



BRIHANMUMBAI MAHANAGARPALIKA

Section 4 Manuals as per provision of
RTI Act 2005 of K/East Ward

ASSTT. ENGINEER (MAINT.) DEPARTMENT **YEAR 2015-2016**

Address -Office of Asstt. Engineer (Maint),
First Floor 101, k/East Ward
Building, Azad Road, Gundavali,
Andheri (E), Mumbai-400069.

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Introduction

Assistant Engineer (Maintenance)

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, Maintenance & repair, K-East 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, and 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 (Maintenance & repair), K/East ward whose office is situated at K/East ward office, Office of Asstt. Engineer (Maint), First Floor 101, k/East Ward Building, Azad road,

Gundavali, Andheri (E) Mumbai-400069. The procedure and fee structure for getting information is as per the provisions of RTI Act, 2005.

The Municipal Corporation of Greater Mumbai has decentralized most of the main departments and placed the relevant sections of these departments under the Assistant Commissioner at ward level. Maintenance department is an important department in the Ward Office and it is operated by the Sub Engineers and Junior Engineers working under the Assistant Engineer (Maintenance) and Ward Ex. Engineer is under administrative control of Assistant Commissioner.

The Assistant Engineer (Maintenance) is the sectional Head of Ward who is responsible for the maintenance & repairs of Municipal roads & properties with the help of departmental artisans and approved private contractors. He has to take appropriate action on the unauthorized constructions detected on Roads & footpaths. This department issues various permissions like Mandap Permission, Trench permission, shooting permission etc. as per various norms.

Beat wise responsibility of the electoral wards rests with the Jr. Engineers. The Jr. Engineers works under the supervision of the Sub Engineer & the control of Assistant Engineer. Road engineer is responsible for upkeep maintenance of major & minor roads and road engineer is responsible for overall maintenance and safe guarding the site of stolen manhole cover, surrounding portion of manhole and lodging complaint/F.I.R Inco-ordination with police authority for vigilance and look out for suspected miscreants with the help of local resident. The preview of this department is quite extensive and the staff such as Mukadam & Labours in Roads & Repair sections, Mistry, Carpenter, Mason, Blacksmith, Plumber etc work in this department. Material required for the various departmental works is provided by Store Clerk.

As per Central Right to Information Act 2005, designated officer is appointed as Public Information Officer Maintenance & Repair for Maintenance & Repair department and as per Maharashtra Public Records Act-2005 and Maharashtra Public Records Act Rules -2007; he is designated as Record Officer for Maintenance & Repair Dept.

Assistant Engineer (M)
K-East ward

SECTION 4 (1) (b) (i)**The particulars of functions & duties of the public authority**

1	Name of the Section	Office of Assistant Engineer (Maintenance)
2	Address	Office of Asstt. Engineer (Maint), First Floor 101, k/East Ward Building, Azad road, Gundavali, Andheri (E) Mumbai-400069.
3	Head of the office	Assistant Engineer, Maintenance
4	Office Timings	Monday to Friday 8.00 a.m. to 12.00 noon and 2.30 P.M. to 5.30 p.m. Saturdays 08.00 am to 11.30 am Visiting Hours - (Monday – Friday) 03.00 p.m. to 05.00 pm Holidays- Sunday & Public Holidays
5	Chowky Timings	07:30 am – 2:30 pm
6	Contact Details	Telephone no : 26820702 Extn: 739(AEM-South) & 740(AEM-North).
7	Parent Government Department	City Engineer
8	Reporting to which office	Assistant Commissioner, K-East ward Ward Ex. Engineer, K-East ward
9	Jurisdiction Geographical	K-East ward East Boundary extends up to Mithi River, West Boundary extends up to Railway track, North Boundary extends up to SRPF Camp and the South Boundary extends up to Milan Subway.
10	Vision	1. Well maintained Roads 2. Well maintained Municipal Properties
11	Mission	1. To Repair & Maintain Minor Roads, Footpath & Municipal Properties 2. Jogeshwari South ROB (Encroachment removal), Vijay Raut Road Widening, Jijamata Road Widening, Rubi coach Road Widening, Guru Govind Singh road Widening, Mahakali caves road Widening, Makhvana road Widening, Lock Bharti Road Widening, Jogeshwari caves road Widening, Shardhanand Nalla widening, 3. Demolition or repairing of dilapidated Municipal buildings in K-East ward.
12	Objectives	To Repair & Maintain Roads and Footpath & Municipal Properties.

13	Functions	<ul style="list-style-type: none"> (α) Repair & Maintenance of Minor Roads & Footpath in Ward. (β) Repair & Maintenance of Municipal Properties in purview of the Estate Department. (χ) To demolish the unauthorized encroachments on footpath, roads & Municipal Plots. (δ) Issuance permits to the excavation of trenches on roads to the various utility services & various departments of MCGM. (ε) Granting of Mandap Permission for social & regional purpose on Roads, Footpath & Municipal Properties. (φ) Reinstatement of trenches and upkeep maintainance of major and minor roads (γ) Detection of dilapidated building and prepare upkeep list of Municipal properties (η) Granting of Ganapati Mandap Permission on Roads, Footpath & Municipal Properties. (ι) Granting of Film shooting permission on Municipal Roads. (φ) Improve roads under Section 63 (K) of MMC Act. and improve private layout roads as per recommendation of Prakash Mehta Committee under 306 of MMC act by improving road under 63k of MMC act by utilizing 1/3 rd grant of Municipal councuillor / M.L.A & M.P. and 2/3 rd grant from Municipal budget. (κ) Acquire the Setback area of the road & merge the same into the road by following recent circular of MRTP act by removing authorized structures (λ) Removal of Bottlenecks by following guidelines as per bottleneck policy.Action in respect of dangerous Municipal buildings for following recent guidelines.
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Details of Services provided (In Brief)

1. Trench Permission : -

- Issuance of permits for the excavation of trenches on roads to various utility Services & Various departments of MCGM is granted as per Trench Guideline Circular Policy issued by Municipal Commissioner u/no. MGC / F/1835 dated 17.11.2007. (attached) and various recent circular
- Permission for laying augmentation of the utility pipelines / cables shall be granted only during the fair season starting from 1st October till 30th April. For trench exclusively on footpath / paver blocks, the permission shall be granted upto 30th April.
- From 16th April to 30th September, for the fault repair, sanction of Zonal D.M.C. shall be obtained as far as possible before undertaking excavation.
- As per recent circular vide no. MGC/F/9974 dated 04.02.2013

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

3. Issuance of Film Shooting permission.

4. Bottleneck: -

Bottleneck means construction, narrowing, obstruction, congestion, block, partially/total blockage which leads to traffic congestion, traffic clogging

problems started due to precipitant.

- Reference Circular – AMC/ES/D/168 (ChE/1876/DPC/Gen) Dated 25.02.2004.
- Recently we are using MRTP 56 clause.(Power to require removal of authorized development or use.)
- (AMC/ES/9141 dt. 14.10.2011.

5. 63 K Road :-

- Arising out of representation from residents of private layouts and Public representatives, that layout residents are paying Municipal taxes and therefore roads should be maintained by MCGM.
- Reference Circular ChE/1484/Roads Dated 16.05.2009

(1) As per the circular 1/3 cost of up gradation shall be borne by Co. Op. Hsg. Society of Residents, 2/3 cost by MCGM and the private street shall be declared public under section 306 of MMC Act 1888 before taking up the works. However, in case 1/3 construction cost is not deposited by Co. Op. Hsg. Society / Federation of Societies and roads in private layout are to be improved using Municipal Funds, M.P./MLA funds then sanction under section 63 K

		<p>(ii) As per old circular u/no.CE/7651/Roads of 12.08.1976 and CE/12162/Roads/VI of 09.04.1979 for declaring road under 63 k of M.M.C act.</p> <p>6. Departmental Maintenance & Repair :-</p> <ul style="list-style-type: none"> • Beat wise responsibility of the electrol wards rests with the Junior Engineers. The Junior Engineers works under the supervision of the Sub Engineer and the control of Asstt. Engineer. The Junior Engineer reports to his chowky along with his workmen at 7.30 a.m. the labour distribution is carried out after singing the muster at 7.30 a.m. • A group of workmen (gang) comprising of 2 to 3 labours, the skilled labours such as mason, carpenter and plumber is formed and additional labours as per the extent of job is provided to that gang. A job Slip is issued to gang to carryout various days to day work. The job Slip is prepared by the Junior Engineer according to nature and priority of complaint and it is signed by Mistry and the Junior Engineer. The address of Municipal property where the work is to be carried out, nature of work and the number of workmen is mentioned in the job slip. • Up keep maintenance of road repair work and reinstatement of trenches by Road engineer. • Generally, sufficient material is brought to the chowky from the Central Store. The non-scheduled items are also procured by following due procedures or by calling for the quotations,
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from the open market. The material thus procured is stocked in the store and is in position with supervision / clerk. This material is transported to the work site in Municipal vehicles.

- Junior Engineers, Mistry / Mukadam visit the work site, at least once, for supervision and guidance. The Junior Engineer reports to the office to attend the office work in the afternoon session between 2.300 p.m. to 5.30 p.m

7. E-Tendering :-

- Preparation of Estimate by J.E.
- Obtain Administrative approval from ward Committee or DMC.
- Estimate is uploaded in SAP System in J.E. ID (R3 Module)
- BID is created by S.E. using his/her ID(SRM Module E tendering.)
- BID is forwarded to E.E. Ward for publishing on Municipal Website.
- Ward E.E. Publish the Tender (SRM E tender login Approval)
- List of Bidder and letter to successful 1st Bidder with 5 % contract amount to deposit with MCGM
- PO is created by A.E. in SAP Module.
- Release P.O. Amount by A.O.
- Create Contract by E.E. ward in SAP System.

		<ul style="list-style-type: none"> • PO is generated by A.E. in SAP and released by E.E. Ward. • PO printout is taken by AE and issued to Bidder. <p>8. CWC contractor, trench contractor, premonsoon , upkeep maintenance work and desilting/desludging work</p> <p>9.Mahatma Gandhi Path kranti Yojana:-</p> <ul style="list-style-type: none"> • It is a scheme to clear the Encroached footpath. • Certain roads are identified in each ward. • Cutoff date is 01.01.2000. • The eligible hutment dwellers are offered alternate accommodation. • To draw lottery to decide alternate accommodation in presence of all eligible hutments dwellers. • After shifting mass demolition to be carried out. • The footpath so cleared should be immediately developed for public usage. • AMC/ES/944/IV dated 31.03.2012 • DMC/RE/Z.Su/4274 dated 26.02.2013. <p>10. Clearance of encroachment along water main</p>
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		11. Decongestion of railway station 12. Conversion of Zunka Bhakar Kendra into Annadatta Kendra
15	Physical assets (Statement of lands & Buildings and other Assets)	As per separate sheet attached (Page No.____)
16	Organization's structural Chart	As per separate sheet attached (Page No.____)

Details of Departmental Chowky in Asstt. Engineer (Maint) Section

Sr. No.	Type	Name of Chowky	Address of Chowky	Contact no.
1.	Road & Repair	Swami Nityanand chowky	Near Gokhale Bridge, Sahar Rd. Andheri (E) Mumbai 400 069	
2.	Road & Repair	Gundavali Municipal chowky	Gundavali Western Express highway, Andheri (E) Mumbai 400 069	
3.	Repair	Jogeshwari Municipal chowky	Dheeraj Apt Western Express highway, Jogeshwari(E) Mumbai 400 069	
4.	Repair	MIDC Municipal chowky	ACME Plaza bldg. No. 2 Andheri - Kurla Rd. Mumbai 400 92	

Physical Assets of Asst. Engineer (Maintenance) K/East Ward

Sr. No.	Beat No.	Name & Address	Floor	Remark
1.	66	Sarswati Baug Municipal school, Sosa Rd. Jogeshwari (E) Mumbai-400 060	Gr+3	
2.	66	Natwar Nagar Municipal school, Rd. no.05 Society Rd. Natwar Nagar Jogeshwari (E) Mumbai-400 060	Gr+5	
3.	66	Natwar Nagar dispensary, Natwar nagar Rd. No. 5 , Jogeshwari	G	
4.	66	Ajgaonkar Health Post, Jaicoach, Jogeshwari	G	
5.	66	Bandrekarwadi School, Jaicoach, Jogeshwari	G	Demolish
6.	66	Thakur School, R.K. Singh Road, Jog.	G+5	
7.	66	Asmita Garden, Jaicoach , Jogeshwari	G	
8.	66	Rajaram garden, Gumpha Road , Jogeshwarl	G	
9.	66	Nawalkar Market, Jogeshwari	G	
10.	67	Pratap Nagar Hindu Cemetry, J.V.L.Road	Ground	
11.	67	Plot reserved for Public amenity Centre , J.V.L.Rd , Near Brookhaven Bldg.	G+1	
12.	68	Shri. Vijay salaskar Udyan, J.V.L.Road	Garden	
13.	68	Shri. Ashok Kamte Udyan, Poonam Nagar	Garden	
14.	68	Shivaji Municipal Ground, S.V.P. road	Open Ground + G+1 Structure	
15.	68	Matoshri Club, J.V.L.Road	G+2 Structure	
16.	68	Vachnalay Near Pimpleshwar Mahadeo Mandir	Grond structure	
17.	69	Municipal Ground (P.g.)inside vastu complex, manish park,Andhari.	Ground floor	

18.	69	Play Ground opp. Satya saibaba mandir,mahakali caves road ,Andheri(E)	Nil	
19.	69	Veravali municipal school,mahakali caves road,Andheri(E).	Ground floor	
20.	69	East mogra municipal school,Jijamata road,Andheri(E).	Ground floor	
21.	69	Municipal clinic,sarvodya nagar,Jogeshwari(E).	Ground floor	
22.	69	Koliwada mun. school ,W.E. Highway, Jogeshwari(E)	G + 4	
23.	70	Harinagar urdu mun. school,Harinagar,Jogeshwari(E)	G + 4	
24.	70	Shankarwadi mun,school,Hari nagar, Jogeshwari(E)	G + 3	
25.	70	Meghwadi mun. school,Amina nagar, Jogeshwari(E)	Ground	
26.	70	Gumpha road mun. school,Gandhi nagar, Jogeshwari(E)	G + 4	
27.	70	Squatter colony maternity home,sanjay Gandhi nagar, Jogeshwari(E)	G + 6	
28.	72	Green wood society S.W.D. office of Western suburban ,Andheri Kurla road ,Andheri(E)	G+1	
29.	72	CTS No. 242 of Govindwadi Talao, Govindwadi, Andheri(E).	Ground	
30.	72	Malpa dongri municipal school, Malpa Dongri no. 03, Andheri(E)	G+1	
31.	72	Municipal dispensary at Evrest ground ,near shanti nagar, Mahakali caves road ,Andheri(E)	Ground	
32.	72	Municipal Market , floor dec plaza, road No.23, Near subhash nagar	Grond floor	
33.	72	R.G. Plot , B-cross road , MIDC	Nil	
34.	73	Maheshwari garden Plot, maheshwari Nagar, YAC Toad, Kondivita	Nil	
35.	73	Accommodation reservation bldg., Proctor &	G+2	

		Gamble , C.G. road, Chakala		
36.	73	Accomodation Reservation Bldg. , Kankiya spaces, (Courtyard Marriot Hotel), A.K.Road, Chakala	G+1	
37.	73	Accomodation Reservation Bldg., Beside Rashtriya Metal, A.K.Road	G+2	
38.	73	RG plot at padma Nagar, Chakala, Beside Jain Temple	Nil	
39.	73	Accomodation Reservation Bldg., Beside Kondivita Road	G+2	
40.	73	A.E.(Env) Chowky, Subhash Nagar, In front of ICICI , Road No.23	G+1	
41.	73	Reservation plot at Perera Hill Road	Nil	
42.	74	Municipal dispensary at sunder nagar, Mahakali caves road ,Andheri(E)	Ground floor	
43.	74	Marol Maternity Home, Marol Gaon Road	G + 5	
44.	74	Municipal dispensary at Church road	Ground	
45.	74	A.E.(Env) Chowky, Church Road	Ground	
46.	74	Municipal Marol Market , Church road	Ground	
47.	74	CTS No. 1189, garden Plot, Behind Mun Dispensary, Church Road	N.A.	
48.	74	CTS. 1296, Bori Colony, Play Ground, Church road	N.A.	
49.	74	Marol Store, HE dept., Beside Marol Bus Depot	Ground	
50.	74	Municipal Staff Quarters, H.E. Dept, Beside Marol Maroshi Bus Stand	G + 2	
51.	74	Marol Fire Brigade , M.M. Road	A) G+M+11/ 2 B) 7 No = G +4 C) Adm = G + 2	Build 3 & 4(Office Quarters) and Build.01 Command center was demolished

52.	74	Marol Marathi School, Mapkhan Nagar, M.M. Road	Pvt.	
53.	74	Mun. Hindi School, Hanuman Road, Marol gaon	Ground	
54.	74	CTS No. 1386, Library Bldg., A-Cropolise Building, Hill Top Lane, Marol Off Church Road Run by Bharat Vikas Manch	N.A.	
55.	74	CTs No. 138/9, 138/10, 138/11 , Parking Lot, D.P. road Off Military road	N.A.	
56.	74	CTS No. 132 , AKD , Bharat Van, bamandaya Pada, Military Road	N.A.	
57.	74	CTS no. 135/B , Bamandaya Pada, Beside Dispensary	N.A.	
58.	74	Municipal Police Camp School, Police camp, Marol Maroshi Road	Ground	
59.	74	Staff Quarters , Pipe Line, saibaba Nagar(H.E.) Dept, Marol	Ground	
60.	75	Sagbaug Municipal school	Ground	
61.	75	Sagbaug CemetryA.K.Rd.Mithi Nadi Andheri (E)	Ground	
62.	75	Ruby Coach Garden	Security Cabin	
63.	75	Sahar Gaon garden	N.A.	
64.	75	Lokbharti Garden ,	Security Cabin	
65.	75	Kuntipark garden , Marol Maroshi Road	N.A.	
66.	75	Satbaug Pumping Station	G + 1	
67.	76	Chakala Mun School	Ground & G+4	
68.	76	Tarun Bharat Health Post	Ground	
69.	76	Mother Teresa Islampura garden, CTS No. 398	Ground	
70.	76	J.B. Nagar Market	G+2	

71.	76	R.G. Plot of Village Kondivita , CTS No. 443/B At Bagdaka Road	N.A.	
72.	76	P.G. Plot CTS No. 431/A At Misry Complex Road	Ground	
73.	76	R.G. CTS No. 271 of Village Kondivita	N.A.	
74.	76	Marol Fish Market	Ground	
75.	76	P.G. Plot at CTS No. 131/A/1/E, andheri Ghatkopar Link Road, Village Chakala	N.A.	
76.	76	R.G. CTS No. 131/A/1/D , Andheri Ghatkopar Link Road	Ground	
77.	76	State Central Library , Digital Sub-centre, CTS No. 13/A/1/C	G+3	
78.	77	Parsipada Hindu cemetry	Ground floor	
79.	78	Municipal K / East Ward office, Gundavali	G + 4	
80.	78	Telli Gully Mun. Schhol	G+2	
81.	78	Gundavali municipal School	G+4	
82.	78	RadhaKrishna Municipal School	G+2	
83.	78	OLD Nagardas road market	G+2	
84.	78	Koldongri Dispensary	Gr Floor	
85.	78	Nityanad School, sahar Road	G + 2	
86.	78	SWM , PCO , Masint Chowky below Gokhle Bridge	Ground	
87.	78	Gundavali Chowky	Ground	
88.	79	Sambhaji Nagr Mun. Dispensary, sambhaji Nagar	Ground	
89.	79	Shahaji raje Health Post and Ayurvedic Dispensary, shahaji raje Road	2 Nos. Ground storyed	
90.	79	Shahaji Raje Municipal school, Shahaji Raje Road	G+4	
91.	79	Sambhaji Nagar Municipal School, Sambhaji	Ground	

		Nagar		
92.	79	Shirodkar Maternity Home, Subhash road	G 3	
93.	79	Swatantra Veer sawarkar kendra, M.G. Road	Ground	
94.	79	Swatantra Veer sawarkar Udyan, M.G. Road	Security Cabin	
95.	79	Adhar Kendra , Babasaheb Gawde Hospital	N.A.	
96.	79	M.G. road Mun School, M.G. road	Partly G + 2 & partly G+3	
97.	79	Dinanath Natyagraha and Municipal Market, V.S. Khandekar Marg	G + 2	
98.	79	Anandibai Keskar Udyan, M.G. Road	Ground	
99.	79	Water work Dept., Quarters, M.G. Road	G + 3	
100	79	Municipal Chowky samartha Krupa Bldg., Ram Mandir Road	Ground	
101	79	Hedgewar Maidan, Hanuman Road	Ground	
102	79	Municipal Conservancy Chowky, Parleshwar & V.S.Khandekar Road Jun.	Ground	
103	79	Shahaji Raje Play Ground	Ground	
104	79	Prabhodankar Thackeray Udyan, Shahaji Raje Road	Ground	
105	79	Amenitr open space saharakar road ,Villeyparley (E)	Open Plot	
106	80	Municipal Conservancy Chowky, Shradhanand Road	Ground	
107	80	Conservancy Staff Quarter, shradhanand Road	Gr + 6	
108	80	48 Tenaments , for house for dishouse,, Shradhanand Road	Gr + 5	
109	80	Municipal office, Nehru Road	Gr+5	
110	80	Dubashi Garden, Gujort society Road	Ground	
111	80	Sathe Udyan, Malviya Road	Ground	

112	80	R.G. Plot , F.P. No. 108/109, service Road	NIL	
113	80	Garden at Milan subway	Gr+ 1	
114	80	Nana Nani Park, Dayaldas Road	Ground	

Assistant Commissioner



Ward Exe. Engineer



Asstt. Eng.

(Maint – I)

Asstt.Eng.

(Maint–II)



Sub. Eng.

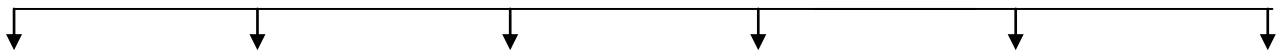
Sub. Eng.

Sub. Eng.

Sub. Eng.

Sub. Eng.

Sub. Eng.



Jr. Eng. (3)

Jr. Eng. (3)

Jr. Eng. (3)

Jr. Eng. (3)

Jr. Eng. (3)

Jr. Eng. (2)



Drainage

Asstt.

Drainage

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Drainage

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Drainage

Asstt.

SECTION 4(1) (b) (ii)**The powers of offices and employees in the office of Assistant Engineer (Maint)****A-Financial Powers**

Sr. No.	Designation	Powers - financial	Under which legislation/rules/orders/GRs	Remarks
1	Assistant Engineer (Maintenance)	Rs.3000/-	AS per the circular no CA/FRD/I48 dated 31.01.2013	
		Rs.3,00,000/-	---	To scrutiny of Estimate
2	Sub Engineer (Maintenance)	Nil	N.A.	
3	Junior Engineer (Maintenance)	Nil	N.A.	

SECTION 4(1) (b) (ii)**The powers of offices and employees in the office of Assistant Engineer (Maint)****B-Administrative Powers**

Sr. No.	Designation	Powers – Administrative	Under which legislation/rules/orders/G Rs	Remarks
1	Assistant Engineer (Maintenance)	Please refer to Delegation of powers to Asst.Engineer (Pg. no.____)	1. MMC Act 1888 2. MRTP Act1966	
2	Sub Engineer (Maintenance)	Please refer to Delegation of powers to Sub Engineer (Pg. no.____)	1. MMC Act 1888 2. MRTP Act1966	
3	Junior Engineer (Maintenance)	Please refer to Delegation of powers to Junior .Engineer (Pg. no.____)	1. MMC Act 1888 2. MRTP Act1966	

SECTION 4(1)(b) (ii)

The powers of offices and employees in the office of Assistant Engineer (Maint)

C-Magisterial Powers

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

SECTION 4(1) (b) (ii)

The powers of offices and employees in the office of Assistant Engineer (Maint)

D-Quasi Judicial Powers

Sr. No.	Designation	Powers – Quasi Judicial	Under which legislation/rules/orders/GRs	Remarks
1	Assistant Engineer (Maintenance)	Appointed as public information officer under RTI Act 2005	Circular No. MOM/8957 dt. 02.01.2006	
2	Sub Engineer (Maintenance)	Nil	N.A.	
3	Junior Engineer (Maintenance)	Nil	N.A.	

SECTION 4(1)(b) (ii)

The powers of offices and employees in the office of Assistant Engineer (Maint)

E- Judicial Powers

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

Section 4 (1) (b) (ii)

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

ASSISTANT ENGINEER (MAINTENANCE)

Asstt. Engineer (Maintenance) of the ward work as per Mumbai Municipal Act, 1888, Maharashtra Regional & Town Planning Act, 1966. His work includes repairs and maintenance of Municipal Roads, Footpath, Ward Offices, Staff Quarters, Estate properties, Municipal Chowkies, Roads, Depots, Maternity Homes, Dispensaries, PSC Blocks, Municipal Cemeteries, Fire Brigade, Schools Welfare Centre, Conservancy Chawl, desilting of minor nallas and road side S.W.D to minimize the flooding spots either departmentally or through the e-tendering. He Issues Trench permission, Ganpati Mandap, Social, Regional Mandap Permission, Shooting Permission, acquire setback area of the road & merge the same into the Road, remove Bottleneck, demolish unauthorized encroachments on Municipal Roads, Footpath & Municipal properties.

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

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

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

1. Exercise full control over the executive as well as the clerical and labour staff working in his section and ensure that all of them function efficiently.
2. Issuance of Trench permissions to various utilities as well as to various departments of MCGM.
3. Issuance of Film shooting permission on Municipal Roads & properties.
4. Issuance of Ganpati Mandap/Navratri/social /religious permission on Municipal Roads & properties.

5. To acquire setback, bottle neck & Road Line.
6. To remove the encroachments on roads with the help of Sub Engineers and Jr. Engineers.
7. To supervise the work of store supervisor store clerk and the labours in the store and insure smooth functioning of the store.
8. To ensure that the necessary information is furnished to the concerned officers, in time and to take action on the defaulting staff, in case of delay.
9. To put up indents for the store item after discussion with the Sub Engineers and arrange for the requisite stock and to check for its quality and quantity. Material Checking norms.
 - 25 % of the store items, once in three months
 - 25 % of the depot items, once in three months
 - To dispose off the scrap material by following due procedure.
10. To carry out inspection to assess the condition of major roads.
11. To ensure prompt disposal of the complaints. To check the registers and daily diaries, at least fortnightly and monthly, respectively.
12. To exercise control on the municipal funds available, with the help of Head Clerk (Expenditure) and distribute the said funds among the Sub Engineers, appropriately and make them responsible for the utilization of funds.
13. To implement the orders issued by higher authorities.
14. To take appropriate action on the unauthorized constructions, detected on municipal roads & footpath.
15. To take timely action of propping, cordoning and demolition of dilapidated municipal buildings. To serve demolition notices on receipt of orders from the Executive Engineer or higher authorities.
16. To check at least 20 % of mass supply of materials and the contract bills. To check the estimate pertains to the repairs of municipal buildings, roads, etc. prepared by the Jr. Engineers & Sub Engineers.
17. To accept and serve notices under various Municipal Acts and take necessary action in the matter.
18. To visit major works in the ward at least once in a week.

19. To maintain the municipal properties and other buildings in the purview of the Estate Department (e.g. School, Hospitals, etc.)
20. To co-ordinate with the Law officers as regards the Court-case lodged by the MCGM or the matters against MCGM.
21. To get dilapidated municipal building vacated with the assistance of Police.
22. To visit the sites where labourers work and check on mustering once a month.
23. To co-ordinate with Central Agency as regards major repairs of municipal properties and maintenance of major roads.
24. To attend Ward Committee meetings in the ward office.
25. Review of SAP Complaints
26. Review of MCL A/B/C.
27. Review of MC-P.G. Cases
28. Review of Outstanding Audit Notes (Once monthly with MCA staff)
29. Review of pending Union problems (Once in Two months)
30. Enquiry procedure.
31. To maintain Daily Diary.
32. Desilting of minor nallas and road side SWD.
33. To minimize flooding spots during monsoon.
34. To provide missing manholes and dhapas.
35. Desilting of septic tanks of A.P blocks in slums and Gaothan.
36. To facilitate private layout in areas by providing necessary amenities by recommendation of Prakash Mehta Committee.
37. To provide facilities in slums, Adivasi pada and Gaothan.
38. To provide street lighting in area as per LUX value (illumination) of Reliance energy and TATA power
39. To provide information to applicant under R.T.I act of 2005
40. To attend 1st and 2nd applicant under R.T.I act as public information officer.

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

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

1. Notice Register
2. Demolition Register
3. Property Register
4. Set back Register
5. R.T.I. Register
6. MCL A/B/C Register
7. Mandap Permission Register
8. M.C.A. Audit Register
9. F.R.D. Audit Register
10. P.R.D. Audit Register
11. Religious permission register

DUTIES OF SUB-ENGINEER (MAINTENANCE)

- 1) He shall be subordinate to the Asstt. Engineer and shall carry out their orders in general.
- 2) Supervision on departmental works.
- 3) To supervise each work under him at the start, during execution, completion and
Frequently as necessary.
- 4) Supervision on Funds available under various budget heads.
- 5) Timely submission of payments, bills and adjustments.
- 6) Site visit for major faults in the Municipal Buildings
- 7) Consolidation of revenue and outstanding requisition.
- 8) Supervision on employee muster books in order to see that the staff reports on duty in time and the fault entries are not made.
- 9) To check leave and service record and “Dead Stock” register and get them updated.
- 10) To ensure timely action in Court matters and order.
- 11) He shall draft replies to the complaints or references received in his section.
- 12) He shall attend the Courts as and when required for giving evidence helping the Sub. Engineer in conduction cases etc.
- 13) To take action against unauthorized structures / unauthorized developments on Municipal lands etc. as per M.M.C.Act and M.R.T.P.Act and as per the policy guidelines issued by time to times by the administration.
- 14) To monitor road work as road engineer.
- 15) Desilting of A.P block
- 16) To monitor desilting work of minor nalla and road side S.W.D
- 17) To monitor flooding spots and try to minimize the same
- 18) To monitor Ganpati idol immersion duties
- 19) To provide facilities in slum and Gaothan

To exercise, perform and discharge duties entrusted under Section 68(Municipal officers may be empowered to exercise certain powers, etc, of the Commissioner.) of M.M.C. Act as per the authority issued by Zonal D.M.C

1) He shall attend the various functions organized by the administration such as Disaster Management Plan, Swachhata Abhiyan, Anti Flooding Duties, Mahapaur Daud, Cleansing Camps, and Advance Locality Management etc.

2) To maintain Daily Diary.

3) To maintain various registers such as :-

1. Notice Register

2. Demolition Register

3. Property Register

4. Set back Register

5. R.T.I. Register

6. MCL A/B/C Register

7. Mandap Permission Register

8. M.C.A. Audit Register

9. Religious permission register

DUTIES OF JUNIOR -ENGINEER (MAINTENANCE)

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

5. R.T.I. Register
6. MCL A/B/C Register
7. Mandap Permission Register
8. M.C.A. Audit Register
9. Religious permission register
- 10) Desilting of A.P block
- 11) To monitor desilting work of minor nalla and road side S.W.D
- 12) To monitor flooding spots and try to minimize the same
- 13) To monitor Ganpati idol immersion duties
- 14) To provide facilities in slum and Gaothan

Section 4 (1) (b) (ii)

DELEGATION OF POWERS TO ASSISTANT ENGINEER

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

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

Sections	Nature of Powers, Duties and Functions delegated
84 & 85(1)	(e) Grant Casual Leave to the inferior staff working under him upto the limit allowed by any rules for the time being in force. (f) Grant leave without pay admissible under the Rules to the Labour staff. To appoint when necessary, persons to act in place of employees who are absent on leave.
112	To receive money in respect of any matter pertaining to the City Engineer's Department.
113(3)	(a) To incur expenditure on office contingencies (except furniture) upto Rs.3000/- per item. (b) To make cash purchase and payment of bills out of imprest upto Rs.3000/- and payment of telephone call bills for any amount.
222(1) & (2)	To construct, repair or alter Municipal drains and to enter upon land for the purpose.
228	To grant permission and prescribed conditions as to communications with Municipal drains.

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

	etc. on footpath and streets.
314	To remove obstructions etc. on streets made contrary to section 312 or 313.
317	To permit booths on festivals in certain streets.
321(2)	To prevent removal, etc. without permission of fences etc. erected in the streets, while works are in progress.
322	To prevent opening, etc. of streets unless done with permission and to give such permission.
324	To restore streets opened or broken up when the person responsible fails to do so.
325	To require person permitted to open streets to provide for diversion of traffic etc.
326(2)&(3)	To regulate hoarding etc. in streets.
329	To require and secure adoption of measures to protect and enclose dangerous places.
333(4)	Manner of laying gas pipes.
338	To require certain documents on receipt of Notice under Section 337.
339	To refuse to accept plans, etc. not signed by the Licensed Surveyor.
340	To require, further, particulars and details
342	To receive notices of intentions to make additions etc. to building.
343	To require certain documents and particulars on receipt of Notice under Section 342 and to refuse to accept plans, etc. not signed by Licensed Surveyor.
344-A	Supervision of buildings and work.
345	To intimate approval of work of which notice is received.
346(1)	To intimate disapproved of such work.
347(A)(B)& (C)	Prohibiting user of a non-residential buildings or chawl to a residential one and of a residential building or chawl to that of a godown, warehouse, workshop, workplace, factory, stable or a motor garage and prohibiting making or causing

	any alterations in an existing building originally constructed or authorized to be used for human habitation for the purpose of using it or causing it to be used as a godown, warehouse workshop, workplace, factory, stable or motor garage.
348(1)(a)(b) & (c)	Provision as to buildings, which are to be newly erected.
349	To refuse permission for walls, coverings, etc. of inflammable materials and to require removal of such wall or covering.
350	To inspect buildings in course of erection, alterations, etc
353	To specify any matter in contravention of Act of Bye Law within three months after completion.
353(A)	To grant completion certificate and permission to occupy or use.
354	To require removal etc. of ruinous or dangerous structures and to temporarily secure etc. repair etc.
354A(1)	To issue a written notice to stop within the specified period the erection of the work unlawfully carried on or commenced upon any premises.
354A(2)	To direct removal of person unlawfully carrying on the erection of buildings or the execution of any such works described in Section 342.
368	To require owners to provide receptacles of a size for collection of dust, ashes, refuse, rubbish and trade refuse, etc.
374	To inspect building or premises for the purpose of ascertain sanitary conditions thereof.
375	To require cleansing and lime washing of any building etc.
375-A	To require the owners to remove buildings, materials or debris, etc. accumulated due to house collapse etc.
377(1-A)	To require cleansing, clearing or enclosing any premises over grown with rank vegetation, etc.

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

Section 4 (1) (b) (ii)

DELEGATION OF POWERS TO SUB ENGINEER

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

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

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

	drain and cesspools.
244(1)	To power affix pipes for ventilation of drains.
244(4)	To erect shafts or pipes for ventilating drains and cesspools
246-A	To permit the construction of water closets and privies.
247	Prescribing water closet and other accommodation in buildings newly created or re-erected.
248(1)(a), (b),(c)	Requisition to enforce provision of water closet or privy or urinal or bathing or washing place etc.
251	Determining details regarding water closets under Clauses (a)(d) and (e).
251(B)	To determine use of places of bathing or washing clothes or domestic utensils.
253	Inspecting and examining drains, etc. not belonging to the Corporation.
254	Opening ground etc. for inspection and examination under Section 253.
255	Reinstating the ground etc. opened for purposes of inspection.
257	Making requisition on owners of premises as provided in Sub-Section (1) for doing the work mentioned in Sub-Section (2).
258(a)(b)(c)	Prohibition of acts, contravening the provisions under Chapter IX of the M.M.C.Act.
259-A	Requiring any person to employ a Licensed Plumber to execute a work to furnish the name of a Plumber and to put up completion certificate by the Licensed Plumber.
314 (a), (b), (c)	To remove without notice things placed or deposited upon any place or attached or suspended in contravention of Clause (a) or Clause (c) or Sub-section (1) or Section 313.
317	To permit booths on festivals in certain streets.
322	To prevent opening, etc. of streets unless done with permission and to give

	such permission. (Except for newly constructed roads or capital roads)
322(3)	To remove without notice any building materials or any scaffolding or any temporary erection or any posts, bars, rails, boards or other things by way of enclosure which have been deposited or set up in any street without the permission or authority specified in Sub-section (1) or which having been deposited or set up with such permission or authority, have not been removed within the period specified in the notice issued under Section (2).
350	To inspect buildings in course of erection, alterations, etc.
354	To require removal etc. of ruinous or dangerous structures and to temporarily secure etc. repair etc.
354A(1)	To issue a written notice to stop within the specified period the erection of the work unlawfully carried on or commenced upon any premises.
354A(2)	To direct removal of person unlawfully carrying on the erection of buildings or the execution of any such works described in Section 342.
368	To require owners and occupiers to collect and deposit dust etc.
374	To inspect building or premises to ascertain sanitary conditions thereof.
375	To require cleansing and lime washing of any building etc.
375-A	To require the owners to remove buildings, materials or debris, etc. accumulated due to house collapse etc.
377	To make requisition against the owner or occupier for removal of rank vegetation.
377-A	To require the owners of the buildings to abate the nuisance arising from rainwater leaking from the roofs of the building or to prevent its recurrence.
380	To require removal, alteration etc., of unsanitary huts and sheds.
381	To require the owners of the building to abate the nuisance arising out of the defects.
383	To require cutting and looping of hedges, trees, etc. in certain cases and to

	take measures for protection of public.
390 (1) (2)	Regulations of factories, trades, etc.
479(5)	To require production of licenses or written permission.
488	To enter premises with assistants etc. to inspect survey and execute work

Section 4 (1) (b) (ii)

DELEGATION OF POWERS TO JUNIOR ENGINEER

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

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

Sections	Nature of Powers, Duties and Functions delegated
231	To enforce drainage of untrained premises situate within a hundred feet of a Municipal drains.
248(1)(c)	To substitute water closet accommodation for any privy accommodation.
253	To inspect and examine all drains, ventilation shafts and pipes cesspools of house gullies, water closets, privies, latrines and urinals to which this Section applied.
254	Opening ground etc. for inspection and examination under Section

	253.
255	Reinstating the ground etc. opened for purposes of inspection.
314 (a), (b), (c)	To remove without notice things placed or deposited upon any place or attached or suspended in contravention of Clause (a) or Clause (c) or Sub-section (1) or Section 313.
322	To prevent opening, etc. of streets unless done with permission and to give such permission.
350	To inspect buildings in course of erection, alterations, etc.
354	To require removal etc. of ruinous or dangerous structures and to temporarily secure etc. repair etc.
354A(1)	To issue a written notice to stop within the specified period the erection of the work unlawfully carried on or commenced upon any premises.
354A(2)	To direct removal of person unlawfully carrying on the erection of buildings or the execution of any such works described in Section 342.
368	To require owners to provide receptacles of a size for collection of dust, ashes, refuse, rubbish and trade refuse, etc.
374	To inspect building or premises for the purpose to ascertain sanitary conditions thereof.
375	To require cleansing and lime washing of any building etc.
377	To make requisition against the owner or occupier for removal of rank vegetation.
377-A	To require the owners of the buildings to abate the nuisance arising from rainwater leaking from the roofs of the building or to prevent its recurrence.
380	To require removal, alteration etc., of unsanitary huts and sheds.
381	To require the owners of the building to abate the nuisance arising out of the defects.

390 (1) (2) (3)	Regulations of factories, trades, etc.
479(5)	To require production of licenses or written permission.
483	Service of notice - To serve, issue or present or give notices, bills schedules summonses and other such document required by this act to the served upon or issued or presented or given to any person.
488	<p>To enter into or upon buildings or land with or without Assistant or workmen.</p> <ol style="list-style-type: none"> <li data-bbox="437 600 1409 741">1. For the purpose of exercising performing or discharging, the powers, duties or functions hereinabove delegated with reference to the sections above specified. <li data-bbox="437 846 1409 1048">2. For the purpose of carrying into effect under Section 489 any requisition or order (not only complied with) made by written notices by the Commissioner; under either of the following Section or Sub-section namely Section 257(1). Section 308 Sub-section(2)309, Sub-section(1), Section 311, Section 315(1), Section 325, Section 326(3), Section 329(1), Section 349, Section 351, Sub-section(2), Section 353, Section 354, Section 380 or Section 383(1). <li data-bbox="437 1480 1409 1951">3. For the purpose of leveling, metalling or paving, sewerage, draining, channeling and lightening any private street which the Commissioner with the sanction of the Standing Committee may be empowered under the provision of Section 305 level, metal or pave sewer drains, channel or light to his satisfaction or (1) for the purpose of removing altering or pulling down the building or work which the

	<p>Commissioner with the approval of the Standing Committee may be empowered under the provisions of Sub-section (2)</p> <p>of Section 351 to remove alter or pull down (5) for the purpose of Section 381(2) to fill up cover over or drain off a well, provided that a delegation of power of entry under Section 4888 is to be understood so be subject in each case to strict observance of and compliance with the provisions and conditions prescribed by Clauses (a),(b),(c) and (d) so far as applicable.</p>
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Section 4 (1) (b) (ii)**Supervision Norms**

Sr.No.	Designation	Supervision Norms
1	Asstt. Engineer (Maint)	To check at least 20 % of mass supply of materials and the contract bills. To check the estimate pertains to the repairs of municipal buildings, roads, etc. prepared by the Jr. Engineers & Sub Engineers.
2	Sub Engineer (Maint)/ Road Engineer	To supervise each work under him at the start, during execution, completion & frequently as necessary and Road related work as Road Engineer.
3	Junior Engineer (Maint)	To supervise each work under him at the start, during execution, completion and frequently as necessary and trench work as Trench (JE)

Section 4 (1) (b) (iii)

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

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

Related provisions:-

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

Rules:-

Govt. Resolutions:-

Circulars:-

Office Orders:-

Sr. No.	Activity as said above	Steps involved	Time Limit	Authority role and responsibility of the employee / officer in connection with each activity. (mention designation)	Remark
1	Complaint Received from Public, Staff, from higher authority and others.	1. Site visit	Within 24 Hours	JE / SE	
		2. Inspection Report		Junior Engineer	
		3. Issue 314 Notice if required	Within 7 days	J.E./ S.E. /A.E.	

		4. Arrange demolition by taking order from Asstt. Commissioner.	After expiry 48 Hours from order	J.E./ S.E. /A.E.	
		5. Entry in demolition register		J.E.	
		Demolition report		J.E./S.E.	
		Filing of W.S/A.I.R. in court, in case of stay granted by court restraining MCGM to take further action.	As directed by legal dept.	Junior Engineer / Sub Engineer	

NAME OF THE ACTIVITY: - BOTTLENECK: - Bottleneck means construction, narrowing, obstruction, congestion, block, partially/total blockage which leads to traffic congestion, traffic clogging problems started precipitating.

Related provisions:-

Name of the Act/ Acts:-

Rules:-

Govt. Resolutions:-

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

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

Office Orders:-

Sr. No.	Activity	Step involved	Time Limit	Authority role and responsibility of the employee / officer in connection with each activity. (mention designation)	Remark
1	Bottleneck				
		Preparation of Priority List of Bottlenecks.		Asstt. Commissioner/ A.E. (M) of Ward	
		Demarcation of Roads Sanctioned RL, DP Roads	Within 15 Days from the receipt of the information received from the Asstt. Commissioner	E.E. (T.C.) / A.E.(Survey) E.E. (D.P.) / A.E.(Survey)	
		Collection of Basic Data		J.E. (M)	
		Preparation of Inventory		J.E.(M) / S.E. (M)	
		Documents checking		S.E.(M) / A.E. (M)	

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

NAME OF THE ACTIVITY: - E-tendering

Related provisions:-

Name of the Act/ Acts:-

Rules:-

Govt. Resolutions:-

Circulars:-

Office Orders:-

Sr. No.	Activity	Step involved	Time Limit	Authority role and responsibility of the employee / officer in connection with each activity. (mention designation)	Remark
1	E-tendering	Preparation of Estimate		J.E.	
		Administrative approval		Ward Committee or DMC etc.	
		Estimate is uploaded in SAP System in A.E. or SE's ID (R3 Module)		S.E.	
		BID is created in SRM Module E tendering.		S.E.	
		BID is forwarded to E.E. Ward for publishing on Municipal Website.		S.E.	
		Publish the Tender (SRM E tender login Approval)		Ward E.E.	
		List of Bidder and letter to successful 1 st Bidder with 5 % contract amount to deposit with MCGM.		MCGM Website & A.E./S.E.	
		PO is created in SAP Module.		A.E.	

		Release P.O. Amount.		Account officer	
		Create Contract in SAP System.		Ward E.E.	
		PO is generated in SAP.		A.E.	
		PO is released.		Ward E.E.	
		PO printout is taken and issued to Bidder.		A.E.	

NAME OF THE ACTIVITY: - Permission for trench

Related provisions:-

Name of the Act/ Acts:-

Rules:-

Govt. Resolutions:-

Circulars:-

- MGC/F/1835 dated 17.11.2007
- MGC/F/9974 dated 04.02.2013
- ChE/804/SR/Rds, Tr. & Br. Dated 05.02.2013
- ChE/525/SR/Roads dated
- ChE/11888/Rds/SR dated 09.03.2012
- ChE/1075/Roads dated 31.09.2012
- ChE/857/SR/Roads dated 18.02.2012
- Ch.Eng/727/SR/Rds dated 19.03.2010
- AMC/ES/8879/II dated 05.04.2013.
- Ch.E/396/SR/Rds & Tr. Dt.12.09.2013
- Ch.E/455/SR/Rds dated 09.10.2013
- Office Orders:- AMC / ES / 5461 / II DTD. 05/04/2014
- AMC / ES / 5432 / II DTD. 07/04/2014
- AMC / ES / 5597 / II DTD. 21/04/2014
-

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

NAME OF THE ACTIVITY: - Permission for Ganpati Mandap

Related provisions:-

Name of the Act/ Acts:-

Rules:-

Govt. Resolutions:-

Circulars:-

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

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

Office Orders:-

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

		To issue permission on obtaining approval from competent authority. (Permission is refused if applicant has not submitted all required documents)			
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Section 4 (1) (b) (iv)

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

Organizational targets (Annual)

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

Section 4 (1) (b) (v)
The rules / regulation related with the functions of Assistant Engineer
(Maintenance & Repair)

Sr. No.	Subject	G.R. /Circular / Office order. Rule no. Notification etc. date.	Remarks if any
1	Trench	<ul style="list-style-type: none"> • MGC/F/1835 dated 17.11.2007 • MGC/F/9974 dated 04.02.2013 • ChE/804/SR/Rds, Tr. & Br. Dated 05.02.2013 • ChE/11888/Rds/SR dated 09.03.2012 • ChE/1075/Roads dated 31.09.2012 • ChE/857/SR/Roads dated 18.02.2012 • Ch.Eng/727/SR/Rds dated 19.03.2010 • AMC/ES/8879/II dated 05.04.2013. • Ch.E/396/SR/Rds & Tr. Dt.12.09.2013 • Ch.E./455/SR/Rds Dated 09.10.2013 • AMC / ES / 5461 / II DTD. 05/04/2014 • AMC / ES / 5432 / II DTD. 07/04/2014 • AMC / ES / 5597 / II DTD. 21/04/2014 	
2	Ganapati Mandap Permission	<ul style="list-style-type: none"> • MDF/OD/8358/Gen datd11.06.2013 • MDF/9629/Gen dated 25.07.2008 • AA/ES/4528 dated 28.07.2008 • AA/ES/D/1971 dated 02.07.2007 • AA/9269/Jahirat/201212 dated30.08.2012 	
3	Pothole	<ul style="list-style-type: none"> • Dy. Ch. Eng/1901/Rds(City) dated 15.06.2013 • MGC/F/1074 dated 06.07.2013 • CA/FDT/59 dated 16.03.2013 	
4	E-tendering	<ul style="list-style-type: none"> • CA/FRD/7 dated 17.05.2013 • CA/CPD/36 dated 03.11.2012 • No.Director(IT)/F-302 OF 22.12.2014 • No.CHE/BM/004805/II OF 01.07.2015 • No.Dir/ES&P/1208/IIOF05.08.2015 • No.Dir/ES&P/3210/IIOF07.09.2015 • CA/F/FAR/FI/502/2015-16 /02.11.2015 	
5	Pay & Park	<ul style="list-style-type: none"> • Dy.ChE/1380/Traffic of 23.05.2013 	
6	Shooting Permission	<ul style="list-style-type: none"> • CA/FRM/3 dated 10.04.2013 • AA/OD/170/IN OUT 16.10.15 	
7	Mahatma Gandhi Pathkranti Yojana	<ul style="list-style-type: none"> • DMC/Special/OD/5468/dated06.03.2012 • DMC/Special/5447 dated03.03.2012 • AMC/ES/944/IV dated 31.03.2012 	
8	Bottleneck	<ul style="list-style-type: none"> • AMC/ES/9141/II dt.14.10.11 	
9	Conversion of Zunaka Bhakar Kendra into Annadata Aahar Kendra	<ul style="list-style-type: none"> • AC (PLANNING) / 250 dtd. 30/05/2009 • CORPORATION RESOLUTION NO. 1310 DTD. 25/02/2009 • IN CONTINUATION WITH AC (PLANNING) / 5890 DTD. 20/03/2013 	

Section 4 (1) (b) (vi)

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

Sr. No.	Subject	Type of Document file or register	File No. or Register No.	Particulars	Periodicity of Preservation (Proposed)
'C1' Class Record					
1	Demolition Register	Register		Details of demolitions of unauthorized work carried out under various sections of MMC Act	10 Years
'C' Class Record					
1.	R.T.I Register	Register		Details of application received under R.T.I. Act, replied/forwarded & transferred date.	5 Years
2	Work Orders	Documents		Details of work orders issued to contractor by department	5 Years
3	Measurement Books	Documents		Details of Measurements recorded in M.B.	5 Years
4	Payment Certificate	Documents		Details of Payments issued to the contractor	5 Years
5	Demand Notes & Permits	Documents		Details of Demand Notes & Permits issued to various utility agencies.	5 Years
6	Mandap Permission	Register		Details of Mandap Permission issued to various applicants.	5 Years
'D' Class Record					
1	Log sheets	Inward papers		Details of Applications/ complaints/ other documents received by department	01 Year
2.	Outward Register(Internal departments)	Outward papers		Details of Applications/ complaints/ other documents forwarded to Internal departments of K/East ward.	01 Year
3.	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
4.	Complaint Register	Register		Orally complaint registered.	01 year
5.	RTI	Document		Details of application	01 year

	application & their reply (Except appeal cases)			received under RTI Act & reply given to the same.	
6.	First & second appeal made under RTI Act	Document		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
7	Monthly reports sent to various departments	Document		File papers containing monthly reports sent to various departments	01 years
8	Demolition of structures under MMC Act, MRTP Act & other action completed	Nasti		Nasti files containing papers pertaining to the notice action against structures demolished under MMC Act, MRTP Act & other actions.	01 year (after demolition)

Section 4 (1) (b) (vii)

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

Sr. No.	Consultation for	Details of Mechanism	Under which legislation / rules / orders / GRs	Periodicity
1	Policy Details	Ward Committee	Nil	Once in a Month

Section 4 (1) (b) (viii)

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

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	Advance Locality Management (ALMI)	-	-	Once in a Month	-	Yes	K-East ward
2	Local Area Citizens Committee (LACC)	-	-	Once in a Month	-	Yes	K-East ward
3	Local Area Citizens Group (LACG)	-	-	Once in a Month	-	Yes	K-East ward

Section 4(1) (B) (IX)
Directory of the officers and employees AE MAINT of K-East Ward

Sr. No.	Designation	Name of the Employee	Date of Joining Post	Date of Joining K/E ward
1.	Asstt Engg	A.M.MOHITE	16/04/1990	27/11/2015
2.	Asstt Engg	S.A.Aigole	21/03/1990	06/06/2015
3.	Sub Engg	Rohit Rajas	12/03/2007	07/09/2013
4.	Sub Engg.	Nisha Dalvi	14/07/2008	28/11/2014
5.	Sub Engg.	Abhijit More	03/11/2007	15/07/2014
6.	Sub Engg.	Ranjit Patil	23/02/2007	17/08/2012
7.	Sub Engg.	Kale A.V.	04/05/2013	04/05/2013
8.	Sub Eng. (Elect.)	Namrata Sonawane	30/05/2013	30/05/2013
9.	Road Engg	Manoj kumar Dubey	10/10/2007	11/12/2014
10.	Road Engg	Nitin Sonone	01/04/2009	10/12/2014
11.	Road Engg	Shaikh Asif Musa	31/06/2008	02/02/2015
12.	Jr. Engg	Kiran Kamble	04/10/2013	04/10/2013
13.	Jr. Engg	Tushar Danole	17/09/2013	17/09/2013
14.	Jr. Engg	Sachin Sarwade	05/03/2009	10/05/2013
15.	Jr. Engg	Ku.Pallavi Deshmukh	02/11/2013	02/11/2013
16.	Jr. Engg	Dinanath Hunge	24/05/1996	13/04/2012
17.	Jr. Engg	Arun Narayankar	18/12/1993	06/04/2015
18.	Jr. Engg	Amol Khedkar	23/11/2011	23/11/2011
19.	Jr. Engg	Dattatrya D. Yedle	06/11/2013	06/11/2013
20.	Jr. Engg	Krunal bos	29/04/2013	29/04/2013
21.	Jr. Engg	Ramesh Girgaonkar	03/07/2009	10/03/2014

Section 4(1) (b) (X)

Details of remuneration of officers and employees in the office of AE MAINT K- East ward

Sr. No	Name	Designation Cadre	Basic Pay	DA	HRA	CA	Trans Allows. Project Allows.	Total
1	Patil Nishikant	Asstt Engg	20410	18583	7743	463	1600	54399
2	Sankhe Abhijit	Asstt Engg	18860	17467	7278	463	1600	51268
3	Shinde Dattaram	Sub Engg	18790	16841	7017	463	1200	49111
4	Mhaske Ravi Keshav	Sub Engg.	12470	15363	5121	463	1200	39417
5	Kamte	Sub Engg.	18800	21060	7020	463	1200	53343
6	Korgaonkar Uday	Sub Engg.	13590	13097	5457	463	1200	38607
7	Chandanshive	Sub Engg.	11970	11930	4970	463	1200	35334
8	Shetye G.D.	Sub Eng. (Elect.)	17280	15754	6564	463	1200	46061
10	Bodakhe Amol	Jr. Engg	11470	11354	4731	463	600	33118
13	Tatekar Pallavi	Jr. Engg	9300	9792	4080	463	600	28735
14	Chaphalkar Gitanjali	Jr. Engg	10560	10699	4458	463	600	31280
15	Umbarje Savita	Jr. Engg	10140	11552	4332	463	600	31587
18	Kamble Vijay Maruti	Jr. Engg	9300	10880	4080	463	600	29823
22	Hosurkar Dhanashri	Jr. Engg	11010	11023	4593	463	600	32189
23	Dhawale Suraj	Jr. Engg	9710	10087	4203	463	600	29563
24	Satpute Vinod	Jr. Engg	9710	10087	4203	463	600	29563
9	Mahajan Gaurav	Jr. Engg	10540	15879	4452	463	600	36434
11	Pujare Santosh	Jr. Engg	10540	15879	4452	463	600	36434
12	Bhoir Dipesh	Jr. Engg	10540	15879	4452	463	600	36434
16	Nikam Nikhil	Jr. Engg	10540	15879	4452	463	600	36434

Section 4 (1) (b) (xi)

Details of allocation of budget and disbursement made in the office of the Assistant Engineer (Maintenance) ' K-East Ward for the year 2013-14.

Sr. No.	Budget Head Description	Grants received	Planned use (give details area wise or work wise in a separate form)
1	Unforeseen Grant Beat No. 66	6000	6000
2	Unforeseen Grant Beat No. 67	6000	6000
3	Unforeseen Grant Beat No. 68	6000	6000
4	Unforeseen Grant Beat No. 69	6000	6000
5	Unforeseen Grant Beat No. 70	6000	6000
6	Unforeseen Grant Beat No. 71	6000	6000
7	Unforeseen Grant Beat No. 72	6000	6000
8	Unforeseen Grant Beat No. 73	6000	6000
9	Unforeseen Grant Beat No. 74	6000	6000
10	Unforeseen Grant Beat No. 75	6000	6000
11	Unforeseen Grant Beat No. 76	6000	6000
12	Unforeseen Grant Beat No. 77	6000	6000
13	Unforeseen Grant Beat No. 78	6000	6000
14	Unforeseen Grant Beat No. 79	6000	6000
15	Unforeseen Grant Beat No. 80	6000	6000
16	Unforeseen Grant Beat No. 44	6000	6000
17	Ward Committee	1500	1500
18	Lumsum provision fund providing uninterpreted infrastructure	1500	1500
19	Lumsum Provision for providing development of Gaothans		
	Adivasipada Integrated Devel.	4900	4900
	Gaothan	2500	2500
20	General Civil repair School	1250	
21	Repair and Maint. SWD	7000	

23	Repair and Maint. Administrative Building	354	
24	Repair and Maint. Other Bldg.	927	
25	Road & Pavement – Rep & Maint.	32912	
26	Repair & Maint. PSC /AP block	39465	
27	Desulging of septic tank	6040	
28	Repair to Pot hole	7334	
29	Repair & Maint. Chowky	1037	
30	Repair to Sagbaug Cemetery	5000	
31	Repair & Beautification of Pratap Nagar Cemetery	10000	

Section 4(1)(b)(Xii)

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

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

Section4(1)(b)(Xiii)

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

Sr.No.	Name of the License	License No	Issued On	Valid Up to	General Conditions
1	NIL	NA	NA	NA	NA

Section 4(1)(b)(xiv)

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

Sr.No.	Type of Documents file/Register	Sub Topic	In Which Electronic format it is kept	Person in Charge
1	Various External Utility Trench permission	Permit/Purchase order for execution of work	It is on SAP system and displayed on MCGM Portal	Ward Executive Engineer, K-East Ward and Asstt. Engineer Maint. North and south
2	E-Tendering and CWC Work	Purchase Order/Payment Certificate of Various Work in k/East Ward	It is on SAP system and displayed on MCGM Portal	Ward Executive Engineer, K-East Ward and Asstt. Engineer Maint North and south
3	Religious /Shooting Permission	Permit	It is on SAP system and displayed on MCGM Portal	Ward Executive Engineer, K-East Ward and Asstt. Engineer Maint North and south

Types of facilities -

Information about facilities for inspection of record

Sr. No	Type of Facility	Timings	Procedure	Location	Person in charge
1	Inspection of Record	3.00 p.m. to 5.00 pm on Monday and Friday (except holidays) with prior appointment only.	For inspection of records no fee for first hours will be charged however fee of Rs .5 /- for each 15 minutes or fraction thereof will be charged thereafter.	Office of Asstt. Engineer , maintenance Department ,101-First Floor, K-East Office, Azad Road, Gundavali, Andheri(E), Mumbai-400069.	Asstt. Engineer , maintenance , K-East Ward

Section 4(1)(b)(xv)

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

S r. N o	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address / Ph. No	Email id for purpose of RTI	Appellate authority
1	Shri. Aanadrao Mohite	(Asstt.Eng.Maint south)	Electrol ward no.	Maintenance Department, K-East ward Office, 101- First Floor, K-East Office, Azad Road, Gundavali, Andheri (E), Mumbai-400069. Contact No- 022-26820702 Ext no.739		Shri. Chandrashekhar Marathe, Ex. Engineer, K-East Ward, 1 st Floor, K-East ward Office, 101- First Floor, K-East Office, Azad Road, Gundavali, Andheri (E), Mumbai-400069.
2	Shri. Shailendra Aigole	(Asstt.Eng.Maint North)	Electrol ward no.	Maintenance Department, K-East ward Office, 101- First Floor, K-East Office, Azad Road, Gundavali, Andheri (E), Mumbai-400069. Contact No- 022-26820702 Ext no.740		Shri. Chandrashekhar Marathe, Ex. Engineer, K-East Ward, 1 st Floor, K-East ward Office, 101- First Floor, K-East Office, Azad Road, Gundavali, Andheri (E), Mumbai-400069.

Section 4(1)(b)(xv)

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

Sr. No	Name of PIO	Name of APIO	Designation	Jurisdiction as APIO under RTI	Address / Ph. No.
1	Shri. Nishikant Patil (Asstt.Eng.Maint.West)	Shri Uday Korgaonkar	Sub Engineer	Information regarding the various work including road work of beat	Contact No-022-28823266
		Shri Niravkumar Jaisur	Sub Engineer	Information regarding the various work including road work of beat	
		Shri Swapnil Deorukhkar	Road Engineer	Information regarding the various road work of beat	
2	Shri. Pankajkumar Jadhav (Asstt.Eng.Maint.East)	Shri Vaibhav Chandanshive	Sub Engineer	Information regarding the various work including road work of beat	Contact No-022-28823266
		Shri Arvind Kadam	Sub Engineer	Information regarding the various work including road work of beat	
		Shri Jagdish Sarang	Road Engineer	Information regarding the various road work of beat	

Section 4(1)(b)(xvi)

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

Sr.No.	Name of Appellate Authority	Designation	Jurisdiction as Appellate authority	PIO Reporting	Ph. No.
1	Shri Chandrasekhar Marathe	Ward Ex. Engineer	K-East Ward	A.E.(Maintenance) K-East Ward	Contact No- 022- 28823266

Section 4 (1) (b) (xvii)

Special Activities undertaken by the MAINTENANCE DEPARTMENT

(K/East ward)

NIL