248(1)(a), (b),(c)	Requisition to enforce provision of water closet or privy or urinal or bathing or washing place etc.
251	Determining details regarding water closets under Clauses (a)(d) and (e).
251(B)	To determine use of places of bathing or washing clothes or domestic utensils.
253	Inspecting and examining drains, etc. not belonging to the Corporation.
254	Opening ground etc. for inspection and examination under Section 253.
255	Reinstating the ground etc. opened for purposes of inspection.
257	Making requisition on owners of premises as provided in Sub-Section (1) for doing the work mentioned in Sub-Section (2).
258(a)(b)(c)	Prohibition of acts, contravening the provisions under Chapter IX of the M.M.C.Act.
259-A	Requiring any person to employ a Licensed Plumber to execute a work to furnish the name of a Plumber and to put up completion certificate by the Licensed Plumber.
314 (a), (b), (c)	To remove without notice things placed or deposited upon any place or attached or suspended in contravention of Clause (a) or Clause (c) or Sub-section (1) or Section 313.
317	To permit booths on festivals in certain streets.
322	To prevent opening, etc. of streets unless done with permission and to give such permission. (Except for newly constructed roads or capital roads)
322(3)	To remove without notice any building materials or any scaffolding or any temporary erecting or any posts, bars, rails, boards or other things by way of enclosure which have been deposited or set up in any street without the permission or authority specified in Sub-section (1) or which having been deposited or set up with such permission or authority, have not been

	removed within the period specified in the notice issued under Section (2).
350	To inspect buildings in course of erection, alterations, etc.
354	To require removal etc. of ruinous or dangerous structures and to temporarily secure etc. repair etc.
354A(1)	To issue a written notice to stop within the specified period the erection of the work unlawfully carried on or commenced upon any premises.
354A(2)	To direct removal of person unlawfully carrying on the erection of buildings or the execution of any such works described in Section 342.
368	To require owners and occupiers to collect and deposit dust etc.
374	To inspect building or premises to ascertain sanitary conditions thereof.
375	To require cleansing and lime washing of any building etc.
375-A	To require the owners to remove buildings, materials or debris, etc. accumulated due to house collapse etc.
377	To make requisition against the owner or occupier for removal of rank vegetation.
377-A	To require the owners of the buildings to abate the nuisance arising from rainwater leaking from the roofs of the building or to prevent its recurrence.
380	To require removal, alteration etc., of unsanitary huts and sheds.
381	To require the owners of the building to abate the nuisance arising out of the defects.
383	To require cutting and looping of hedges, trees, etc. in certain cases and to take measures for protection of public.
390 (1) (2) (3)	Regulations of factories, trades, etc.
479(5)	To require production of licenses or written permission.
488	To enter premises with assistants etc. to inspect survey and execute works

DELEGATION OF POWERS TO JUNIOR ENGINEER

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

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

Sections	Nature of Powers, Duties and Functions delegated
231	To enforce drainage of undrained premises situate within a hundred feet of a Municipal drains.
248(1)(c)	To substitute water closet accommodation for any privy accommodation.
253	To inspect and examine all drains, ventilation shafts and pipes cesspools of house gullies, water closets, privies, latrines and urinals to which this Section applied.
254	Opening ground etc. for inspection and examination under Section 253.
255	Reinstating the ground etc. opened for purposes of inspection.
314 (a), (b), (c)	To remove without notice things placed or deposited upon any place or attached or suspended in contravention of Clause (a) or Clause (c) or Sub-section (1) or Section 313.
322	To prevent opening, etc. of streets unless done with permission and to give such permission.

350	To inspect buildings in course of erection, alterations, etc.
354	To require removal etc. of ruinous or dangerous structures and to temporarily secure etc. repair etc.
354A(1)	To issue a written notice to stop within the specified period the erection of the work unlawfully carried on or commenced upon any premises.
354A(2)	To direct removal of person unlawfully carrying on the erection of buildings or the execution of any such works described in Section 342.
368	To require owners to provide receptacles of a size for collection of dust, ashes, refuse, rubbish and trade refuse, etc.
374	To inspect building or premises for the purpose to ascertain sanitary conditions thereof.
375	To require cleansing and lime washing of any building etc.
377	To make requisition against the owner or occupier for removal of rank vegetation.
377-A	To require the owners of the buildings to abate the nuisance arising from rainwater leaking from the roofs of the building or to prevent its recurrence.
380	To require removal, alteration etc., of unsanitary huts and sheds.
381	To require the owners of the building to abate the nuisance arising out of the defects.
390 (1) (2) (3)	Regulations of factories, trades, etc.
479(5)	To require production of licenses or written permission.
483	Service of notice - To serve, issue or present or give notices, bills schedules summonses and other such document required by this act to the served upon or issued or presented or given to any person.

488

To enter into or upon buildings or land with or without Assistant or workmen.

1. For the purpose of exercising performing or discharging, the powers, duties or functions hereinabove delegated with reference to the sections above specified.

2. For the purpose of carrying into effect under Section 489 any requisition or order (not only complied with) made by written notices by the Commissioner; under either of the following Section or Sub-section namely Section 257(1).

Section 308 Sub-section(2)309, Sub-section(1), Section 311,

Section 315(1), Section 325, Section 326(3), Section 329(1),

Section 349, Section 351, Sub-section(2), Section 353,

Section 354, Section 380 or Section 383(1).

3. For the purpose of leveling, metalling or paving, sewerage, draining, channeling and lightening any private street which

the Commissioner with the sanction of the Standing

Committee may be empowered under the provision of

Section 305 level, metal or pave sewer drains, channel or

light to his satisfaction or (1) for the purpose of removing

altering or pulling down the building or work which the

Commissioner with the approval of the Standing Committee

may be empowered under the provisions of Sub-section

(2)

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

Section 4 (1) (b) (iii)

The procedure followed in the decision-making process, including channels of supervision and accountability in the office of Assistant Engineer (Maintenance & Repair)

NAME OF THE ACTIVITY: - Action against unauthorized encroachments detected on Roads / footpath.

Related provisions:-

Name of the Act/ Acts :- MMC Act 1888 section 314

Rules:-

Govt. Resolutions:-

Circulars:-

Office Orders:-

Sr. No.	Activity	Step involved	Time Limit	Authority role and responsibility of the employee / officer in connection with each activity. (mention designation)	Remark
1	Action against unauthorized encroachments detected on roads / footpath	No person has right to encroach by creating the structure or otherwise on the footpath, pavement or other places reserved or earmarked for public purpose.			
		Complaint Received	Within 24 Hours	Public, Staff, from higher authority.	

		Site visit	Within 24 Hours	JE / SE	
		Inspection Report	Within 24 Hours	Junior Engineer	
		Issue 314 Notice if required	Within 24 Hours	J.E./ S.E. /A.E.	
		Arrange demolition by taking order from Asstt. Commissioner.	After expiry 24 Hours from order	J.E./ S.E. /A.E.	
		Entry in demolition register	Within 24 Hours	J.E.	
		Demolition report	Within 24 Hours	J.E./S.E.	

NAME OF THE ACTIVITY: - BOTTLENECK

Related provisions:-

Name of the Act/ Acts :-

Rules:-

Govt. Resolutions:-

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

2) AMC/ES/9141/II dt.14.10.11

Office Orders:-

Sr. No.	Activity	Step involved	Time Limit	Authority role and responsibility of the employee / officer in connection with each activity. (mention designation)	Remark
1	Bottleneck	Bottleneck means construction, narrowing, obstruction, congestion, block, partially/total blockage which leads to traffic congestion, traffic clogging problems started precipitating.			
		Preparation of Priority List of Bottlenecks.		Asstt. Commissioner/ A.E. (M & R) of Ward	
		Demarcation of Roads Sanctioned RL, Dp Roads	Within 15 Days from the receipt of the information received from the Asstt. Commissioner	E.E. (T.C.) / A.E.(Survey) E.E. (D.P.) / A.E.(Survey)	
		Collection of Basic Data		J.E. (M & R)	
		Preparation of Inventory		J.E.(M & R) / S.E. (M & R)	
		Documents checking		S.E.(M & R) / A.E. (M & R)	
		Proposals Scrutiny and submission to		Ward E.E.	

		Competent Authority			
		Sanction of Competent Authority		Additions M.C.'s of Zone	
		Removal of Bottleneck		Asstt. Commissioner/ A.E. (M & R) of Ward	
		Roads/ S.W.D. Developments		Ch. Engg (Roads)/Ch. Engg (S.W.D.)	
		Final Compliance to Zonal DMC/Jt. MC's		Asstt. Commissioner of Ward	

NAME OF THE ACTIVITY: - E-tendering

Related provisions:-

Name of the Act/ Acts :-

Rules:-

Govt. Resolutions:-

Circulars:-

Office Orders:-

Sr. No.	Activity	Step involved	Time Limit	Authority role and responsibility of the employee / officer in connection with each activity. (mention designation)	Remark
1	E-tendering	Preparation of Estimate		J.E.	
		Administrative approval		Ward Committee or DMC etc.	

		Estimate is uploaded in SAP System in A.E. or SE's ID (R3 Module)		A.E./S.E.	
		BID is created in SRM Module E tendering.		A.E. /S.E.	
		BID is forwarded to E.E. Ward for publishing on Municipal Website.		A.E. /S.E.	
		Publish the Tender (SRM E tender login Approval)		Ward E.E.	
		List of Bidder and letter to successful 1 st Bidder with 5 % contract amount to deposit with MCGM.		MCGM Website & A.E./S.E.	
		PO is created in SAP Module.		A.E.	
		Release P.O. Amount.		A.O.	
		Create Contract in SAP System.		Ward E.E.	
		PO is generated in SAP.		A.E.	
		PO is released.		Ward E.E.	
		PO printout is taken and issued to Bidder.		A.E.	

NAME OF THE ACTIVITY: - Permission for trench

Related provisions:-

Name of the Act/ Acts:-

Rules:-

Govt. Resolutions:-

Circulars:-

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

Office Orders:-

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

NAME OF THE ACTIVITY:- Permission for Ganapati Mandap

Related provisions:-

Name of the Act/ Acts:-

Rules:-

Govt. Resolutions:-

Circulars:-

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

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

Office Orders:-

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

		documents.			
		To issue permission on obtaining approval from competent authority. (Permission is refused if applicant has not submitted all required documents)			

Section 4 (1) (b) (iv)

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

Organizational targets (Annual)

Sr. No	Designation	Activity	Financial Targets in Rs.	Time Limit	Remark
1	Asstt.Engineer (M & R)	As mentioned in Section 4 (1)(b)(ii)	There are no financial targets set for this department. As mentioned earlier the work is carried out on day to day basis.	Time limit for each activity is as mentioned in Section 4(1)(b)(iii)	
2	Sub Engineer (M & R)	As mentioned in Section 4 (1)(b)(ii)	There are no financial targets set for this department. As mentioned earlier the work is carried out on day to day basis.	Time limit for each activity is as mentioned in Section 4(1)(b)(iii)	
3	Junior Engineer (M & R)	As mentioned in Section 4 (1)(b)(ii)	There are no financial targets set for this department. As mentioned earlier the work is carried out on day to day basis.	Time limit for each activity is as mentioned in Section 4(1)(b)(iii)	

Section 4 (1) (b) (v)

The rules / regulation related with the functions of Assistant Engineer (Maintenance & Repair)

Sr. No.	Subject	G.R. /Circular / Office order. Rule no. Notification etc. date.	Remarks if any
1	Trench	<ul style="list-style-type: none">• MGC/F/1835 dated 17.11.2007• MGC/F/9974 dated 04.02.2013• ChE/804/SR/Rds, Tr. & Br. Dated 5.02.2013• ChE/525/SR/Roads dated• ChE/11888/Rds/SR dated 09.03.2012• ChE/1075/Roads dated 31.09.2012• ChE/857/SR/Roads dated 18.02.2012• Ch.Eng/727/SR/Rds dated 19.03.2010• AMC/ES/8879/II dated 05.04.2013.	
2	Ganapati Mandap Permission	<ul style="list-style-type: none">• MDF/OD/8358/Gen datd11.06.2013• MDF/9629/Gen dated 25.07.2008• AA/ES/4528 dated 28.07.2008• AA/ES/D/1971 dated 02.07.2007• AA/9269/Jahirat/201212 dated30.08.2012	
3	Pothole	<ul style="list-style-type: none">• Dy.Ch.Eng/1901/Rds(City) dated 15.06.2013• MGC/F/1074 dated 06.07.2013• CA/FDT/59 dated 16.03.2013	
4	E-tendering	<ul style="list-style-type: none">• CA/FRD/7 dated 17.05.2013• CA/CPD/36 dated 03.11.2012	
5	Pay & Park	<ul style="list-style-type: none">• Dy.ChE/1380/Traffic of 23.05.2013	
6	Shooting Permission	<ul style="list-style-type: none">• CA/FRM/3 dated 10.04.2013	
7	Mahatma Gandhi Pathkranti Yojana	<ul style="list-style-type: none">• DMC/Special/OD/5468/dated06.03.2012• DMC/Special/5447 dated03.03.2012• AMC/ES/944/IV dated 31.03.2012	

Section 4 (1) (b) (vi)

Statement of Categories of documents held in the office of Assistant Engineer (Maintenance & Repair)

Sr. No.	Subject	Type of Document file or register	File No. or Register No.	Particulars	Periodicity of Preservation (Proposed)
'C1' Class Record					
1	Demolition Register	Register		Details of demolitions of unauthorized work carried out under various sections of MMC Act	10 Years
'C3' Class Record					
1.	R.T.I Register	Register		Details of application received under R.T.I.Act	5 Years
2	Work Orders	Documents		Details of work orders issued to contractor by department	5 Years
3	Measurement Books	Documents		Details of Measurements recorded in M.B.	5 Years
4	Payment Certificate	Documents		Details of Payments issued to the contractor	5 Years
5	Demand Notes & Permits	Documents		Details of Demand Notes & Permits issued to various utility agencies.	5 Years
6	Mandap Permission	Register		Details of Mandap Permission issued to various applicants.	5 Years

'D' Class Record

1	Log sheets	Inward papers		Details of Applications/ complaints/ other documents received by department	01 Year
2.	Outward Register(Inte rnal departments)	Outward papers		Details of Applications/ complaints/ other documents forwarded to Internal departments of C ward.	01 Year
3.	Outward Register (External corresponde nce)	Outward papers		Details of Applications/ complaints/ other documents forwarded to external departments of MCGM/ Other Govt. authorities and correspondence with applicants/ complainants /citizens etc.	01 Year
4.	Complaint Register	Register		Orally complaint registered.	01 year
5.	RTI application & their reply (Except appeal cases)	Document		Details of application received under RTI Act & reply given to the same.	01 year
6.	First & second appeal made under RTI	Document		Details of First & second appeal made by applicant under RTI Act by the applicant against reply of Public	01 year

	Act			Information Officer and/or order passed by First Appellate Authority	
7	Monthly reports sent to various departme nts	Document		File papers containing monthly reports sent to various departments	01 years
8	Demolition of structures under MMC Act, MRTP Act & other action completed	Nasti		Nasti files containing papers pertaining to the notice action against structures demolished under MMC Act, MRTP Act & other actions.	01 year (after demolition)

Section 4 (1) (b) (vii)

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

Sr. No.	Consultation for	Details of Mechanism	Under which legislation / rules / orders / GRs	Periodicity
	NIL	NIL	NIL	NIL

Section 4 (1) (b) (viii)

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

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

Section 4 (1) (b) (ix)

Sr. No.	Designation	Name of the Officers/ Employees	Cadre	Date of joining the post	Contact Details ph/ fax/ email
1	Assistant Engineer	Vacant	B	-	-
2	Sub Engineer	Shri. Umbarje Vinayaditya M.	B	16.04.2013	9923693126
3	Sub Engineer	Shri. Zodpe Vivek R.	B	24.09.2013	-
4	Junior Tree Officer	Shri. Sathe Vishal	C	26.08.2008	8268557997
5	H. A.	Smt. Gonare Poonam	C	10.07.2015	7303153105
6	Junior Engineer	Vacant	C	-	-
7	Junior Engineer	Shri. Barke Sharad T.	C	17.09.2013	-
8	Junior Engineer	Shri. Rathod Chetan D.	C	08.02.2016	8975253559
9	Junior Engineer	Smt. More Surekha L.	C	30.11.2015	9561506295
10	Store Clerk	Shri. Galande Pravin W.	C	29.08.2008	9967912054

Section 4 (1) (b) (x)

Sr. No.	Name	Designation Cadre	Basic Pay	DA	HRA	Special Allowance, Transport Allowance, Project Allowance	Total
1	Shri. Umbarje Vinayaditya M.	B	13590+4600	21646	5457	463+1200	46956
2	Shri. Zodpe Vivek R.	B	14010+4600	22146	5583	463+1200	48002
3	Shri. Barke Sharad T.	B	10990+4300	18195	4587	463+600	39135
4	Shri. Rathod Chetan D.	C	10100+4300	17136	4320	463+600	36919
5	Smt. More Surekha L.	C	10100+4300	17136	4320	463+600	36919
6	Shri. Galande Pravin W.	C	8440+2000	12424	3132	600	26596

Section 4 (1) (b) (xi)

Details of allocation of budget and disbursement made in the office of the Assistant Engineer
(Maintenance & Repair) C Ward for the year 2014-15.

Sr. No.	Budget Head description	Grants received (In Lakhs)	Planned use	Remarks
1	Unforeseen Grant Beat No. 217	60.00	----	
2	Unforeseen Grant Beat No. 218	60.00	----	
3	Unforeseen Grant Beat No. 219	60.00	----	
4	Unforeseen Grant Beat No. 220	60.00	----	
5	Ward committee Beat No. 217	40.00	----	
6	Ward committee Beat No. 218	40.00	----	
7	Ward committee Beat No. 219	40.00	----	
8	Ward committee Beat No. 220	40.00	----	
9	Gen. Civil Repairs – Administrative Bldg	19.00	----	
10	Gen. Civil Repairs – Market	4.91	----	
11	Improvement of Minor Roads	1025	----	

Form B for previous year

Sr. No	Budget Head description	Grants received	Grant utilized	Grants Surrendered	Remark
1	Unforeseen Grant Beat No. 217	60.00	59.88	----	
2	Unforeseen Grant Beat No. 218	60.00	59.91	----	
3	Unforeseen Grant Beat No. 219	60.00	59.95	----	
4	Unforeseen Grant Beat No. 220	60.00	59.99	----	
5	Ward committee Beat No. 217	40.00	39.70	----	
6	Ward committee Beat No. 218	40.00	39.99	----	
7	Ward committee Beat No. 219	40.00	38.46	----	
8	Ward committee Beat No. 220	40.00	39.99	----	
9	Gen. Civil Repairs – Administrative Bldg	19.00	19.00	----	
10	Gen. Civil Repairs – Market	25.56	25.55	----	
11	Improvement of Minor Roads	25.00	24.98	----	
12	Repairs of Footpath	31.18	17.06	----	
	Total	500.78	484.46		

Section 4 (1) (b) (xii)

Manner of execution of subsidy program in the office of Assistant Engineer (Maintenance & Repair)

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

Section 4 (1) (b) (xiii)

Particulars of recipients of concessions, permits or authorizations granted in the office of Assistant Engineer (Maintenance & Repair)

Sr. No	Name of the license	License no.	Issued on	Valid up to	General Conditions	Details of the license
	NIL	N.A.	N.A.	N.A.	N.A.	N.A.

Section 4 (1) (b) (xiv)

Details of information available in electronic form in the office of Assistant Engineer (Maintenance & Repair)

Sr. No.	Type of Documents file/Register	Sub Topic	In which Electronic Format it is kept	Person in Charge
	Nil	Nil	Nil	

Section 4 (1) (b) (xv)

Particulars of facilities available for citizen for obtaining information in the office of Assistant Engineer (Maintenance & Repair)

Types of facilities-

- Information about facilities for inspection of record.

Sr.No.	Type of Facility	Timings	Procedure	Location	Peron in Charge
1.	Inspection of Record	11.00 a.m. to 1.00 p.m on Wednesday (except holidays) with prior appointment only.	For inspection of records no fee for first hour will be charged, however fee of Rs.5/- for each 15 minutes or fraction thereof will be charged thereafter.	Office of Asstt. Engineer, Maintenance & Repair Department, 76, Shrikant Palekar Marg, 2 nd floor, C Ward Admin Bldg, Chandanwadi, Mumbai- 400 002	Asstt. Engineer, Maintenance & Repair C Ward.

Section 4 (1) (b) (xvi)

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

PIO

Sr. No.	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address / Ph. No.	E mail id for purpose of RTI	Appellate authority
1	Shri V. M. Umbarje	Asstt. Engineer (M & R) (i/c)	Electrol ward no. 217,218 ,219 &220	76,Shrikant Palekar Marg,2 nd floor, C Ward Admin Bldg,Chandanwadi , Mumbai- 400 002 Contact No. :- 022 2204022 Extn :- 231		Shri. Jivak Ghegadmal Executive Engineer 76,Shrikant Palekar Marg,2 nd floor, C Ward Admin Bldg,Chandanwadi, Mumbai- 400 002 Contact No. :- 022 2204022 Extn :- 222

APIOs

Sr. No.	Name of APIO	Name of APIO	Designation	Jurisdiction as APIO under RTI	Address / Ph no.
				N.A.	

Appellate Authority

Sr. No.	Name of Appellate Authority	Designation	Jurisdiction as Appellate authority	PIO Reporting	E mail id for purpose of RTI
1	Shri J.S. Ghegadmal	Ward Ex Engineer	C Ward	A.E.(Maintenance & Repair) C Ward	

Section 4 (1) (b) (xvii)

Nil