

BRIHANMUMBAI MAHANAGARPALIKA

Section 4 Manuals as per provision of
RTI Act 2005 of G/North Ward

ADMINISTRATIVE OFFICER (SCHOOL)

G / North

Address - Office of
Administrative Officer (School),
HarishchandraYewale road,
G/North Ward Office,
Dadar, Mumbai – 400 028

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**BRIHAMUMBAI MAHANAGAR PALIKA
ADMINISTRATIVE OFFICER (SCHOOL) G/NORTH
RTI ACT. 4 MANNUAL. 4 (1) (B) (I) TO (XVII)**

**Section 4 (1) (B) (i)
MANUAL No. 1 – Chapter 1
YEAR 2021-22**

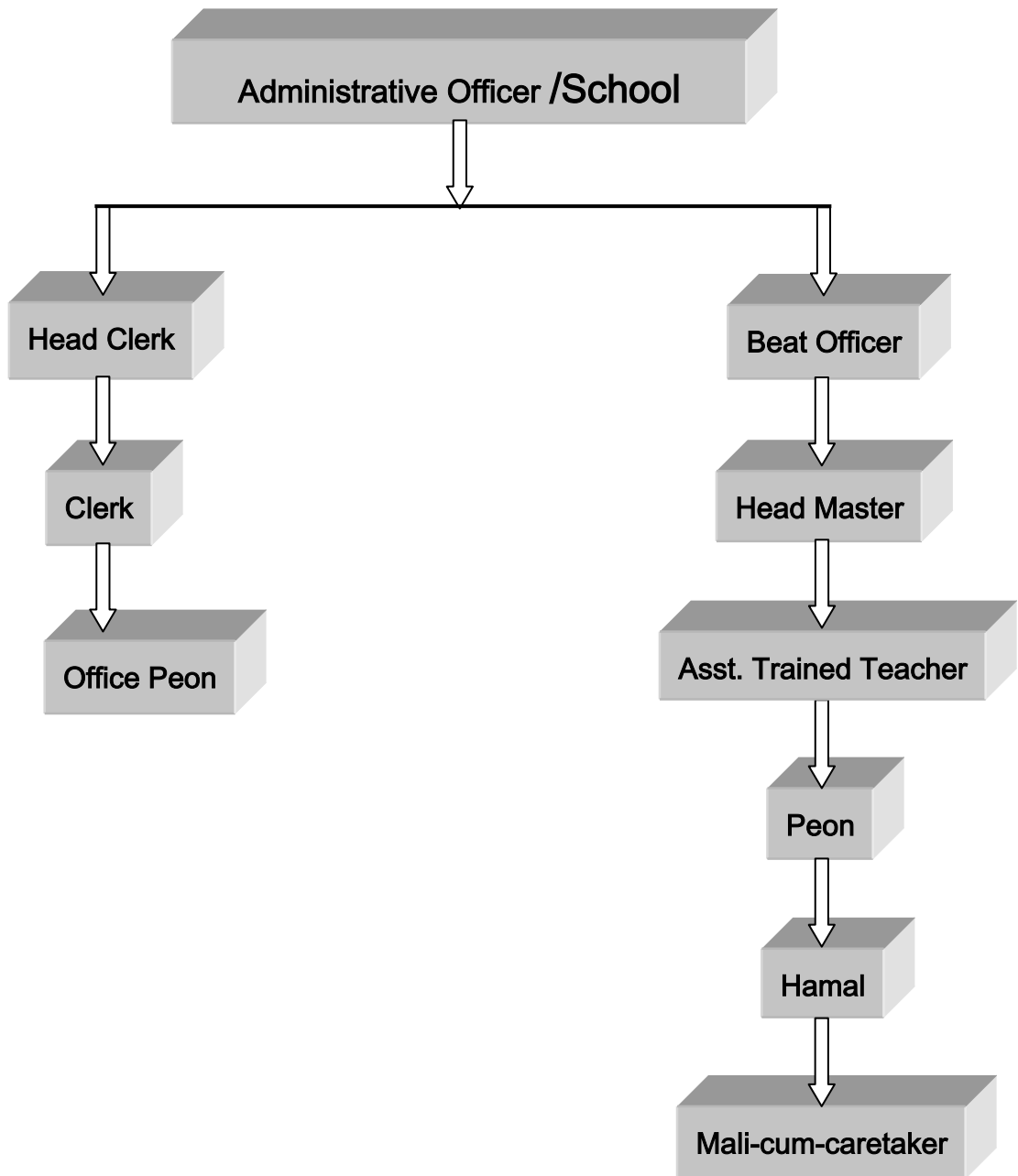
The particulars of functions & duties of the Office of Administrative Officer (School)

| | | |
|-----|----------------------------|---|
| 1. | Name of the Public Office | Administrative Officer/G/N WARD |
| 2. | Address | G/N WARD Officer, Brihanmumbai Mahanagarpalika, Harishchandra Yewle road, Dadar (West), Mumbai – 400 028 |
| 3. | Name of the Head of Office | Smt. Snehalata Sopan Dumbre, Administrative Officer (School) G/N WARD |
| 4. | Head of the Department | Education Officer |
| 5. | Reporting office | Dy. Education Officer (City) |
| 6. | Jurisdiction Geographical | G/North ward is bounded by the |
| 7. | Mission | |
| 8. | Vision | Primary Education |
| 9. | Objectives | |
| 10. | Functions | <p>a) To control, organize, supervise and administer the smooth functioning of various administrative work pertaining to all the M.C.G.M. schools, employees of all the M.C.G.M. school of 'G/N' Ward.</p> <p>b) To control, organize, supervise and administer the office, establishment and staff under the control of Head Clerk.</p> <p>c) To conduct regular i.e. general visits, inspection visits, emergency visits (or any other visits) as and whenever required in all the MCGM Schools of 'G/N' Ward.</p> |
| 11. | Section Duties | <p>1) To control, organize, supervise and administer the smooth functioning of various administrative work pertaining to all the M.C.G.M. schools, employees of all the M.C.G.M. school of 'G/N' Ward.</p> <p>2) To control, organize, supervise and administer the office, establishment and staff under the control of Head Clerk.</p> <p>3) To conduct regular i.e. general visits, inspection visits, emergency visits (or any other visits) as and whenever required in all the MCGM Schools of 'G/N' Ward.</p> <p>4) To check office record work books</p> <p>5) To check important documents received from Municipal Commissioner & Dy. Municipal Commissioner.</p> <p>6) To control, organize, supervise, administration, guidance, discipline and maintaining the quality education and to ensure the smooth functioning of all the MCGM Schools under jurisdictions as per the norms prescribed by the MCGM Primary Education Department.</p> <p>7) To maintain discipline and order in A.O. (School) Office.</p> |

| | | |
|-----|---|---|
| | | <p>8) To sanction C.L. and long leave to Head Teachers, Clerical staff & Peons working in A.O.(Schools) office.</p> <p>9) Liable to answer all the queries raised & asked by the employees of various unions.</p> <p>10) Liable to answer all the applications received under Right to Information Act.</p> |
| 12. | Details of services provided (In Brief) | To grant permission for use of Municipal School Bldgs. Halls for marriages, engagements, thread ceremony etc. and vacant class rooms for Social & Educational programmes on rented basis as per the norms prescribed in the circular No.SRSC/2896 dt, 21.02.2013. |
| 13. | Office time , Phone No. & E-mail for urgent work. | <p>1. Office time 10.00 a.m. to 6.00 p.m.</p> <p>2. Phone No. – 022-24397800 Ext. 994/995</p> <p>3. E-mail aognward@gmail.com</p> <p>4. E-mail adminofficersch01gn.edu@mcgm.gov.in</p> |
| 14. | Weekly Off and Special Service Period. | All Saturday weekly off |

Section 4 (1) (B) (i)
MANUAL No. 1 – Chapter 2
YEAR 2021-22

PARTICULARS OF ORGANIZATIONAL FUNCTIONS



Section 4 (1) (B) (ii)
MANUAL No. 2
YEAR 2021-22

Delegations of Powers of Administrative Officer (School)

| Sr. No. | Post | Powers | Concern Law/ Rules/ Order | Remarks |
|---------|------------------------|--|---------------------------------------|---------|
| 1. | Administrative Officer | A. Financial Powers: Sanction of bills upto Rs. Five Thousand Only. | Municipal Service Regulation Act 1989 | |
| | | B. Administrative Powers: <u>DUTIES AND DELEGATION OF POWER TO ADMINISTRATIVE OFFICERS (SCHOOLS):</u> 1) To sanction Leave working in A.O.'s (Schools) office. 2) To Santion financial Demand of there. 3) To transfer or depute Peons and Hamals in the Ward. 4) To transfer furniture and other articles and sanction expenditure for the purpose upto Rs.100/- at a time. 5) To sanction C.L. to Head Teachers, Clerical staff & Peons working in A.O.'s (Schools) office. 6) To sanction long leave to school staff. 7) To issue written warning to the school staff and the staff in the A.O.'s office. 8) To grant permission for excursion of school pupils of more than day's duration. 9) To maintain statistical data of the schools. 10) To expedite the matter of physical facilities of schools such as getting the repairs done to municipal owned, rented, rent free school buildings. 11) To carry out direct correspondence with Government, Semi Government bodies and with public. 12) To certify pay bills, effective certificates and contingencies bills and other bills pertaining schools. 13) To grant permission for holding extra classes. 14) To place indents/Work ordes for Lorries and Hamals for removal of furniture. 15) To sanction bills of sundry expenses subject to certification of funds. 16) To cancel unexpired portion of leave and to modify leave. 17) To give certificates of pay and service to employees. 18) To fix the amount of school contingency. 19) To place indents with the controller of Stores for annual requirements, Clothing, Water-proof Coats etc. & to place indents with the Stores articles to schools | Municipal Service Regulation Act 1989 | |

| | | | | |
|--|--|--|--|--|
| | | <p>and school staff.</p> <p>20) To sanction changes in the names of employees and changes in the names, caste, birth dates of pupils.</p> <p>21) To sanction advance out of P.F.</p> <p>22) To allow staff to subscribe to N.C.P.F.</p> <p>23) To sanction increment to school staff after allowing them to cross E.B.</p> <p>24) To sanction provident fund final claims and sanction non refundable provident fund advance to school staff under Rule No. 25 A of P.F.</p> <p>25) To grant permission for use of school premises and school Halls, rooms etc. for functions.</p> <p>26) To introduce double session etc. with E.O.'s prior approval.</p> <p>27) To condone late attendance and grant concessions to leave early to school staff twice a month.</p> <p>28) To dispose of school garden produce.</p> <p>29) To sanction expenditure for preparation of teaching aids, to the limit of Rs.25/-each.</p> <p>30) To incur expenditure or office contingency upto Rs.100/- per item.</p> <p>31) To grant permission to school staff to do outside work including provate tuition's of 2 hours & to grant permission for higher studies on usual condition except case of studies for B.Ed course.</p> <p>32) Disposal of the records of school-Beat & A.O.'s offices.</p> <p>33) Maintenance of establishment records pertaining to all employees in the ward including seniority list, sidewise.</p> <p>34) Preparation of readjustment of pupils & Teachers. Sidewise.</p> <p>35) Completion of information & statistics.</p> <p>36) Maintenance of directory of school staff, sidewise</p> <p>37) Preparation & submission of superannuation list of the school staff.</p> <p>38) To warn the Head Teachers failing to submit charge report in time.</p> <p>39) Countersigning school leaving certificates.</p> <p>40) To pay educational visits to some of the school of his/her own language.</p> <p>41) To sanction leave joining vacation, to school staff provided the employee has not availed of such</p> <p>42) leave benefit of vacation during the preceding two years (other such cases be referred to zonal supdts.)</p> <p>43) To sanction traveling bills to staff going to native place in vacation.</p> <p>44) To work as the representative of the corporation on school committee of the Secondary Schools</p> <p>45) To conduct the vacation calsses& libraries.</p> <p>46) To write the confidential history sheets of the clerks &</p> | | |
|--|--|--|--|--|

| | | | | |
|--|--|--|--|--|
| | | <p>Heads Clerks in A.O.'s office.</p> <p>47) To hold enquiries of all kinds in respect of school staff.</p> <p>48) To recommend allotment and readjustment of class rooms to various language groups in the buildings.</p> <p>49) To attend rounds of D.M.C. mayor and the Chairman, conducted in the ward.</p> <p>50) To allow closure of schools in case of emergencies.</p> <p>51) To conduct and supervise the activities of curriculum, Department Centre in the ward.</p> <p>52) To issue purchase orders, to certified bills and to make contracts for sanstha for midday meal scheme and other works given by high authority.</p> <p><u>DUTIES AND DELEGATION OF POWERS TO INSPECTOR (SCHOOLS):</u></p> <p>1) To pay one surprise visit to one of the schools in the Beat during a week and to pay one educational visit per day and give educational guidance to teachers.</p> <p>2) To conduct inspection of teachers and class work.</p> <p>3) Checking of lesson notes, assignments, pupils, progress record, and sample checking of correction work done by teachers.</p> <p>4) Helping and guiding schools in organizing educational as well as co-curricular and cultural activities.</p> <p>5) To guide and supervise over the effective use of teacher's and students libraries.</p> <p>6) To organize seminars, elocution competitions, demonstration lessons, reorientation of teachers etc. for the best.</p> <p>7) Setting question papers, conducting the various examinations and preparing and declaring the results.</p> <p>8) To assist the Superintendents and the Research Officer in newly introduced projects in respect of new methods of teaching.</p> <p>9) To work as the Superintendents and the Research Officer in newly introduced projects in respect of new methods of teaching.</p> <p>10) To work as the representative of the Corporation and school Committees of secondary schools.</p> <p>11) To maintain Ephemeral Roll of Head and Dy.HeadTeachers.</p> <p>12) To write and maintain confidential history sheets of Head and Dy.Head Teachers. (The C.H. Sheets of Asstt. and Special Teachers to be written by Head Teachers and submitted to Inspectors.)</p> <p>13) Checking of contingency and electric bills registers once a month.</p> <p>14) Checking of dead stock and other school registers.</p> <p>15) Verification of unserviceable articles of schools and writing off the same after obtaining the certificate</p> | | |
|--|--|--|--|--|

| | | | | |
|--|--|--|--|--|
| | | <p>from A.O.(E)</p> <p>16) Holding enquiries of all kinds in respect of school staff.</p> <p>17) To transfer Dy.Head Teachers, Asstt. Teachers & special Teachers within his/her own Beat and inter-divisional transfer teachers with the approval of concerned Superintendent.</p> <p>18) Recommending confirmation, crossing of E.B. etc of the teaching staff.</p> <p>19) Recommending teachers for 'Teachers' Awards"/State Award/National Award.</p> <p>20) To form classes in schools and make adjustment of teachers.</p> <p>21) Recommending the opening of higher standards, opening and closing of schools, conversion of schools and classes, introduction of double sessions, shorter session.</p> <p>22) To prepare time tables of all the special and sanction their conveyance allowances.</p> <p>23) To prepare time tables of all the special teachers and sanction their conveyance allowances.</p> <p>24) To select and depute teachers to teaching aid centers for preparing of teaching aids for schools.</p> <p>25) To distribute magazines, question papers, stationary articles for the examination purpose to schools.</p> <p>26) To motivate teachers for preparing and coaching teachers for High School/Middle school Scholarship Examinations in drawing, Hindi etc. organized by outside agencies.</p> <p>27) To recommend opening of students co-operative stores to check the accounts of these stores etc.</p> <p>28) To give education and administrative guidance to Head Teachers, Dy.Head Teachers and teachers by holding periodical meetings.</p> <p>29) To issue written warnings to school staff.</p> <p>30) To check/verify charge reports and fix responsibility for shortage, deficit etc.</p> <p>31) To check monthly returns of schools, to consolidate the information and prepare readjustment statement for the Beat.</p> <p>32) To check trips/excursion accounts of schools.</p> <p>33) To recommend Teachers and Dy.Head Teachers and Head Teachers for promotion to Dy.Head Teachers, Head Teachers and Inspector's post respectively.</p> <p>34) To recommend regarding taking over of private schools.</p> <p>35) To check and verify incentive bonus bills of teachers.</p> <p>36) To secure the aid of agencies like rotary club, Lions club etc. and to work as liaison officer between the Corporation and these agencies for the benefit of schools.</p> | | |
|--|--|--|--|--|

| | | | | |
|--|--|--|--|--|
| | | <p>37) To motivate schools in founding parent teacher's associations for creating healthy atmosphere in schools.</p> <p>38) To motivate the teaching staff to be up-to-date in their knowledge, to be efficient in their duties and to raise the standard of education and the percentage of examination result and thus to bring about all round progress.</p> <p>39) To approve the allotment of work/distribution of Standards/classes to teachers done by the head</p> | | |
|--|--|--|--|--|

Section 4 (1) (B) (iii)

MANUAL No. 3

YEAR 2021-22

The Procedure followed in the decision-making process, including channels of supervision and accountability in the office of Administrative Officer (School)

Rules, Regulations, Powers for discharging the functions held by Public Authority and by the employee for discharging as per the rules and regulations.

Administrative Officer/G/N WARD cannot take any decisions in public affairs.

1. Nature of work :
2. Related remarks :
3. Concerned regulated
Rules & Regulations :
4. Rules :
5. Departmental decisions :
6. Circular Numbers :
7. Office Order :

| Sr. No. | Nature of the work | Period/Slot of the work | Allotted Time | Rules and Responsibilities played by officers and employees | Remarks |
|----------------|---------------------------|--------------------------------|----------------------|--|----------------|
| | | | | | |

Section 4 (1) (B) (iv)

MANUAL No. 4

YEAR 2021-22

**Financial and physical targets set for discharge of its functions in the office of
Administrative Officer (School)**

Common decision considering physical & financial objectives. Periodically taken decision
monthly/thrice/half yearly in Administrative Officer of G/N WARD Dept.

| Sr. No. | Post | Work | Physical Aims | Financial Aims | Period | Remarks |
|--------------------|---------------------------|------------------------|--------------------------|---------------------------|---------------|----------------|
| 1. | Administrative Officer | Administrative work | NIL | NIL | NIL | NIL |

Section 4 (1) (B) (v)

MANUAL No. 5 YEAR 2021-22

The rules, regulations, instruction, manuals and records, held by it or under its control or used by the employees for discharging department functions

1) Administrative Officer (School):

| Sr. No. | Subject | Related General Regulations / Office Orders / Rule / Gazette etc. / Nos. & Date | Remarks |
|---------|------------------------------------|---|---------|
| 1. | 1) Administrative Officer (School) | 1. Municipal Service Regulation Act. 2. Provident Fund Act 3. Pension Act 4. Industrial Dispute Act 5. Municipal Service Regulation Act 1999 6. Right to Information Act | NIL |

2) Expenditure:

| Sr. No. | Subject | Related General Regulations / Office Orders / Rule / Gazette etc. / Nos. & Date | Remarks |
|---------|---|---|---------|
| 1 | To sign on bills | To sign on certificates & bills which are sent from City Engineer | |
| 2 | Regarding renewal of railway pass of employees | Obtain permission of Commissioner to renewal of railway pass | |
| 3 | To conduct final examination & to declare results | | |

3) Income:

| Sr. No. | Subject | Related General Regulations / Office Orders / Rule / Gazette etc. / Nos. & Date | Remarks |
|---------|---------|---|---------|
| | | | |

4) Inward-Outward:

| Sr. No. | Subject | Related General Regulations / Office Orders / Rule / Gazette etc. / Nos. & Date | Remarks |
|---------|---------|---|---------|
| | | | |

5) Public Facility Centre:

| Sr. No. | Subject | Related General Regulations / Office Orders / Rule / Gazette etc. / Nos. & Date | Remarks |
|---------|---------|---|---------|
| | | | |

Section 4 (1) (B) (vi)

MANUAL No. 6
YEAR 2021-22

**Statement of categories of documents that are held and under the control of the office of
Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- G/N)**

List of documents available in Administrative Officer (School) Office

1) Education Department:

| Sr. No. | Subject | Documents / Files / Registers | File No. / Register No. | Details of information | For how much period information in preserved |
|---------|---|-------------------------------|-------------------------|------------------------|--|
| 1) | 1. Employee Muster & Paysheets 2. Confidential Report 3. Orders 4. Seniority List 5. Service books of employees | Documents | | | |
| 2) | 1. B.M.C. Service Claims 2. Appointment/Transfer/Promotions 3. Proposals | Documents Files | | | |
| 3) | 1. Leave Record 2. Emergency bills 3. Correspondance with employees | Documents | | | |
| 4) | 1. Enquiry Reports 2. Disciplinary action documents 3. Income Tax Register 4. P.F. Advance | Documents Files | | | |
| 5) | 1. Temporary appointment | Documents | | | |
| 6) | 1. Leave applications 2. Complaints etc. | Documents | | | |

2) Expenditure:

| Sr. No. | Subject | Documents/ Files/ Registers | File No./ Register NO. | Details of Information | For how much period the information is preserved. |
|---------|---------|-----------------------------|------------------------|------------------------|---|
| | | | | | |

3) Revenue:

| Sr. No. | Subject | Documents/ Files/ Registers | File No./ Register NO. | Details of Information | For how much period the information is preserved. |
|---------|---------|-----------------------------|------------------------|------------------------|---|
| | | | | | |

4) Inward – Outward:

| Sr. No. | Subject | Documents/ Files/ Registers | File No./ Register NO. | Details of Information | For how much period the information is preserved. |
|---------|---------|-----------------------------|------------------------|------------------------|---|
| | | | | | |

5) Public Facility Centre:

| Sr. No. | Subject | Documents/ Files/ Registers | File No./ Register NO. | Details of Information | For how much period the information is preserved. |
|---------|---------|-----------------------------|------------------------|------------------------|---|
| | | | | | |

A statement of the categories of documents that are held by Education Deptt. or under its control.

| Grade | Period |
|-------|-----------|
| A | Permanent |
| B | 30 years |
| B2 | 15 years |
| C2 | 10 years |
| C | 5 years |
| D | 1 Year |

The details of the above classification of record are available in Education Department, Hindu Colony, Dadar (East)

Section 4 (1) (B) (vii)
MANUAL No. 7
YEAR 2021-22

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 Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- G/N

In the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- G/N). No Policy decision has been taken, therefore question of before implementation of any such decision discussing with public or local representative do not arise.

Section 4 (1) (B) (viii)

**MANUAL No. 8
YEAR 2021-22**

A Statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public.

- 1) M.C.G.M has created a Prabhag Samiti (Ward Committee) to address grievances of citizens, to provide basic services at G/ North as below.

| Sr. No . | Name of the committee board / council / other bodies | Composition of committee Board council other bodies | Purpose of the committee Board/ Council/ other bodies | Frequency of meetings | Whether meeting open to public or not | Whether Minutes are available to public or not | Minutes available at. |
|-----------------|---|--|--|---|--|---|---------------------------------|
| 1 | G/N Ward Committee | | To seen the work done/ completed | Once in a month or on notice of President | No | Yes. Available on website of meeting minutes | Asstt. Munl. Secretary G/N Ward |

- 2) MCGM has created a sexual harrasment committee which is handled by Administrative Officer in the Asst. Commissioner G/N ward

| Sr. No . | Name of the committee board / council / other bodies | Composition of committee Board council other bodies | Purpose of the committee Board/ Council/ other bodies | Frequency of meetings | Whether meeting open to public or not | Whether Minutes are available to public or not | Minutes available at. |
|-----------------|---|--|--|------------------------------|--|---|------------------------------|
| 1 | sexual harrasment committee | Mcgm schools committee handale At Deputy Education Officer | to handle the matters relating to sexual harrasment | | Yes | Yes | Administrative Officer |

Section 4 (1) (B) (ix)

MANUAL No. 9
YEAR 2021-22

Directory of the officers and employees

List of Officers & employees in Administrative Officer (School)/GN WARD Office:

| Sr. No. | Post | Name of the Officer | Class | Date of joining the service | Contact No. | Basic Pay | D.A. |
|---------|---------------------------------|-----------------------------|-------|-----------------------------|-----------------------------|-----------|-------|
| 1 | Administration Officer (School) | Smt. SNEHALATA SOPAN DUMBRE | A | 24.09.1992 | 022-24397800 Ext 994/995 | 66000 | 11220 |
| 2 | Beat Officer | Shri. Irfan shah kadam shah | B | 12.06.2006 | 9082958011 | 55200 | 9384 |
| 3 | Head Clerk | Shri.Mukund Kadam | B | 10.12.1997 | 022-24397800 Ext 994/995 | 56900 | 9673 |
| 4 | Clerk | Smt.Sakshi S. Shelke | C | 22.08.2008 | 022-24397800 Ext 994/995 | 35000 | 5950 |
| 5 | Clerk | Shri.Rohit H. Parmar | C | 17.05.2006 | 022-24397800 Ext 994/995 | 33000 | 5610 |
| 6 | Clerk | Smt.Shital B. Patkar | C | 10.07.2006 | 022-24397800 Ext 994/995 | 37200 | 6324 |
| 7 | Office Peon | Shri.Prathmesh Sunil Ghadi | D | 28.05.2012 | 022-24397800 Ext 994/995 | 24000 | 4080 |

Section 4 (1) (B) (x)

**MANUAL No. 10
YEAR 2021-22**

The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations.

The details information regarding total Salaries of Officers/ Staff/ Workers has been given in Section 4 (1) (b) (ix)

Section 4 (1) (B) (xi)

MANUAL No. 11

YEAR 2021-22

The Budget allocated to the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- G/N) indicating the particulars of all allocation and expenses amount for the period 01.04.2016 to 31.03.2017 given below.

Details of allocations of budget and disbursement made in the office of administrative officer G / North ward.

Format A current year 2021-22

| SR.N O | Budget Head Description | Consumable Budg | Consumed Budget | Remarks |
|-------------------|------------------------------------|----------------------------|----------------------------|----------------|
| 1 | 'E' Budget (pri +mps) | 582,203,000.00 | 72,460,244.99 | |
| 2 | E' Budget (sec) | | | |

Format B Previous year 2020-21

| SR.NO | Budget Head Description | Consumable Budg | Consumed Budget | Result |
|--------------|------------------------------------|------------------------|----------------------------|---------------|
| 1 | 'E' Budget (pri +mps) | 580486466.00 | 508694976.68 | |
| 2 | E' Budget (sec) | | | |

Section 4 (1) (B) (xii)

MANUAL No. 12

YEAR 2021-22

Manner of execution of subsidy program in the office of
Administrative Officer (School) at G/North ward.

-----Nil-----

Section 4 (1) (B) (xiii)
MANUAL No. 13
YEAR 2021-22

The particulars of recipients of concession, permits or authorizations granted by the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- G/N)

From the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- G/N) no concessions permissions or authorizations letter as been issued to any citizen, the details is NIL.

Section 4 (1) (B) (xiv)
MANUAL No. 14
YEAR 2021-22

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

1. Administrative Officers (School)

| Sr. No. | Type of Documents File/ Register | Sub Topic | In which Electronic Format it is kept | Person In Charge |
|----------------|---|------------------|--|-------------------------|
| 1 | Nil | Nil | 1. Tape 2. PhotoFith (Film) 3. CD 4. Floppy 5. Others As above any information is not in record | |

2. Expenses

3. Revenue

4. Inward- Outward

5. Civic Facilities

Section 4 (1) (B) (xv)
MANUAL No. 15
YEAR 2021-22

**The particulars of facilities available to citizens for obtaining information the office of
Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- G/N)**

| | |
|--|---|
| 1. Visiting days for public | Tuesday & Friday in Office hours |
| 2. Information of website | |
| 3. Information of Call centre | NIL |
| 4. Information regarding checking of records | Time 10.00 a.m. to 06.00 p.m. |
| 5. Information regarding checking of works | Time 10.00 a.m. to 06.00 p.m. |
| 6. Information regarding | Time 10.00 a.m. to 06.00 p.m. |
| 7. Information regarding Notice Board | Administrative officer (School) Notice Board. |
| 8. Information about Liabrary | NA |
| 9. Information about Enquiry चौकशीकक्षेची / | NA |
| 10. Information regarding contact nos. after office hours | |
| 11. Information regarding disaster management | 022-24397800 Ext. no.- 888 |

Section 4 (1) (B) (xvi)**MANUAL No. 16****YEAR 2021-22**

Information regarding public information Officer, Assistant information Officers and first information officers at the the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- G/N)

Format 'A'**Public Information Officers PIO**

| Sr. No. | Name of Public Information Officer | Designation | Jurisdiction as PIO under RTI | Address & Phone No. | E mail ID | First Appellate Officer |
|----------------|---|-------------------------------|--|--|------------------|---|
| 1 | Smt. SNEHALATA SOPAN DUMBRE | Administrative Officer | Administrative Officer (School) | G/N WARD Munl Office Bldg. BrihanmumbaiMah anagarpalika, Third floor, Room No.319, HarishchandraYew ale Road, Dadar(W) Mumbai-400028 Phone No. 022-24397800 Ext.no.994/995 | | Shri. Khairnar Asstt. Munl. Commissioner GN/Ward |

Format 'B'**First Appellate Authority**

| Sr. No. | Name of the First Appellate Officer | Designation | Jurisdiction as First Appellate authority | Address & Phone Nos. |
|----------------|---|----------------------------|--|---|
| 1 | Shri.Dighavkar Kiran Asstt. Munl. Commissioner / GN Ward | Asstt. Commissioner | G/N WARD Office | G/N WARD Mun. Office Bldg. BrihanmumbaiMahanagarpalikaHarishchandraYewale Road, Dadar(W) Mumbai-400028 |

Section 4 (1) (B) (xvii) - Others
MANUAL No. 17
YEAR 2021-22

Such other information as may be prescribed at the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- G/N)

The information related to this is NIL at the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- G/N).