



BRIHANMUMBAI MAHANAGARPALIKA

Section 4 Manuals as per provision of RTI
Act 2005 of H/West Ward

**MANUAL OF
SR. FACILITATOR
SHOPS AND ESTABLISHMENTS DEPARTMENT H/West Ward**

**Address :- Office of the,
Sr. Facilitator, Shops & Establishment,**

Asst. Commissioner H/W ward'

2nd Hasnabad Lane, Khar (West)

Mumbai- 400052 .

Telephone No. 022-26008636

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Manual - I
SECTION- 4 (1) (b) (i)

**The particulars of functions and duties of the public
authority:
of Shops and Establishment Department H/West ward**

The main function of the Shops & Establishment Department is to enforce the provisions of the following Labour enactment in area of Municipal Corporation of Greater Mumbai.

1. Maharashtra Shops & Establishment Establishment (Regulation of Employment and Conditions of Service) Act, 2017.
2. Child Labour (Prohibition and Regulation Act, 1986
3. Other Labour Laws assigned by State Govt. for implementation to MCGM.

The object of these labour enactments is to regulate the condition of work and employment in respect of employees working in different categories of establishment's viz. shops, commercial establishments, residential hotels and restaurants, theaters and other public amusement centers, etc. The State Government exercises the supervisory powers on working of the Acts through the Commissioner of Labour, Mumbai and other designated officers as provided under Rule 28 of Maharashtra Shops & Establishment (Regulation of Employment and service condition) Act 2017

Senior Facilitator and Facilitator has to implement policies decided by the mcgm and state govt in relation to Maharashtra shops & Establishment (Regulation of Employment and service condition) Act, 2017 and other related labour laws.

The Senior Facilitator has to process the applications received for registration under the Shops & Establishment Act and he has to register the new establishment under the Shops & Establishment Act and renew the registration certificate periodically. The Facilitator appointed under section 28 of the Act not only acts as an Advocate for the employees working in various establishments but also has to see that cordial relations are maintained between the owner and the servant in the interest of smooth running of the business/trade or profession. He is deemed to be a "PUBLIC SERVANT" within the meaning of Section 21 of the Indian Penal Code. He is also an "Assistant Public Prosecutor" when appears in the Court of Law to conduct proceedings in respect of cases filed by him against the offenders under various provisions of the Maharashtra Shops & Establishment (regulation of Employment and service condition) Act 2017 and Rules there under. He pleads the cases filed under different provisions.

1.	Name of Public Authority	Sr. Facilitator (shops & Estt.)
2.	Address	“H/West Ward office Bldg., St. Martin Road, Bandra (West), Mumbai 400050.
3.	Head of the Office	Sr. Facilitator
4.	Parent Govt. Deptt.	Chief Facilitator (S&E)
5.	Reporting to which office	Assistant Commissioner, “H/West Ward”

6.	Jurisdiction Geographical	H/West Ward is bounded by G/North Ward Central portion of the City.
7.	Mission	To implement (1) The Maharashtra Shops & Establishment Establishment (Regulation of Employment and Conditions of Service) Act, 2017. (2) Child Labour (Prohibition and Regulation Act, 1986. (3) Other Labour Laws assigned by State Govt. for implementation to MCGM.
8.	Vision	Labour welfare.
9.	Objective	To implement (1) The Maharashtra Shops & Establishment Establishment (Regulation of Employment and Conditions of Service)Act, 2017. (2) Child Labour (Prohibition and Regulation Act, 1986. (3) Other Labour Laws assigned by State Govt. for implementation to MCGM.
10.	Functions	1) To verify received online applications i.e Form A & I and issue new Registration Certificate and amend the Reg. Cft. respectively. 2) To verify received online applications i.e Form J & K and Cancelled the Registration Certificate & Intimation Receipt respectively.
11.	Details of Services Provided	1)To issue Online new Registration Certificate & Intimation Receipt. 2)To amend Online Registration Certificate.
12.	Physical Assets	N I L
13.	Organization's Structural Chart	Separate sheet attached.
14.	Telephone Nos. &Office Timing	<u>Tel. No.:-</u> 26422311 Ext: 223/224 <u>Office Timing:</u> 10.00 am to 6.00 pm (Monday to Friday)
15.	Weekly Holidays	Every Saturdays, Sundays & Public Holidays.

Strength of Department :

Sr. Facilitator, Shops & Establishment H/West Ward is responsible to the Municipal Administration being a Municipal department and to the State Government and supervise the work of the following staff of the department.

- | | | |
|-----------------------|---|---|
| 1) Senior Facilitator | - | 1 |
| 2) Facilitators | - | 3 |

3) Clerks	-	-
4) Senior Shop Attendants	-	-
5) Shop Attendants	-	2

The department is headed by the Chief Facilitator (Shops & Establishments). He is assisted by 4 Deputy Chief Facilitators / 2 Head Clerks and other clerical staff at the Head Office level. The working of this department carries out by Senior Facilitator in each Ward who is assisted by the Facilitators, Clerks and Shops Attendants accordingly to the strength of number of establishments registered in the Ward.

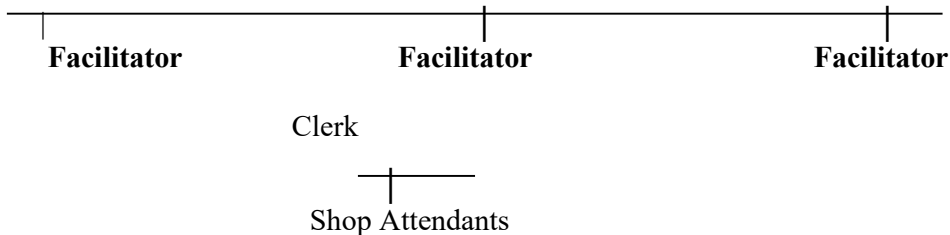
The Facilitatorial staff, as well as clerical and other staff of different wards work under the functional set up of the Asstt. Commissioner. However their work is supervised by the Chief Facilitator.

The Administrative Head Quarters of this department is situated at

Address :

Office of the,
 Chief Facilitator, Shops & Establishments,
 Hawkers Plaza Building,
 5th floor, Senapati Bapat
 Marg,
 Dadar (West), Mumbai - 400
 028.
 Phone No. 24311751.

**Organization's Structural Chart
 of Shops and Establishment Department
 H/West ward**



Manual - II
SECTION- 4 (i) (b) (ii)

**The powers and duties of the Officers and Employees:
of Shops and Establishment Department H/West Ward**

Senior Facilitator:

Implementation of The Maharashtra Shops and Establishment (Regulation of Employment and Conditions of Service) Act, 2017 and other Labour Management Act's as per supervision and directions laid down by Chief Facilitator at ward level. Senior Facilitator is the Head of the Section in the Ward so far Shops and Establishments Department is concerned to solve the administrative as well as executive difficulties.

1. To attend table work comprising of writing of Monthly Abstracts, Court Registers, Field book, Information Sheets, Offence Sheets, Court Case report etc.
2. To investigate the complaints.
3. To visit the establishments as per complaints received with the permission of Assistant Commissioner.
4. To attend various Courts, for filing the cases, as also for conducting them.
5. To exercise supervision and control as a representative of C.F.S.E. over the Facilitators, Clerks and Peons present in the Wards.
6. To assign the work to the Facilitators (Shops & Establishment) under him in the matter of complaints , Right to Information, audit notes and routine check as also to solve their practical difficulties and maintain office record.
7. To prepare various reports within time limit as per the demand of Chief Facilitator.
8. Maintenance of following Register.
 - 1) Complaint Register
 - 2) Court Register
 - 3) Offence Sheet Register
 - 4) Stock Register
 - 5) Receipt Book
 - 6) Field Book
9. To keep liaison between Ward Office and Head Office.
10. To complete the work assigned by the Superiors from on time to time.

Facilitator:

1. To attend table work comprising of writing of Monthly Abstracts. Offence Sheet Register, Court Register, Information Sheets etc.
2. To attend various Courts for filing the cases and also for conducting them.
3. To verify received online applications i.e Form A & I and issue new Registration Certificate and amend the Reg. Cft. respectively.
4. To verify received online applications i.e Form J & K and Cancelled the Registration Certificate & Intimation Receipt respectively.
5. To visit the establishments as per complaints received with the permission of Assistant Commissioner.
6. To collect the data as per RTI applications and Audit notes.

Correspondence Clerk :

1. To register all the papers concerning with correspondence section in the Worksheet maintained. To put outward mark against the relevant Nos. as entered in worksheet while sending these papers for outward disposal.
2. Compilation and subsequently preparation of the following various reports:
 - i) Preparation of Quarterly reports under Maharashtra Shops and Establishment (Regulation of Employment and Conditions of Service) Act, 2017 and other Labour Laws.
 - ii) Annual reports under The Maharashtra Shops and Establishment (Regulation of Employment and Conditions of Service) Act, 2017 and other Labour Laws to be sent to the Labour Commissioner's Office within time limit.
 - iii) Annual Administration Report under The Maharashtra Shops and Establishment (Regulation of Employment and Conditions of Service) Act, 2017 and other Labour Laws to be sent to Municipal Commissioner and such higher authorities.
3. To prepare information on various matters which is called for from time to time by the Labour Commissioner Office, Municipal Commissioner or such higher authorities.
4. Maintenance of record.
 - i) To maintain 'A' class records.
 - ii) To maintain office copies file for day to day correspondence made with various authorities / parties etc.
 - iii) To maintain the file for work of Facilitatorial staff, Abstracts and other papers.
5. To take entries in relevant Register for the complaints received from outside parties etc.
6. To draft letters to be issued to the Labour Commissioner Office, Unions, various municipal authorities, Councilors and outside parties.
7. To draft replies for Short Notice Questions.
8. To assist Asstt. P.I.O. / P.I.O. in collecting and preparing information in connection with the applications under Right to Information Act,2005 received in Chief Facilitator, Shops & Establishments Head Office.
9. To attend any other work in relation to correspondence section entrusted from time to time by the superiors.

Duties of Clerk working in various wards in Shops & Establishment Department:

1. To attend the Ward Office regularly and punctually.
2. To maintain the Registers as follows :
 - i) offence Sheet Register
 - ii) Court Register
 - iii) Dead Stock Register
 - iv) The Stock Register
 - v) Receipt Book Register
3. To prepare dockets and maintain them serially.
4. To maintain dispatch regularly.
5. To maintain the record of Cancelled dockets.
6. To carry out the duties entrusted to him by the Sr. Facilitator from time to time.

Duties of Court Clerk :

1. To maintain Offence Sheet Register.
2. To maintain Court Register.
3. To quote previous convictions and prepare previous conviction Records.
4. To prepare Sanction Sheets
5. To prepare Court dockets
6. To prepare board for Court days
7. To prepare Summonses.
8. To register cases in Court Register in the Court.
9. To go to the Court as and when required.
10. To file decided cases separately
11. To maintain work-sheet Register.
12. To do the work given by the Sr.Facilitator.

Duties of Shop Attendant:

Peons working in the Ward Offices are to be treated as Shop Attendants.

Indoor work:

1. Dockets of Registration Certificates to be sorted out and to be arranged in chronological order.
2. To arrange counter-foils of Registration Certificates issued to the different parties in chronological order.
3. To check a counter-foil and find out whether the establishments have renewed their Registration Certificates in time or not in order to prove the cases of defaulters to the notice of the Facilitator.
4. To find out the entries from 'C' register for putting up the offence-sheets by the Facilitators and also filling the cases.

Out-door Work:

1. To accompany the Facilitatorial staff at odd hours for checking provisions of The Maharashtra Shops and Establishment (Regulation of Employment and Conditions of Service) Act, 2017 ,
2. To accompany the Facilitators in the Metropolitan Magistrate Courts and give evidence in the contested matters.
3. Service of summons and execution of warrants.
4. To do work during the office hours in Ward Officers.
5. Such other work as entrusted by Facilitators and Sr. Facilitators.

Manual - III
SECTION-4(1)(b)-(iii)

**The procedure followed in the decision making process, including
channels of supervision and accountability in the office of Shops and Establishment
Department H/West Ward**

-1-

Name of Activity - Issue Online Registration

Certificate Related Provision - Section 6

Name of the Act - The Maharashtra Shops and Establishment (Regulation of
Employment and Conditions of Service) Act, 2017.

Rules - 5

Government Resolutions - NIL

Circulars - NIL

Office Order - NIL

Sr. No	Activity	Steps Involved	Time Limit	Authority role and responsibility of the employee/ officer in connection with each activity. (mention designation)
1	To issue Online Registration Certificate	The applicant has to apply on Online website www.portal .mcgm.gov . in for 10 and above number of employees in Form “ A ” alongwith uploaded self declaration and self certified required documents (documents check list is available on website) & Mobile No. if any and Email address. The applicant will get the Registration Certificate on Email I.D. in real time.	Real Time	Facilitator / Sr. Facilitator

Name of Activity - Issue Intimation Receipt

Related Provision - Section 7

Name of the Act - The Maharashtra Shops and Establishment (Regulation of Employment and Conditions of Service) Act, 2017.

Rules - 8 & 9

Government Resolutions - NIL

Circulars - NIL

Office Order - NIL

Sr. No	Activity	Steps Involved	Time Limit	Authority role and responsibility of the employee/ officer in connection with each activity. (mention designation)
1	To issue Online Intimation Receipt	The applicant has to apply on Online website www.portal.mcgm.gov.in for 0 to 9 number of employees in Form " F " alongwith uploaded self declaration and self certified required documents (documents check list is available on website) & Mobile No. if any and Email address. The applicant will get the Registration Certificate on Email I.D. in real time.	Real Time	Facilitator / Sr. Facilitator

Name of Activity - To amend Registration Certificate

Related Provision - Section - 9

Name of the Act - The Maharashtra Shops and Establishment (Regulation of Employment and Conditions of Service) Act, 2017.

Rules - 10

Government Resolutions - NIL

Circulars - NIL

Office Order - NIL

Sr. No	Activity	Steps Involved	Time Limit	Authority role and responsibility of the employee/ officer in connection with each activity. (mention designation)
1	To amend Registration Certificate	The applicant has to apply on Online website www.portal.mcgm.gov.in for any changes in Registration Certificate in Form “ I ” alongwith uploaded self declaration and self certified required documents. (documents check list is available on website). On receipt of such notice, the Facilitator shall scrutinise the same and issue digitally signed Modified Certificate on applicant’s Email I.D.	7 days	Facilitator / Sr. Facilitator

Name of Activity - Cancellation of Registration

Certificate Related Provision - Section - 8

Name of the Act - The Maharashtra Shops and Establishment (Regulation of Employment and Conditions of Service) Act, 2017.

Rules - 11 (1)

Government Resolutions - NIL

Circulars - NIL

Office Order - NIL

Sr. No	Activity	Steps Involved	Time Limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)
1	Cancellation of Registration Certificate	Every Employer of an establishment engaging 10 or more workers, on closing of its business permanently shall communicate the same to the Facilitator in online Form " J ".	-	-

Name of Activity - Cancellation of Intimation Receipt

Related Provision - NIL

Name of the Act - The Maharashtra Shops and Establishment (Regulation of Employment and Conditions of Service) Act, 2017.

Rules - 11 (2)

Government Resolutions - NIL

Circulars - NIL

Office Order - NIL

Sr. No	Activity	Steps Involved	Time Limit	Authority role and responsibility of the employee/ officer in connection with each activity. (mention designation)
1	Cancellation of Intimation Receipt	Every Employer of an establishment engaging less than 10 workers, on closing of its business permanently shall communicate the same to the Facilitator in online Form “ K ”.	-	-

MANUAL - IV

SECTION-4(1)(b)-(iv)

**The norms set for the discharge of its functions of Shops and Establishment
Department H/West Ward**

Minimum Visits:

Minimum Visits by the Facilitator will be decided by the Policy of MCGM, in this regard.

Mass Raid:

Mass Raid will be conducted if necessary.

Offence Sheet:

Number of Court cases will be decided if necessary.

MANUAL - V

SECTION-4(1)(b)-(v)

**The rules, regulation, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions of Shops and Establishment Department
H/West Ward**

(1)

1	Name/Title of the document	The Maharashtra Shops and Establishment (Regulation of Employment and Conditions of Service) Act, 2017.
2	Reference No.	No.MAHBIL/2009/31747
3	Type of document	Act
4	Brief write up on the document	As per section 1(3) of the said Act, except section 7, Establishment having 10 or more employees are covered under this Act. As per section 7, of the said Act Establishment having 0 to 9 employees has to intimate in Form F online to the Facilitator.
5	From where one can get a copy of Circular	www.mcgm.gov.in
6	Fee charged by the department for a copy of circular	Zerox charges only.

1	Name/Title of the document	(2) Procedure adopted for Registration and Change in the Registration Certificate
2	Reference No.	No.CI/4745/SEC DT.07.11.2017
3	Type of document	Circular
4	Brief write up on the document	If any Establishment has found /situated on the municipal road ,footpath,gutter,etc.should be informed to concern dept.
5	From where one can get a copy of circular	On www.mcgm.gov.in ease of doing business tab and office Chief Facilitator and 24 ward Offices
6	Fee charged by the department for a copy of circular	Zerox charges only.

1	Name/Title of the document	(3) Procedure adopted for Registration under The Maharashtra Shops and Establishment (Regulation of Employment and Conditions of Service) Act, 2017.
2	Reference No.	No.CI/6230/SEC DT.17.01.2018
3	Type of document	Circular
4	Brief write up on the document	Under The Maharashtra Shops and Establishment (Regulation of Employment and Conditions of Service) Act, 2017 facility of Registration is made available online, without verification of document and site inspection.
5	From where one can get a copy of circular	On www.mcgm.gov.in ease of doing business tab and office Chief Facilitator and 24 Ward Offices.
6	Fee charged by the department for a copy of circular	Xerox charges only.

1	Name/Title of the document	Procedure adopted for renewal, change in Registration Certificate and Inspection of records under The Maharashtra Shops and Establishment (Regulation of Employment and Conditions of Service) Act, 2017.
2	Reference No.	No.CI/5107/SEC DT.26.12.2016
3	Type of document	Circular
4	Brief write up on the document	<p>1) Under The Maharashtra Shops and Establishment (Regulation of Employment and Conditions of Service) Act, 2017 facility of renewal is made available online, renewal is done in real time and change in Registration Certificate is also made available on online, after verification of document and site inspection within seven days.</p> <p>2) Facility to upload records on mcgm website is made available to the employer of Establishment.</p>
5	From where one can get a copy of circular	On www.mcgm.gov.in ease of doing bussiness tab and office Chief Facilitator and 24 ward offices.
6	Fee charged by the department for a copy of circular	Zerox charges only.

MANUAL - VI

SECTION-4(1)(b)(vi)

Statement of Categories of documents those are held by Shops and Establishment Department under The Maharashtra Shops and Establishment (Regulation of Employment and Conditions of Service) Act, 2017

Class of record and duration of preservation is as given below:-

Class	Duration
A	Permanent
B	30 years
C-2	15 years
C-1	10 years
C	5 years
D	1 year

Sr. No	Category of the document		Procedure to obtain the documents	Held by / Under control
	Category	Name of the document		
2	A	“ A ” Form of Existing establishments	-”-	Sr. Facilitator Shpos & Estt. H/West Ward
3	A	“ F ” Form of Existing establishments	-”-	Sr. Facilitator Shpos & Estt. H/West Ward
4	A	“ I ” Form of Existing establishments	-”-	Sr. Facilitator Shpos & Estt. H/West Ward
5	C	“ J ” Form	-”-	Sr. Facilitator Shpos & Estt. H/West Ward
6	C	“ K ” Form	-”-	Sr. Facilitator Shpos & Estt. H/West Ward
7	A	Govt. Notifications, orders and circulars issued in the matter of The Maharashtra Shops and Establishment (Regulation of Employment and Conditions of Service) Act, 2017 and Other Labour Welfare Acts.	-”-	C.F.S.E. And Sr. Facilitator Shpos & Estt. H/West Ward

8	B	“A” Forms of closed establishments	-”-	Sr. Facilitator Shpos & Estt. H/West Ward
9	C	Circulars regarding Policy matters extra copies	-”-	C.F.S.E.
10	C	Offence sheets	-”-	Sr. Facilitator Shpos & Estt. H/West Ward
11	C	Complaints	-”-	C.F.S.E. & Sr. Facilitator Shpos & Estt. H/West Ward
12	C-1	Receipt Books	-”-	Sr. Facilitator Shpos & Estt. H/West Ward
13	C-1	Remittance Books	-”-	Sr. Facilitator Shpos & Estt. H/West Ward
14	D	Correspondence with parties	-”-	C.F.S.E. Sr. Facilitator Shpos & Estt. H/West Ward
15	D	Court cases which have been decided to be kept only for 2 calendar years as per Circular No. SL/6 of 66-67 dtd 9.4.66	By way of application under Right of Information Act 2005	Sr. Facilitator Shpos & Estt. H/West Ward
16	D	Cancelled form ‘A’	-”-	Sr. Facilitator Shpos & Estt. H/West Ward
17	D	Papers received	-”-	C.F.S.E. & Sr. Facilitator Shpos & Estt. of the concerned Ward Office

MANUAL - VII
SECTION- 4 (1) (b) (vii)

Particulars of any arrangement that exists for consultation with the members of public, in relation to the formulation of policy and implementation in the office of of Shops and Establishment Department H/West Ward & Establishment)

No such procedure is adopted by this department.

MANUAL - VIII

SECTION- 4(1)(b)(viii)

**Statement of Boards, Councils, Committees or Other bodies of Shops and
Establishment Department H/West Ward & Establishment)**

A Statement of the Boards, Councils, Committees and other bodies consisting of two or more persons constituted as part of the department or for the purpose of its advice and as to whether meeting of these Boards are open to the public or the minutes of such meetings are accessible for public.

No Board or Council is appointed for advice so far Shops and Establishments Department is concerned.

MANUAL - IX
SECTION-4(1)(B)(IX)

Directory of the officers & employees of Shops and Establishment
Department H/West Ward

Sr NO	Designation	Name of the officers/ employees	Cadre	Dt of joining the post	Contact details ph/ fax/ E mail
1	Senior Facilitator	Shri. P. S. Gabhale	B	23.11.2010	26422311 Ext 224
2	Facilitator	Shri. S. M. Surve	C	08.09.2011	26422311 Ext 224
3	Facilitator	Shri. S. G. Salvi	C	18.03.2011	26422311 Ext 224
4	Facilitator	Shri. N. L. Tilak	C	10.09.2008	26422311 Ext 224
5	Clerk	-	C	03.07.2008	26422311 Ext 224
6	Shop Attendent	Shri. M. A. Patil	D	01.04.2005	26422311 Ext 224
7	Shop Attendent	Shri. Riyazahmed Desai	D	10.07.2015	26422311 Ext 224

MANUAL - X
SECTION - 4(1)(b)(x)

**The monthly remuneration received by each of its officers and employees
including the system of compensation in the office of of Shops and
Establishment Department H/West Ward**

**Address: H/West Ward Munl. Office, Gr. floor, St.Martin Road,
Bandra (W), Mumbai 400 050.**

Sr. No	Name of the Employee	Designation	Monthly Remuneration for the Month of December 2020
1	Shri. P. S. Gabhale	Sr.Facilitator	RS. 94,123/-
2	Shri. S. M. Surve	Facilitator	RS. 75,086/-
3	Shri. S. G. Salvi	Facilitator	Rs. 84,535/-
4	Shri. N. L. Tilak	Facilitator	Rs. 77,485/-
5	-	Clerk	
6	Shri. M. A. Patil	Shop Attendant	Rs. 53,652/-
7	Shri. Riyazahmed Desai	Shop Attendant	Rs. 25,416/-

MANUAL - XI

SECTION- 4 (1) (b) (xi)

**Details of allocation of budget and disbursement made in the office of Shops and
Establishment Department H/West Ward & Establishment)
for the year 2019 - 2020**

Sr. No	Budget Head description	Grants received	Planned use (give details area wise or work wise in a separate form)	Remarks
1	Nil	Nil	Nil	

MANUAL - XII

SECTION-4(1)(b)(xii)

The manner of execution of subsidy programmes in the office of Sr.

Facilitator (Shops & Establishment) H/West Ward

No such subsidy programme is allocated to this department.

MANUAL - XIII
SECTION-4(1)(b)(xiii)

**The particulars of recipients of concession, permits or authorization
granted by Sr. Facilitator (Shops & Establishment) H/West Ward**

No any concession, permit or authorization is granted by this departmen

MANUAL - XIV
SECTION-4(1)(b)(xiv)

The details in respect of information available or held by it, reduced to electronic form

Information is available in Electronic Form on website www.mcgm.gov.in

MANUAL - XV

SECTION- 4(1)(b)(xv)

Particulars of facilities available to citizen for obtaining information in the office of Sr. Facilitator (Shop & Establishment) at H/West Ward.

Types of facilities -

- Information about facilities for inspection of record.

Sr. No.	Type of Facility	Timings	Procedure	Location	Person Incharge
1.	Inspection of Record as per RTI Act.	10.30 a.m. to 05.30 p.m on Monday to Friday (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. Facilitator Shops & Establishment, H/West Ward Office Bldg., St. Martin Road, Bandra (West), Mumbai - 400 050	Sr. Facilitator (Shop & Establishment) H/West Ward.

MANUAL - XVI

SECTION-4(1)(b)(xvi)

**SHOPS &
ESTABLISHMENTS
DEPARTMENT H/WEST
WARD
Information Officers**

Public Information Officer –

The particulars of the Public Information Officers for **Sr. Facilitator (Shop & Establishment) at H/West Ward.**

Sr. No.	Name of the Office	Office Address	Name & Designation of PIO	Office Phone No.	Appellate Authority
1	Shops & Establishment	Office of the, Sr. Facilitator Shops & Establishment, H/West Ward Office Bldg., St. Martin Road, Bandra (West), Mumbai 400 050	Shri. P. S. Gabhale – Sr. Facilitator Shops & Establishment H/West Ward	26422311 Ext. 223/224	Shri. Vinayak Vispute – Asstt. Commissioner H/West Ward Office Address : H/West Ward Office Bldg., St. Martin Road, Bandra (West), Mumbai 400 050

Particulars of Asstt. Public Information Officers for Sr. Facilitator (Shop & Establishment) at H/West Ward.

Sr. No.	Name of the Office	Office Address	Name & Designation of Asstt. PIO	Office Phone No.
1	Shops & Establishment	Office of the, Sr. Facilitator Shops & Establishment, H/West Ward Office Bldg., St. Martin Road, Bandra (West), Mumbai 400 050	-	-

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SECTION-4(1)(b)(xvii)

Such other information available in office of

Sr. Facilitator (Shops & Establishment)

H/West Ward Statistical Data :

**Establishments Registered Under The Maharashtra Shops and Establishment
(Regulation of Employment and Conditions of Service) Act, 2017**

**The following chart will show the total number of Establishments Registered under
this Act, as on 31.12.2020**

Category	Registration Certificate	Intimation Receipt
Shops	840	6207
Commercial Establishments	2485	5105
Residential Hotels	36	47
Restaurants & Eating Houses	401	351
Theatre	06	08
Total	3768	11718

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