

BRIHANMUMBAI MAHANAGARPALIKA

AS per provision of RTI Act 2005, section 4, 17
Manuals of 'L' Ward

ADMINISTRATIVE OFFICER (School) 'L' WARD

Address - Office of ADMINISTRATIVE
OFFICER (School) 'L' WARD, H.P.Keluskar
marg Mun. School premises, Ground floor
Kurla(W.), Mumbai-400 070.

Year - 2015-16

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Section 4 (1) (B) (i)

Manual No. 1

Year 2015-16

Information of Duties & Delegation of Powers of Administrative Officer (School)/L-Ward

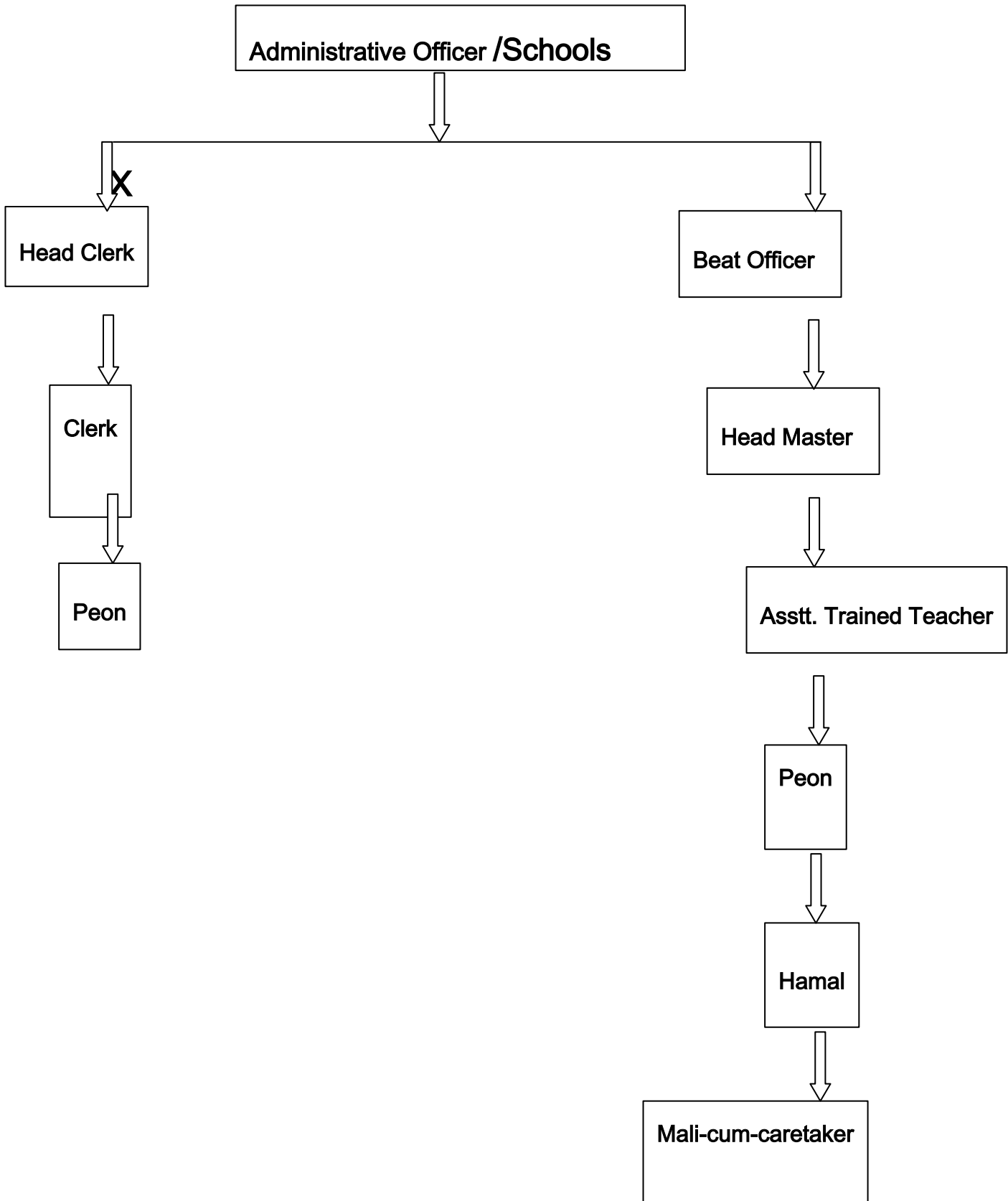
| | | |
|----|---|--|
| 1 | Name of the Department | Administrative Officer/L-Ward |
| 2 | Address | Office of ADMINISTRATIVE OFFICER (School) 'L' WARD, H.P.Keluskar Marg Mun. School premises, Ground floor, Kurla(W), Mumbai-400 070 |
| 3 | Name of the Head of Office | Smt. Jayashri Mukund Yadav, Administrative Officer (Schools)/L-Ward |
| 4 | Office time , Phone No. & E-mail for urgent work | Monday to Saturday :10.30am to 5.30pm (Lunch Time 1.00 to 1.30pm) 2 nd and 4 th Saturday holiday Mob. No 9869405302 Email : aoslward@gmail.com |
| 5 | Head of the Department | Education Officer |
| 6 | Reporting office | Dy. Education Officer (Zone-5)ES |
| 7 | Geographical Jurisdiction | L-Ward is bounded by Sakinaka, Chandivali, Tunga Village, Asalfa, Chunabhatti & Kurla East & West. |
| 8 | Vision | Establishment and progressive functioning and effective management of all the schools of Education Department of Municipal Corporation of Greater Mumbai as per RTE Act-2009. |
| 9 | Mission | Effective and progressive functioning and management of all the schools of Education Department of Municipal Corporation of Greater Mumbai as per the RTE Act-2009. |
| 10 | Aims and objectives | Free & compulsory Education & allround development of Students. |
| 11 | Functions | To give visit to the schools and keep check on the functioning and management of schools,smooth day to day operations and maintenance of school buildings. |
| 12 | Section Duties | 1 To supervise andControl over the work of employees of the office of Administrative Officer (Schools) –L Ward. 2 To inspect the attendance and attendance register of the employees. 3 Check records. 4To Keep checks on important papers/documents |

| | | |
|----|--|---|
| | | <p>received from Municipal commissioner and deputy commissioner.</p> <p>5 To Keep & updates records of audit note made by auditors and clear the audit note.</p> <p>6 Maintain office discipline.</p> <p>7 To give the answers to the questions raised by labour unions.</p> <p>8 To guide the employees and grant their leaves.</p> <p>9 To provide information and give answers to the letters received under RTI Act-2005.</p> |
| 13 | Details of Services provided to Public (in brief) | To grant permission to use Municipal School Halls for marriages, engagements, thread ceremony etc. and provide vacant class rooms for Social & Educational programmes on rental basis. |
| 14 | Weekly Holidays | 2 nd and 4 th Saturday holiday Sunday and public holidays . |

Chapter-2 (MANUAL)-I

DESIGN OF ORGANIZATIONAL SET UP

Administrative and Academic Set up



Section 4 (1) (B) (ii)

Manual 2

Year 2015-16

**Powers of the employees under the of the office of the Administrative
Officer (Schools) L-ward**

| Sr. No | Designation | Powers | Under related law/act/rule/order/ G.R. | Remarks |
|--------|------------------------|--|---|---------|
| 1. | Administrative Officer | 1. Financial Powers :To Sanction the bills uptoRs. Five Thousand Only. | Municipal Service Rules-1989 | |
| | | <p>2. Administrative Powers :</p> <p>1 To approve/grant the leaves of the employees of the A.O. (Schools).</p> <p>2 To sanction the financial demands of junior employees.</p> <p>3 Take information compliance made by staff.</p> <p>4 To check the portfolios of the employees under this office.</p> <p>5 To set the primary/departmental enquiries against employee if it is necessary.</p> <p>6 To sanction the paysheets, Effectives, and contingencies and other bills of the schools working under this office.</p> <p>7 To transfer or depute Peons and Hamals in the schools running under this office.</p> <p>8 To keep the statistical information of schools.</p> <p>9 To expedite the matter of physical facilities of schools such as getting the repairs done to municipal Owned, rented, rent free school buildings.</p> <p>10 To communicate/correspondence with various bodies of the government, semi-</p> | <p>Municipal Service Regulation Act 1989</p> <p>Municipal Service Regulation Act 1989</p> | |

| | | | | |
|--|--|--|--|--|
| | | government and with public. 11 To issue the salary and service certificates to the employees. 12 To finalize and approve the school contingency amount. 13 To place indents with the controller of Stores for annual requirements, Clothing, Water-proof Coats etc. & to place indents with the Stores articles to schools and school staff | | |
| | | 3 Magisterial rights : ----Nil---- | | |
| | | 4 Quasi- Judicial Rights ; -----Nil---- | | |
| | | 5 Judicial Rights : -----Nil ----- | | |

Section 4 (1) (B) (iii)

Manual-3

Year 2015-16

The procedure followed in the decision-making process, including channels of supervision and accountability in the office of the Administrative officer (Schools) –L -Ward.

Administrative Officer (Schools) L -Ward does not take/involve any decision related to public affairs.

1. Nature of the work :-
2. provisions
3. Related laws/Act:
4. Rules:
5. Government Resolutions:
6. Circulars ;
7. Office orders;

| Sr. no. | Nature of the work | Steps involved | Time limit | The role and responsibilities of the officers and employees with respect to given work | Remark |
|---------|--------------------|----------------|------------|--|--------|
|---------|--------------------|----------------|------------|--|--------|

| | | | | | |
|---|---|---|---|---|---|
| - | - | - | - | - | - |
|---|---|---|---|---|---|

Section 4 (1) (B) (iv)

Manual- 4

Year 2015-2016

**Financial and physical aims/objectives set for discharge of its functions in
the office of the Administrative Officer (schools) Lward.**

Monthly /Quarterly/Half yeary Objectives/targets : --Nil--

| Sr. No. | Designation | Work | Physical Aims | Financial Aims | Period | Remarks |
|---------|---------------------------------|---------------------|---------------|----------------|--------|---------|
| 1. | Administrative Officer (school) | Administrative work | NIL | NIL | NIL | NIL |

Section 4 (1) (B) (v)

Manual-5

Year 2015-2016

The General Rules & Regulations held by it or under its control or used by the employees while discharging duties.

1 Administrative officer (Schools)

| Sr.no. | Subject | G,R./circulars/office orders/Rules/ Notifications issued wide no. and date | Remark |
|--------|---------|---|--------|
| 1. | | <ol style="list-style-type: none">1. Municipal Service Rules2. Provident Fund Act3. Pension Act4. Industrial Dispute Act5. Right to Information Act | |

1) Expenditure

| Sr. no. | Subject | G,R./circulars/office orders/Rules/ Notifications issued wide no. and date | Remark |
|---------|---|---|--------|
| 1 | To sign on bills | To sign on certificates & bills which are sent from the dept.of Engineer before sending it to Chief auditor. | |
| 2 | Renewal of railway passes of employees | To sanction the renewal of railway passes. To seek the permission from commissioner while allotting new passes of Railway. | |
| 3 | To set the question papers,conduct final /annual examination & to declare results | | |

3)Revenue

| Sr.n o. | Subject | G,R./circulars/office orders/Rules/ Notifications issued wide no. and date | Remark |
|---------|-------------|---|-------------|
| | -----Nil--- | -----Nil--- | -----Nil--- |

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

4) Inward- Outward

| Sr.no. | Subject | G,R./circulars/office orders/Rules/ Notifications issued wide no. and date | Remark |
|--------|-------------|---|-------------|
| | -----Nil--- | -----Nil--- | -----Nil--- |

5) Citizen Facilitation centre

| Sr.no. | Subject | G,R./circulars/office orders/Rules/ Notifications issued wide no. and date | Remark |
|--------|-------------|---|-------------|
| | -----Nil--- | -----Nil--- | -----Nil--- |

Section 4 (1) (B) (vi)

Manual No. 6

Year 2015-2016

Statement of categories of documents that are held and under the control of the office of the Administrative officer (schools) at the office of the Assistant commissioner- L Ward

1. Expenditure

| Sr. No. | Subject | Type of Document/File/ Register | File No. / Register No. | Particulars Record Class | Period/ Duration of preservation |
|---------|---|---------------------------------|-------------------------|--------------------------|----------------------------------|
| 1) | 1. Employee's attendance Muster & Paysheets 2. Confidential Report 3. Authorization Letters 4. Service Seniority List 5. Service books of employees | Documents | Nil | Record Class 'A' | Permanently |
| 2) | 1 Bills and claims (Leave Encashment, Exgratia, provident fund claims) 2 Appointments/Transfer/Promotions/Confirmation | Documents | Nil | Record Class "B" | 30 YRS |
| 3) | 1. Leave applications 2 Over time Allowances Register 3. Correspondence with employees | Documents | Nil | Record Class "C-2" | 1 YRS |
| 4) | 1. Documents of Enquiry 2 Documents of Disciplinary actions taken 3. Income Tax Register 4. Advance Loan from Provident fund | Documents Files | Nil | Record Class "C-1" | 10 YRS |
| 5) | 1. Temporary Appointment | Documents | Nil | Record Class "C" | 05 YRS |
| 6) | 1 Leave applications 2. Complaints and others | Documents | Nil | Record Class "D" | 01 YRS |

2. Revenue

| Sr. No. | Subject | Type of Document/File/ Register | File No. / Register No. | Particulars Record Class | Period/ Duration of preservation |
|-----------|-----------|---------------------------------|-------------------------|--------------------------|----------------------------------|
| ---Nil--- | ---Nil--- | ---Nil--- | ---Nil--- | ---Nil--- | ---Nil--- |

| | | | | | |
|--|--|--|--|--|--|
| | | | | | |
|--|--|--|--|--|--|

3. Revenue

| Sr. No. | Subject | Type of Document/File/ Register | File No. / Register No. | Particulars Record Class | Periodi/ Duration of preservation |
|-----------|-----------|---------------------------------|-------------------------|--------------------------|-----------------------------------|
| ---Nil--- | ---Nil--- | ---Nil--- | ---Nil--- | ---Nil--- | ---Nil--- |

4. Inward- Outward

| Sr. No. | Subject | Type of Document/File/ Register | File No. / Register No. | Particulars Record Class | Periodi/ Duration of preservation |
|-----------|-----------|---------------------------------|-------------------------|--------------------------|-----------------------------------|
| ---Nil--- | ---Nil--- | Inward & Outward | Register | C Class | 5 YRS. |

5. Citizen Facilitatiopncentre

| Sr. No. | Subject | Type of Document/File/ Register | File No. / Register No. | Particulars Record Class | Periodi/ Duration of preservation |
|---------|------------------------|---------------------------------|-------------------------|--------------------------|-----------------------------------|
| 1 | Water Supply | Register | Nil | C class | 5 YRS |
| 2 | Property Tax | Register | Nil | A | Permanent |
| 3 | Recovery of Audit Note | Register | Nil | C class | 5 YRS |

Categories of documents that are held by Education Deptt

Wide circular No.Commissioner No.– 16 (1965-66)

MLG/9586 Dated19-4-65.

| ClassDuration | |
|---------------|-----------|
| A | Permanent |
| B | 30 years |
| C 1 | 5 years |
| C 2 | 10 years |
| D | 1 Year |
| | |

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

Section4 (1) (B) (VII)

Manual. VII

Year 2015-16

Particulars of any arrangement that exists for consolation with the members of public in relation to the formulation of policy and implementation of in the office of the Administrative officer (schools) /L-Ward .

No decision has been taken regarding the policy making in the office of the Administrative Officer (Schools) L-ward. Therefore question does not arise regarding the policy making and its implementation at the office of the administrative Officer (schools) L-ward.

Section 4 (1) (B) (VIII)

मॅन्युअलक्र. VIII

Year 2015-16

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

1 M.C.G.M. has created a prabhagsamiti (ward committee) to address grievances of citizens, to provide basic services at L-ward stated as below:

| Sr. No. | Name of the committee/ board/council /other bodies | Composition of committee /board/councils/other bodies | Objectives /purpose of committee/board/council | Frequency of meeting | Whether meeting open to public or not | Whether Minutes of meeting are available for public or not | Minutes available at |
|---------|--|---|--|---|---------------------------------------|--|------------------------------|
| 1 | L Ward Prabhag Committee | Councillors in S & T Wards Chairman ; Members Prabhag no. Councillors of "L" Ward 1. Shri. Ishdwar D. Tayade (151) 2. Smt. Savita Sharad Pawar (150) 3. Smt. Leena Harish Shukla (150) 4. Smt. Komal K. Jamasandekar (152) 5. Shri. Dilip B. Lande (154) 6. Smt. Manali M. Tulaskar (157) 7. Smt. Lalita Annamalai (155) 8. Shri. Mohmmad Shaikh (156) | To provide basic civic facilities to the citizens. | Once in a month or on notice of President | No | Yes. Minutes of the meetings are available on web site | Asstt. Munl. Secretary/LWard |

| | | | | | | |
|--|------------------------------------|--|--|--|--|--|
| | 9. Shri.Asharaf Azami (159) | | | | | |
| | 10.Smt. Dilshah Azami (158) | | | | | |
| | 11.Smt. Sayeeda Khan (161) | | | | | |
| | 12.Smt. Anuradha Pednekar (162) | | | | | |
| | 13.Smt Sanjana Mungekar (160) | | | | | |
| | 14.Smt. Darshana Shine (163) | | | | | |
| | 15.Shri. Vijay Tandel (164) | | | | | |

2. Statement of categories of documents that are held & under the control of the office of Administrative Officer (A/O-Department of Schools) at the assistant Commissioner – L Ward

| Sr.No. | Name of the committee/board/council/other bodies | Composition of committee/board/councils/other bodies | Objectives /purpose of committee/board/council | Frequency of meeting | Whether meeting open to public or not | Whether Minutes of meeting are available for public or not | Minutes available at |
|--------|--|--|--|----------------------|---------------------------------------|--|----------------------|
| 1 | Local Area Citizen Committee (LACC) | NIL | | | | | |

Meetings are held to resolves the complaints of sexual harassment

| Sr. No. | Name of the committee/ board/council/ other bodies | Composition of committee /board/councils/other bodies | Objectives /purpose of committee/board/council | Frequency of meeting | Whether meeting open to public or not | Whether Minutes of meeting are available for public or not | Minutes available at |
|---------|--|--|---|--|---------------------------------------|--|--------------------------------|
| 1 | Committee for the prevention of sexual harrasment | Chairman:Smt. Jayashri M. Yadav Members ; 1. Smt. Arifa Khan 2. Shri. Ajay Wani 3. Smt. Pushpa Dube 4. Smt. Kolhatakar 5. Shri. Akil Miya Shaikh | To stop/prevent the sexual 17arassme nt at work place/offic e | Monthly or as per the directive of the chairman of the committee | none | Yes. Minutes of the meetings areavaila ble on web site | Asstt. Munl. Secretary /T Ward |

Section 4 (1) (B) (IX)

Manual- IX

Year 2015-16

Directory of officers and employees at the office of the Administrative officer
(Schools) L –Ward

The details of the Employees ,their contact no. Pay and pay Scales

| Sr. No. | Designation | Name of the Officer /Employees | Class | Date of joining the service | Contact No. | Basic Pay | D.A. |
|---------|----------------------------------|--------------------------------|-------|-----------------------------|-------------|----------------|-------|
| 1 | Administratove Officer (Schools) | Smt. Jayashri Mukund Yadav | BII | 18.01.1982 | 9869405302 | 20530+ 5100 | 30500 |

| | | | | | | | |
|----|--------------|------------------------------------|------|------------|------------|----------------|-------|
| 2 | Beat Officer | Smt. Nilam Rana | BII | 05.02.1992 | 9987265613 | 17000+ 4800 | 24630 |
| 3 | Beat Officer | Smt. Sangita Daiphode | BII | 01.04.2009 | 9004368270 | 16910+ 4800 | 24532 |
| 4 | Beat Officer | Smt. Reena Warke | BII | 15.07.1997 | 9823517255 | 16930+ 4800 | 24555 |
| 5 | Beat Officer | Smt. Arifa Shaikh | BII | 11.09.1989 | 9224321286 | 19690+ 4800 | 27674 |
| 6 | Beat Officer | Smt. Kaniz Fatima Ansari | BII | 06.10.1977 | 8767485911 | 22680+ 4800 | 31052 |
| 7 | Head Clerk | Smt. Suchitra Dilip Mandge | CIII | 21.07.1987 | 9272448735 | 20260+ 4200 | 27640 |
| 8 | Clerk | Smt. Alka Pramod Kotwal | CIII | 25.05.1986 | 9224786304 | 17070+ 2000 | 20313 |
| 9 | Clerk | Smt. Sujata Sachin Sangar(Dhobale) | CIII | 11.08.2008 | 8976892818 | 8440+ 2000 | 12424 |
| 10 | Clerk | Smt. Vidya Maruti Bhangare | CIII | 05.07.2008 | 8097537046 | 8440+ 2000 | 12424 |
| 11 | Clerk | Smt. Pradnyadevi V. Gawade | CIII | 08.08.2008 | 9552790161 | 8440+ 2000 | 12424 |
| 12 | Clerk | Shri. Tarachand Vishwanath Kodap | CIII | 05.02.2007 | 8108773336 | 7690+ 2000 | 11769 |
| 13 | Clerk | Smt. Ushalata Rahul Chavhan | CIII | 06.08.2008 | 9819335557 | 8440+ 2000 | 12424 |
| 14 | Peon | Smt. Sunanda Dadajl Ahire | D | 09.06.1998 | 9833556534 | 10460+ 1850 | 13910 |
| 15 | Peon | Shri. Sachin Wadkar | D | 17.09.2010 | 8692949944 | 6690+ 1850 | 9650 |

Section 4 (1) (B) (X)

Manual- X

Year 2015-16

Pay, Pay Scale and allowances of Employees and officers at the office of the Administrative Officer (Schools) L -ward

The detail information of Pay, Pay Scales and Allowances are given Section 4 (1) (B) (IX) , Manual- IX

| Sr. No. | Designation | Name of the Officer /Employees | Class | Date of joining the service | Contact No. | Basic Pay | D.A. |
|---------|-------------|--------------------------------|-------|-----------------------------|-------------|-----------|------|
|---------|-------------|--------------------------------|-------|-----------------------------|-------------|-----------|------|

| | | | | | | | |
|----|----------------------------------|------------------------------------|------|------------|------------|----------------|-------|
| 1 | Administrative Officer (Schools) | Smt. Jayashri Mukund Yadav | BII | 18.01.1982 | 9869405302 | 20530+ 5100 | 30500 |
| 2 | Beat Officer | Smt. Nilam Rana | BII | 05.02.1992 | 9987265613 | 17000+ 4800 | 24630 |
| 3 | Beat Officer | Smt. Sangita Daiphode | BII | 01.04.2009 | 9004368270 | 16910+ 4800 | 24532 |
| 4 | Beat Officer | Smt. Reena Warke | BII | 15.07.1997 | 9823517255 | 16930+ 4800 | 24555 |
| 5 | Beat Officer | Smt. Arifa Shaikh | BII | 11.09.1989 | 9224321286 | 19690+ 4800 | 27674 |
| 6 | Beat Officer | Smt. Kaniz Fatima Ansari | BII | 06.10.1977 | 8767485911 | 22680+ 4800 | 31052 |
| 7 | Head Clerk | Smt. Suchitra Dilip Mandge | CIII | 21.07.1987 | 9272448735 | 20260+ 4200 | 27640 |
| 8 | Clerk | Smt. Alka Pramod Kotwal | CIII | 25.05.1986 | 9224786304 | 17070+ 2000 | 20313 |
| 9 | Clerk | Smt. Sujata Sachin Sangar(Dhobale) | CIII | 11.08.2008 | 8976892818 | 8440+ 2000 | 12424 |
| 10 | Clerk | Smt. Vidya Maruti Bhangare | CIII | 05.07.2008 | 8097537046 | 8440+ 2000 | 12424 |
| 11 | Clerk | Smt. Pradnyadevi V. Gawade | CIII | 08.08.2008 | 9552790161 | 8440+ 2000 | 12424 |
| 12 | Clerk | Shri. Tarachand Vishwanath Kodap | CIII | 05.02.2007 | 8108773336 | 7690+ 2000 | 11769 |
| 13 | Clerk | Smt. Ushalata Rahul Chavhan | CIII | 06.08.2008 | 9819335557 | 8440+ 2000 | 12424 |
| 14 | Peon | Smt. Sunanda Dadajl Ahire | D | 09.06.1998 | 9833556534 | 10460+ 1850 | 13910 |
| 15 | Peon | Shri. Sachin Wadkar | D | 17.09.2010 | 8692949944 | 6690+ 1850 | 9650 |

Section 4 (1) (B) (XI)

**Manual- XI
Year 2015-16**

The budget allocated to the office of the Administrative officer (Schools) -L Ward at the Assistant Commissioner L-ward indicating the particulars of all allocation and expenses amount for the period of 01.04.2015 to 31.03.2016.

Model "A" Current Year

| Sr. No. | Title of Budget | Sanction Amt. | Proposed used | Remarks (if applicable) |
|---------|-----------------|---------------|---------------|-------------------------|
| 1 | - | - | - | - |

Model "B" Current Year

| Sr.No. | Title of Budget | Sanction Amt. | Paid Amount | Unpaid Amount | Remarks (if applicable) |
|--------|-----------------|---------------|-------------|---------------|-------------------------|
| 1 | - | - | - | - | - |

**Section 4 (1) (B) (XII)
Manual- XII
Year 2015-16**

The system for the disbursement at the office of Administrative Officer (Schools) L -Ward at the Assistant Commissioner L -ward

No grants has been disburse at the office of the Administrative Officer (Schools) L -Ward and there is no provision of disbursement of grants at the office of the Administrative officer (Schools) L -ward for the Financial Year 2015-16.

Section 4 (1) (B) (XIII)

Manual- XIII
Year 2015-16

The particulars of recipients of concession, permits or authorizations granted by the office of Administrative officer (Schools) at the Assistant Commissioner L-ward

From the office of the administrative officer (schools) at the Assistant commissioner L-ward, No concessions, permissions or authorization letters has been issued to any citizen. The detail is Nil.

Section 4 (1) (B) (XIV)
Manual- XIV
Year 2015-16

Details with respect to the information available/held/reduced in an Electronic form.

1.)

| Sr. No. | Type of Documents/File/ Register | Sub Topic | In which electronic format it is kept | Person in-charge |
|---------|----------------------------------|-----------|---|------------------|
| 1 | Nil | Nil | 1 tape 2 Photafith (Film) 3 CD 4 Floppy 5 Others As above any information is not in record | |

2. Expenses

3. Revenue

4. Inward- outward

5. Civic Facilities

Section 4 (1) (B) (XV)

Manual- XV

Year 2015-16

सहाय्यक आयुक्त एल विभाग येथील प्रशासकीय अधिकारी (शाळा) विभाग या सार्वजनिक प्राधिकरणात उपलब्ध असणारी माहिती नागरिकांना पुरविण्यासाठी उपलब्ध असलेल्या सुविधा.

| | |
|---|---|
| 1. Visiting days/hours for public | Tuesday & Friday during Office hours |
| 2. Information of website | NIL |
| 3. Information of Call centre | NIL |
| 4. Information regarding checking of records | Time 3.00 p.m. to 5.00 p.m. |
| 5. Information regarding checking of works | Time 3.00 p.m. to 5.00 p.m. |
| 6. To get the forms and formats | Time 3.00 p.m. to 5.00 p.m. |
| 7. Information regarding Notice Board | Available at display board at the office of the Administrative Officer (Schools) L-Ward |
| 8. Information about Liabrary | NIL |
| 9. Information about Enquiry /Reception | NIL |
| 10. Information regarding contact nos. after office hours | Mobile No. – 9869405302 |
| 11. Information regarding Emergency Contact | Mobile No -9869405302 |

Section 4 (1) (B) (XVI)

Manual- XVI

Year 2015-16

Information of Public Information Officer , Assistant Public Information Officer & First Appellate Officer for the office Administration Officer (School)/L-Ward at the office of Assistant Commissioner L-ward

Format "A"

| Public Information Officer No. | Name of Public Information Officer | Designation | Jurisdiction of PIO under RTI | Address & Phone No. | E mail ID | First Appellate Officer |
|--------------------------------|------------------------------------|---------------------------------|---------------------------------|---|-------------------|--|
| 1 | Smt. Jayashri Mukund Yadav | Administrative Officer (School) | Administrative Officer (School) | Office of ADMINISTRATIVE OFFICER (School) 'L' WARD, H.P.Keluskar Marg Mun. School premises, Ground floor, Kurla(W), Mumbai-400 070. | aosward@gmail.com | Shri. Anil Ambi Asstt. Munl. Commissioner L Ward |

APIOs

Format "B"

| Sr.No. | Name of APIOs | Designation | Jurisdiction as APIO under RTI | Address / Ph no. |
|--------|---------------|-------------|--------------------------------|------------------|
| NA | | | | |

Format "C"

First Appellate Officer

| Sr. No. | Name of the First Appellate Officer | Designation | Jurisdiction of First Appellate Officer | Address & Phone Nos. & E mail id |
|----------------|---|--|--|--|
| 1 | Shri. Anil Ambi Asstt. Munl. Commissioner/ L Ward | Asstt. Munl. Commissioner / L Ward | Office of the Assistant Commissioner r L-ward | L-Ward Mun. Office Bldg. BrihanmumbaiMahanagarpalika, First floor, Lakshmanrao Yadav Mandai Building, S.G. Barve Marg, Kurla (W), Mum 400070. Ph.No. 26505103 Ac.l@mcgm.gov.in |

Section 4 (1) (B) (XVII)- others

Manual- XVII

Year 2015-16

Such other information as may be prescribed at the office of Administrative Officer (Schools) at the Assistant Commissioner L-ward

The information related to this office is Nil at the office of Administrative Officer (Schools) at the Assistant commissioner L-ward.