



BRIHANMUMBAI MAHANAGARPALIKA

Section 4 Manuals as per provision of RTI Act 2005 of 'N' Ward

ASSISTANT ENGINEER WATER WORK DEPARTMENT 'N' WARD

Address - 'N' Ward M.C.G.M. Office, 4nd Floor, Jawahar Road, Pant Nagar, Ghatkopar (East), Mumbai – 400 077.

MUNICIPAL CORPORATION OF GREATER MUMBAI

Hydraulic Engineer's Department

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Introduction

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

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

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

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

This consolidated updated handbook on 17 Manuals of the Act would help all the information seekers in getting information. However, in case any information seeker wants to get more information on topics covered in the handbook as well as other information may contact Assistant Engineer (Water Works), 'N' Ward whose office is situated at 'N' Ward M.C.G.M. Office, 4nd Floor, Jawahar Road, Ghatkopar (East), Mumbai – 400 077. The procedure and fee structure for getting information is as per the provisions of RTI Act, 2005.

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

He is empowered by relevant sections of MMC Act 1888(as amended) & power is delegated to him through DMC(SE). All Dy H.E./E.E.W.W./A.E.W.W.'s work under him & he has overall control to ensure sufficient, wholesome & equated water supply to various water supply zones and to collect water charges.

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

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

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

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

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

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

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

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

As per Central Right to Information Act 2005, Assistant Engineer water work 'N' Ward is appointed as Public Information Officer for Water works department and as per Maharashtra Public Records Act-2005 and Maharashtra Public Records Act Rules -2007, he is designated as Record Officer for Water Works Dept. of 'N' Ward.

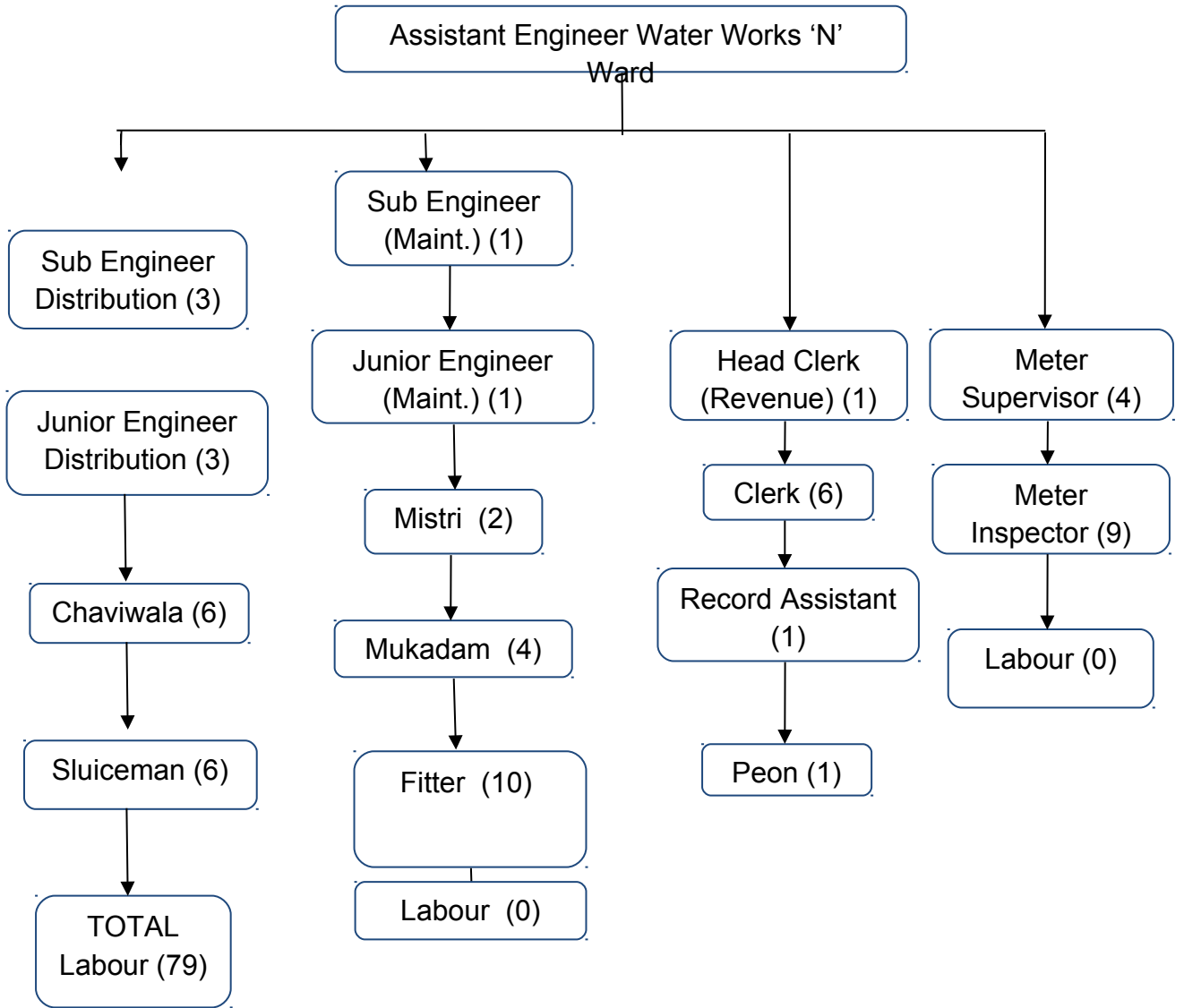
(Shri Rajan Chandrakant Prabhu)
Assistant Engineer (Water Works)
'N' Ward

Section 4 (1) (b) (i)

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

1	Name of the Section	Office of Assistant Engineer, Water Works 'N' Ward.
2	Address	'N' Ward M.C.G.M. Office, 4 nd Floor, Jawahar Road, Ghatkopar (East), Mumbai – 400 077.
3	Head of the office	Assistant Engineer Water Works 'N' Ward.
4	Parent Government Department	Hydraulic Engineer's Department.
5	Reporting to which office	1) Assistant Commissioner, 'N' Ward, 2) Office of Deputy Hydraulic Engineer (Eastern Suburbs), Ghatkopar Yard, Ghatkopar (West).
6	Jurisdiction Geographical	'N' Ward is bounded by Kannamvar Nagar, PantharNagar towards Vikroli , Ramabai – Kamraj Nagar towards Ghatkopar , Kirol Village Vidyavihar.
7	Mission	"To provide adequate, safe and equitable water to the consumers in 'N' Ward's jurisdiction"
8	Vision	"To control on leakages, wastage & theft of water."
9	Objectives	"Distribution of potable water to the consumers in 'N' Ward's area." 1) To attend short supply complaint of consumers. 2) To attend leakage of water main up to 250 mm dia. 3) To attend contamination complaints. 4) To inspect unauthorized Water connections.
10	Functions	Control over Distribution of potable water to the consumers in 'N' Ward's area. 1) To control and supervise daily water supply valves. 2) To issue permission form for water connections. 3) To recovery of water charge bills from consumers.
11	Details of services provided (In Brief)	"Supply of potable water within 'N' Ward's area."
12	Physical assets / Tools (Statement of lands & Buildings and other Assets)	Tools
13	Organization's structural Chart	As per separate sheet attached at page no._____.
14	Tel. Nos. & office timings	Telephone no : 02225010161 Extn : 400 to 404. Email : aewwnward@gmail.com Website : portal.mcgm.gov.in Office timing : (A) For Engineering Staff 8.00 a.m. to 12.00 noon & 2.30 p.m. to 5.30 p.m. (Monday to Friday). 08.00am to 12.00 p.m on Saturday. (B) For Billing Staff :- 10:30 a.m. to 05:30 p.m. (Monday to Friday and all Saturdays except 2 nd & 4 th Saturday) Lunch Hour : 01:30 p.m. to 02:00 p.m. (C) For Meter Section :- 09:30 a.m. to 04:30 p.m. (Monday to Friday and all Saturdays except 2 nd & 4 th Saturday) Lunch Hour : 01:00 p.m. to 01:30 p.m. Visiting Hours : 03.00 p.m. to 05.00 p.m. (Monday to Friday).
15	Weekly Holidays	For Engineering Staff, all Sundays & half day on Saturdays For other staff, all Sundays and 2 nd & 4 th Saturday of each Month.

Organisation's Structural Chart (Orgonogram):



Sr. No	Designation	Total Post			Charged Post			Vacant Post		
		Schedule	Non Schedule	Total	Schedule	Non Schedule	Total	Schedule	Non Schedule	Total
1	Assitt. Engg	1	-	1	1	-	1	-	-	-
2	Sub Engg.	1	3	4	1	2	3	-	1	1
3	Jr. Engg	2	10	12	2	2	4	-	8	8
4	Meter supervisor	4	-	4	4	-	4	-	-	-
5	Head Clerk	1	-	1	1	-	1	-	-	-
6	Clerk	6	-	6	6	-	6	-	-	-
7	Meter Inspector	11	-	11	9	-	9	2	-	2
8	Peon	1	-	1	1	-	1	-	-	-
9	Record Attendant	1	-	1	1	-	1	-	-	-
10	Chaviwal	-	6	6	-	6	6	-	-	-
11	Sluice man	9	7	16	6	-	6	3	7	10
12	Labour	30	62	92	18	61	79	12	1	13
13	Porter	-	-	-	-	-	-	-	-	-
14	Mason-II	1	-	1	-	-	-	1	-	1
15	Mistry-II	2	1	3	1	1	2	1	-	1
16	Fitter-II	6	21	27	6	4	10	-	17	17
17	Mukadam	4	5	9	4	-	4	-	5	5

Section 4 (1) (b) (ii)

The powers of officers and employees in the office of Assistant Engineer Water works 'N' Ward.

A

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

B

Sr. No	Designation	Power- Administrative	Under which legislation / rules / order / GRs	Remarks
1.	Assistant Engineer Water works	1. Power to sanction increments in the time scale promotions to the labour staff in accordance to rules in force.	MMC Act 1988	
		2. Power to grant casual leaves to subordinate staff upto the rank of Sub-Engineers accordance with the MC's orders on the subject that application form staff.		
		3. Powers to grant leaves including maternity and injury leave to the lab our staff in accordance to the MC's orders on the subject .		
		4. Power to sign unclaimed wages refund certificates of the staff working under him.		
		5. Power to allow renewal of Railway season Tickets.		
		6. Power to sanction overtime allowance when necessary to the member of the inferior service of the sanctioned scales and in case of those whom the factory.		
		7. To authorize (1) employees to renew subscription to		

		Provident Fund (Rule 16-d of provident fund (2) to grant advance (Rule 24) & (3) to sanction refund of Municipal Contribution in ordinary cases and the recovery in respect of Municipal claims.		
2.	Sub Engineer Distribution	Nil.		
3.	Sub Engineer (Manit.)	Nil.		
4.	Junior Engineer Distribution	Nil.		
5.	Junior Engineer (Manit.)	Nil.		
6.	Head Clark	Nil.		
7.	Meter Supervisor	Nil.		

C

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

D

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

E

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

Page No (9)

The duties of officers and employees in the office of Assistant Engineer Water works 'N' Ward.

A

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

B

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

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

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

		accordingly.		
7.	Clark	1. To assist H.C. (Billing) in day to day works.		
		2. To enter the meter data for preparing the water charges bills.		
		3. To prepare challans for payments other than water charges bills		
		4. To maintain register regularly and taking day to day entries.		
		5. To issue duplicate bills.		
		6. To issue notices to consumer for recovery & report to the higher authority accordingly.		
8.	Meter Supervisor	1. To assist AEWV in the work metering section.		
		2. To supervise the work of Meter Inspector.		
		3. To check Meter Reading Book entries on random after visiting sites.		
		4. To report unauthorised water connections and misuse of municipal water.		
		5. To issue notices to consumer for replacement of non working meters.		
		6. To maintain dispute registers and stolen meter register.		
		7. To verify consumption and rates for preparation of water bills prior to approval by A.E.W.W.		
		8. To settle gaps where meter reading is not available or not reliable. So that there is no loss of revenue or burden of excess billing to the consumer.		
		9. To feed regularly necessary data to computer.		
		10. To observe scheduled program of meter reading.		
		11. To prepare various reports related to water dept.		
9.	Meter Inspector	1. To assist meter supervisor in his day to day working.		
		2. To take meter reading of water connections in the ward.		
		3. To maintain entries of new metered water connection in meter reading book.		
		4. To keep check on disconnected connections for various reasons & report accordingly.		
		5. To detect and report unauthorized water connection and misuse of water.		
		6. To give required information to higher authority if any.		
10.	Record Assistant	1. To receive, register and dispatch papers.		
		2. To maintain record of connection files and furnish whenever required.		
		3. To maintain inward and outward register.		
		4. To attach the relevant papers to the concerned files.		
11.	Mistry	1. To assist the J.E.(maint.) and follow his instructions.		

		2. To mark muster of labour.		
		3. To allot works related to complaints and report the same to J.E.		
		4. To guide and control fitters and labours to carry out the work.		
		5. To maintain the record of complaint.		
12.	Mukadam	1. To assist the J.E.(Maint.)		
		2. To keep record of Municipal /Private meter taken for testing and re-fixing of the same.		
		3. To take DCO action as per order.		
		4. To restore connection after recovery of outstanding dues.		
13.	Fitter	1. To attend the leakages and repairs of water main upto 250 mm dia. water main.		
		2. To attend contamination complaint.		
		3. To make new water connections and cutting of connections as per order of higher authority.		
		4. To removal and fixing of meters of the connections.		
14.	Chaviwala	1. To assist to S.E. & J.E. (Distribution) for Valve operation		
		2. To supervise to sluice man and labour for valve operation.		
		3. To operate the valves on water main at the specified time and to the specified limits as per order of higher authority.		
		4. To maintain operation register if required.		
		5. To report about non-working and damaged valve.		
		6. To report leakages.		
		7. To attend the short supply complaint and report to higher authority.		
		8. To attend the site of fire calls.		
15.	Sluice man	1. To operate the valves on water main at the specified time and to the specified limits as per order of higher authority.		
		2. To report about non-working and damaged valve.		
		3. To maintain operation register if required.		
		4. To report leakages.		
		5. To attend the site of fire calls.		
		6. To attend the short supply complaint and report to higher authority.		

C

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

D

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

E

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

Section 4 (1) (b) (iii)

Procedure followed in Decision Making Process, including channels of supervision and accountability in the office of Assistant Engineer Water Works 'N' Ward.

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

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

Water Connection Application.

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

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

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

Public Complaints.

Complaints of various natures regarding water supply can be registered with Complaint Officer of respective Ward Office written or telephonic and also can be registered with Water Control Office in Eastern Suburbs.

The documents procedures.

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

The applicant should submit minimum 2 proofs of residence in the structure from the following

1. Their stay prior to 2000 or from Government Notification from time to time...
2. Ration Card – showing the address of applicant. (Compulsory)
3. Electricity bill
4. Aadhaar Card.

One of the following proof prior to 1.1.1995

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

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

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

C. Water connections to planned building.

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

D. Water connection on Humanitarian ground.

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

E. Water connection for commercial use

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

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

1. Copy of approved plans by the Planning Authority.
2. NOC from H.E. Department.
3. Details of existing connections fed to premises.
4. Copy of I.O.D. / Plans.

Intimation letter or Permission Form.

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

Sr. No	Activity	Steps Involved	Time Limit	Authority role and responsibility of the employee/ officer in connection with each activity. (mention designation)	Remarks
	Granting Water Connection	Scrutiny of Application.	15 days	JE/SE (Distribution)	
		Letter to Party	2 days	JE/SE (Distribution)	
		Compliance of Dhakka letter by party with scrutiny fee.	30 days	Party	
		After compliance of Dhakka letter site visit report	7 days	JE/SE (Distribution)	
		After site visit put up proposal to higher authority for sanction.	15 days	JE/SE (Distribution)	
		Reject or approve/ Forwards it to higher competent authority for	5 days	AEVV	

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

Section 4 (1) (b) (iv)

Norms set for discharge of its functions in the office of Assistant Engineer Water works 'N' Ward.
Organisational Targets (Annual)

Sr. No.	Designation	Activity	Units to be covered	Financial Targets in Rs.	Time Limit	Remarks
1.	Assistant Engineer Water Works	As mentioned in Section 4 (1) (b) (iii)		There are no financial targets set for this department. As mentioned earlier the work is carried out on day to day basis.	Time limit for each activity is as mentioned in Section 4 (1) (b) (iii)	
2.	Sub Engineer/ Junior Engineer	As mentioned in Section 4 (1) (b) (iii)		There are no financial targets set for this department. As mentioned earlier the work is carried out on day to day basis.	Time limit for each activity is as mentioned in Section 4 (1) (b) (iii)	

Section 4 (1) (b) (v)

The rules/ regulation related with functions in the office of Assistant Engineer Water works 'N' Ward.

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

Section 4 (1) (a) (vi)

Statement of Categories of documents held in the office of Assistant Engineer Water works 'N' Ward.

Sr. no.	Subject	Type of Document file or register	File no. or Register no.	Particulars	Periodicity of preservation
'A' Class Record					
1.	Case file of Water connection	File		Details of application for water connection	Permanent
2.	Fitting register	Register		Details of Certification as per permission form	Permanent
3.	Connection Register	Register		Details of water connection	Permanent
4.	Meter Reading Book	Register		Details of Meter readings	Permanent
'C' Class Record					
1.	R.T.I Register			Details of application received under R.T.I. Act	5 Years
2	RTI application & their reply (Except appeal cases)			Details of application received under RTI Act & reply given to the same.	01 year
3	First & second appeal made under RTI Act			Details of First & second appeal made by applicant under RTI Act by the applicant against reply of Public Information Officer and/or order passed by First Appellate Authority	01 year
4	Log sheets	Inward papers		Details of Applications/ complaints/ other documents received by department	01 Year
5	Outward Register (Internal departments)	Outward papers		Details of Applications/ complaints/ other documents forwarded to Internal departments of 'N' Ward.	01 Year
6	Outward Register (External correspondence)	Outward papers		Details of Applications/ complaints/ other documents forwarded to external departments of MCGM/ Other Govt. authorities and correspondence with applicants/ complainants /citizens etc.	01 Year
7	Complaint Register	Register		Orally complaint registered.	01 year

Section 4 (1) (b) (vii)

Particulars of any arrangement that exists for consultation with the members of the public in relation to the formulation of its policy and implementation in the office of Assistant Engineer Water works 'N' Ward.

-- NOT APPLICABLE --

Section 4 (1) (b) (viii)

Statement of Boards, Councils, Committees or Other bodies in the office of Assistant Engineer Water works 'N' Ward.

---Nil--

Section 4 (1) (b) (ix)

Dictionary of the officer and employees in the office Assistant Engineer Water Works N Ward

SR. NO.	Designation	Name of the Officers/ Employees	Cadre	Dt. Of Joining in 'N' Ward	Contact Details Ph/Fax/ E-mail
1	ASST.ENGINEER	PRABHU RAJAN CHANDRAKANT	B	22.11.2010	9930260439
2	SUB ENGINEER	METHAR SANTOSH PURUSHOTTAM	C	20.03.2013	Phone No. 022- 25010161 Ext ⁿ . 400 to 404
3	SUB ENGINEER	KALE RAHUL ANNASAHEB	C	19.10.2013	Phone No. 022- 25010161 Ext ⁿ . 400 to 404
4	SUB ENGINEER	JAGDALE SATISH BHANUDAS	C	13.08.2013	Phone No. 022- 25010161 Ext ⁿ . 400 to 404
5	JR.ENGINEER	BHUTKAR RIMIKA SWAPNIL	C	17.08.2011	Phone No. 022- 25010161 Ext ⁿ . 400 to 404
6	JR.ENGINEER	SONAWANE KUNDANKUMAR J.	C	04.03.2009	Phone No. 022- 25010161 Ext ⁿ . 400 to 404
7	JR.ENGINEER	NIGHOT SANDIP KONDIBHAU	C	16.03.2009	Phone No. 022- 25010161 Ext ⁿ . 400 to 404
8	JR.ENGINEER	YADAV DYANESHWAR GOPAL	C	08.08.2012	Phone No. 022- 25010161 Ext ⁿ . 400 to 404
9	HEAD CLERK	SHELAR ASHLESHA RAVINDRA	C	11.04.2012	Phone No. 022- 25010161 Ext ⁿ . 400 to 404
10	METER SUPVR.	BODAS KALPANA KIRAN	C	10.03.2015	Phone No. 022- 25010161 Ext ⁿ . 400 to 404
11	METER SUPVR.	MONDKAR YOGINI D	C	17.03.2015	Phone No. 022- 25010161 Ext ⁿ . 400 to 404
12	METER SUPVR.	KANITKAR MANASEE ANANT	C	10.03.2015	Phone No. 022- 25010161 Ext ⁿ . 400 to 404
13	METER INSPECTOR	GODHADE ARUN YASHWANT	C	11.01.2011	Phone No. 022- 25010161 Ext ⁿ . 400 to 404
14	METER INSPECTOR	DHOMANE YOGESH BABANRAO	C	28.07.2015	Phone No. 022- 25010161 Ext ⁿ . 400 to 404
15	METER INSPECTOR	KHANVILKAR AVINASH R.	C	23.11.2009	Phone No. 022- 25010161 Ext ⁿ . 400 to 404
16	METER INSPECTOR	KHAN KALIMKHAN YUSUFKHAN	C	30.10.2009	Phone No. 022- 25010161 Ext ⁿ . 400 to 404
17	METER INSPECTOR	DAWARE BHIMA RAMCHANDRA	C	02.05.2012	Phone No. 022- 25010161 Ext ⁿ . 400 to 404
18	METER INSPECTOR	TARSE BALU MOHAN	C	28.06.2013	Phone No. 022- 25010161 Ext ⁿ . 400 to 404
19	METER INSPECTOR	SHINDE ANURADHA SANDIP	C	11.06.2013	Phone No. 022- 25010161 Ext ⁿ . 400 to 404
20	METER INSPECTOR	GHADGE SANTOSH BALKRISHNA	C	25.09.2013	Phone No. 022- 25010161 Ext ⁿ . 400 to 404
21	METER INSPECTOR	PATIL SADANAND GANU	C	12.12.2012	Phone No. 022- 25010161 Ext ⁿ . 400 to 404
22	CLERK	SARUK SANDHYA	C	21.04.2012	Phone No. 022-

		BHARAT			25010161 Ext ⁿ . 400 to 404
23	CLERK	KHER SIDDHI AJIT	C	08.05.2012	Phone No. 022-25010161 Ext ⁿ . 400 to 404
24	CLERK	BHAVE PRAKASH KRISHNAJI	C	06.10.1996	Phone No. 022-25010161 Ext ⁿ . 400 to 404
25	CLERK	CHAUDHARI ARUN SUKIR	C	04.08.2002	Phone No. 022-25010161 Ext ⁿ . 400 to 404
26	CLERK	SAWANT NEETA NARAYAN	C	09.05.2002	Phone No. 022-25010161 Ext ⁿ . 400 to 404
27	RECORD ASSISTANT	DHONGADE KASHINATH K	D	02.02.2012	Phone No. 022-25010161 Ext ⁿ . 400 to 404
28	PEON	CHAWDA RAMJI GOVIND	D	14.11.2008	Phone No. 022-25010161 Ext ⁿ . 400 to 404
29	CHAVIWALA	BHATADE MAHADEO GOPAL	D	01.06.1990	Phone No. 022-25010161 Ext ⁿ . 400 to 404
30	CHAVIWALA	DOHALE TUKARAM NARAYAN	D	03.08.1993	Phone No. 022-25010161 Ext ⁿ . 400 to 404
31	CHAVIWALA	KOLAMBE RAJESH RAMJI	D	01.08.1990	Phone No. 022-25010161 Ext ⁿ . 400 to 404
32	CHAVIWALA	PATIL BIPIN RAMCHANDRA	D	01.07.1992	Phone No. 022-25010161 Ext ⁿ . 400 to 404
33	CHAVIWALA	PAWAR RAVINDRA BABAN	D	03.08.1993	Phone No. 022-25010161 Ext ⁿ . 400 to 404
34	CHAVIWALA	KHADE MARUTI SITARAM	D	21.05.1996	Phone No. 022-25010161 Ext ⁿ . 400 to 404
35	FITTER II	JADHAV ARUN SHIVRAM	D	01.12.1994	Phone No. 022-25010161 Ext ⁿ . 400 to 404
36	FITTER II	KAMBLE KAMLAKAR SITARAM	D	11.07.1995	Phone No. 022-25010161 Ext ⁿ . 400 to 404
37	FITTER II	MHASKAR VITHAL MARUTI	D	01.02.1991	Phone No. 022-25010161 Ext ⁿ . 400 to 404
38	FITTER II	NARENDRA SHRIPAT SATHE	D	08.08.1990	Phone No. 022-25010161 Ext ⁿ . 400 to 404
39	FITTER II	SUPE SANTOSH SAVALERAM	D	21.05.1996	Phone No. 022-25010161 Ext ⁿ . 400 to 404
40	FITTER II	GAIKWAD SURESH G	D	13.05.1998	Phone No. 022-25010161 Ext ⁿ . 400 to 404
41	FITTER II	GUHE MANOHAR M	D	13.05.1998	Phone No. 022-25010161 Ext ⁿ . 400 to 404
42	FITTER II	PATIL PRASHANT NAMDEO	D	13.05.1998	Phone No. 022-25010161 Ext ⁿ . 400 to 404
43	FITTER II	PATIL KISAN SITARAM	D	13.05.1998	Phone No. 022-25010161 Ext ⁿ . 400 to 404
44	FITTER II	RAJPURE VIJAY TANAJI	D	03.05.2000	Phone No. 022-25010161 Ext ⁿ . 400 to 404
45	MISTRY II	KENI GANESH GANPAT	D	19.06.1990	Phone No. 022-25010161 Ext ⁿ . 400 to 404
46	MISTRY II	KHADE KASHINATH	D	08.11.1993	Phone No. 022-

		NANA			25010161 Ext ⁿ . 400 to 404
47	MUKADAM	OVALE SIDHARTH BHIKURAM	D	13.05.1998	Phone No. 022-25010161 Ext ⁿ . 400 to 404
48	MUKADAM	SHINDE SHANTANU YASHWANT	D	14.03.1996	Phone No. 022-25010161 Ext ⁿ . 400 to 404
49	MUKADAM	TANGWEL KANDASWAMI	D	21.12.1980	Phone No. 022-25010161 Ext ⁿ . 400 to 404
50	MUKADAM	KOTAWADEKAR DATTARAM G.	D	13.05.1998	Phone No. 022-25010161 Ext ⁿ . 400 to 404
51	SLUICEMAN	PATIL BHAGWAN NAMDEO	D	02.05.1995	Phone No. 022-25010161 Ext ⁿ . 400 to 404
52	SLUICEMAN	PATIL RAJESH KATHOD	D	13.05.1998	Phone No. 022-25010161 Ext ⁿ . 400 to 404
53	SLUICEMAN	NARBEKAR PRASANNA G.	D	13.05.1998	Phone No. 022-25010161 Ext ⁿ . 400 to 404
54	SLUICEMAN	MANDRE GURUNATH G.	D	13.05.1998	Phone No. 022-25010161 Ext ⁿ . 400 to 404
55	SLUICEMAN	KOLI VIKAS S.	D	13.05.1998	Phone No. 022-25010161 Ext ⁿ . 400 to 404
56	SLUICEMAN	PASTE SANJAY YASHWANT	D	13.05.1998	Phone No. 022-25010161 Ext ⁿ . 400 to 404
57	LABOURER	ITADKAR RAM DAMU	D	15.10.1990	Phone No. 022-25010161 Ext ⁿ . 400 to 404
58	LABOURER	JADHAV SUNIL RAMA	D	04.06.1990	Phone No. 022-25010161 Ext ⁿ . 400 to 404
59	LABOURER	RAKHPASARE RAMESH DEWOO	D	08.06.1990	Phone No. 022-25010161 Ext ⁿ . 400 to 404
60	LABOURER	UBALE RAJU MADHUKAR	D	01.07.2011	Phone No. 022-25010161 Ext ⁿ . 400 to 404
61	LABOURER	KOLI RAJU DEVRAM	D	21.05.1996	Phone No. 022-25010161 Ext ⁿ . 400 to 404
62	LABOURER	DHASADE VINAD K.	D	13.05.1998	Phone No. 022-25010161 Ext ⁿ . 400 to 404
63	LABOURER	KHARAWA DHIRAJ MANILAL	D	30.10.1999	Phone No. 022-25010161 Ext ⁿ . 400 to 404
64	LABOURER	KOLAPATE SANTOSH BABU	D	01.04.2005	Phone No. 022-25010161 Ext ⁿ . 400 to 404
65	LABOURER	CHAVAN DEVIDAS ONKAR	D	12.11.2008	Phone No. 022-25010161 Ext ⁿ . 400 to 404
66	LABOURER	PATIL SUDHAKAR BARAKU	D	26.11.2008	Phone No. 022-25010161 Ext ⁿ . 400 to 404
67	LABOURER	VEKHANDE DINESH C.	D	18.12.2008	Phone No. 022-25010161 Ext ⁿ . 400 to 404
68	LABOURER	TADAVI BALADAR JALADAR	D	03.07.2009	Phone No. 022-25010161 Ext ⁿ . 400 to 404
69	LABOURER	PATIL SANJAY VASANT	D	16.10.2008	Phone No. 022-25010161 Ext ⁿ . 400 to 404
70	LABOURER	CHORGE VISHVAS	D	02.09.2011	Phone No. 022-

		GOVIND			25010161 Ext ⁿ . 400 to 404
71	LABOURER	JADHAV BHAGWAN HARI	D	06.09.2011	Phone No. 022-25010161 Ext ⁿ . 400 to 404
72	LABOURER	RASAL GHANSHAM NARAYAN	D	06.09.2011	Phone No. 022-25010161 Ext ⁿ . 400 to 404
73	LABOURER	PAWAR ANANT BALIRAM	D	06.09.2011	Phone No. 022-25010161 Ext ⁿ . 400 to 404
74	LABOURER	JAGTAP MANOJKUMAR SHIVAJI	D	06.09.2011	Phone No. 022-25010161 Ext ⁿ . 400 to 404
75	LABOURER	MAYEKAR PRAMOD RAMESH	D	06.09.2011	Phone No. 022-25010161 Ext ⁿ . 400 to 404
76	LABOURER	JADHAV SHAILESH SHYAM	D	07.09.2011	Phone No. 022-25010161 Ext ⁿ . 400 to 404
77	LABOURER	SAWANT SUNIL RAMCHANDRA	D	07.09.2011	Phone No. 022-25010161 Ext ⁿ . 400 to 404
78	LABOURER	PATARE BHARAT KISAN	D	09.09.2011	Phone No. 022-25010161 Ext ⁿ . 400 to 404
79	LABOURER	PATIL SACHIN KRISHNA	D	09.09.2011	Phone No. 022-25010161 Ext ⁿ . 400 to 404
80	LABOURER	YADAV BHARAT SHARAD	D	09.09.2011	Phone No. 022-25010161 Ext ⁿ . 400 to 404
81	LABOURER	VYAPARI SACHIN SHIVRAM	D	10.09.2011	Phone No. 022-25010161 Ext ⁿ . 400 to 404
82	LABOURER	MODAK PRASHANT MARUTI	D	22.09.2011	Phone No. 022-25010161 Ext ⁿ . 400 to 404
83	LABOURER	PATIL VISHAL KRISHNA	D	22.09.2011	Phone No. 022-25010161 Ext ⁿ . 400 to 404
84	LABOURER	KARAWADE PRAVIN SHANKAR	D	22.09.2011	Phone No. 022-25010161 Ext ⁿ . 400 to 404
85	LABOURER	MOHITE ANIL VISHNU	D	22.09.2011	Phone No. 022-25010161 Ext ⁿ . 400 to 404
86	LABOURER	KOKATARE KAILASH KISAN	D	23.09.2011	Phone No. 022-25010161 Ext ⁿ . 400 to 404
87	LABOURER	PAWAR DINKAR CHAGAN	D	28.09.2011	Phone No. 022-25010161 Ext ⁿ . 400 to 404
88	LABOURER	NIMASE PRAKASH HEMANT	D	09.09.2011	Phone No. 022-25010161 Ext ⁿ . 400 to 404
89	LABOURER	KADAM KUMAR MAHADEV	D	22.09.2011	Phone No. 022-25010161 Ext ⁿ . 400 to 404
90	LABOURER	ANDHALE PANDHARINATH V.	D	23.09.2011	Phone No. 022-25010161 Ext ⁿ . 400 to 404
91	LABOURER	JAGDALE SHANTARAM TRIMBAK	D	01.10.2011	Phone No. 022-25010161 Ext ⁿ . 400 to 404
92	LABOURER	AMBILDHAGE SHESHRAO KISAN	D	05.10.2011	Phone No. 022-25010161 Ext ⁿ . 400 to 404
93	LABOURER	PATIL VISHAL VITTHAL	D	05.10.2011	Phone No. 022-25010161 Ext ⁿ . 400 to 404
94	LABOURER	TAMBE RAVI	D	14.10.2011	Phone No. 022-

		VISHARAM			25010161 Ext ⁿ . 400 to 404
95	LABOURER	PATIL SAINATH RAGHUNATH	D	02.11.2011	Phone No. 022-25010161 Ext ⁿ . 400 to 404
96	LABOURER	GHARAT SHASHIKANT NAMDEV	D	20.10.2011	Phone No. 022-25010161 Ext ⁿ . 400 to 404
97	LABOURER	PATIL VILAS BHIKA	D	02.11.2011	Phone No. 022-25010161 Ext ⁿ . 400 to 404
98	LABOURER	SAHANE SANDIP PARSHURAM	D	05.10.2011	Phone No. 022-25010161 Ext ⁿ . 400 to 404
99	LABOURER	GHUTUGADE POPAT KISAN	D	05.11.2011	Phone No. 022-25010161 Ext ⁿ . 400 to 404
100	LABOURER	HATE RAJESH SAHDEV	D	02.11.2011	Phone No. 022-25010161 Ext ⁿ . 400 to 404
101	LABOURER	GHEVADE VILAS MARUTI	D	05.11.2011	Phone No. 022-25010161 Ext ⁿ . 400 to 404
102	LABOURER	BAGUL KAILAS RAMESH	D	22.09.2011	Phone No. 022-25010161 Ext ⁿ . 400 to 404
103	LABOURER	KHARDE VITTHAL MARUTI	D	22.09.2011	Phone No. 022-25010161 Ext ⁿ . 400 to 404
104	LABOURER	SURYAJOSHI BALU R.	D	17.11.2011	Phone No. 022-25010161 Ext ⁿ . 400 to 404
105	LABOURER	MANJARE JAGANNATH P.	D	22.10.2011	Phone No. 022-25010161 Ext ⁿ . 400 to 404
106	LABOURER	HADKAR PRAVIN BHANUDAS	D	25.10.2011	Phone No. 022-25010161 Ext ⁿ . 400 to 404
107	LABOURER	GHUTE VILAS NANAJI	D	22.10.2011	Phone No. 022-25010161 Ext ⁿ . 400 to 404
108	LABOURER	ZINJAL PRADIP TUKARAM	D	22.10.2011	Phone No. 022-25010161 Ext ⁿ . 400 to 404
109	LABOURER	GAVAI HARISHKUMAR P.	D	02.11.2011	Phone No. 022-25010161 Ext ⁿ . 400 to 404
110	LABOURER	MOHITE MAHESH SHANKAR	D	25.11.2011	Phone No. 022-25010161 Ext ⁿ . 400 to 404
111	LABOURER	LONDHE VIJAY NARAYAN	D	19.11.2011	Phone No. 022-25010161 Ext ⁿ . 400 to 404
112	LABOURER	CHAVAN DHANANJAY V.	D	25.11.2011	Phone No. 022-25010161 Ext ⁿ . 400 to 404
113	LABOURER	WANI VIJAY NARAYAN	D	25.11.2011	Phone No. 022-25010161 Ext ⁿ . 400 to 404
114	LABOURER	JAGTAP AJAY NIMBAJI	D	24.11.2011	Phone No. 022-25010161 Ext ⁿ . 400 to 404
115	LABOURER	BANGAR DHANAJI KRISHNA	D	25.11.2011	Phone No. 022-25010161 Ext ⁿ . 400 to 404
116	LABOURER	GODE UMESH BHASKAR	D	25.11.2011	Phone No. 022-25010161 Ext ⁿ . 400 to 404
117	LABOURER	MOHITE SANJAY BHIMSEN	D	25.11.2011	Phone No. 022-25010161 Ext ⁿ . 400 to 404
118	LABOURER	JADHAV SUBHASH	D	20.10.2011	Phone No. 022-

		NAMDEV			25010161 Ext ⁿ . 400 to 404
119	LABOURER	PATIL GANESH EKNATH	D	05.12.2011	Phone No. 022-25010161 Ext ⁿ . 400 to 404
120	LABOURER	DANDKAR VIJAY MOTIRAM	D	07.12.2011	Phone No. 022-25010161 Ext ⁿ . 400 to 404
121	LABOURER	JADHAV RUPESH GOVIND	D	07.12.2011	Phone No. 022-25010161 Ext ⁿ . 400 to 404
122	LABOURER	KORDE SUNIL RAVAJI	D	07.12.2011	Phone No. 022-25010161 Ext ⁿ . 400 to 404
123	LABOURER	NAKHAVA SUDARSHAN N.	D	07.12.2011	Phone No. 022-25010161 Ext ⁿ . 400 to 404
124	LABOURER	PARDHI SANJAY KHANDU	D	17.12.2011	Phone No. 022-25010161 Ext ⁿ . 400 to 404
125	LABOURER	CHAVAN SUDHIR S.	D	23.12.2011	Phone No. 022-25010161 Ext ⁿ . 400 to 404
126	LABOURER	BHANGARE SAHEBRAO C.	D	23.12.2011	Phone No. 022-25010161 Ext ⁿ . 400 to 404
127	LABOURER	PASTE BALCHANDRA D.	D	25.11.2011	Phone No. 022-25010161 Ext ⁿ . 400 to 404
128	LABOURER	RATHOD AVINASH NURSING	D	19.01.2012	Phone No. 022-25010161 Ext ⁿ . 400 to 404
129	LABOURER	BANGAR MADHUKAR C.	D	07.02.2012	Phone No. 022-25010161 Ext ⁿ . 400 to 404
130	LABOURER	NAMNAIK GANPAT P.	D	18.01.2012	Phone No. 022-25010161 Ext ⁿ . 400 to 404
131	LABOURER	BHOJANE NITIN R.	D	02.05.2012	Phone No. 022-25010161 Ext ⁿ . 400 to 404
132	LABOURER	SALUNKE ANIL BHIVA	D	01.10.2012	Phone No. 022-25010161 Ext ⁿ . 400 to 404
133	LABOURER	PATIL HANUMANT M.	D	01.03.2013	Phone No. 022-25010161 Ext ⁿ . 400 to 404
134	LABOURER	DONGARE PRAVIN R.	D	01.03.2013	Phone No. 022-25010161 Ext ⁿ . 400 to 404
135	LABOURER	RAJPUT ISHWAR R.	D	02.06.2008	Phone No. 022-25010161 Ext ⁿ . 400 to 404

Section 4 (1) (b) (x)

Details of remuneration of officer and employees in the office Assistant Engineer Water Works 'N' Ward

SR. NO.	DESIGNATION	EMPLOYEE NAME	GRD	Basic + GRP	DA	WC	CA	SPA	TA	MMA	HRA	TOTAL SALARY
1	ASST.ENGINEER	PRABHU RAJAN CHANDRAKANT	B	25470+5400	34883		1400		1600		9261	78014
2	SUB ENGINEER	METHAR SANTOSH PURUSHOTTA M	C	18530+4600	26137		463		1200		6939	57869
3	SUB ENGINEER	KALE RAHUL ANNASAHEB	C	13590+4600	20555		463		1200		5457	45865
4	SUB ENGINEER	JAGDALE SATISH BHANUDAS	C	13490+4600	20442		463		1200		5427	45622
5	JR.ENGINEER	BHUTKAR RIMIKA SWAPNIL	C	12930+4300	19470		463		600		5169	42932
6	JR.ENGINEER	SONAWANE KUNDANKUMAR J.	C	12930+4300	19470		463		600		5169	42932
7	JR.ENGINEER	NIGHOT SANDIP KONDIBHAU	C	12930+4300	19470		463		600		61201	98964
8	JR.ENGINEER	YADAV DYANESHWAR GOPAL	C	12420+4300	18894		463		600		1043/62215	99935
9	HEAD CLERK	SHELAR ASHLESHA RAVINDRA	C	23250+4200	31019				600		8235	67304
10	METER SUPVR.	BODAS KALPANA KIRAN	C	20540+4200	27956		463		600		7422	61181
11	METER SUPVR.	MONDKAR YOGINI D	C	18690+4200	25866		463		600		6867	56686
12	METER SUPVR.	KANITKAR MANASEE ANANT	C	20170+4200	27538		463		600		7311	60282
13	METER INSPECTOR	GODHADE ARUN YASHWANT	C	13980+2000	18057		463		600		4794	39894
14	METER INSPECTOR	DHOMANE YOGESH BABANRAO	C	8440+2000	11797		463		600		3132	26432
15	METER INSPECTOR	KHANVILKAR AVINASH R.	C	18970+2000	23696		463		600		6291	52020
16	METER INSPECTOR	KHAN KALIMKHAN YUSUFKHAN	C	16390+2000	20781		463		600		5517	45751
17	METER INSPECTOR	DAWARE BHIMA RAMCHANDRA	C	17370+2000	21888		463		600		5811	48132

18	METER INSPECTOR	TARSE BALU MOHAN	C	14320+2000	18442		463		600		4896	40721
19	METER INSPECTOR	SHINDE ANURADHA SANDIP	C	14960+2000	19165		463		600		5088	42276
20	METER INSPECTOR	GHADGE SANTOSH BALKRISHNA	C	11290+2000	15018		463		600		3987	33358
21	METER INSPECTOR	PATIL SADANAND GANU	C	12930+2000	16871		463		600		4479	37343
22	CLERK	SARUK SANDHYA BHARAT	C	7260+2000	10464				600		2778	23102
23	CLERK	KHER SIDDHI AJIT	C	7260+2000	10464				600		2778	23102
24	CLERK	BHAVE PRAKASH KRISHNAJI	C	14960+2000	19165				600		5088	41813
25	CLERK	CHAUDHARI ARUN SUKIR	C	15320+2000	19572				600		5196	42688
26	CLERK	SAWANT NEETA NARAYAN	D	13210+2000	19673				600		5223	42906
27	RECORD ASSISTANT	DHONGADE KASHINATH K	D	12280+1900	16023				600		4254	35057
28	PEON	CHAWDA RAMJI GOVIND	D	10030+1300	12803	115			600		3399	28247
29	CHAVIWALA	BHATADE MAHADEO GOPAL	D	12050+1950	15820	115		322	600			30857
30	CHAVIWALA	DOHALE TUKARAM NARAYAN	D	11770+1950	15504	115			600		4116	34055
31	CHAVIWALA	KOLAMBE RAJESH RAMJI	D	12330+1950	16136	115		317	600			31448
32	CHAVIWALA	PATIL BIPIN RAMCHANDRA	D	11900+1950	15651	115			600		4155	34371
33	CHAVIWALA	PAWAR RAVINDRA BABAN	D	11340+1950	15018	115			600		3987	33010
34	CHAVIWALA	KHADE MARUTI SITARAM	D	11090+1950	14735	115			600		3912	32402
35	CHAVIWALA	VACANT	D			115			600			
36	MESAN	VACANT	D			115			600			
37	FITTER II	JADHAV ARUN SHIVRAM	D	11240+1950	14905	115			600			29109
38	FITTER II	KAMBLE KAMLAKAR SITARAM	D	11080+1950	14724	115			600		3909	32378
39	FITTER II	MHASKAR VITHAL	D	11550+1900	15199	115			600		4035	33399

		MARUTI										
40	FITTER II	NARENDRA SHRIPAT SATHE	D	12200+1950	15990	115			600		4245	35100
41	FITTER II	SUPE SANTOSH SAVALERAM	D	10980+1900	14554	115			600		3864	32013
42	FITTER II	GAIKWAD SURESH G	D	10580+1900	14102	115			600		3744	31041
43	FITTER II	GUHE MANOHAR M	D	10580+1900	13684	115			600		3744	31041
44	FITTER II	PATIL PRASHANT NAMDEO	D	10710+1900	14249	115			600		3783	31357
45	FITTER II	PATIL KISAN SITARAM	D	10710+1900	14249	115			600		3783	31357
46	FITTER II	VACANT	D									
47	FITTER II	VACANT	D									
48	FITTER II	VACANT	D									
49	FITTER II	VACANT	D									
50	FITTER II	VACANT	D									
51	FITTER II	VACANT	D									
52	FITTER II	VACANT	D									
53	FITTER II	VACANT	D									
54	FITTER II	VACANT	D									
55	FITTER II	VACANT	D									
56	FITTER II	VACANT	D									
57	FITTER II	VACANT	D									
58	FITTER II	VACANT	D									
59	FITTER II	VACANT	D									
60	FITTER II	VACANT	D									
61	FITTER II	VACANT	D									
62	FITTER II	VACANT	D									
63	MISTRY II	KENI GANESH GANPAT	D	12100+1900	15820	115			600		4200	34735
64	MISTRY II	KHADE KASHINATH NANA	D	11890+1900	15583	115			600		4137	34225
65	MISTRY II	VACANT	D									
66	MUKADAM	OVALE SIDHARTH BHIKURAM	D	10680+1850	14159	75			600		3759	31123
67	MUKADAM	SHINDE SHANTANU YASHWANT	D	10970+1850	14487	115			600		3846	31868
68	MUKADAM	TANGWEL KANDASWAMI	D	12300+1850	15990	115		337	600			31192

69	MUKADAM	KOTAWADEKA R DATTARAM G.	D	10710+1850	14193	115			600	200	3768	31236
70	MUKADAM	VACANT	D									
71	MUKADAM	VACANT	D									
72	MUKADAM	VACANT	D									
73	MUKADAM	VACANT	D									
74	MUKADAM	VACANT	D									
75	SLUICEMAN	PATIL BHAGWAN NAMDEO	D	11300+1900	14916	115			600		3960	32791
76	SLUICEMAN	PATIL RAJESH KATHOD	D	10710+1900	14249	115			600		3783	31357
77	SLUICEMAN	NARBekar PRASANNA G.	D	10710+1900	14249	115			600		3783	31357
78	SLUICEMAN	MANDRE GURUNATH G.	D	10710+1900	14249	115			600		3783	31357
79	SLUICEMAN	KOLI VIKAS S.	D	10700+1900	14238	115			600		3780	31860
80	SLUICEMAN	PASTE SANJAY YASHWANT	D	10710+1900	14249	115			600			27854
81	SLUICEMAN	VACANT	D									
82	SLUICEMAN	VACANT	D									
83	SLUICEMAN	VACANT	D									
84	SLUICEMAN	VACANT	D									
85	SLUICEMAN	VACANT	D									
86	SLUICEMAN	VACANT	D									
87	SLUICEMAN	VACANT	D									
88	SLUICEMAN	VACANT	D									
89	SLUICEMAN	VACANT	D									
90	SLUICEMAN	VACANT	D									
91	LABOURER	VACANT	D									
92	LABOURER	VACANT	D									
93	LABOURER	ITADKAR RAM DAMU	D	11690+1800	15244	115			600		4017	33496
94	LABOURER	JADHAV SUNIL RAMA	D	9940+1800	13266	75		299	600			25980
95	LABOURER	RAKHPASARE RAMESH DEWOO	D	7940+1800	11006	115			600		2922	24383
96	LABOURER	UBALE RAJU MADHUKAR	D	11490+1850	15074	115			600		4002	33131
97	LABOURER	KOLI RAJU DEV RAM	D	10560+1800	13967	115			600		3708	30750
98	LABOURER	DHASADE VINAD K.	D	10710+1850	14193	115			600		3768	31236
99	LABOURER	KHARAWA	D	10060+1800	13402	115			600		3558	29535

		DHIRAJ MANILAL										
100	LABOURER	KOLAPATE SANTOSH BABU	D	9560+1800	12837	115			600		3408	28320
101	LABOURER	CHAVAN DEVIDAS ONKAR	D	6840+1800	9763	115			600		2592	21710
102	LABOURER	PATIL SUDHAKAR BARAKU	D	6840+1800	9763	115			600		2592	21710
103	LABOURER	VEKHANDE DINESH C.	D	6840+1800	9763	115			600		2592	21710
104	LABOURER	TADAVI BALADAR JALADAR	D	6840+1800	9763	115			600		2592	21710
105	LABOURER	PATIL SANJAY VASANT	D	6840+1800	9763	115			600		2592	21710
106	LABOURER	CHORGE VISHVAS GOVIND	D	6090+1800	8916	115			600		2367	19888
107	LABOURER	JADHAV BHAGWAN HARI	D	5180+1300	7322	115			600		1944	16461
108	LABOURER	RASAL GHANSHAM NARAYAN	D	6090+1800	8916	115			600		2367	19888
109	LABOURER	PAWAR ANANT BALIRAM	D	6090+1800	8916	115			600		2367	19888
110	LABOURER	JAGTAP MANOJKUMAR SHIVAJI	D	6090+1800	8916	115			600		2367	19888
111	LABOURER	MAYEKAR PRAMOD RAMESH	D	6090+1800	8916	115			600		2367	19888
112	LABOURER	JADHAV SHAILESH SHYAM	D	6090+1800	8916	115			600		2367	19888
113	LABOURER	SAWANT SUNIL RAMCHANDRA	D	6090+1800	8916	115			600		2367	19888
114	LABOURER	PATARE BHARAT KISAN	D	5180+1300	7322	115			600		1944	16461
115	LABOURER	PATIL SACHIN KRISHNA	D	6090+1800	8916	115			600		2367	19888
114	LABOURER	YADAV BHARAT SHARAD	D	5180+1300	7322	115			600		1944	16461
115	LABOURER	VYAPARI SACHIN SHIVRAM	D	6090+1800	8916	115			600		2367	19888
116	LABOURER	MODAK PRASHANT MARUTI	D	6090+1800	8916	115			600		2367	19888

117	LABOURER	PATIL VISHAL KRISHNA	D	6090+1800	8916	115			600		2367	19888
118	LABOURER	KARAWADE PRAVIN SHANKAR	D	6090+1800	8916	115			600		2367	19888
119	LABOURER	MOHITE ANIL VISHNU	D	6090+1800	8916	115			600		2367	19888
120	LABOURER	KOKATARE KAILASH KISAN	D	6090+1800	8916	115			600		2367	19888
121	LABOURER	PAWAR DINKAR CHAGAN	D	6090+1800	8916	115			600		2367	19888
122	LABOURER	NIMASE PRAKASH HEMANT	D	6090+1800	8916	115			600		2367	19888
123	LABOURER	KADAM KUMAR MAHADEV	D	6090+1800	8916	115			1200		2367	20488
124	LABOURER	ANDHALE PANDHARINAT H V.	D	6090+1800	8916	115			600		2367	19888
125	LABOURER	JAGDALE SHANTARAM TRIMBAK	D	6090+1800	8916	115			600		2367	19888
126	LABOURER	AMBILDHAGE SHESHRAO KISAN	D	6090+1800	8916	115			600		2367	19888
127	LABOURER	PATIL VISHAL VITTHAL	D	6090+1800	8916	115			600		2367	19888
128	LABOURER	TAMBE RAVI VISHARAM	D	5180+1300	7322	115			600		1944	16461
129	LABOURER	PATIL SAINATH RAGHUNATH	D	6090+1800	8916	115			600		2367	19888
130	LABOURER	GHARAT SHASHIKANT NAMDEV	D	6090+1800	8916	115			600		2367	19888
131	LABOURER	PATIL VILAS BHIKA	D	6090+1800	8916	115			600		2367	19888
132	LABOURER	SAHANE SANDIP PARSHURAM	D	6090+1800	8916	115			600		2367	19888
133	LABOURER	GHUTUGADE POPAT KISAN	D	5860+1800	8656	115			600		2298	19329
134	LABOURER	HATE RAJESH SAHDEV	D	6090+1800	8916	115			600		2367	19888
135	LABOURER	GHEVADE VILAS MARUTI	D	6090+1800	8916	115			600			17521
136	LABOURER	BAGUL KAILAS RAMESH	D	6090+1800	8916	115			600		2367	19888
137	LABOURER	KHARDE VITTHAL MARUTI	D	5860+1800	8656	115			600		2298	19329
138	LABOURER	SURYAJOSHI	D	6090+1800	8916	115			1200		2367	20488

		BALU R.										
139	LABOURER	MANJARE JAGANNATH P.	D	5860+1800	8656	115			600		2298	19329
140	LABOURER	HADKAR PRAVIN BHANUDAS	D	6090+1800	8916	115			600		2367	19888
141	LABOURER	GHUTE VILAS NANAJI	D	6090+1800	8916	115			600		2367	19888
142	LABOURER	ZINJAL PRADIP TUKARAM	D	6090+1800	8916	115			600		2367	19888
143	LABOURER	GAVAI HARISHKUMAR P.	D	6090+1800	8916	115			600		2367	19888
144	LABOURER	MOHITE MAHESH SHANKAR	D	5180+1300	7322	115			600			14517
145	LABOURER	LONDHE VIJAY NARAYAN	D	5180+1300	7322	115			600		1944	16461
146	LABOURER	CHAVAN DHANANJAY V.	D	5180+1300	7322	115			600		1944	16461
147	LABOURER	WANI VIJAY NARAYAN	D	6090+1800	8916	115			600		2367	19888
148	LABOURER	JAGTAP AJAY NIMBAJI	D	6090+1800	8916	115			600			17521
149	LABOURER	BANGAR DHANAJI KRISHNA	D	6090+1800	8916	115			600		2367	19888
150	LABOURER	GODE UMESH BHASKAR	D	6090+1800	8916	115			600		2367	19888
151	LABOURER	MOHITE SANJAY BHIMSEN	D	5180+1300	7322	115			600		1944	16461
152	LABOURER	JADHAV SUBHASH NAMDEV	D	6090+1800	8916	115			600			17521
153	LABOURER	PATIL GANESH EKNATH	D	5860+1800	8656	115			600		2298	19329
154	LABOURER	DANDKAR VIJAY MOTIRAM	D	6090+1800	8916	115			600		2367	19888
155	LABOURER	JADHAV RUPESH GOVIND	D	6090+1800	8916	115			600		2367	19888
156	LABOURER	KORDE SUNIL RAVAJI	D	5860+1800	8656	115			600		2298	19329
157	LABOURER	NAKHAVA SUDARSHAN N.	D	5180+1300	7322	115			600		1944	16461
158	LABOURER	PARDHI SANJAY KHANDU	D	5180+1300	7322	115			600		1944	16461

159	LABOURER	CHAVAN SUDHIR S.	D	6090+1800	8916	115		600			17521
160	LABOURER	BHANGARE SAHEBRAO C.	D	5180+1300	7322	115		600		1944	16461
161	LABOURER	PASTE BALCHANDRA D.	D	6090+1800	8916	115		600		2367	19888
162	LABOURER	RATHOD AVINASH NURSING	D	5860+1800	8656	115		600			17031
163	LABOURER	BANGAR MADHUKAR C.	D	5860+1800	8656	115		600		2298	19329
164	LABOURER	NAMNAIK GANPAT P.	D	4900+1300	7108	115		600		1887	16000
165	LABOURER	BHOJANE NITIN R.	D	5860+1800	8656	115		600		2298	19329
166	LABOURER	SALUNKE ANIL BHIVA	D	5860+1800	8656	115		600		2298	19329
167	LABOURER	PATIL HANUMANT M.	D	5630+1800	8396	115		1200		2229	19370
168	LABOURER	DONGARE PRAVIN R.	D	5630+1800	8396	115		1200		2229	19370
169	LABOURER	RAJPUT ISHWAR R.	D	10700+1800	14125	115		600		3750	31090
170	LABOURER	BHOIR SHAILESH P.	D			115		600			

Section 4 (1) (b) (xi)

Details of allocation of budget and disbursement made in the office of Assistant Engineer Water Works at 'N' Ward for the year 2014-2015.

Publish Copy of the budget Rs.110,585,000.00

Publish Copy of grant distribution Rs. 108,847,000.00

Format A for current year 2014 - 2015

Sr. No.	Budget head description	Grants received	Planned use (Give details area wise or work wise in a separate form)	Remarks
1.	4220490000 'N' Ward –H.E.	Rs.108,847,000.00	
	(Note : Grant Consumed :- Rs. 25,431,856.00)			

Format B for previous year 2013 - 2014

Sr. No.	Budget Head	Grants received	Grants utilized	Grants Surrendered	Results
1.	4220490000 'N' Ward – H.E.	Rs.114,009,000.00	Rs.71,163,950.00	Rs. 42,845,050.00	

Section 4 (1) (b) (xii)

Manner of execution of subsidy program in the office of Assistant Engineer Water Works at 'N' Ward.

-----Nil-----

Section 4 (1) (b) (xiii)

Particulars of recipients of concessions, permits or authorizations granted in the office of Assistant Engineer Water Works at 'N' Ward.

-----Nil-----

Section 4 (1) (b) (xiv)

Details of information available in electronic form in the office of Assistant Engineer Water Works at 'N' Ward.

Sr.No.	Type of Documents file/Register	Sub Topic	In which Electronic Format it is kept	Person in Charge
	Nil	Nil	Nil	

Section 4 (1) (b) (xv)

Particulars of facilities available for citizen for obtaining information in the office of Assistant Engineer Water Works at 'N' Ward.

Types of facilities-

- Information about facilities for inspection of record.

Sr. No.	Type of Facility	Timings	Procedure	Location	Peron in Charge
1.	Inspection of Record as per RTI Act.	3.00 p.m. to 5.00 p.m on Tuesday and Thursday (except holidays) with prior appointment only.	For inspection of records no fee for first hour will be charged, however fee of Rs.5/- for each 15 minutes or fraction thereof will be charged thereafter.	Office of Asstt. Engineer, Water Works Department, 'N' Ward M.C.G.M. Office, 4 nd floor, Jawahar Road, Ghatkopar (East), Mumbai – 400 077.	Asstt. Engineer, Water Works 'N' Ward.

- Interactive website – portal.mcgm.gov.in
- Facilitation center - Facilitation center is available at the ground floor of ward office Building. Working Hours – 09.00 a.m. to 8:00 p.m
- Notice board - Displayed in the office of Assistant Engineer (Water Works)
- Inspection of work & inspection of samples – Not Available.
- Facilities for library, Inquiry window & reception – Not available.

Section 4 (1) (b) (xvi)

Details of Public Information Officer/APIOs/Appellate authority in the jurisdiction of (public authority) in the office of Assistant Engineer Water Works at 'N' Ward.

PIO			A			
Sr. No.	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address Ph. No.	E-mail id for purpose of RTI	Appellate authority
1.	Shri. R. C. Prabhu	A.E.W.W. 'N'	'N' Ward	Office of the Assistant Engineer Water Works 'N' Ward. 'N' Ward M.C.G.M. Office, 4 nd floor Jawahar Road, Ghatkopar (East), Mumbai – 400 077. Ph.022-25010161 Ex.400 to 404	aewwnward@gmail.com	Executive Engineer 'N' Ward, 'N' Ward M.C.G.M. Office, 3 st floor, Jawahar Road, Ghatkopar (East), Mumbai – 400 077. Ph.022-25010161

APIOs

B

Sr. No.	Name of APIO	Designation	Jurisdiction as APIO under RTI	Address/ ph. no.
	N.A.			

Appellate authority

C

Sr. No.	Name of Appellate authority	Designation	Jurisdiction as Appellate authority	PIO reporting	E-mail id for purpose of RTI
1.	Shri. S. M. Dwivedi	Executive Engineer	'N' Ward	A.E.W.W. 'N'	

Section 4 (1) (b) (xvii)

Manual – 17

-NIL-