



BRIHANMUMBAI MAHANAGARPALIKA

Section 4 Manuals as per provision of RTI Act
2005 of F/South Ward

ASSISTANT ENGINEER WATER WORK **DEPARTMENT**

Address - Office of Assistant Engineer
(WW)F/South, Room no. 15,
1st Floor, F/South Ward
Building, Dr. B. A. Road,
Parel, Mumbai – 400 012

MUNICIPAL CORPORATION OF GREATER MUMBAI
Hydraulic Engineer's Department

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Introduction

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

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

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

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

This consolidated updated handbook on 17 Manuals of the Act would help all the information seekers in getting information. However, in case any information seeker wants to get more information on topics covered in the handbook as well as other information may contact Assistant Engineer (Water Works), F/South ward whose office is situated at F/South ward office, Room No. 15, 1st floor, Jn. J.B. Road & Dr. B.A.Road, Parel, Mumbai-400012. The procedure and fee structure for getting information is as per the provisions of RTI Act, 2005.

Hydraulics is a branch of Engineering science that deals with water storage and supply and 'Hydraulic Engineer' of MCGM is in-charge of water supply to Mumbai. Hydraulic Engineer is a Statutory Post and being head of the department; his department is known as Hydraulic Engineer's Department.

He is empowered by relevant sections of MMC Act 1888(as amended) & power is delegated to him through DMC(SE). All Dy H.E./E.E.W.W./A.E.W.W.'s work under him & he has

overall control to ensure sufficient, wholesome & equated water supply to various water supply zones and to collect water charges.

Assistant Engineer water work F/South is a head of department at ward level in the Hydraulic Engineer's Department. Assistant Engineer water work F/South is under administrative control of Assistant Commissioner.

Assistant Engineer water work F/South is assisted by Junior Engineer (Water works) Dist. / Sub Engineer (Water works) Dist. and Junior Engineer (Water works) Maint. / Sub Engineer (Water works) Maint.. Each Junior Engineer (Water works) Dist. / Sub Engineer (Water works) Dist. is given one Electoral ward (one beat) to perform the duties pertaining to Distribution of water and one Junior Engineer / Sub Engineer to perform the duties pertaining to maintenance of water main section in F/south ward.

Assistant Engineer water work F/South's overall control in ward level to ensure to distribute equal & potable water supply to consumer and collect water charges from consumer.

Definitions (Please provide definitions of various terms used in the hand book)

I. Potable Water: The water which is brought from the outside city and treated at Treatment Plant and brought to the consumers' tap and safe for drinking purpose.

II. Distribution: Supply of water from reservoir to consumers' tap through feeder and distributory mains with static head.

III. Consumers Tap: The point of discharge of water supplied at consumers' premises, which is permitted by following the norms prescribed by Hydraulic Engineer's Department.

IV. Revenue: Bills of quantity of the water received by the consumer through meter at his premises as per the tariff as approved by the Standing Committee / Municipal Corporation.

As per Central Right to Information Act 2005, Assistant Engineer water work F/South is appointed as Public Information Officer (Water Works) for Water works department and as per Maharashtra Public Records Act-2005 and Maharashtra Public Records Act Rules -2007, he is designated as Record Officer for Water Works Dept. of F/South ward.

(Chaudhari Ajay Bhaurao)

Assistant Engineer (Water Works)

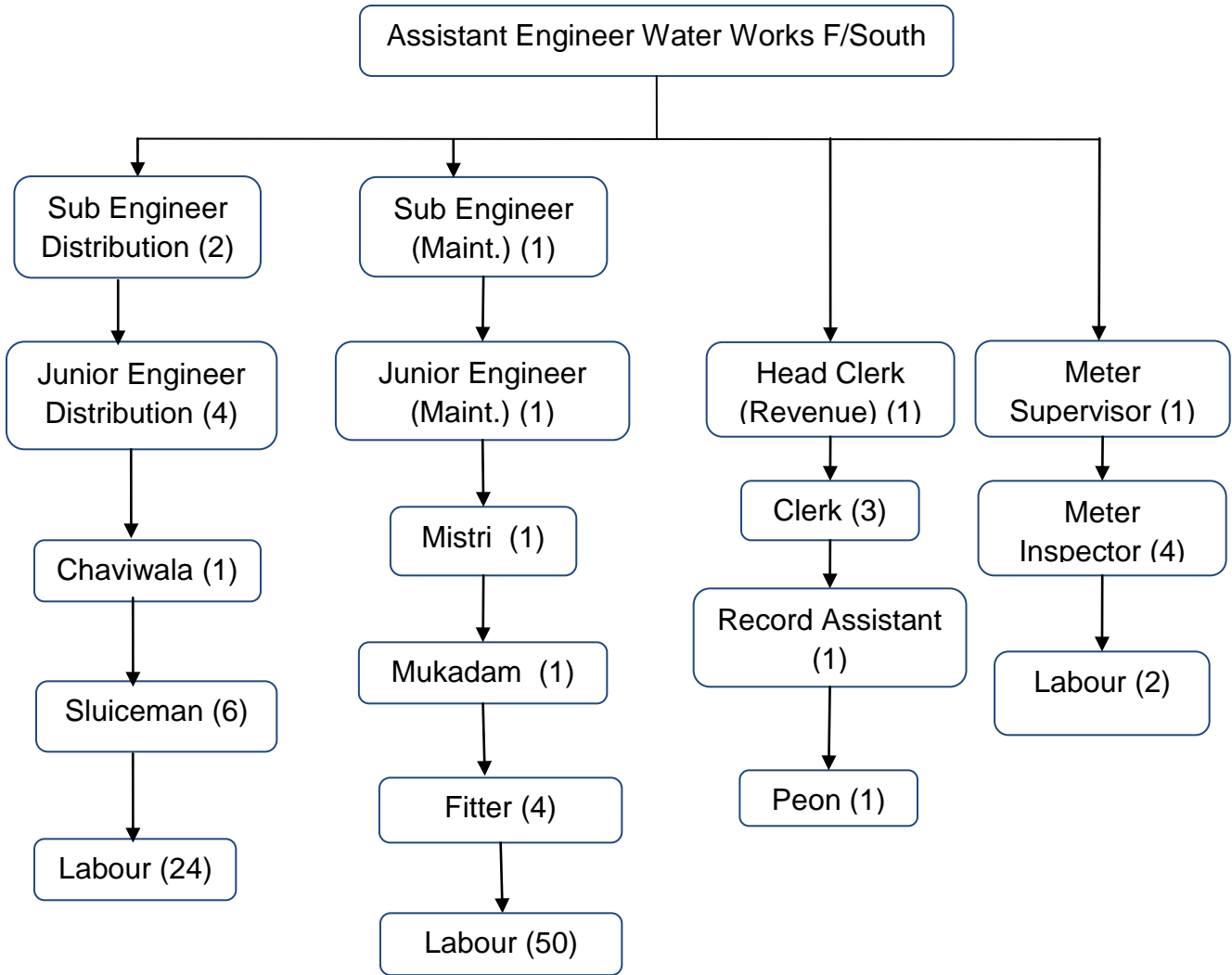
F/South ward

Section 4(1) (b) (i)

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

1	Name of the Section	Office of Assistant Engineer, Water Works
2	Address	Room No. 15, 1st floor, F/South ward office Building, Dr. B. A. Road, J. Bhatankar Marg, Parel, Parel, Mumbai- 400 012
3	Head of the office	Assistant Engineer Water Works
4	Parent Government Department	Hydraulic Department.
5	Reporting to which office	1) Assistant Commissioner, F/South Ward, 2) Office of Deputy Hydraulic Engineer (City), Compound of A.E.W.W.(Maint) City, Opp. 'S' Bridge, 566, N.M. Joshi Marg, Byculla, Mumbai - 400 011
6	Jurisdiction Geographical	F/South ward is bounded by the Arabian Sea on the East, central railway on West Mumbai Marathi Granth Sangrahalaya Marg on North and Dattaram Lad Marg on South side covering North Central portion of the city.
7	Mission	"To provide adequate, safe and equitable water to the consumers in F/South ward's area."
8	Vision	"To control on leakages, wastage & theft of water."
9	Objectives	"Distribution of potable water to the consumers in F/South ward's area." 1) To attend short supply complaint of consumers. 2) To attend leakage of water main up to 250 mm dia. 3) To attend contamination complaints. 4) To inspect unauthorized Water connections.
10	Functions	Control over Distribution of potable water to the consumers in F/South ward's area. 1) To control and supervise daily water supply valves. 2) To issue permission form for water connections. 3) To recovery of water charge bills from consumers.
11	Details of services provided (In Brief)	"Supply of potable water within F/South ward's area."
12	Physical assets / Tools (Statement of lands & Buildings and other Assets)	Tools
13	Organization's structural Chart	As per separate sheet attached at page no. _____.
14	Tel. No.s & office timings	Telephone no : 24134560 Extn : 103 Email : aewwfs@gmail.com 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.

Organisation's Structural Chart (Orgonogram):



Sr. No	Designation	Total Post			Charged Post			Vacant Post		
		Schedule	Non Schedule	Total	Schedule	Non Schedule	Total	Schedule	Non Schedule	Total
1	Assitt. Engg	1	NIL	1	1	NIL	1	NIL	NIL	NIL
2	Sub Engg.	3	NIL	3	3	NIL	3	NIL	NIL	NIL
3	Jr. Engg	1	5	6	1	3	4	NIL	2	2
4	Meter supervisor	1	NIL	1	1	NIL	1	NIL	NIL	NIL
5	Head Clerk	1	NIL	1	1	NIL	1	NIL	NIL	NIL
6	Clerk cum Typist	1	NIL	1	0	NIL	NIL	1	NIL	1
7	Clerk	5	NIL	5	3	NIL	3	2	NIL	2
8	Meter Inspector	4	NIL	4	3	NIL	3	1	NIL	1
9	Peon	1	NIL	1	1	NIL	1	0	NIL	NIL
10	Record Attendant	1	NIL	1	1	NIL	1	0	NIL	NIL
11	Chaviwal	4	3	7	1	NIL	1	3	3	6
12	Sluice man	8	4	12	5	NIL	5	3	4	7
13	Labour	23	NIL	23	22	NIL	22	1	NIL	1
14	Porter	1	NIL	1	0	NIL	0	0	NIL	1
15	Mason-II	1	NIL	1	1	NIL	1	0	NIL	0
16	Mistry-II	1	1	2	0	NIL	0	1	1	2
17	Fitter-II	6	15	21	4	NIL	4	2	15	17
18	Mukadam	1	8	9	1	NIL	1	0	8	8
19	Labour	18	57	75	17	28	45	1	29	30

Section 4(1) (b) (ii)

The powers of officers and employees in the office of Assistant Engineer Water works F/South ward.

A

Sr. No.	Designation	Power- Financial	Under which legislation / rules / order / GRs	Remarks
1.	Assistant Engineer Water works	1. Power to incur expenditure-office contingencies Rs.7000/- in case of dead stock articles upto Rs.50/- per item and to make the payments of the bills therefore.	MMC Act 1988	
		2. (a) Power to purchase without prior post-audit upto Rs.25/-		
		(b) Without pre-audit but with post audit Above Rs.25/- but upto 200/-		
		(c) With pre-audit Above Rs.200/- but upto Rs.500/-		
		3. Power to sign payment and adjustment vouchers against the previous sanction of the competent authorities to limit of the Rs.15,000/-		
		4. Signing all indents for purchases of stores and material required for execution of sanctioned works, provided funds are available.		
		5. Power to enter upon or carry materials through any land for inspection or repairs or execution of Municipal works.	263 (1), 278 (1)	
2.	Sub Engineer Distribution	NIL.		
3.	Sub Engineer (Manit.)	NIL.		
4.	Junior Engineer Distribution	NIL.		
5.	Junior Engineer (Manit.)	NIL.		
6.	Head Clark	NIL.		
7.	Meter Supervisor	NIL.		

B

Sr. No.	Designation	Power- Administrative	Under which legislation / rules / order / GRs	Remarks
1.	Assistant Engineer Water works	1. Power to sanction increments in the time scale promotions to the lab our staff in accordance to rules in force.	MMC Act 1988	
		2. Power to grant casual leaves to subordinate staff upto the rank of Sub-Engineers accordance with the MC's orders on the subject that application form staff.		
		3. Powers to grant leaves including maternity and injury leave to the lab our staff in accordance to the MC's orders on the subject .		
		4. Power to sign unclaimed wages refund certificates of the staff working under him.		
		5. Power to allow renewal of Railway season Tickets.		
		6. Power to sanction overtime allowance when necessary to the member of the inferior service of the sanctioned scales and in case of those whom the factory.		
		7. To authorize (1) employees to renew subscription to Provident Fund (Rule 16-d of provident fund (2) to grant advance (Rule 24) & (3)to sanction refund of Municipal Contribution in ordinary cases and the recovery in respect of Municipal claims.		
2.	Sub Engineer Distribution	Nil.		
3.	Sub Engineer (Manit.)	Nil.		
4.	Junior Engineer Distribution	Nil.		
5.	Junior Engineer (Manit.)	Nil.		
6.	Head Clark	Nil.		
7.	Meter Supervisor	Nil.		

C

Sr. No.	Designation	Power- Magisterial	Under which legislation / rules / order / GRs	Remarks
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		N.A.		
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D

Sr. No.	Designation	Power- Quasi Judicial	Under which legislation / rules / order / GRs	Remarks
		N.A.		

E

Sr. No.	Designation	Power- Judicial	Under which legislation / rules / order / GRs	Remarks
		N.A.		

The duties of officers and employees in the office of Assistant Engineer Water works F/South ward.

A

Sr. No.	Designation	Duties - Financial	Under which legislation / rules / order / GRs	Remarks
1.	Assistant Engineer Water works	Nil.	-	
2.	Sub Engineer Distribution	Nil.	-	
3.	Sub Engineer (Manit.)	NIL.	-	
4.	Junior Engineer Distribution	NIL.	-	
5.	Junior Engineer (Manit.)	NIL.	-	
6.	Head Clark	NIL.	-	
7.	Meter Supervisor	NIL.	-	

B

Sr. No.	Designation	Duties - Administrative	Under which legislation / rules / order / GRs	Remarks
1.	Assistant Engineer Water works	1. To maintain normal day to day supply with the help of available resources such as man, material and machinery.	MMC Act 1988, u/s.169, 92, 263(1), 278(1), 350, 488	
		2. Repairs & maintenance of water mains upto 300mm and get rest of the work done by coordinating with other agencies.		

		3. Initiate proposals for laying of new water mains for replacement of old pipelines and to overcome short supply problem, contamination etc. for sanction of competent authority.		
		4. Attending short supply complaints, contamination leakages in private and municipal unit and disconnection of connections to generate demands of water / sewerage charges, recovery of bills etc.		
		5. To attend the meetings of zonal D.M.C., dept. heads and other meetings such as public grievances and comply the matters.		
		6. To issue necessary permissions for availing the water connections allowing fittings etc. after obtaining necessary sanction from competent authority, Resolving of disputes regarding water charges bills with sanction of competent authority.		
		7. In case of emergency arising out of breakdowns, maintenance of water mains, inform the public and public representatives for change in water timings etc. with available resources.		
		8. Any other duties assigned by the higher authorities.		
		9. Sanction of domestic connections upto 20mm dia., certification of dry fittings upto 25mm dia. and new buildings upto 4th floor.	1)EE Mts (Rev.) /2553 / Circular dtd 1.01.2002 2)HE/15/Cir/ HC(Gen.) of 29.10.2005	
		10. Recovery of additional sewerage charges for already sanctioned proposals.	Water bay laws, Water charges rules.	
2.	Sub Engineer Distribution	1. To maintain normal day to day supply with the help of available resources such as man, material and machinery.		
		2. To initiate proposals for laying new water main for improvement of pressure in the area.		
		3. To look after complaints of shortage, leakages, contamination etc.		
		4. To prepare/scrutinize proposal for applications for water connections & other fittings.		
		5. To overall control on distribution staff and issue instructions for specific work.		
3.	Sub Engineer (Manit.)	1. To carry out fieldwork such as repairs, maintenance of water main upto 300mm dia.		
		2. Overall control on maintenance labour staff, to carry out the above repair work.		
		3. To carry out work of making new connections upto 50mm dia.		

		4. Execution of disconnection orders for nonpayment of water charges & Sewerage charges bills, wastages etc.		
		5. To maintain various records of new water connections, meters, preparation of O.T. of maintenance staff.		
4.	Junior Engineer Distribution	1. To maintain normal day to day supply with the help of available resources such as man, material and machinery.		
		2. To initiate proposals for laying new water main for improvement of pressure in the area.		
		3. To look after complaints of shortage, leakages, contamination etc.		
		4. To prepare/scrutinize proposal for applications for water connections & other fittings.		
		5. To overall control on distribution staff and issue instructions for specific work.		
5.	Junior Engineer (Manit.)	1. To carry out fieldwork such as repairs, maintenance of water main upto 300mm dia.		
		2. Overall control on maintenance labour staff, to carry out the above repair work.		
		3. To carry out work of making new connections upto 50mm dia.		
		4. Execution of disconnection orders for nonpayment of water charges & Sewerage charges bills, wastages etc.		
		5. To maintain various records of new water connections, meters, preparation of O.T. of maintenance staff.		
6.	Head Clark	1. To assist AEW in all matters regarding water charges bills and day to day office duties.		
		2. To supervise and exercise control over working of all billing clerks and verify single line bills.		
		3. To supervise work of billing clerks in preparing monthly and quarterly bills.		
		4. To maintain necessary registers and to prepare periodical reports and submission of the same to the higher authority.		
		5. To initiate refund proposals and adjustments.		
		6. To put up draft reply to audit notes.		
		7. To issue notices to consumer for recovery & report to the higher authority accordingly.		
7.	Clark	1. To assist H.C. (Billing) in day to day works.		
		2. To enter the meter data for		

		preparing the water charges bills.		
		3. To prepare challans for payments other than water charges bills		
		4. To maintain register regularly and taking day to day entries.		
		5. To issue duplicate bills.		
		6. To issue notices to consumer for recovery & report to the higher authority accordingly.		
8.	Meter Supervisor	1. To assist AEWV in the work metering section.		
		2. To supervise the work of Meter Inspector.		
		3. To check Meter Reading Book entries on random after visiting sites.		
		4. To report unauthorized water connections and misuse of municipal water.		
		5. To issue notices to consumer for replacement of non working meters.		
		6. To maintain dispute registers and stolen meter register.		
		7. To verify consumption and rates for preparation of water bills prior to approval by A.E.W.V.		
		8. To settle gaps where meter reading is not available or not reliable. So that there is no loss of revenue or burden of excess billing to the consumer.		
		9. To feed regularly necessary data to computer.		
		10. To observe scheduled programme of meter reading.		
		11. To prepare various reports related to water dept.		
9.	Meter Inspector	1. To assist meter supervisor in his day to day working.		
		2. To take meter reading of water connections in the ward.		
		3. To maintain entries of new metered water connection in meter reading book.		
		4. To keep check on disconnected connections for various reasons & report accordingly.		
		5. To detect and report unauthorized		

		water connection and misuse of water.		
		6. To give required information to higher authority if any.		
10.	Record Assistant	1. To receive, register and dispatch papers.		
		2. To maintain record of connection files and furnish whenever required.		
		3. To maintain inward and outward register.		
		4. To attach the relevant papers to the concerned files.		
11.	Mistry	1. To assist the J.E.(maint.) and follow his instructions.		
		2. To mark muster of labour.		
		3. To allot works related to complaints and report the same to J.E.		
		4. To guide and control fitters and labours to carry out the work.		
		5. To maintain the record of complaint.		
12.	Mukadam	1. To assist the J.E.(Maint.)		
		2. To keep record of Municipal /Private meter taken for testing and refixing of the same.		
		3. To take DCO action as per order.		
		4. To restore connection after recovery of outstanding dues.		
13.	Fitter	1. To attend the leakages and repairs of water main upto 250 mm dia. water main.		
		2. To attend contamination complaint.		
		3. To make new water connections and cutting of connections as per order of higher authority.		
		4. To removal and fixing of meters of the connections.		
14.	Chaviwala	1. To assist to S.E. & J.E. (Distribution) for Valve operation		
		2. To supervise to sluice man and labour for valve operation.		
		3. To operate the valves on water main at the specified time and to the specified limits as per order of		

		higher authority.		
		4. To maintain operation register if required.		
		5. To report about non-working and damaged valve.		
		6. To report leakages.		
		7. To attend the short supply complaint and report to higher authority.		
		8. To attend the site of fire calls.		
15.	Sluice man	1. To operate the valves on water main at the specified time and to the specified limits as per order of higher authority.		
		2. To report about non-working and damaged valve.		
		3. To maintain operation register if required.		
		4. To report leakages.		
		5. To attend the site of fire calls.		
		6. To attend the short supply complaint and report to higher authority.		

C

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

D

Sr. No.	Designation	Duties - Quasi Judicial	Under which legislation / rules / order / GRs	Remarks
		N.A.		

E

Sr. No.	Designation	Duties – Judicial	Under which legislation / rules / order /	Remarks

			GRs	
		N.A.		

Section 4(1) (b) (iii)

Procedure followed in Decision Making Process, including channels of supervision and accountability in the office of Assistant Engineer Water Works F/South.

What is the procedure followed to take a decision for various matters?

Proposal of every kind are generally put up for approvals / sanctions of competent authority – through proper channel i.e. initiating department / Account Department / Competent authority.

Water Connection Application.

Standard application forms are available in the Wards. The applicant has to fill up this form, attach references, requisite documents and submit the papers in the respective Wards through Licensed Plumber. On payment of scrutiny fee, the application is scrutinized.

Depending on the powers vested in Assistant Engineer, Executive Engineer, Dy. Hydraulic Engineer and Hydraulic Engineer, D.M.C. (S.E.), the approval to the request of new / additional connections are given.

On receipt of approval of Competent Authority, the applicant is informed about the same by issuing Permission Form, which enlists various approvals and conditions. After compliance of the conditions of the "P" form, the water connection is released to the applicant.

Public Complaints.

Complaints of various natures regarding water supply can be registered with Complaint Officer of respective Ward Office and also can be registered with Water Control Office in City.

The documents procedures.

A. Connection for granting stand post water connections to the slum dwellers.

1. The applicant should submit minimum 2 proofs of residence in the structure from the following of their stay prior to 1.1.95 or from Government Notification from time to time...
2. Ration Card – showing the address of applicant. (Compulsory)
3. Electricity bill

One of the following proof prior to 1.1.1995

1. Copy of Election Roll showing applicants name and address.
2. Copy of Election Card.
3. Copy of Assessment bill.
4. Copy of Census Photo Passes.

B. Water connection to the tolerable structure (prior to 1.4.1962 for Commercial Premises & prior to 17.4.1962 for residential Premises).

1. Copy of Assessment Bill of the structure
2. Copy of Ration Card.
3. Copy of Rent receipt.
4. N.O.C. of the owner of the premises.

C. Water connections to planned building.

1. NOC from H.E. Department.
2. Copy of approved plans by the Planning Authority.
3. Copy of I.O.D./Amended Plans /C.C.
4. Copy of Occupation Certificate/ Building Completion Certificate.
5. Copy of the NOC wherever applicable.

D. Water connection on Humanitarian ground.

1. NOC from H.E. Department.

2. Copy of approved plans by the Planning Authority.
3. Copy of I.O.D./Amended Plans.
4. Copy of Commencement Certificate
5. Application from occupants of the building.

E. Water connection for commercial use

1. Copy of rent receipt in case applicant is tenant.
2. Copy of Assessment Bill.
3. Copy of valid licenses to run the trade, issued by the MCGM.
4. Nature of activity and staff engaged in establishment.
5. NOC from Owner / Society if applicant is not owner of the premises.
6. Permission from respective authority according to the nature of activity, if required.

F. Water Connection for construction purpose (Unmetered connection) for labour drinking purpose

1. Copy of approved plans by the Planning Authority.
2. NOC from H.E. Department.
3. Details of existing connections fed to premises.

Intimation letter or Permission Form.

Permission form is issued by the AEWW of the Ward after approval from competent Authority.

Sr. No	Activity	Steps Involved	Time Limit	Authority role and responsibility of the employee/ officer in connection with each activity. (mention designation)	Remarks
	Granting Water Connection	Scrutiny of Application.	15 days	JE/SE (Distribution)	
		Letter to Party	2 days	JE/SE (Distribution)	
		Compliance of Dakka letter by party with scrutiny fee.	30 days	Party	
		After compliance of Dakka letter site visit report	7 days	JE/SE (Distribution)	
		After site visit put up proposal to higher authority for sanction.	15 days	JE/SE (Distribution)	
		Reject or approve/ Forwards it to higher competent authority for approval	5 days	AEWW	
		On the recommendation of AEWW, competent higher authority approves or rejects the water connection	7 days each level	EEWW/Dy HE /HE/DMC	
		Preparation of Permission Form (P	7 days	JE/SE (Distribution)	

		Form)/ Rejection Letter			
		Sing on Permission Form (P Form)/ Rejection Letter	7 days	AEWW	
		P form issue along with connection form(C form) to plumber/Applicant	2 days	Record Assistant	
		Compliance to P-form and C-form	With in one year	Plumber/Applicant	
		Road Opening permit	15 days	AE(Maint)	
		Preparation of Meter Card	10 days	Meter Inspector, Meter Supervisor	
		Physical connection of water meter	7 days	S.E(Maint) J E (Maint)	
		Generation of CCN Number and Updating of Meter Reading Card.	10 days	S.E(Maint) /S E (D).	
	Meter Reading	Taking meter reading and updating MRB.	Monthly	Meter Inspector	
	Disconnection of water connection	Prepare defaulter list and disconnection of water connection	Monthly	H.C / M.S / SE(M)	
	Water Connection Restoration.	After payment of pending bills by party and additional security deposit and cutting making charges	4 days	H.C / M.S / SE(M)	

Section 4(1) (b) (iv)

Norms set for discharge of its functions in the office of Assistant Engineer Water works F/South ward.

Organisational Targets (Annual)

Sr. No.	Designation	Activity	Units to be covered	Financial Targets in Rs.	Time Limit	Remarks
1.	Assistant Engineer Water Works	As mentioned in Section 4 (1) (b) (iii)		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/ Junior Engineer	As mentioned in Section 4 (1) (b) (iii)		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 functions in the office of Assistant Engineer Water works F/South ward.

Sr. No.	Subject	G.R./Circular/Office order. Rule no. notification etc. date.	Remarks if any
1.	Sanction of Water connection	MMC Act 1888u/s 169, 92. & Cir. No. HE/15/CIR/HC(Gen) of 29/10/2005.	
2.	Recovery of Water Charges	Manual of Water Charges Rules.	Available with PRO department on payment of fees
3.	Guidelines for connections	Manual of Water Bye-Laws for water connections.	Available with PRO department on payment of fees
4.	Circular regarding Water department.	Various Circular issued time to time.	

Section 4(1)(a)(vi)

Statement of Categories of documents held in the office of Assistant Engineer Water works F/South ward.

Sr. no.	Subject	Type of Document file or register	File no. or Register no.	Particulars	Periodicity of preservation
'A' Class Record					
1.	Case file of Water connection	File		Details of application for water connection	Permanent
2.	Fitting register	Register		Details of Certification as per permission form	Permanent
3.	Connection Register	Register		Details of water connection	Permanent
4.	Meter reading Book			Details of Meter reading	Permanent
'C' Class Record					
1.	R.T.I Register			Details of application received under R.T.I.Act	5 Years
2	RTI application & their reply (Except appeal cases)			Details of application received under RTI Act & reply given to the same.	01 year
3	First & second appeal made under RTI Act			Details of First & second appeal made by applicant under RTI Act by the applicant against reply of Public Information Officer and/or order passed by First Appellate Authority	01 year
4	Log sheets	Inward papers		Details of Applications/ complaints/ other documents received by	01 Year

				department	
5	Outward Register (Internal departments)	Outward papers		Details of Applications/ complaints/ other documents forwarded to Internal departments of F/South ward.	01 Year
6	Outward Register (External correspondence)	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
7	Complaint Register	Register		Orally complaint registered.	01 year

Section 4(1)(b)(vii)

Particulars of any arrangement that exists for consultation with the members of the public in relation to the formulation of its policy and implementation in the office of Assistant Engineer Water works F/South ward.

-- NOT APPLICABLE --

Section 4(1)(b)(viii)

Statement of Boards, Councils, Committees or Other bodies in the office of Assistant Engineer Water works F/South ward.

---Nil--

Section 4 (1) (b) ix

Dictionary of the officer and employees in the office Assistant Engineer Water Works F/South Ward

SR. NO.	Designation	Name of the Officers/ Employees	Cadre	Dt. Of Joining the post	Dt. Of Joining in F/South Ward	Contact Details Ph/Fax/ E-mail
1	ASST.ENGINEER	CHAUDHARI AJAY BHAURAO	B	18.01.1995	16.12.2011	022-24114293/9930260422
2	SUB ENGINEER	CHOUGULE YUSUF EBRAHIM	B	06.01.1982	04.04.2012	022-24114293/ 9869320452
3	SUB ENGINEER	TADVI SHKIL SAMSHER	B	13.07.2005	12.08.2011	022-24114293/ 9930260474
4	SUB ENGINEER	KHAJURE SACHIN BALIRAM	B	24.02.2009	24.02.2009	022-24114293/ 9930260473
5	JR. ENGINEER	NIKHADE HARSHAL NANDKUMAR	C	15.12.2009	15.12.2009	022-24114293/ 9373989535
6	JR. ENGINEER	SHINDE SATISH MADHUKAR	C	25.03.2009	25.03.2009	022-24114293/ 9820482665
7	JR. ENGINEER	WAGHAMARE PRAMOD VITHOBA	C	05.03.2009	05.03.2009	022-24114293/ 9930337082
8	JR. ENGINEER	NAR KISHRI DEELIP	C	23.11.2011		022-24114293/ 9870204514
9	JR. ENGINEER	NINGOLE RAHUL MOTIRAM	C	23.11.2009	23.11.2009	022-24114293/ 9820829377
10	METER SUPVR.	MRUNGEKAR UTTRA SURESH	C	10.12.1995	01.03.2012	022-24114293/ 9969017364
11	HEAD CLERK	TORASKAR NILESH R	C	01.09.1989	25.01.2013	022-24114293/ 9869956888
12	METER INSPECTOR	WADIA HOSHANG PIROJSHA	C	07.10.1992	30.04.2010	022-24114293
13	METER INSPECTOR	GAMARE DIGVIJAY BHIKAJI	C	02.08.1976		022-24114293
14	METER INSPECTOR	SATVI ANIL BALKRISHNA	C	14.11.1996	18.03.2011	022-24114293
15	METER INSPECTOR	GADKARI BIPINCHANDRA	C	10.02.1986	22.06.2011	022-24114293
16	CLERK	NAYAR SWAPNA RAVIKUMAR	C	01.04.1986	02.03.2009	022-24114293
17	CLERK	GORE PRIYA B.	C	04.08.2008	04.08.2008	022-24114293
18	CLERK	AVCHITE ANITA RAMESH	C	17.04.2012	17.04.2012	022-24114293
19	PEON	KRUPA SHRIKRISHNA RANE	D	09.10.2012		022-24114293
20	RECORD ATTD	BHANDALKAR SAJEEVKUMAR N	D	13.01.1993	24.01.2013	022-24114293
21	CLERK	VACANT	C			022-24114293
22	CLERK	VACANT	C			022-24114293
23	CL.C.TYPIST	VACANT	C			022-24114293
24	CHAVIWALA	KARANKALE BHAGWAN KONDAJ	D	04.06.1979		022-24114293
25	CHAVIWALA	VACANT	D			022-24114293
26	CHAVIWALA	VACANT	D			022-24114293
27	CHAVIWALA	VACANT	D			022-24114293
28	SLUICEMAN	BENDRE DATTARAM SADU	D	1.11.1981		022-24114293
29	SLUICEMAN	VACANT	D			022-24114293
30	SLUICEMAN	VACANT	D			022-24114293
31	SLUICEMAN	VACANT				022-24114293
32	SLUICEMAN	GHODKE SANJAY PANDURANG	D	10.10.1990		022-24114293
33	SLUICEMAN	MAYEKAR DEODATTA SHRIDHAR	D	01.05.1980		022-24114293
34	SLUICEMAN	BALU .S.POTKULE	D	02.02.1998		022-24114293
35	SLUICEMAN	RANE RAVINDRA GOVIND	D	10.05.1980		022-24114293
36	LABOURER	CHAVAN NAMDEV RANGRAO	D	02.06.2008		022-24114293
37	LABOURER	PATIL DYANDEV DUNDURAM	D	13.10.2008		022-24114293
38	LABOURER	PATIL SANTOSH KALIRAM	D	08.10.2008		022-24114293
39	LABOURER	VINAYAK .V.PARKAR	D	01.04.2005		022-24114293
40	LABOURER	GAIKWAD LAXMAN VITHAL	D	06.11.1989		022-24114293
41	LABOURER	IDE TUKARAM KISAN	D	27.06.2008		022-24114293
42	LABOURER	JAKHERE PANDIT AVAJI	D	14.07.2008		022-24114293
43	LABOURER	INDULKAR EKNATH RAJARAM	D	01.01.1985		022-24114293
44	LABOURER	NAIK SANTOSH JANNATH	D	07.07.2007		022-24114293
45	LABOURER	PADWAL SANTOSH LAXMAN	D	12.04.1995		022-24114293
46	LABOURER	PALAYE PRAKASH VISHRAM	D	17.10.1989		022-24114293
47	LABOURER	JANARDAN .K.VISHE	D	01.06.1974		022-24114293

48	LABOURER	VACANT.	D			022-24114293
49	LABOURER	TURMBEKAR PRADIP R	D	17.01.1987		022-24114293
50	LABOURER	VADAYE SITARAM DHONDU	D	11.10.1991		022-24114293
51	LABOURER	JIJARAM .N.HILE	D	09.11.2005		022-24114293
52	LABOURER	KAMBLE RAJESH SHANKAR	D	07.02.1996		022-24114293
53	LABOURER	HIRE HARIKANT SHIVRAM	D	01.10.1996		022-24114293
54	LABOURER	TAMBE LAVESH GOPAL	D	15.02.1997		022-24114293
55	LABOURER	KAMBLE SANTOSH KASHIRAM	D	15.02.1997		022-24114293
56	LABOURER	MUTHE ANKUSH BUDHA	D	27.08.1998		022-24114293
57	LABOURER	THORAT SANJAY SUBHASH	D	03.08.1999		022-24114293
58	LABOURER	VHATKAR VIKAS LAXMAN	D	07.07.2007		022-24114293
59	MASON II	KAMBLE BHAGWAN S.	D	01.06.1994		022-24114293
60	MISTRY II	VACANT	D			022-24114293
61	FITTER II	DHANGDE CHANDRAKANT K	D	01.06.1994		022-24114293
62	FITTER II	GAONKAR PRAMOD DADU	D	01.06.1994		022-24114293
63	FITTER II	MOTE VITHOBA RAMU	D	02.05.1980		022-24114293
64	FITTER II	VACANT				022-24114293
65	MUKADAM	ANAND .D.THAMBRE	D	01.06.1994		022-24114293
66	LABOURER	JADHAV SANDEEP DATTARAM	D	01.07.2008		022-24114293
67	LABOURER	JADHAV MILIND MAHADEO	D	20.11.1990		022-24114293
68	LABOURER	KELASKAR SURESH BHIKAJI	D	01.06.1994		022-24114293
69	LABOURER	CHAWAN LAHU BABURAO	D	10.01.2009		022-24114293
70	LABOURER	JADHAV NIRNAY B	D	01.06.1994		022-24114293
71	LABOURER	KODEYA DEVIRAM LEELARAM	D	01.05.1981		022-24114293
72	LABOURER	DATTARAM P MEDEKAR.	D	01.08.1986		022-24114293
73	LABOURER	MOHITE KAKA JAGANNATH	D	01.08.1986		022-24114293
74	LABOURER	MULANI AKBAR BHIKANBHAI		15.07.1986		022-24114293
75	LABOURER	SOLANKI DINESH CHUNILAL	D	02.04.1981		022-24114293
76	FITTER II	TALEKAR BABAN SITARAM	D	01.06.1994		022-24114293
77	LABOURER	NAIK SHAILENDRA DILIP	D	06.06.2008		022-24114293
78	LABOURER	PATIL VASANT DHARMU	D	01.06.1994		022-24114293
79	LABOURER	PEDNEKAR VIJAY WAMAN	D	01.06.1994		022-24114293
80	LABOURER	SAKPAL SUDHIR BABAJI	D	01.09.1995		022-24114293
81	LABOURER	SHELAR GURUNATH PADMAKAR	D	01.09.1995		022-24114293
82	LABOURER	GILANDE P. V..	D	02.05.2006		022-24114293
83	FITTER II	VACANT	D			022-24114293
84	LABOURER	METKARI ANNA SANDIPAN	D	01.04.2009		022-24114293
85	LABOURER	VACANT	D			022-24114293
86	LABOURER	MASKE KIRAN TANAJI	D	25.05.2010		022-24114293
87	LABOURER	GAWADE AMIT ANANT	D	12.10.2011		022-24114293
88	LABOURER	PANDE RAJEH VIJAY	D	13.10.2011		022-24114293
89	LABOURER	SAKPAL DHONDU KASHIRAM	D	05.10.2011		022-24114293
90	LABOURER	GHADI SUSHANT ATMARAM	D	14.10.2011		022-24114293
91	LABOURER	CHIKANE PRAVIN ANKUSH	D	04.10.2011		022-24114293
92	LABOURER	CHAVAN SADEEP DATTARAM	D	13.10.2011		022-24114293
93	LABOURER	VACANT	D			022-24114293
94	LABOURER	MORE PRAKASH CHANDRAKANT		13.10.2011		022-24114293
95	LABOURER	VACANT	D			022-24114293
96	LABOURER	REDEKAR RAJENDRA SUBHANA	D	13.10.2011		022-24114293
97	LABOURER	TADVI RAKESH DASTAGIR	D	18.11.2011		022-24114293
98	LABOURER	VACANT	D			022-24114293
99	LABOURER	MORE JIRENDRAKUMAR K	D	17.11.2011		022-24114293
100	LABOURER	VACANT	D			022-24114293
101	LABOURER	VACANT	D			022-24114293
102	LABOURER	VACANT	D			022-24114293
103	LABOURER	GHADAGE VINAYANT C.	D	17.11.2011		022-24114293
104	LABOURER	GHADIGAONKAR SANDEEP HANUMANT	D	25.11.2011		022-24114293
105	LABOURER	LOKE NILKHANTH MANOHAR	D	17.11.2011		022-24114293
106	LABOURER	VACANT	D			022-24114293
107	LABOURER	MANE AVINASH RAMDAS	D	21.11.2011		022-24114293
108	LABOURER	BASANE RAVINDRA BABURAO	D	08.12.2011		022-24114293
109	LABOURER	KHARAT SUBHASH POPAT	D	25.11.2011		022-24114293
110	LABOURER	GHRAD JAGANNATH LUXMAN	D	18.11.2011		022-24114293
111	LABOURER	KADALI LUXMAN DHARMA	D	18.11.2011		022-24114293
112	LABOURER	TAMORE NILESH PANDURANG	D	03.12.2011		022-24114293
113	LABOURER	PATIL PRAFUL ANANT	D	03.12.2011		022-24114293
114	LABOURER	SHINDE SURESH SAHADU		30.11.2011		022-24114293
115	LABOURER	VACANT	D			022-24114293
116	LABOURER	HIRE SOMANTH RAJAMRAM		09.12.2011		022-24114293

117	LABOURER	MADANE ANIL RAMCHANDRA	D	12.12.2011		022-24114293
118	LABOURER	SHELAR RAVINDRA R.	D	08.12.2011		022-24114293
119	LABOURER	KARANDE DATTU HIRA		12.01.2012		022-24114293
120	LABOURER	CHOUGULE DINESH PRABHAKAR	D	11.05.2012		022-24114293
121	LABOURER	KARBHARI DILIP SHANKAR	D	14.08.2012		022-24114293

Section 4 (1) (b) x

Details of remuneration of officer and employees in the office Assistant Engineer Water Works F/South Ward

SR. NO.	DESIGNATION	EMPLOYEE NAME	GRD	Basic + GRP	DA	WC	CA	SPA	TA	MMA	HRA	TOTAL SALARY
1	ASST.ENGINEER	CHAUDHARI AJAY BHAURAO	B	20710+5400	20888	----	463	----	1600	200	7833	57094
2	SUB ENGINEER	CHOUGULE YUSUF EBRAHIM	B	21470+4600	20856	----	463	----	1200	200	7821	56610
3	SUB ENGINEER	TADVI SHKIL SAMSHER	B	12450+4600	13640		463		1200	200	5115	36274
4	SUB ENGINEER	KHAJURE SACHIN BALIRAM	B	14140+4600	14992		463		1200	200	5600	41217
5	JR. ENGINEER	NIKHADE HARSHAL NANDKUMAR	C	10570+4300	11896		463		600	200		28029
6	JR. ENGINEER	SHINDE SATISH MADHUKAR	C	10570+4300	11896		463		600	200	4461	32490
7	JR. ENGINEER	WAGHAMARE PRAMOD VITHOBA	C	10570+4300	11896		463		600	200	4461	32490
8	JR. ENGINEER	NAR KISHRI DEELIP	C	9710+4300	11208		463		600	200	4203	30684
9	JR. ENGINEER	NINGOLE RAHUL MOTIRAM	C	9710+4300	11208		463		600	200	0	26481
10	METER SUPVR.	MRUNGEKAR UTTRA SURESH	C	21320+4200	20416		463		600	200	7656	54855
11	HEAD CLERK	TORASKAR NILESH R	C	11150+4200	12280			912	600	200	4605	33947
12	METER INSPECTOR	WADIA HOSHANG PIROJSHA	C	13370+2000	12296		373		600	200	4611	33334
13	METER INSPECTOR	GAMARE DIGVIJAY BHIKAJI	C	17390+2000	15512		463		600	200	5817	41982
14	METER INSPECTOR	SATVI ANIL BALKRISHNA	C	12920+2000	11936		463		600	200	4476	31738
15	METER INSPECTOR	GADKARI BIPINCHANDRA	C	17180+2000	15344		463		600	200	5754	41541
16	CLERK	NAYAR SWAPNA RAVIKUMAR	C	16910+4200	16888				600	200	6333	45131
17	CLERK	GORE PRIYA B.	C	7470+2000	7576				600	200	2841	20687
18	CLERK	AVCHITE ANITA RAMESH	C	6400+2000	7620				600	200	2520	18440
19	PEON	KRUPA SHRIKRISHNA RANE	D	4440+1350	4632				600	200	1737	12959
20	RECORD ATTD	BHANDALKAR SAJEEVKUMAR N	D	10980+1900	10304			913	600	200	3864	28761
21	CLERK	VACANT	C									
22	CLERK	VACANT	C									
23	CL.C.TYPIST	VACANT	C									
24	CHAVIWALA	KARANKALE BHAGWAN KONDAJ	D	16550+1650	9760	115		908	1080	200	3660	27923
25	CHAVIWALA	VACANT	D									
26	CHAVIWALA	VACANT	D									
27	CHAVIWALA	VACANT	D									
28	SLUICEMAN	BENDRE DATTARAM SADU	D	10120+1600	9376	115		883	1080	200	3516	26890
29	SLUICEMAN	VACANT	D			115				200		
30	SLUICEMAN	VACANT	D			115				200		
31	SLUICEMAN	VACANT										
32	SLUICEMAN	GHODKE SANJAY PANDURANG	D	10650+1900	10040	115			600	200	322	23560
33	SLUICEMAN	MAYEKAR DEODATTA SHRIDHAR	D	8780+1600	8304	115		883	1080	200	3114	24076
34	SLUICEMAN	BALU .S.POTKULE	D	8450+1600	8040	115		930	1080	200	3015	23430
35	SLUICEMAN	RANE RAVINDRA GOVIND	D	10480+1600	9664	115		948	1080	200	340	24427
36	LABOURER	CHAVAN NAMDEV RANGRAO	D	6090+1800	6312	115			600	200	2367	17484
37	LABOURER	PATIL DYANDEV DUNDURAM	D		6312	115			600	200	2367	17484
38	LABOURER	PATIL SANTOSH KALIRAM	D	6590+1300	6312	115			600	200	2367	17484
39	LABOURER	VINAYAK .V.PARKAR	D	7600+1300	7120	115			1080	200	2670	20085
40	LABOURER	GAIKWAD LAXMAN VITHAL	D	9500+1300	8640	115		880	1080	200	3240	24955

41	LABOURER	IDE TUKARAM KISAN	D	6090+1800	6312	115			600	200	2367	17484
42	LABOURER	JAKHERE PANDIT AVAJI	D	6830+1300	6504	115			1080	200	2439	18468
43	LABOURER	INDULKAR EKNATH RAJARAM	D	10230+1300	9224	115		916	1080	200	3459	26524
44	LABOURER	NAIK SANTOSH JANNATH	D	6330+1800	6504	115			600	200	2439	17988
45	LABOURER	PADWAL SANTOSH LAXMAN	D	9000+1300	8240	115		845	1080	200	3090	24028
46	LABOURER	PALAYE PRAKASH VISHRAM	D	9000+1300	8240	115		1086	1080	200	3090	24111
47	LABOURER	JANARDAN .K.VISHE	D	7600+1300	7120	115			1080	200	2670	20085
48	LABOURER	VACANT.	D									
49	LABOURER	TURMBEKAR PRADIP R	D	9000+1300	8240	115		845	1080	200	3090	24111
50	LABOURER	VADAYE SITARAM DHONDU	D	9510+1300	8648	115		880	1080	200	3243	24976
51	LABOURER	JIJARAM .N.HILE	D	7340+1300	6912	115			1080	200	2592	19539
52	LABOURER	KAMBLE RAJESH SHANKAR	D	9510+1800	9048	115			600	200	3393	24666
53	LABOURER	HIRE HARIKANT SHIVRAM	D	8750+1300	8040	115		942	680	200	3015	23442
54	LABOURER	TAMBE LAVESH GOPAL	D	8750+1300	8040	115		942	680	200	3015	23442
55	LABOURER	KAMBLE SANTOSH KASHIRAM	D	8630+1300	7944	115		987	1080	200	345	20601
56	LABOURER	MUTHE ANKUSH BUDHA	D	8500+1300	7840	115		926	1080	200	2940	23423
57	LABOURER	THORAT SANJAY SUBHASH	D	7420+1300	6976	115		762	1080	200	2616	20507
58	LABOURER	VHATKAR VIKAS LAXMAN	D	6330+1800	6504	115			600	200	2439	17988
59	MASON II	KAMBLE BHAGWAN S.	D	9510+1600	8888	115		792	1080	200	3333	25482
60	MISTRY II	VACANT	D							200		
61	FITTER II	DHANGDE CHANDRAKANT K	D	10430+1900	9864	115			600	200	392	23501
62	FITTER II	GAONKAR PRAMOD DADU	D	10300+1900	9760	115			600	200	3660	26535
63	FITTER II	MOTE VITHOBA RAMU	D	10500+1600	9680	115		989	1080	200	3630	27326
64	FITTER II	VACANT								200		
65	MUKADAM	ANAND .D.THAMBRE	D	9450+1300	8600	115		792	1080	200	3225	25269
66	LABOURER	JADHAV SANDEEP DATTARAM	D	6090+1800	6312	115			600	200	2367	17369
67	LABOURER	JADHAV MILIND MAHADEO	D	9940+1800	9292	115			600	200	3525	25472
68	LABOURER	KELASKAR SURESH BHIKAJI	D	9940+1800	9392	115			600	200	3522	25569
69	LABOURER	CHAWAN LAHU BABURAO	D	6090+1800	6312	115			600	200	2367	17369
70	LABOURER	JADHAV NIRNAY B	D	9450+1300	8600	115		792	1080	200	3225	24762
71	LABOURER	KODEYA DEVIRAM LEELARAM	D	10370+1300	9336	115		928	1080	200	3501	26830
72	LABOURER	DATTARAM P MEDEKAR.	D	9890+1300	8952	115		916	1080	200	3357	25770
73	LABOURER	MOHITE KAKA JAGANNATH	D	9890+1300	8952	115		916	1080	200	3357	25770
74	LABOURER	MULANI AKBAR BHIKANBHAI		7650+1800	7560	115			600	200	2835	28320
75	LABOURER	SOLANKI DINESH CHUNILAL	D	10870+1800	10136	115			600	200	3801	27522
76	FITTER II	TALEKAR BABAN SITARAM	D	10300+1900	9760	115			600	200	3660	26535
77	LABOURER	NAIK SHAILENDRA DILIP	D	6090+1800	6312	115			600	200	2367	17369
78	LABOURER	PATIL VASANT DHARMU	D	9940+1800	9392	115			600	200	3522	25569
79	LABOURER	PEDNEKAR VIJAY WAMAN	D	9450+1300	8600	115		792	1080	200	3225	24762
80	LABOURER	SAKPAL SUDHIR BABAJI	D	9830+1800	9304	115			600	200	2489	25258
81	LABOURER	SHELAR GURUNATH PADMAKAR	D	9830+1800	9304	115			600	200	2489	25258
82	LABOURER	GILANDE P. V..	D	6580+1800	6704	115			600	200	2514	18398
83	FITTER II	VACANT	D							200		
84	LABOURER	METKARI ANNA SANDIPAN	D	6090+1800	6312	115			600	200	2367	17369
85	LABOURER	VACANT	D							200		
86	LABOURER	MASKE KIRAN TANAJI	D	5630+1800	5944				600	200	2229	16400
87	LABOURER	GAWADE AMIT ANANT	D	5410+1800	5768				600	200	2163	15941
88	LABOURER	PANDE RAJEH VIJAY	D	5410+1800	5768				600	200	2163	15941
89	LABOURER	SAKPAL DHONDU KASHIRAM	D	4620+1300	4736				600	200	1776	13232
90	LABOURER	GHADI SUSHANT ATMARAM	D	5410+1800	5768				600	200	2163	15941
91	LABOURER	CHIKANE PRAVIN ANKUSH	D	4620+1300	4736				600	200	1776	13232
92	LABOURER	CHAVAN SADEEP DATTARAM	D	4620+1300	4736				600	200	1776	13232
93	LABOURER	VACANT	D							200		
94	LABOURER	MORE PRAKASH CHANDRAKANT		4620+1300	4736				600	200	1776	13232
95	LABOURER	VACANT	D							200		

96	LABOURER	REDEKAR RAJENDRA SUBHANA	D	4620+1300	4736				600	200	1776	13232
97	LABOURER	TADVI RAKESH DASTAGIR	D	5410+1800	5768				600	200	2163	15941
98	LABOURER	VACANT	D							200		
99	LABOURER	MORE JIRENDRAKUMAR K	D	4620+1300	4736				600	200	1776	13232
100	LABOURER	VACANT	D							200		
101	LABOURER	VACANT	D							200		
102	LABOURER	VACANT	D							200		
103	LABOURER	GHADAGE VINAYANT C. GHADIGAONKAR	D	4620+1300	4736				600	200	1776	13232
104	LABOURER	SANDEEP HANUMANT LOKE NILKHANTH	D	5410+1800	5768				600	200	2163	15941
105	LABOURER	MANOHAR	D	5410+1800	5768				600	200	2163	15941
106	LABOURER	VACANT	D							200		
107	LABOURER	MANE AVINASH RAMDAS BASANE RAVINDRA	D	5410+1800	5768				600	200	2163	15941
108	LABOURER	BABURA0	D	5410+1800	5768				600	200	2163	15941
109	LABOURER	KHARAT SUBHASH POPAT	D	5410+1800	5768				600	200	2163	15941
110	LABOURER	GHRAD JAGANNATH LUXMAN	D	4620+1300	4736				600	200	1776	13232
111	LABOURER	KADALI LUXMAN DHARMA	D	5410+1800	5768				600	200	2163	15941
112	LABOURER	TAMORE NILESH PANDURANG	D	5410+1800	5768				600	200	2163	15941
113	LABOURER	PATIL PRAFUL ANANT SHINDE SURESH	D	4620+1300	4736				600	200	1776	13232
114	LABOURER	SAHADU		5410+1800	5768				600	200	2163	15941
115	LABOURER	VACANT	D							200		
116	LABOURER	HIRE SOMANTH RAJAMRAM		4620+1300	4736				600	200	1776	13232
117	LABOURER	MADANE ANIL RAMCHANDRA	D	5410+1800	5768				600	200	2163	15941
118	LABOURER	SHELAR RAVINDRA R.	D	4620+1300	4736				600	200	1776	13232
119	LABOURER	KARANDE DATTU HIRA CHOUGULE DINESH		5200+1800	5600				600	200	2100	15500
120	LABOURER	PRABHAKAR	D	5200+1800	5600				600	200	2100	15500
121	LABOURER	KARBHARI DILIP SHANKAR	D	5200+1800	5600				600	200	2100	15500

Section 4(1)(b)(xi)

Details of allocation of budget and disbursement made in the office of Assistant Engineer Water Works at F/South ward for the year 2013-2014.

Publish Copy of the budget Rs.7,61,13,000.00

Publish Copy of grant distribution_____

Format A for current year 2013 - 14

Sr. No.	Budget head description	Grants received	Planned use (Give details area wise or work wise in a separate form)	Remarks
1.	4060490000 F/S Ward –H.E.	Rs.7,61,13,000.00	Rs.67,39,384.55	

Format B for previous year 2012 - 2013

Sr. No.	Budget Head	Grants received	Grants utilized	Grants Surrendered	Results
1.	4060490000 F/S Ward – H.E.	Rs.6,52,13,000.00	Rs.3,54,69,918.00	Rs.2,97,43,081.00	

Section 4(1)(b)(xii)

Manner of execution of subsidy program in the office of Assistant Engineer Water Works at F/South ward.

-----Nil-----

Section 4(1)(b)(xiii)

Particulars of recipients of concessions, permits or authorizations granted in the office of Assistant Engineer Water Works at F/South Ward.

-----Nil-----

Section 4(1)(b)(xiv)

Details of information available in electronic form in the office of Assistant Engineer Water Works at F/South Ward.

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 Water Works at F/South Ward.

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 as per RTI Act.	3.00 p.m. to 5.00 p.m on Tuesday and 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 Asstt. Engineer, Water Works Department, Room no.15, 1 st Floor, F/South ward office, Parel, Mumbai-12	Asstt. Engineer, Water Works F/South Ward.

- Interactive website – mcgm.gov.in
- Facilitation center - Facilitation center is available at the ground floor of ward office Building. Working Hours – 10.00 a.m. to 4:30 p.m
- Notice board - Displayed in the office of Asstt. Engineer (Water Works)
- Inspection of work & inspection of samples – N.A
- Facilities for library, Inquiry window & reception – Not available

Section 4(1)(b)(xvii)

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