



BRIHANMUMBAI MAHANAGARPALIKA

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

SOLID WASTE MANAGEMENT DEPARTMENT

Address - Office of Assistant Engineer, SWM
P/North

Trimurty Towers,
Ground Floor,
Trimurty Road,
Malad (West),
Mumbai – 400 064.

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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 P/North 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 (SWM), P/North ward whose office is situated at Assistant Engineer SWM P/N Ward Trimurty Towers, Ground floor, Trimurty Road, Malad (W) Mumbai-64 The procedure and fee structure for getting information is as per the provisions of RTI Act, 2005.

The corporation has decentralized most of the main departments functioning at the city central level under Departmental Heads, and placed the relevant sections of these Departments under the Assistant Commissioner. Assistant Engineer (SWM) is under administrative control of Assistant Commissioner.

PTO

For SWM department:-

He is assisted by Sub Engineer (SWM) and Asst. Head supervisor, Supervisor, Jr. Overseer and Mukadams.

Each Jr. Overseer is given one beat to perform the duties pertaining to Sweeping and cleaning for administrative work he is assisted by Administrative Officer. Head Clerk and Clerk.

**Assistant Engineer (SWM)
P/North Ward**

SECTION 4 (1) (B) (i)**The particulars of functions & duties of the Office of Assistant Engineer (SWM)**

1	Name of the Section	Office of Assistant Engineer, Solid Waste Management
2	Address	Trimurty Towers, Ground Floor, Trimurty Road, Malad (West), Mumbai – 400 064.
3	Head of the office	Assistant Engineer, Solid Waste Management
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 08.00am to 11.30 am
5	Chowky Timings	06:30 am – 1:15 pm
6	Contact Details	Office Telephone no : 28824542 Email Asst. Eng - aeswmpnorth@gmail.com
7	Parent Government Department	Chief Engineer (SWM)
8	Reporting to which office	Assistant Commissioner, P/North Ward
9	Jurisdiction Geographical	-
10	Vision	To keep the ward garbage free.
11	Mission	To minimize all the garbage collection point on the road/ sub road.
12	Objectives	To keep ward clean and green.

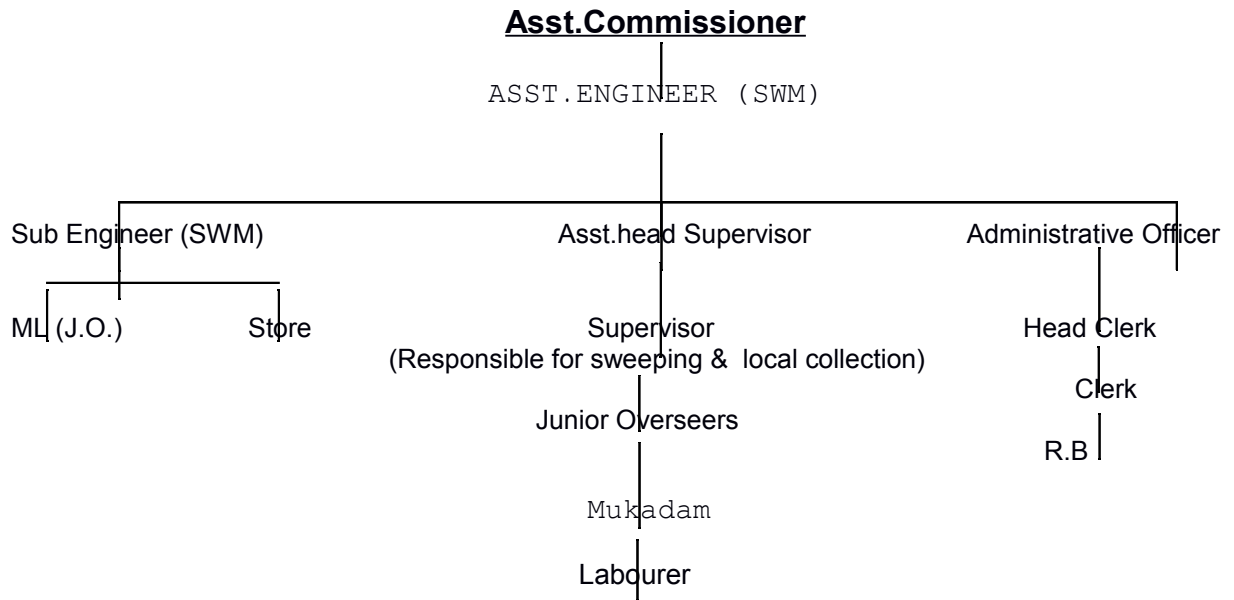
13	Functions	<p>1 .Day to day operations Cleaning Transportation works of SWM Section along with improvement schemes introduced time to time.</p> <p>2. Enforcements of various sections related to SWM and as per various sections and 372 of M.M.C.Act.</p>		
	SR No	Dept Name	Name & Address of Chowky	Timing
	1	(SWM) chowky	Dindoshi, Hanuman Nagar, D' Ward Near A one Medical Store , Dindoshi, Malad(E)	Morning
	2	(SWM) chowky	Kurar Village- Near Saskar college, Kurar village , Malad(E)	Morning
	3	(SWM) chowky	Pathan wadi - Near Saskar college, Kurar village , Malad(E)	Morning
	4	(SWM) chowky	North /East – Pt. solicitor Road, Near PCC Malad (E)	Morning
	5	(SWM) chowky	South / East – Nivetia Road, opp.Gase Wala shop, Malad (E)	Morning
	6	(SWM) chowky	Central /East – Anand Road, Ruiya Hall, Malad (W)	Morning
	7	(SWM) chowky	Central /West – Zakeria Road, Manglam Apt, Malad (W)	Morning
	8	(SWM) chowky	South/West –N.L. Road, Opp .Chincholi Mun. School, Malad (W)	Morning
	9	(SWM) chowky	North /West – (1) – Liberty Gardern, opp. ICICI Bank Malad (W)	Morning
	10	(SWM) chowky	North /West – (2) – Liberty Gardern, opp. ICICI Bank Malad (W)	Morning
	11	(SWM) chowky	Malvani No 1- Opp Fire Brigade, Marve Road, Malvani No 1, Malad (w)	Morning
	12	(SWM) chowky	Malvani/ Manori - Opp Fire Brigade, Marve Road, Malvani No 1, Malad (w)	Morning
	13	(SWM) chowky	OCC -5 – Abdul Hamid Road, Malvani no 5, near Police Station, Malvani , Malad (W)	Morning
	14	(SWM) chowky	OCC -7 – Abdul Hamid Road, Malvani no 7, near Police Station, Malvani , Malad (W)	Morning
	15	(SWM) chowky	NCC -8 (1) – Abdul Hamid Rd, Malvani no -6,Near Malvani Police , Malvani , Malad (W)	Morning
	16	(SWM) chowky	NCC -8 (2) – Abdul Hamid Rd, Malvani no -6,Near Malvani Police , Malvani , Malad (W)	Morning
	17	(SWM) Moter Loading chowky	Moter Loader chowky – Morn. Shift, underai Rd, Near Hindu Cemetary,Malad (W) Tel – 022-28884880	Morning
Moter Loader chowky – After Noon Shift, underai Rd, Near Hindu Cemetary,Malad (W) Tel -022-28884880			AfterNoon	
Moter Loader chowky – Night Shift, underai Rd, Near Hindu Cemetary,Malad (W) Tel – 022-28884880			Night	
18	(SWM) Moter Loading chowky	Moter Loader chowky – Morn. Shift, Nivetia Road, Near Bharat Gas, Malad (E)	Morning	
		Moter Loader chowky – After Noon Shift, Nivetia Road, Near Bharat Gas, Malad (E)	AfterNoon	

PTO

		3. A.E. (SWM) shall scrutinize the proposal in respect of P.S.C. blocks on Pay & Use basis and maintained by the N.G.O. The periodical inspection enforcement of action against the N.G.O. found not maintaining the P.S.C. blocks in proper manner.
14	Section Duties	Sanitary Provisions Scavenging and Cleansing 366 – Refuse, etc to be the property of the corporation. 367 – Provision and appointment of receptacles, depots and places for refuse. 368 – Duty of Owner and occupiers to collect and deposit dust, etc. 369 – Provision may be made by mcgm for collection, etc, of excrementitiously and polluted matter. 370 – Collection and removal of excrementitiously and polluted matter when to be provided for by occupiers. 371 – Halalkhors duties in certain cases may not be discharged by private individuals without the Commissioner permission. 372 – Prohibition of failure to remove refuse, etc, when bound to do so. 373 – Presumption as to offender under clauses (e) of section 374 – Powers to inspect premises for sanitary purposes. 385 – Removal of care cases of dead animals. 386 – Place for public bathing, etc to be fixed by the Commissioner. 387 – Regulation of use of public bathing places etc. 388 – Prohibition of bathing, etc, contrary to order or regulation. 389 – Prohibition of corruption of water by steeping therein animal or other matter, etc.
15	Details of services provided (In Brief)	1. SWM- Sweeping / Clearing Removal of Debris / Silt.
16	Physical assets (Statement of lands & Buildings and other Assets)	List of Chowkies and Address (please refer to page no. 6)
17	Organization's structural Chart	Please refer to page no. 7.
18	Weekly Holidays	Sunday and Public Holidays.

Details of chowky's (SWM) P/North ward

BRIHANMUMBAI MAHANAGARPALIKA
SOLID WASTE MANAGEMENT,P/North Ward



Department - SolidWaste Management (SWM)

Pay Sheet No.	Designation	Total Post		Occupied Post		Vacant Post	
		Schedule Post	Non Schedule Post_	Schedule Post	Non Schedule Post	Schedule Post	Non Schedule Post
5725	ASST.ENGINEER	1	0	1	0	0	0
5725	SUB ENGINEER	2	0	2	0	0	0
5725	SUP. I GRADE	1	0	1	0	0	0
5725	Administrative Officer	1	0	1	0	1	0
5725	HEAD CLERK	1	0	1	0	0	0
5725	CLERK	7	0	5	0	2	0
5725	JR.OVERSEER	14	14	14	12	0	2
5725	L.R JR. OVERSEER	1	0	0	0	1	0
5725	D.A.	3	0	0	0	3	0
5725	NUISANCE DICTOR	1	0	0	0	1	0
5725	CARE TAKER	1	0	1	0	0	0
5725	REPORT BEARER	1	0	0	0	1	0
5729	LABOUR (L.R.)	217	0	217	0	0	0
5726	MUKADAM	49	27	44	14	5	13
5729	MUKADAM	18	0	18	0	0	0
5728	SWEEPER	13	0	12	0	1	0
5728	SCAVENGER	239	0	230	0	9	0
5727	SCAVANGER	24	0	23	0	1	0
5728	SCAVEN CUM HALAL	01	0	1	0	0	0
5726	MOTOR LOADER	227	0	227	0	0	0
5727	HALALKHORE	57	0	52	0	5	0
5727	DIST. LAB	4	0	4	0	0	0

Department – Solid Waste Management (SWM)

Section - Slum

Pay Sheet No.	Designation	Total Post		Occupied Post		Vacant Post	
		Schedule Post	Non Schedule Post	Schedule Post	Schedule Post	Schedule Post	Non Schedule Post
5725	SUP. I GRADE	2	0	2	0	0	0
5725	CLERK	1	0	1	0	0	0
5725	JR.OVERSEER	5	0	3	0	2	0
5725	L.R JR. OVERSEER	1	0	0	0	1	0
5730	MUKADAM	15	0	14	0	1	0
5731	DRAIN CLEANER	122	0	110	0	12	0
5730	HALALKHORE	89	0	84	0	5	0
5730	SCAVENGER	77	0	75	0	2	0
5730	SWEEPER	17	0	16	0	1	0
5731	SCAVANGER CUM. HALALKHOR	1	0	1	0	0	0

SECTION 4 (1) (b) (ii)

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

A

Sr. No.	Designation	Powers- Quasi Judicial	Under which legislation / rules / orders / GRs	Remarks
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1	Assistant Engineer (SWM)	Appointed as Public Information Officer under RTI Act,2005	Circular No. MOM/8957 dtd: 02.01.2006	
2	Sub Engineer	Nil		
3	Asst.Head Supervisor	Nil		
4	Supervisor	Nil		

B

Sr. No.	Designation	Powers -Judicial	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Engineer (SWM)	Nil		
2	Sub Engineer	Nil		
3	Asst.Head Supervisor	Nil		
4	Supervisor	Nil		

Section 4 (1) (b) (ii)

The power of officers and employees in the office of Assistant Engineer (SWM)

Administrative Powers

ASSTT.ENGINEER (SWM)

Asstt.Engineer (SWM) of the ward is working under Asstt.Commissioner of P/N ward and for day-to-day work in co-ordination of AHS & Staff of SWM department in respect of Administrative and policy work. He is also responsible to Executive Engineer (SWM) zone IV / Dy.ch.Engg. (SWM) operation in respect of technical matters. He had to Improved to technical structure of SWM department with the help of AHS staff i.e. garbage, sweeping, collection, transportation staff.

Asstt.Engineer (SWM) of the ward is assisted by Sub-Engineers (SWM), A.H.S, Supervisor, A.O. and these are assisted by respective J.O, Mukadam, Head Clerk, Clerk of the department, to execute daily work.

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

- 1.** Providing facilities for day to day operations cleaning & Transportation of garbage works of SWM Section along with Improvement schemes introduced time to time.

2. Enforcements of various rules under section SWM, 368,372 of M.M.C.Act.

3. A.E. (SWM) shall scrutinize the proposal in respect of P.S.C. blocks on Pay & Use basis and maintained by the N.G.O. on the basis of periodical inspection carried out by his staff i.e. JO/ SUP/AHS/SE etc. The informed will be initiated against the NGO not maintaining the toilet blocks in proper manner.

DELEGATION OF POWERS TO ASSISTANT ENGINEER

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.25/- 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.
375-A	To incurred the charges from owner / society for removing buildings, materials or debris. accumulated due to house collapse etc.
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.
461 (E.E) under Upvidhi 2006	As per Act Greater Mumbai Cleanliness & Sanitation Byelaws Cleanliness of passage, premises, garbage collection, segregation Upvidhi No :- 4.1 to 4.6, 5.1 to 5.10 & 7.7 to 7.10

The duty list of the Asstt.Engineer (SWM) working in Wards

1. The Asstt. Engineer (SWM) will report to Asstt. Commissioner respective Ward.
2. Day to day operations works of SWM Section along with improvement schemes introduced time to time.
3. Remedial work related to sewerage network and repairs, improvement of SWM section in respective Ward.
4. Co-ordination with various department viz. Ch.E.(SWM).
5. A.E.(SWM) shall scrutinized the proposal in respect of P.S.C. blocks on Pay & Use basis and maintained by the N.G.O. The periodical inspection enforcement of action against the N.G.O. found not maintaining the P.S.C. blocks in proper manner.

Duties of Sub-Engineer (SWM) in Wards

1. Assist A.E. (SWM) to Plan and Supervise the day-to-day operations related to solid waste management in close coordination with the AHS
 - a. Optimizing route-plans (routes, timing and frequency of collection vehicles) to improve effectiveness of collection and ensure elimination of open dumps and overflowing bins, in coordination with E.E. (Transport)
 - b. Up-gradation, beautifloatation and maintenance of refuse collection spots and open dumps.
 - c. Coordination with Swatcch Mumbai Prabhodan Abhiyan in slums.
 - d. Regulate allotment maintenance and operations of "Pay-And-Use" public sanitary conveniences, slum sanitation public sanitary conveniences and municipal toilet blocks.
2. Planning, controlling executing & monitoring outsourcing of assigned Solid Waste Management works and activities with the help of Engineers and staff down the line.
3. Plan and Implementation of increased door-to-door collection and other targets under MSW 2000 rules and section 368 and 372 of the Mumbai Municipal Act.
4. Evaluate the performance of municipal labour, junior overseers and supervisors.
5. Evaluate the performance of Private contractors in various SWM related activities.
6. Coordinate with municipal officers (OSD-ALMs, CBOs) Corporator and public representatives, citizen groups, ALMs and NGOs to spread public awareness on following points.
 - a. Waste-minimization and 'segregation' of refuse, House-to-House collection.
 - b. Bell based collection system in slum pockets.
 - c. Appropriate disposal of construction and demolition debris.
7. Lead the Nuisance Detectors for enforcement of MSW 2000 rules, section 368 and 372 of the Mumbai Municipal Act and other environment related by laws.
8. Assist the SWM department contracting & procurement team for following:
 - a. Requirement of tools and implements for municipal labour.
 - b. Requirement of refuse bins and litter bins.
 - c. Waste collection demand at various spots for refuse collection contracts.
 - d. New public sanitary conveniences.
9. Any such duties assigned by higher authorities from time to time.

Duties of AHS (Ward)

1. He will be responsible for complete removal of garbage from the ward & will supervise cleaning operation.
 - a. Inspection of work & muster of labours.
 - b. To visit the muster chowky at presently time & ensure that work is started well in time.
 - c. To check labour staff in field & instruct them / guide them regarding work.
2. To inform higher authority regarding matters this can pose obstacles in cleaning / removal of garbage.
3. To help Assistant Commissioner of ward & zonal Dy. H.S. regarding removal of garbage.
4. To ensure Garbage / Debris / Sewage etc are filled in vehicles properly to their capacity.
5. To attend councilors meeting of the ward. To remain present during visit of Dy. Municipal Commissioner to attend arranged by D.M.C. & Asst. Commissioner regarding policy matters. To attend meeting of Head supervisor & zonal Dy. Head Supervisor.
6. To attend special meetings arranged in ward in presence of major standing Committee Chairman public Health Committee Chairman, Chairman of works Committee.
7. To remain present for the meetings arranged by any Municipal Commissioner or local / governing body regarding drives to be undertaken under clean Mumbai Campaign, express ways or development of existing roads.
8. To submit proposal & to take follow up regarding new garbage sheds, garbage bins, mustering chowky, stores Hand carts & store items.
9. To submit proposal for addition grant especially for lifting garbage / debris & store items. To keep watch on expenses done from budget head.
10. To instruct & guide ward A.H.S. in their day to day work.
11. To act as a middle man for Assistant Commissioner & Zonal Dy. H.S. & Dy. Zonal Engineer (SWM).
12. To execute work assigned by higher authority.
13. To inspect & scrutinize carefully field diaries of Junior Overseers periodically & to ensure that they are preserved properly
14. To ensure proper cleaning of beat in his ward, surprise checks & to ensure labours are performing their duty in time, in proper manner & are doing their duty full time. He should ensure at least he is visiting once a fortnight to all beats
15. To redress the grievances of labours once a week
16. To arrange for vehicles to transfer garbage collection in ward dumping ground & to arrange for requisition of labours for the same.

Duties of Motor Loading Junior Overseers

1. To ensure muster of labour working under him & to counter sign it.
2. To be in touch with beat Junior Overseers & Superior field workers & to confirm with them regarding garbage accumulation in the areas & to arrange for disposal of garbage.
3. To keep of labours utilized & submit the report.
4. To keep record of vehicle utilized & submit the report.
5. To check the bills & to certify the bills of contractors.
6. To provide equipments & uniform to labours & ensure that they use it.
7. To ensure labours & vehicle are fully utilized.
8. To inspect periodically garbage collection points & to co-ordinate with A.H.S for making programme for disposal of garbage.
9. To check log sheets & initiate against defaulters.
10. Depending on the need of day to day to make arrangement for vehicles & to check timings of to & from.
11. If more vehicles are used then to provide additional labours.
12. To maintain & check vehicle trip register & if less trips are made then to submit the report to higher authority.
13. To monitor vehicles used for disposal of garbage closely & ensure that the vehicles are filled to carrying capacity & the garbage is covered.
14. Health, cleansing programme & during emergency of contagious diseases to help concerned Junior Overseers to curtail the disease incidence.
15. To supervise work of motor loader & Mukadam.
16. To carry our clerical work such as to certify noting book, day to day garbage situation & communicate it to higher authority.

Duties of Nuisance Detector

1. After appointment as nuisance detector in sub division of ward he should understand all noon & corner of his area of Jurisdiction.
2. After his muster is over he should take round in field in systematic manner in his area should pay attention at spots where public nuisance is observed.
3. He should maintain his field book & it should have details of all accused whom he has caught based on that he should submit monthly report to AHS / AE (SWM) of the ward.
4. He should behave in courtesy with citizens & should carry police authority & authority issued by Municipal Commissioners.³
5. He should inform AHS & nearest police station if apposed by citizens in discharging his duties.
6. It is expected from him that under police section (sub section 115) he will register maximum cases will try to achieve average target set.
7. To avoid complaints from zonal police officials every nuisance detector will visit local police station of his area & will check whether his any warrant is pending that needs execution.
8. He should be in touch with local police station & must appear in person in court as & when called by Hon' Magistrate.
9. He should discover maximum cases under section 372 (E) of MMC act 1888.
10. He should work as per instruction given to him by his seniors with respect to his duties, work place & time required to prepare cases.
11. Designated work assigned to him by supervisors, he should complete & execute it in time.

Duties of Safai Mukadam

1. To get acquainted with his duties & area of work he should meet concerned JO /Sup & AHS. JO should show him boundaries of his area of work.
2. He should call muster of labours working under him in presence of JO & those absent should be marked by ink according to given time.
3. He should ensure that labours that are working under him starts work well in time & will work till working hours are over.
4. He will be responsible for full time presence of his labours working under him & work assigned.
5. He should move in the fields as per programme given & must be in a position to tell which labour is working where & supervise their work.
6. He should inform Jo / Sup / Ahs daily about any irregularity, indiscipline, negligence of staff working under him.
7. He will pay attention to make sure that sweeping of public roads, house galli's are done in the morning & at noon & the garbage collected is brought to garbage disposal point.
8. He responsible for disinfectioning & maintain cleanliness at dirty places on public roads & cleanliness at dust bins.
9. He should pay attention that his staff & he himself wears uniform while on duty.
10. He should take immediate steps for medical assistance to his staff injured while performing his duties & uniform AHS accordingly.
11. He will pay attention to make sure that his staff his equipped with all equipments require to discharge their assigned duties & are using them in proper manner.
12. He will appoint substitute labours in place of other labour who have taken causal leave.
13. Incase of long leave / absence after using all available labours her will appoint other labours (Khadda Badli) for work.

Duties of Motor Loader

1. He will take Mukadam instruction for JO (Motor Loading) regarding his duties route to be taken & places points are to be visited for disposal of garbage.
2. He will take labours on duty by taking musters & after grace period is over he will mark them absent in ink and report the same to JO regarding unauthorized absent & will demand Khadda Badli labours & will ensure sufficient labours as per sanction are available to work.
3. He will pay attention that work of filling garbage in lorry start immediately & motor loaders are working full time.
4. Before lorry leaves for unloading garbage are dumping he will ensure that garbage in lorry is properly covered.
5. He will be responsible for filling lorry with garbage properly & labours do not take unwarranted time for doing so.
6. He will be responsible for filing log sheets of lorry properly & will handover it driver of vehicle.
7. He will make sure that after filling garbage from every collection points the surrounding of garbage bins is cleared of garbage & no dustbin is left unattended for whom he is responsible.
8. He will report in writing to JO regarding if driver is taking longtime to make trips of lorries or if drivers & sub ordinate staff misbehaves any lacunas in covering garbage in lorry if less trips of lorry is made the reasons behind it.
9. He will pay attention that he himself & his staff wears uniform on duty,
10. He will pay attention to the fact that his staff is fully equipped with equipments & are utilized them completely to discharge their duties.
11. He will make sure that lorry is filled in proper manner with garbage & will note on log sheet any irregularity notice in filling lorry, absence of motor loader while on duty negligence in segregating garbage by motor loader & subordinate staff.
12. He will be present at salary disbursement table on designated day to identify the labours.
13. He will bring to notice of JO regarding conditions of dustbins, missing doors, broken sheets of roof at garbage collection points.
14. He will accompany vehicle (lorry) when it is going for unloading garbage & will make sure vehicle arrival time without wasting any time lapse & is filled properly by garbage.

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 (SWM)

NAME OF ACTIVITY - Sweeping of roads & Removal of refuse
 Name of the Acts/Acts - MMC Act 1888
 Related Provisions - Under section 365 (a) of MMC Act.
 Rules -
 Govt. Resolutions -
 Circulars - DMC / ENV SWM / 4345 / Dt. 16.03.2006
 Office Orders -

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)	Remark
1	Sweeping of roads & Removal of refuse.	1.Sweeping of the roads & Footpath 2.Collection & Transportation of refuse collects to nearest refuse collection point 3.Refuse vehicle (Compactor) respond to ML Chowky 4. Compactor collects the garbage from refuse collection point as per the schedule 5. Compactor collects the garbage from House to House (i.e. Building to building as per the Schedule.	Within 24 Hours	Designation : Junior overseer / Supervisor	

NAME OF ACTIVITY	- Removal of Silt & Debris
Name of the Acts	- MMC Act 1888
Related Provisions	- Under section 375 (A) of MMC Act
Govt. Resolutions	-
Circulars	- DMC / ENV SWM / 4345 / Dt. 16.03.2006
Office Orders	-

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)	Remark
1	Removal of Silt & Debris	1. Sectional Junior overseer reports the spot of silt & debris (Backlog Register) 2. Dumper reports to ML Chowky as per the Programme given by ML Junior overseer, silt & debris are collected sent to for un-loading 3. Nuisance Detector a) If refuse, Pending by N.D.	Within 24 Hours	Designation : Junior overseer / Supervisor	

Section 4 (1) (b) (iv)**Norms set for discharge of its functions in the office of Assistant Engineer (SWM)**

Organizational targets (Annual) = Nil

Sr.No.	Designation	Activity	Financial Targets in Rs.	Time Limit	Remarks
1.	AE (SWM)	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.	A.H.S. & Supervisor	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) (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 Assistant Engineer (SWM)

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)

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

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 (ALM)	Nil	Nil	Nil	Nil	Nil	Nil
2	Local Area Citizens Committee (LACC)	Nil	Nil	Nil	Nil	Nil	Nil
3	Local Area Citizens Group (LACG)	Nil	Nil	Nil	Nil	Nil	Nil

Section 4(1) (B) (IX)

Directory of the officers and employees AO Estate of P/North Ward

Sr. No.	Designation	Name of the officers/ employees	Cadre	Dt of Joining the post	Date of Joining in P/ North	Contact Details Ph/Fax/E-mail
1	ASST. ENG	MHASKE MADHUKAR KACHARU	A	20.04.1987	27.05.2014	
2	SUB ENG	MATEKAR SANDEEP KAMALAKAR	B	28.05.1990	11.09.2014	
3	SUB ENG	SAWANT NARAYAN SOMA	B	03.11.2008	03.11.2008	
4	AHS	SANGLE PRAMOD MANOHAR	B	10.08.1990	10.07.2014	
5	SUP	DSOUZA FREDDY ROCKEY	B	11.07.1983	18.02.2010	
6	SUP	MHAMUNKAR MANOHAR LAXMAN	B	23.03.1981	05.02.2013	
7	SUP	KAMBLE MADHUKAR LAXMAN	B	04.05.1979	05.09.2012	
8	HEAD CLERK	SHETTY HEMALATHA V	C	01.02.1989	11.08.2014	
9	CLERK	SHIRDHANKAR SHRIDHAR Y	C	04.07.1978	05.04.2005	
10	CLERK	UMARE ASHOK UNDRUJI	C	19.02.1991	04.05.2005	
11	CLERK	DUBE INDRAJEET R	C	17.07.1991	24.04.2012	
12	CLERK	UPADHYAY ASHWINIKUMAR P	C	06.01.1999	24.12.2008	
13	CLERK	ASMAR PRASHANT ARJUN	C	05.01.2015	05.01.2015	
14	CLERK	SONAWANE PRERNA GAJANAN	C	13.01.2015	13.01.2015	
15	JO	RANE SANJAY VASUDEO	C	19.07.1988	04.06.2014	
16	JO	BIRE SANJAY DHONDIRAM	C	01.02.2007	05.06.2014	
17	JO	VIRKAR SATYAVAN NABAJI	C	04.06.2007	31.05.2014	
18	JO	TOTE SAGAR PRAVIN	C	01.05.2009	12.06.2014	
19	JO	BORICHA KHIMJI NANJI	C	16.08.1982	22.04.2013	
20	JO	SHRIVAS GAYAPRASAD R	C	14.11.1991	16.04.2008	
21	JO	KHOT RAVINDRA MADHUSUDAN	C	17.02.1992	16.04.2008	
22	JO	PADALKAR SANDIP ANANT	C	21.05.1992	30.04.2008	
23	JO	MALI SAMIR SHASHIKANT	C	11.08.1992	31.05.2014	
24	JO	GOTHANKAR PRAKASH M	C	07.08.1992	20.05.2014	
25	JO	PATHARE PRADEEP P	C	17.11.1992	16.04.2008	
26	JO	SATELKAR NARESH RAJARAM	C	04.01.1993	18.04.2008	

27	JO	RANE RAJENDRA SITARAM	C	01.02.199 4	02.06.201 4	
28	JO	GAVANDI PANDURANG ANNA	C	07.04.199 4	07.06.201 4	
29	JO	RATHOD BHANJI ALJI	C	01.09.199 5	10.03.201 0	
30	JO	CHARNIYA ARJUN SHAMJI	C	01.09.199 5	04.11.201 1	
31	JO	SAWANT MEERA MILIND	C	01.09.199 5	19.07.201 4	
32	JO	KAMBLE ANIL BABOO	C	01.10.199 6	13.06.201 4	
33	JO	MOLESHRI RAJESH KALIDAS	C	01.10.199 6	19.04.200 8	
34	JO	SOLANKI CHHAGAN VIRCHAND	C	09.06.199 7	04.11.201 1	
35	JO	KUNDE NITIN ANANT	C	08.07.199 8	02.07.201 4	
36	JO	GORIVALE RAMESH JANAARDAN	C	24.03.199 6	21.06.201 4	
37	JO	DHAIGUDE SANTOSH VILAS	C	06.05.199 9	16.04.200 8	
38	JO	PARMAR NARESH BHIMJI	C	01.08.200 4	09.11.201 1	
39	JO	SOGAM VINOD KRISHNA	C	01.04.200 5	15.04.200 8	
40	JO	RATHOD NAMDEV GANPAT	C	06.09.200 6	27.06.201 4	
41	JO	KHEDEKAR SHEKHAR SHANKAR	C	03.04.200 7	16.06.201 4	
42	JO	MHASHILKAR SURESH VASANT	C	07.07.200 7	04.11.201 1	
43	JO	BHOGE DATTATRAY PANDURANG	C	04.05.201 0	31.05.201 4	
44	CARE TAKER	KADAM SIDDHARTH JAIRAM		13.07.198 7		

Section 4 (1) (b) (x)

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

Sr. No.	Name	Designation Cadre	Basic Pay	DA	HRA	Special Allowance, Transport Allowance, Project Allowance	Total
1	MHASKE MADHUKAR KACHARU	ASST. ENG	21460+5400	28740	8058	TA 1600 + MMA 200	65458
2	MATEKAR SANDEEP KAMALAKAR	SUB ENG	17900+4600	24075	6750	CA 463 +TA 1200 + MMA 200	55188
3	SAWANT NARAYAN SOMA	SUB ENG	15890+4600	21924	6147	CA 463 +TA 1200 + MMA 200	50424
4	SANGLE PRAMOD MANOHAR	AHS	18210+4300	24086	6753	CA 1400 +TA 1600 + MMA 200	55549
5	DSOUZA FREDDY ROCKEY	SUP	17620+4200	23347	-	CA 463 +TA 600 + MMA 200	46430
6	MHAMUNKAR MANOHAR LAXMAN	SUP	18510+4200	24300	6813	CA 463 +TA 600 + MMA 200	55086
7	KAMBLE MADHUKAR LAXMAN	SUP	16710+4200	22374	6273	CA 463 +TA 600 + MMA 200	50820
8	SHETTY HEMALATHA V	HEAD CLERK	18710+4200	24514	6873	TA 600 + MMA 200	55097
9	SHIRDHANKAR SHRIDHAR Y	CLERK	20310+4200	26226	7353	TA 600 + MMA 200	58889
10	UMARE ASHOK UNDRUJI	CLERK	14880+4200	20416	5724	TA 600 + MMA 200	46020
11	DUBE INDRAJEET R	CLERK	14460+2000	17612	4938	TA 600 + MMA 200	39810
12	UPADHYAY ASHWINIKUMAR P	CLERK	13980+4200	19453	5454	TA 600 + MMA 200	43887
13	ASMAR PRASHANT ARJUN	CLERK	6460+2000	9060	2538	TA 600 + MMA 200	20858
14	SONAWANE PRERNA GAJANAN	CLERK	6460+2000	9060	2538	TA 600 + MMA 200	20858
15	RANE SANJAY VASUDEO	JO	15050+4200	2598	5775	CA 463 +TA 600 + MMA 200	46886
16	BIRE SANJAY DHONDIRAM	JO	7890+2000	10582	2967	CA 463 +TA 600 + MMA 200	24702
17	VIRKAR SATYAVAN NABAJI	JO	7930+2000	10625	2979	CA 463 +TA 600 + MMA 200	24979
18	TOTE SAGAR PRAVIN	JO	7090+2000	9726	2727	CA 463 +TA 600 + MMA 200	22806
19	BORICHA KHIMJI NANJI	JO	10210+2000	13065	3663	CA 463 +TA 600 + MMA 200	30201
20	SHRIVAS GAYAPRASAD R	JO	14010+2000	17131	4803	CA 463 +TA 600 + MMA 200	39207
21	KHOT RAVINDRA MADHUSUDAN	JO	13840+2000	16949	4752	CA 463 +TA 600 + MMA 200	38804

22	PADALKAR SANDIP ANANT	JO	13840+2000	16949	4752	CA 463 +TA 600 + MMA 200	38804
23	MALI SAMIR SHASHI-KANT	JO	14000+2000	17120	4800	CA 463 +TA 600 + MMA 200	39183
24	GOTHANKAR PRAKASH M	JO	15380+4200	20951	5874	CA 463 +TA 600 + MMA 200	47668
25	PATHARE PRADEEP P	JO	14250+2000	17388	4875	CA 463 +TA 600 + MMA 200	39776
26	SATELKAR NARESH RAJARAM	JO	13540+2000	16628	4662	CA 463 +TA 600 + MMA 200	38093
27	RANE RAJENDRA SIT-ARAM	JO	13850+4200	19314	5415	CA 463 +TA 600 + MMA 200	44042
28	GAVANDI PANDURANG ANNA	JO	13790+2000	16895	4737	CA 463 +TA 600 + MMA 200	38685
29	RATHOD BHANJI ALJI	JO	10980+2000	13889	3894	CA 463 +TA 600 + MMA 200	32026
30	CHARNIYA ARJUN SHAMJI	JO	11350+2000	14285	4005	CA 463 +TA 600 + MMA 200	32903
31	SAWANT MEERA MILIND	JO	11300+2000	14231	3990	CA 463 +TA 600 + MMA 200	32784
32	KAMBLE ANIL BABOO	JO	11030+2000	13942	3909	CA 463 +TA 600 + MMA 200	32144
33	MOLESHRI RAJESH KALIDAS	JO	11030+2000	13942	3909	CA 463 +TA 600 + MMA 200	32144
34	SOLANKI CHHAGAN VIRCHAND	JO	11020+2000	13931	3906	CA 463 +TA 600 + MMA 200	32120
35	KUNDE NITIN ANANT	JO	11350+2000	14285	4005	CA 463 +TA 600 + MMA 200	32903
36	GORIVALE RAMESH JANAARDAN	JO	10910+2000	13814	3702	CA 463 +TA 600 + MMA 200	35562
37	DHAIGUDE SANTOSH VILAS	JO	10160+2000	13011	3648	CA 463 +TA 600 + MMA 200	30082
38	PARMAR NARESH BHIMJI	JO	9920+2000	12754	3576	CA 463 +TA 600 + MMA 200	29513
39	SOGAM VINOD KRISHNA	JO	9570+2000	12380	3471	CA 463 +TA 600 + MMA 200	28684
40	RATHOD NAMDEV GAN-PAT	JO	8600+2000	11342	3180	CA 463 +TA 600 + MMA 200	26385
41	KHEDEKAR SHEKHAR SHANKAR	JO	7660+2000	10336	2898	CA 463 +TA 600 + MMA 200	24157
42	MHASHILKAR SURESH VASANT	JO	11160+2000	14081	3183	CA 463 +TA 600 + MMA 200	31687
43	BHOGE DATTATRAY PANDURANG	JO	7410+2000	10069	2823	CA 463 +TA 600 + MMA 200	24165

44	KADAM SIDDHARTH JAIRAM	CARE TAKER	10690+190 0	13471	AAP 326	TA 600 + WC 115 + MMA 200	27302
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Details of perks for Assistant Engineer

1. Rental Car for Office use.
2. Mobile Allowances – upto 1200/-

Section 4 (1) (b) (xii)

The manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programs.

Sr. No.	Name and Address of Beneficiary	Amount of Subsidy / Concession Sanctioned
	Nil	Nil

Section 4 (1) (b) (xiii)

The particulars of recipients of concession, permits or authorisations granted by department.

Sr. No.	Name of the license	License no.	Issued on	Valid up to	General Conditions	Details of the license
	Sulabh Toilets 20	-	-	-	-	-

Section 4 (1) (b) (xiv)

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

Sr. No.	Type of Documents File/ Register	Sub Topic	In which Electronic Format it is kept	Person In Charge
1	Purchase Order	Materials	YES	Assistant Engineer (SWM)
2	Good Receipts	To Received Materials	YES	Assistant Engineer (SWM)
3	Service Entry	For Service served	YES	Assistant Engineer (SWM)

Section 4 (1) (b) (xv)

The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room

Sr. No.	Type of Facility	Timings	Procedure	Location	Person In Charge
1	Inspection of Record as per to RTI	3.00 p.m. To 5.00P.m. Tuesday Thursday With prior appointment only	RTI Payment pay previous day	Office of:- A.E.(SWM) P/North	Asstt.Engineer (SWM)P/North
2	Library and Reading Room	Not Available	Not Available	Not Available	Not Available

Section 4 (1) (b) (xvi)

The names, designations and other particulars of the Public Information Officers PIO

Sr. No.	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address / Ph. No.	E mail id for purpose of RTI	Appellate authority
1.	-	A.E.(SWM)	P/North Ward	9004445239	N.A	Ward Ex. Eng. P/N Ward Office Opp. Liberty Garden, Bhailal Patel Marg, Malad (W) Mumbai-64

APIOs

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

Appellate Authority

Sr. No.	Name of Appellate Authority	Designation	Jurisdiction as Appellate authority	PIO Reporting	E mail id for purpose of RTI
1.	-	Ward	P/North	E.E.	-

Section 4 (1) (b) (xvii) – Others

Such other information as may be prescribed

Route plans of all section under SWM department

1. Sweepers Dustbin Plan – Attached
2. Slit & Debris Plan – Mention below

Sr. No.	Day	Name of JO	Section
1	Monday	Mr. Rathod	Malad (East), M. L. Chowky
2	Tuesday	Mr. Pathare	Malad (East), M. L. Chowky
3	Wednesday	Mr. Satelkar	Malad (West), M. L. Chowky
4	Thursday	Mr. Rathod	Malad (East), M. L. Chowky
5	Friday	Mr. Chagan Solanki	Malad (West), M. L. Chowky
6	Saturday	Mr. Satelkar	Malad (West), M. L. Chowky
7	Sunday	Mr. Pathare	Malad (East), M. L. Chowky

3. Details and records of Marshals - Nil
4. Toilet Manuals – Attached Total No. Toilets, Charges and maintained by which organization.
5. SMPA Circular records – Attached Indexing and Paging
6. Project Records – NIL
7. Audit Records
 - a) MCA Audit – Spot Audit
Audit Note
 - b) Tavo Audit – Spot Audit
 - c) State Audit – Audit Note
 - d) CAG Audit – Central Government