

PREAMBLE

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

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

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

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

This consolidated updated handbook on 17 Manuals of the Act would help all the information seekers in getting information. However, in case any information seeker wants to get more information on topics covered in the handbook as well as other information may contact Senior Inspector (Encroachment), D ward whose office is situated at D ward office, Room No. 104, 1st floor, Jobanputra Compound, Nana Chowk, Grant Road, Mumbai-400007. The procedure and fee structure for getting information is as per the provisions of RTI Act,2005.

**Senior Inspector (Encroachment),
D ward**

Introduction

Hawkers' licences were granted under section 313 (A) / 313 (B) of Mumbai Municipal Corporation Act 1888 Upto 1970. Licences were granted for hawkers hawking on roads and footpaths, licences for Cobblers and P.C.O. Booths for blind / handicapped persons were liberally granted up to the judgement date i.e. 30th July, 2004 of Hon'ble Supreme Court. However as per the orders of Hon'ble Supreme Court dated 30th July 2004 M.C.G.M. is restrained from issuing any new licence to any person for doing any activity.

While hearing the petition on the scheme of the "Hawking and Non Hawking Zones", the Hon'ble Supreme Court vide their order dated 12th February 2007, directed the State Government of Maharashtra to frame the Policy for hawkers based on the National Policy on Urban Street Vendors up to 31st May 2007. Accordingly, the State Govt. of Maharashtra formulated "Model Bye-laws" as per Government Resolution No.309 of 02.03.2009 and M.C.G.M. was asked to formulate its own Bye-laws based on said "Model Bye-laws" for regulation of hawker in the City of Mumbai.

Accordingly, the Municipal Corporation of Greater Mumbai has formulated Hawkers Bye-laws 2009 for which Corporation has accorded sanction vide C.R. No.1192 on 26.02.2010. As per the procedure laid down in "Model Bye-laws" of the State Govt. suggestions / objections on Bye-laws have been invited from the citizens of Mumbai, Hawkers Unions other Institutes and other concerned by giving Press Note and the scrutiny thereof is completed. Hearing on suggestions / objections is to be accorded by the Hon'ble Mayor and necessary changes will be incorporated in the Bye-laws after hearing the suggestions / objections and will be placed again before the Corporation for sanction. On receipt of the Corporation's sanction, these Bye-laws will be submitted to the State Govt. for final approval. On receipt of approval from State Govt., the same will be implemented by the M.C.G.M. in the Greater Mumbai.

However, State Government has informed on dtd. 25.06.2010, that suitable provision in the Corporation Act is under consideration of the Government; and Bye-laws should be finalized after suitable provision in the Corporation Act is made by the Government.

Hon'ble Supreme Court by its order dated 09.09.2013 directed State Government for facilitating implementation of Howking Policy 2009 to all the local authorities / Corporation. Accordingly State Government have circulated the copy vide G.R. No. NHP-2013/Case No. 39/UD-34 dated 21.10.2013.

As per the said orders given by State Government, 'Town Vending Committee' is formed under the Chairmanship of Hob'ble Municipal Commissioner in December 2013 accordingly 'Wardwise Vending Committee' has been formed at Municipal Ward level.

'Town Vending Committee' has approved a draft of Hawkers Registration form to be disbursed on door to door basis and to take photographs in the meeting convened on 02.04.2014. A meeting of Town Vending Committee is convened on 07.07.2014 for the disbursement of Hawkers Registration form and scrutiny thereof.

Presently Encroachment Removal Actions are being taken under section 314 (c) of Mumbai Municipal Corporation Act against unauthorised hawkers squatting on more than 1mt x 1mt area and against blocking the entrance of Shop and Residential entrances on Municipal footpath/ roads except Licensed Hawkers.

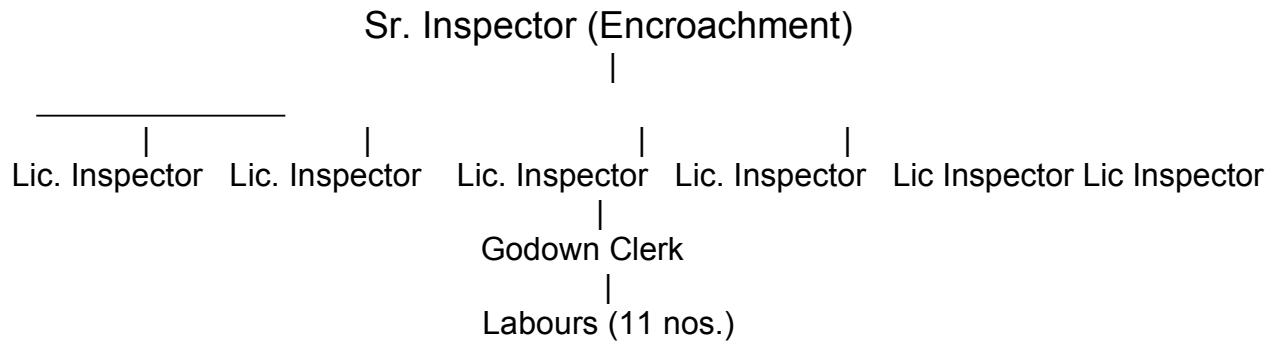
Section 4 (i) (b) (i)

The particulars of functions & duties of the public authority:-

1.	Name of Public Authority	Sr. Inspector (Encroachment) & Lorry Inspectors
2.	Address	R. No.104, 1 st floor, D Ward office Bldg, Jobanputra Compound, Nana Chowk, Grant Road, Mumbai:- 400007.
3.	Head of the Office	Sr. Inspector (Encroachment)
4.	Parent Govt. Deptt.	Superintendent of Licences
5.	Reporting to which Office	Assistant Commissioner D Ward
6.	Jurisdiction Geographical	D Ward is bounded - East – Shuklaji Street, Ardeshir V. P. Road West – Girgaon Chowpatty, Arabian Sea Coastal line North – Haji Ali, Keshavrao Khade South – Babasaheb Jaykar Marg
7.	Mission	1. To removed encroachment of u/a hawkers on Footpath & Roads as per vendor Act 2014
8.	Vision	Presently Encroachment Removal Actions are being taken under section 314 (c) of Mumbai Municipal Corporation Act against unauthorised hawkers squatting on more than 1mt x 1mt are and against blocking the entrance of Shop and Residential entrances on Municipal footpath/ roads except Licensed Hawkers.
9.	Objectives	Presently Encroachment Removal Actions are being taken under section 314 (c) of Mumbai Municipal Corporation Act against unauthorised hawkers squatting on more than 1mt x 1mt are and against blocking the entrance of Shop and Residential entrances on Municipal footpath/ roads except Licensed Hawkers.

10.	Functions	<ol style="list-style-type: none"> 1. To take encroachment removal action against u/a hawkers as per vendor Act 2014. 2. To carry out the Public Auction Sale of unclaimed non perishable goods within specific time limit. 3. Replied all MCL/C, MCL/A B Complaints from M.C's Office. 4. Replied all RTI applications.
11.	Details of Services Provided	To take encroachment removal action against u/a hawkers as per vendor Act 2014.
12.	Physical Assets	NIL
13.	Organization's Structural Chart	NIL
14.	Tel. No. & Office Timing	Tel No:- 23879949 Ext:- 308 Office Timing:- 10:30 AM to 5:30 PM (Monday to Friday) & 10:30 AM to 2:00 PM Saturdays
15.	Weekly Holidays	Sunday & Public Holidays

Organization's Structural Chart



Section 4 (i)
(b) (ii)

**The powers of officers and employees in the
office of Sr. Inspector (Encroachment):**

A

Sr No	Designation	Powers Financial	Under which legislation/rules/orders/ & Rs.	Remarks
1.	Sr. Inspector (Ench)	Nil		
2.	Lorry Inspector	Nil		

B

Sr No	Designation	Powers Administrative	Under which legislation/rules/orders/ & Rs.	Remarks
1.	Sr. Inspector (Ench)		MMC Act, 1888	
2.	Lorry Inspector		MMC Act, 1888	

C

Sr No	Designation	Powers Magisterial	Under which legislation/rules/orders/ & Rs.	Remarks
1.	Sr. Inspector (Ench)	Nil		
2.	Lorry Inspector	Nil		

D

Sr No	Designation	Powers Quasi judicial	Under which legislation/rules/orders/ & Rs.	Remarks
1.	Sr. Inspector (Ench)		RTI Act, 2005	
2.	Lorry Inspector	Nil		

E

Sr No	Designation	Powers Administrative	Under which legislation/rules/orders/ & Rs.	Remarks
1.	Sr. Inspector (Ench)	Nil		
2.	Lorry Inspector	Nil		

Powers and Duties of Officers and Employees

The administrative powers, the financial powers and duties, etc. of officers and employees are as detailed below: -

- **DUTIES OF SR.INSPECTORS (ENCROACHMENT) :-**

(Encroachment removal action taken against unauthorized hawkers.)

1. Except specific duties regarding licences under sections, other general duties prescribed above are vis-à-vis applicable to the Senior Inspectors in charge of encroachment removal.
2. For unauthorized encroachments, hawkers, Senior Inspector is expected to take rigorous actions.
3. They are responsible for proper arrangements of vehicles, equipments on Roads/ footpath etc. and regular marking of muster rolls of labour staff under them.
4. They are responsible for prompt removal of unauthorized encroachments from Public Street by supervising the encroachment removal work of the Lorry Inspectors.
5. They have to follow instructions / directions as per Hon' ble Supreme Court' s judgments dated 09.09.2013 and orders of S.L. / D.M.C. / A.M.C. (City).
6. To reply to the applications received under Right To Information Act 2005.

- **Duties of Lorry Inspector (Encroachment Removal) :-**

1. He should attend to complaints promptly and report to the Sr. Inspectors.
2. He should remove unauthorized banners, posters, board, etc. daily with the help of Advertisement Inspector of respective ward.
3. He should take vigorous actions against unauthorized hawkers and keep the areas under his jurisdiction clean. His fieldwork should be of active, extensive and driving with a view to preventing nuisance of unauthorized hawkers on Municipal Roads and Footpaths.
4. He should see that all the goods seized by encroachments removal action are properly weighed and entered into the registered before the redemption.
5. He should attend to auctions sales.
6. He should see that the Labour staff under him work properly and attend to the duties regularly.

DELEGATION OF POWERS TO SR.INSPECTOR (ENCH.)

Under Section 68 of the Mumbai Municipal Corporation Act 1888 Sr. Inspector (Ench) D Ward 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.

Sr. No	Nature of Powers, Duties and Functions delegated
1	Except specific duties regarding licenses under section, other general duties prescribed above are vis-à-vis applicable to the Senior Inspectors in charge of encroachment removal.
2	For unauthorized encroachment, hawkers, Senior Inspector is expected to take rigorous actions.
3	They are responsible for proper arrangements of vehicles, equipments on Roads/ footpath etc and regular marking of muster rolls of labour staff under them.
4	They are responsible for prompt removal of unauthorized encroachments from Public Street by supervising the encroachment removal work of the Lorry Inspectors.
5	To reply to the applications received under Right To Information Act 2005.
6	They have to follow instructions /direction as per Hon' ble Supreme Court" s judgements dated 09.09.2013 and order of SL/DMC/AMC (City.).

		<ol style="list-style-type: none"> 1) To take each removal action against unauthorized hawkers & keep the areas under his jurisdiction clean keep roads & footpaths hawkers free. 2) The goods seized during the each removal action are deposited in a each godown daily. 3) All goods seized during the each removal action are properly weighed & entered into the register before redemption 4) To release the perishable goods after one day by public auction sale 5) To release the non perishable goods with proper redemption charges/ damages as per schedule 6) To arrange & attend the public auction sale for unclaimed non perishable goods 7) To maintain separate register to enter complaints received regarding ER action 8) To keep record of plastic carry bags 	1 to 3 days	Lorry Inspector	
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2	Removal of Advt.boards/ banners	1) To remove unauthorized boards/banners etc. daily with help of advt. inspector	Within 24 Hours	Lorry Inspector	
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Section 4(i)(b)(iv)

Norms set for discharge of its functions in the office of Sr. Inspector (Encroachment) at D ward

Organisational Targets (Annual)

Sr. No.	Designation	Activity	Financial Targets (in Rs.)	Time Limit	Remarks
1	NIL	NIL	NIL	NIL	NIL

Section 4 (1) (b) (v)

The rules / regulation related with the functions of

Sr. Inspector (Encroachment)

Sr. No.	Subject	G.R. /Circular / Office order. Rule no. Notification etc. date.	Remarks if any
1	Redemption charges	SL/ 10 of 2011-12	
2	Auction sale	SL/ 44 of 1991-92 SL/26 of 2001-02 SL/09 of 2003-04 SL/2367/Acct dated 15/05/2012	
3	Private vehicle tender	AMC/City/6041 dated 5/7/2013	

Section 4 (1)
(b) (vi)

**Statement of Categories of documents held in the
office of**

**Sr. Inspector (Encroachment), F/South
Ward**

Sr No	Subject	Type of Document / file or register	File No. or Register No.	Particulars	Periodicity of Preservation
1	Redemption Register	register		Entries of seized goods with redemption charges	Permanent
2	Auction sale file	File		Public auction sale of Non perishable unclaimed goods	Permanent
3	Receipt book	Book		Redemption charges taken	Permanent
4	Remittance book	Book		Particulars of payment	10 years
5	Remittance receipt	File		Acknowledgement of remittance charges	10 years
6	Audit Note	File		Short recovery of redemption charges	10 years
7	R T I Register	Register		Reply to party	10 years
8	Complaints register	Register		Written complaints	5 years
9	Muster Roll & Effective report	Register and File		Daily & Monthly attendance	Permanent
10	Private vehicle tender file	File		Periodical tender of Pvt. Vehicle for Ench.	5 years
11	Plastic seized report book	File		Plastic carry bags report	5 years
12	Establishment file	File		Employees leave record & transfer order	5 years

Section 4(i)(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. Inspector (Encroachment) at D ward

Sr. No.	Consultation for	Details of the mechanism	Under which Act / Rule / Circular	Periodicity
	NIL	NIL	NIL	NIL

Section 4(i)(b)
(viii)

Statement of Boards, Councils, Committees or Other bodies

Sr. No.	Name of the Committee Board / Council / Other bodies	Composition of Committee Board / Council / Other bodies	Purchase 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	NIL	NIL	NIL	NIL

Section 4(i)(b)(ix)

Directory of the officers and employees

Sr. No.	Designation	Name of the officer / employee	Cadre	Date of joining the post	Date of joining in D Ward	Contact details (Phone / Fax / Email)
1	Sr. Inspector (Encroachment)	Shri S. S. Bhosle	B	10.7.2012	10.07.2012	022-23879949
2	Lorry Inspector	Shri. V. V. Hodbe	C	29.06.2012	09.02.2015	022-23879949
3	Lorry Inspector	Shri. R. R. Mourya	C	06.06.2010	09.02.2015	022-23879949
4	Lorry Inspector	Shri. P. D. Jadhav	C	July 2009	09.02.2015	022-23879949
5	Lorry Inspector	Shri. S. P. Mahajan	C	09.06.2009	11.02.2015	022-23879949
6	Lorry Inspector	Shri. K. U. Naik	C	23.11.2010	14.02.2015	022-23879949
7	Lorry Inspector	Shri. D. A. Chavan	C	12.01.2015	16.02.2015	022-23879949

Section 4(i)(b)(x)

**Details of remuneration of officers and employees in the office of Sr. Inspector
(Encroachment) at D ward**

(Amount in Rs.)

Sr. No.	Name of the officer/ employee	Designation	Basix Pay	DA	HRA	CLA	Special Allowance/ Transport Allowance/ Project Allowance	Total
1	Shri. S. S. Bhosle	Sr. Inspector (Ench)	15690+4300	21389	5997		800	48176
2	Shri. V. V. Hodbe	Lorry Inspector	11750+2800	15569	4365		800	35284
3	Shri. R. R. Mourya	Lorry Inspector	13280+2800	17206	4824		800	38910
4	Shri. P. D. Jadhav	Lorry Inspector	14550+2800	18565	5205		800	41920
5	Shri. S. P. Mahajan	Lorry Inspector	16740+2800	20908	5862		800	47110
6	Shri. K. U. Naik	Lorry Inspector	14710+2800	18736	5253		800	42299
7	Shri. D. A. Chavan	Lorry Inspector	8440+2800	12027	3372		800	27439

Section 4(i)(b)(xi)

Details of allocation of budget and disbursement made in the office of Sr. Inspector (Encroachment) at “D” ward for the year 2013- 2014

- * Publish copy of the budget (in Rs.)
* Publish copy of grant distribution

Format A for current year

Sr. No.	Budget Head Description	Grant received	Planned use (Give details area-wise or work-wise in a separate form)	Remarks
	NIL	NIL	NIL	NIL

Section 4(i)(b)(xi)

Details of allocation of budget and disbursement made in the office of Sr. Inspector (Encroachment) at “D” ward for the year 2013-2014

- * Publish copy of the budget (in Rs.)
* Publish copy of grant distribution

Format B for previous year

Sr. No.	Budget Head	Grant received	Grants utilized	Grants surrendered	Results
	NIL	NIL	NIL	NIL	NIL

Section 4(i)(b)(xii)

**Manner of execution of subsidy programme in the office of Sr. Inspector
(Encroachment) at “D” ward**

* Name of the Programme	N I L
* Eligibility of Beneficiary	N I L
*	N I L
*	N I L
*	N I L
*	N I L
*	N I L
*	N I L
*	N I L
*	N I L
*	N I L
*	N I L
*	N I L
*	N I L
*	N I L
* Year-wise list of beneficiaries in the format given	N I L
* Target (if any)	N I L
* Remarks	N I L

Section 4(i)(b)
(xii)

Details of beneficiaries of subsidy programme in the office of
Sr. Inspector (Encroachment) at D ward

Name of the Scheme / Programme For the year 2013-2014

Sr. No.	Name & Address of Beneficiary	Amount of subsidy / concession sanctioned
	NIL	NIL

Section 4(i)(b)
(xiii)

Particulars of recipients of concessions, permits or
authorizations granted in the office of Sr. Inspector (Encroachment) at D
ward

Type of Licence / Permission / Concession :

Sr. No.	Name of the Licences	Licence No.	Issued on	Valid upto	General Conditions	Details of the Licence
This information is available on MCGM's website - www.mcgm.gov.in						

Section
4(i)(b)(xiv)

**Details of information available in Electronic Form in the office of
Sr. Inspector (Encroachment) at 'D' ward**

Sr. No.	Type of Document / File / Register	Sub-Topic	In which electronic format it is kept	Person incharge
			1) iTape 2) Film 3) C.D. 4) Floppy 5) Any other	N I L

Section 4(i)(b)(xv)

Particulars of the facilities available for citizens for obtaining information in the office of Sr. Inspector (Encroachment) at D ward

Sr. No.	Type of facility	Timings	Procedure	Location	Person Incharge
1	Inspection of record under R.T.I.	3.00 p.m. to 5.00 p.m. on Tuesday & Thursday (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 the Sr. Inspector (Ench), "D" Ward Office Building, Room No.104, 1st Floor, Brihanmumbai Mahanagarपालिका, Jobanputra Compound, Nana Chowk, Grant Road, Mumbai 400007.	Sr. Inspector (Ench), "D" Ward

Details of Public Information Officers in the jurisdiction of (Public Authority) in the office of Sr. Inspector (Encroachment) at D ward

P.I.O.

A

Sr. No.	Name of P.I.O.	Designation	Jurisdiction as PIO under RTI	Address / Phone No.	Email id for purpose of RTI	Appellate Authority
1	Shri S. S. Bhosle	Sr. Inspector (Encroachment)	D Ward	23879949		Asst.M.C. D Ward

Section 4(i)(b)(xvi)

Details of Asst. Public Information Officers in the jurisdiction of (Public Authority) in the office of Sr. Inspector (Encroachment) at D ward

A.P.I.O.

B

Sr. No.	Name of A.P.I.O.	Designation	Jurisdiction as PIO under RTI	Address / Phone No.
-	-	-	-	-

Section 4(i)(b)(xvi)

Details of Appellate Authority in the jurisdiction of (Public Authority) in the office of Sr. Inspector (Encroachment) at D ward Appellate Authority

C

Sr. No.	Name of Appellate Authority	Designation	Jurisdiction as PIO under RTI	P.I.O. reporting	Email id for purpose of RTI
1	Shri. Devidas S. Kshirsagar	Asst. M.C. D Ward	S Ward	Shri S. S. Bhosle, Sr. Inspector (Ench)	

Section 4(i)(b)(xvii)

Any other information of Public use

N I L