



BRIHANMUMBAI MAHANAGARPALIKA

Section 4 Manuals as per provisions of RTI Act,
2005 of R/North Ward

ASSISTANT ENGINEER WATER WORKS **DEPARTMENT**

Address - Office of Assistant Engineer
(WW)R/North, Room No. 32,
R/North Ward Office, Jaywant
Sawant Road, Borivali (West),
Mumbai – 400 092

MUNICIPAL CORPORATION OF GREATER MUMBAI
Hydraulic Engineer's Department

INDEX

Sr. No.	Section 4 (1) B Sub Clauses	Description of the Chapter's Contents	Page No.
		Introduction	3 – 4
1.	4 (1) (b) (i)	Particulars of Organization, Function and Duties	5 – 7
2.	4 (1) (b) (ii)	Powers and Duties of Officers and Employees	8 – 16
3.	4 (1) (b) (iii)	Procedure followed in Decision Making Process	17 – 19
4.	4 (1) (b) (iv)	Norms set for discharge of its functions	20
5.	4 (1) (b) (v)	The rules / regulations related with the functions	21
6.	4 (1) (b) (vi)	Statement of categories of documents held in the office of A.E.W.W.R/North	22 – 23
7.	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	24
8.	4 (1) (b) (viii)	Statement of Boards, Councils, Committees or Other bodies	25
9.	4 (1) (b) (ix)	Directory of the officers and employees	26 – 29
10.	4 (1) (b) (x)	Details of remuneration of officers and employees	30 – 34
11.	4 (1) (b) (xi)	Details of allocation of budget and disbursement made	35
12.	4 (1) (b) (xii)	Manner of execution of subsidy program	36
13.	4 (1) (b) (xiii)	Particulars of recipients of concessions, permits or authorizations granted	37
14.	4 (1) (b) (xiv)	Details of information available in electronic form	38
15.	4 (1) (b) (xv)	Particulars of facilities available for citizen for obtaining information	39
16.	4 (1) (b) (xvi)	Details of Public Information Officer/APIOs/Appellate authority in the jurisdiction of (public authority)	40
17.	4 (1) (b) (xvii)	Other	41

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, R/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 (Water Works), R/North Ward whose office is situated at R/North Ward office, Room No. 32, Jaywant Sawant Road, Borivali (West), Mumbai-400092. 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 Works R/North is a head of department at Ward level in the Hydraulic Engineer's Department. Assistant Engineer Water Works R/North is under administrative control of Assistant Commissioner.

Assistant Engineer Water Works R/North 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 one Electoral Ward (one beat) 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 R/North Ward.

Assistant Engineer Water Works R/North'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 Works R/North is appointed as Public Information Officer (Water Works) 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 R/North Ward.

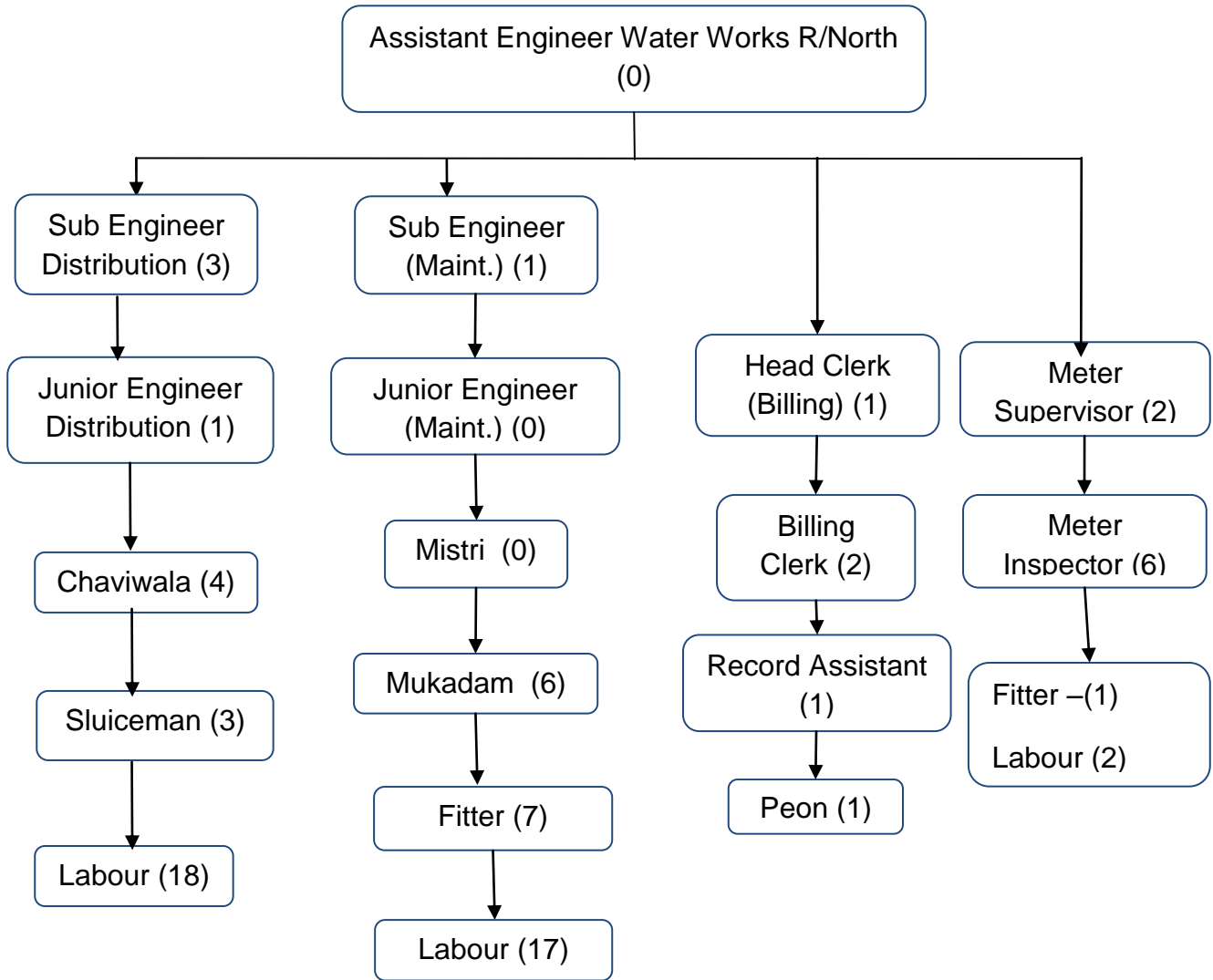
(Shri R.N.Parab)
Assistant Engineer (Water Works)
R/North Ward i/c

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
2	Address	Room No. 32, R/North Ward office, Jaywant Sawnt Road, Borivali (West), Mumbai- 400 092
3	Head of the office	Assistant Engineer Water Works
4	Parent Government Department	Hydraulic Department.
5	Reporting to which office	1) Assistant Commissioner, R/North Ward, 2) Office of Deputy Hydraulic Engineer (Western Suburbs), 4 th Floor, K/West Ward office, Opp. Andheri Railway Stn. Off S.V. Rd, Andheri(West), Mumbai - 400 058
6	Jurisdiction Geographical	East T Ward boundary West Creek Municipal Boundary North Check Naka Municipal Boundary South R/Central Ward Boundary
7	Mission	"To provide adequate, safe and equitable water to the consumers in R/North Ward's area."
8	Vision	"To control on leakages, wastage & theft of water."
9	Objectives	"Distribution of potable water to the consumers in R/North 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 R/North 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 R/North 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.6.
14	Tel. Nos. & office timings	Telephone no : 28396000 Extn : 102 Fax -28924894 Email : aeww01.rn@mcbm.gov.in Office timing : 8.00 a.m. to 12.00 noon and 2.30 p.m. to 5.30 p.m.(Monday to Friday) 8.00 a.m. to 11.30 a.m. on Saturdays Visiting Hours : 03.00 p.m. to 05.00 p.m. .(Monday to Friday)
15	Weekly Holidays	Sunday and Public Holidays.

Organisation's Structural Chart (Orgonogram): As on January 2015



Sr. No	As on Jan-2015 Designation	Total Posts			Charged Posts			Vacant Posts		
		Schedule	Non Schedule	Total	Schedule	Non Schedule	Total	Schedule	Non Schedule	Total
1	Assitt. Engg	1	0	1	0	0	0	1	0	1
2	Sub Engg.	3	1	4	3	1	4	0	0	0
3	Jr. Engg	1	4	5	0	1	1	1	3	4
4	Meter supervisor	2	0	2	2	0	2	0	0	0
5	Head Clerk	1	0	1	1	0	1	0	0	0
6	Clerk	3	0	3	2	0	2	1	0	1
7	Meter Inspector	6	0	6	6	0	6	0	0	0
8	Peon	1	0	1	1	0	1	0	0	0
9	Record Assistant	1	0	1	1	0	1	0	0	0
10	Chaviwala	4	3	7	4	0	4	0	3	3
11	Sluice man	4	10	14	3	0	3	1	10	11
12	Labour	39	17	56	31	15	46	8	2	10
13	Mistry-II	2	1	3	0	0	0	2	1	3
14	Fitter-II	7	16	23	5	3	8	2	13	15
15	Mukadam	1	7	8	1	5	6	0	2	2

Section 4(1) (b) (ii)

The powers of officers and employees in the office of Assistant Engineer Water Works R/North 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 up to Rs.50/- per item and to make the payments of the bills therefore.	MMC Act 1888	
		2. (a) Power to purchase without prior post-audit up to Rs.25/-		
		(b) Without pre-audit but with post audit Above Rs.25/- but up to 200/-		
		(c) With pre-audit Above Rs.200/- but up to 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 (Maint.)	NIL.		
4.	Junior Engineer Distribution	NIL.		
5.	Junior Engineer (Maint.)	NIL.		
6.	Head Clerk	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 lab our staff in accordance to rules in force.	MMC Act, 1888	
		2. Power to grant casual leaves to subordinate staff up to 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 (Maint.)	Nil.		
4.	Junior Engineer Distribution	Nil.		
5.	Junior Engineer (Maint.)	Nil.		
6.	Head Clerk	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.		

The duties of officers and employees in the office of Assistant Engineer Water Works R/North 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 (Maint.)	NIL.	-	
4.	Junior Engineer Distribution	NIL.	-	
5.	Junior Engineer (Maint.)	NIL.	-	
6.	Head Clerk	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.	MMC Act 1888, u/s 169, 92, 263(1), 278(1), 350, 488	
		2. Repairs & maintenance of water mains up to 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 up to 20mm dia., certification of dry fittings up to 25mm dia. and new buildings up to 4th floor.	1)EE Mts. (Rev.) /2553 / Circular dt. 1.01.2002	

			2)HE/15/Cir/HC(Gen.) of 29.10.2005	
		10. Recovery of additional Sewerage Charges for already sanctioned proposals.	Water Bye Laws, Water Charges Rules.	
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 (Maint.)	1. To carry out fieldwork such as repairs, maintenance of water main up to 250mm dia.		
		2. Overall control on maintenance labour staff, to carry out the above repair work.		
		3. To carry out work of making new connections up to 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 up to 250mm dia.		
		2. Overall control on maintenance labour staff, to carry out the above repair work.		
		3. To carry out work of making new connections up to 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.		
6.	Head Clerk (Billing)	1. To assist AEWW 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.	Clerk	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 unauthorized 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 programme 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 up to 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 operations		
		2. To supervise to sluice man and labour for valve operations.		
		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 R/North.

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 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 and also can be registered with Water Control Office in Western Suburbs known as Parle Control Phone Nos. 022-26184173, 26146852.

The documents procedures.

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

1. The applicant should submit minimum 2 proofs of residence in the structure from the following of their stay prior to 1.1.2000 or from Government Notification from time to time...
2. Ration Card – showing the address of applicant. (Compulsory)

One of the following proof prior to 1.1.2000

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.

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 Reply letter by party with scrutiny fee.	30 days	Party	
		After compliance of Reply 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 approval	5 days	AEWW	
		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.)	
		Preparation of Meter Card	10 days	Meter Inspector, Meter Supervisor	
		Physical connection of water meter	7 days	S.E.(Maint) /JE(Maint)	
		Generation of CCN Number and Updating of Meter Reading Card.	10 days	S.E.(Maint.)/ J.E.(Maint.)	
	Meter Reading	Taking meter reading and updating MRB.	Monthly	Meter Inspector	
	Disconnection of water connection	Prepare defaulters list and disconnection of water connections	Monthly	H.C / M.S. / SE(M)	
	Water Connection Restoration.	After payment of pending bills by party and additional security deposit and cutting making charges	4 days	H.C / M.S / SE(M)	

Section 4(1) (b) (iv)

Norms set for discharge of its functions in the office of Assistant Engineer Water Works R/North Ward.

Organizational 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/ regulations related with functions in the office of Assistant Engineer Water Works R/North Ward.

Sr. No.	Subject	G.R./Circular/Office order. Rule no. notification etc. date.	Remarks if any
1.	Sanction of Water connection	MMC Act 1888 u/s 169, 92 & Cir. No. HE/15/CIR/HC(Gen) of 29/10/2005 & HE/17/Cir. Dt.09/12/2013	
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 Circular issued time to time.	

Section 4(1)(a)(vi)

Statement of Categories of documents held in the office of Assistant Engineer Water Works
R/North 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			Details of Meter reading	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 R/North 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 R/North Ward.

-- NOT APPLICABLE --

Section 4(1)(b)(viii)

Statement of Boards, Councils, Committees or Other bodies in the office of Assistant Engineer Water Works R/North Ward.

---Nil--

Section 4 (1) (b) ix

Dictionary of the officers and employees in the office of Assistant Engineer Water Works R/North Ward (As on Jan-2015)

SR. NO.	Designation	Name of the Officers/ Employees	Cadre	Dt. Of Joining the post	Dt. Of Joining in R/North Ward	Contact Details Ph/Fax/ E-mail
1	ASST.ENGINEER	VACANT	B			Ph 022 2893 6000 Ext- 102 Fax- 022 2892 4894 E mail – aeww01.rn@mcgm.gov.in
2	SUB ENGINEER	SHRI. PARAB RAJEEV NARAYAN	B	01.12.1980	01.11.2013	022 2893 6000 Ext- 103
3	SUB ENGINEER	SHRI. MITKARI CHANDRASHEKHAR G.	B	05.03.1992	01.08.2012	022 2893 6000 Ext- 104 seww03.rn@mcgm.gov.in
4	SUB ENGINEER	SHRI. GHUTUKADE D.M.	B	17.03.2009	10.11.2014	022 2893 6000 Ext- 104
5	SUB ENGINEER	SHRI.RAUT BHUSHAN BALWANT	B	09.07.2008	26.11.2014	022 2893 6000 Ext- 150
6	JR. ENGINEER	SHRI. PAMALE HARESHWAR D.	C	30.06.2009	30.06.2009	022 2893 6000 Ext- 106
7	JR. ENGINEER	VACANT	C			
8	JR. ENGINEER	VACANT	C			
9	JR. ENGINEER	VACANT	C			
10	JR. ENGINEER	VACANT	C			
11	METER SUPERVISOR	SHRI.KARAMBELKAR ABHAY S.	C	18.02.1988	10.03.2015	022 2893 6000 Ext- 105
12	METER SUPERVISOR	SMT. TUSCANO M.E.	C	01.08.1989	26.06.2013	022 2893 6000 Ext- 105
13	HEAD CLERK	SMT. RANE POOJA. P.	C	08.12.1987	12.10.2010	022 2893 6000 Ext- 105
14	CLERK	SMT. SAWANT AMITA A.	C	10.02.1981	07.04.2006	022 2893 6000 Ext- 105
15	CLERK	SHRI.PANDEY UMASHANKAR K.	C	04.06.1982	27.10.2014	Working at Establishment Section of R/North Ward 022 2893 6000 Ext-161
16	CLERK	SMT.SAWANT SHOBA VASANT	C	18.06.2009	07.02.2015	022 2893 6000 Ext- 105
17	METER INSPECTOR	SHRI. BHISE VISHWANATH N.	C	15.07.1982	27.06.2011	022 2893 6000 Ext- 105
18	METER INSPECTOR	SMT.SAWANT VARSHA V.	C	17.01.1996	01.09.2012	022 2893 6000 Ext- 105
19	METER INSPECTOR	SHRI. PEDNEKAR ULHAS M.	C	20.10.1986	05.07.2012	022 2893 6000 Ext- 105
20	METER INSPECTOR	SHRI. RAWAT PURAN SINGH R.	C	17.08.1983	29.10.2009	022 2893 6000 Ext- 105
21	METER INSPECTOR	SHRI. ZAGADE RAJESH L.	C	06.08.1993	20.10.2010	022 2893 6000 Ext- 105

22	METER INSPECTOR	SHRI. PATEL MANISH R.	C	17.06.1996	21.04.2011	022 2893 6000 Ext- 105
23	RECORD ASSISTANT	SMT.WADKAR SNEHAL A.	C	29.04.1988	06.05.2002	022 2893 6000 Ext- 105
24	PEON	SMT. GADANKUSH LATA A.	D	01.09.2009	26.04.2010	022 2893 6000 Ext- 105
25	CHAVIWALA	KAMBLE ASHOK R.	D	07.07.1987	26.12.1999	022 2893 6000 Ext- 155
26	CHAVIWALA	PADWAL WAMAN J.	D	16.09.1981	26.12.1999	022 2893 6000 Ext- 155
27	CHAVIWALA	PARTE MAHESH BALAJI	D	18.12.1993	26.12.1999	022 2893 6000 Ext- 155
28	CHAVIWALA	SHARMA RAJU PYARELAL	D	01.05.1980	26.12.1999	022 2893 6000 Ext- 155
29	CHAVIWALA	VACANT	D			
30	CHAVIWALA	VACANT	D			
31	CHAVIWALA	VACANT	D			
32	MISTRY-II	VACANT	D			
33	MISTRY-II	VACANT	D			
34	MISTRY-II	VACANT	D			
35	FITTER-II	D'SILVA STANI INAS	D	25.09.1998	26.12.1999	022 2893 6000 Ext- 150
36	FITTER-II	GHADI SURYKANT LAXMAN	D	06.04.1987	26.12.1999	022 2893 6000 Ext- 150
37	FITTER-II	JADHAV MOHAN PITYAJI	D	15.12.1989	26.12.1999	022 2893 6000 Ext- 150
38	FITTER-II	PAGARE ASARAM BHIMRAO	D	19.11.1981	26.12.1999	022 2893 6000 Ext- 150
39	FITTER-II	PUTAI RAMMURTI PRAJAPATI	D	05.06.1987	26.12.1999	022 2893 6000 Ext- 150
40	FITTER-II	SETTY GAJJARAM POSETTY	D	20.12.1995	26.12.1999	022 2893 6000 Ext- 105
41	FITTER-II	SHAIKH ABDULKALAM SHAMI	D	05.06.1987	26.12.1999	022 2893 6000 Ext- 105
42	FITTER-II	CHOUGULE NARENDRA D.	D	01.04.2005	01.04.2005	022 2893 6000 Ext- 150
43	FITTER-II	VACANT	D			
44	FITTER-II	VACANT	D			
45	FITTER-II	VACANT	D			
46	FITTER-II	VACANT	D			
47	FITTER	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	VACANT	D			
57	FITTER	VACANT	D			
58	SLUICEMAN	PARDESHI JAYWANT N.	D	03.08.1995	26.12.1999	022 2893 6000 Ext- 155
59	SLUICEMAN	SHETYE VIJAY Y.	D	25.09.1998	26.12.1999	022 2893 6000 Ext- 155
60	SLUICEMAN	TIJORE SHALUMAN	D	31.08.1993	26.12.1999	022 2893 6000 Ext- 155
61	SLUICEMAN	VACANT	D			
62	SLUICEMAN	VACANT	D			
63	SLUICEMAN	VACANT	D			
64	SLUICEMAN	VACANT	D			
65	SLUICEMAN	VACANT	D			
66	SLUICEMAN	VACANT	D			
67	SLUICEMAN	VACANT	D			
68	SLUICEMAN	VACANT	D			
69	SLUICEMAN	VACANT	D			
70	SLUICEMAN	VACANT	D			
71	SLUICEMAN	VACANT	D			
72	MUKADAM	AVHAD SOMNATH RAMBHAU	D	21.07.1987	26.12.1999	022 2893 6000 Ext- 150
73	MUKADAM	GHODKE VISHNU DASHRATH	D	06.06.1987	26.12.1999	022 2893 6000 Ext- 150
74	MUKADAM	KELUSKAR KISHOR KRUSHNA	D	04.10.1989	26.12.1999	022 2893 6000 Ext- 150
75	MUKADAM	PATIL BHACHANDRA MANIK	D	19.11.1998	26.12.1999	022 2893 6000 Ext- 150
76	MUKADAM	KANDALKAR RUTURAJ VASANT	D	23.03.2005	23.03.2005	022 2893 6000 Ext- 150
77	MUKADAM	PARADHI DEEPAK JAIRAM	D	06.10.2005	06.10.2005	022 2893 6000 Ext- 150
78	MUKADAM	VACANT	D			
79	MUKADAM	VACANT	D			
80	LABOURER	CHAVAN GANPAT NARAYAN	D	01.10.1988	26.12.1999	022 2893 6000 Ext- 150
81	LABOURER	D'SA CEAZER PASCOAL	D	04.01.1990	26.12.1999	022 2893 6000 Ext- 105
82	LABOURER	JAGATAP PANDURANG SHANKAR	D	06.06.1987	26.12.1999	022 2893 6000 Ext- 150
83	LABOURER	MIRANDA DOMNIC MANUEL	D	4.01.1990	26.12.1999	022 2893 6000 Ext- 105

84	LABOURER	MURUMKAR ISHWAR MARUTI	D	29.08.1989	26.12.1999	022 2893 6000 Ext- 155
85	LABOURER	NIKALJE AMBADAS KONDIRAM	D	15.12.1989	26.12.1999	022 2893 6000 Ext- 150
86	LABOURER	PARULEKAR SANDEEP Y.	D	03.04.1987	03.01.2007	Working at Borivali Hill Reservoir -II 022 2886 3448
87	LABOURER	SARWAN SANJAY SINGH S.	D	31.08.1993	26.12.1999	022 2893 6000 Ext- 155
88	LABOURER	SALUNKHE RAJU LAXMAN	D	25.09.1998	26.12.1999	022 2893 6000 Ext- 150
89	LABOURER	SAWANT RAJENDRA SADANAND	D	04.01.2000	04.01.2000	022 2893 6000 Ext- 105
90	LABOURER	GALANDE SANDEEP HARI	D	15.02.2000	15.02.2000	022 2893 6000 Ext- 150
91	LABOURER	INGALE MAHESH GOPAL	D	18.03.2005	10.03.2005	022 2893 6000 Ext- 155
92	LABOURER	CHAUDHARI DHANANJAY V.	D	23.03.2005	23.03.2005	022 2893 6000 Ext- 155
93	LABOURER	RAUT PARAG PANDURANG	D	18.03.2005	18.03.2005	022 2893 6000 Ext- 105
94	LABOURER	MAIL RAMESH BUDHAJI	D	23.03.2005	23.03.2005	022 2893 6000 Ext- 155
95	LABOURER	MUNDHE SHANKAR GUNAJI	D	21.04.2005	21.04.2005	022 2893 6000 Ext- 155
96	LABOURER	SONDKAR MANDAR RAMESH	D	06.03.2006	06.03.2006	022 2893 6000 Ext- 150
97	LABOURER	MAHALE VIVEK DATTATRAY	D	06.03.2006	06.03.2006	Working at Dispatch Section of R/North Ward 022 2893 6000 Ext - 134
98	LABOURER	AHIRE MUKUND EKNATH	D	01.09.2002	01.09.2002	022 2893 6000 Ext- 155
99	LABOURER	PATIL PURUSHOTTAM ISHWAR	D	10.06.2008	09.02.2011	022 2893 6000 Ext- 105
100	LABOURER	VAJE KALU MARUTI	D	17.07.2008	17.07.2008	022 2893 6000 Ext- 155
101	LABOURER	SHINDE DINESH MAHADEV	D	01.10.2011	01.10.2011	022 2893 6000 Ext- 150
102	LABOURER	LONARE GANESH VASANT	D	01.10.2011	01.10.2011	022 2893 6000 Ext- 155
103	LABOURER	PIMPLE ROSHAN DATTATRAY	D	14.10.2011	14.10.2011	022 2893 6000 Ext- 150
104	LABOURER	KALSULKAR SUNIL D.	D	02.11.2011	26.08.2013	022 2893 6000 Ext- 150
105	LABOURER	SABALE PRASANNA POPATRAO	D	21.11.2011	21.11.2011	022 2893 6000 Ext- 105
106	LABOURER	GHRAT VILAS DILIP	D	14.11.2011	14.11.2011	022 2893 6000 Ext- 150
107	LABOURER	HAJARE ANANT BHIKA	D	14.11.2011	14.11.2011	022 2893 6000 Ext- 150
108	LABOURER	KOLI VINAY RAVINDRA	D	01.12.2011	01.12.2011	022 2893 6000 Ext- 150
109	LABOURER	BHOIR NARAYAN KRISHNA	D	05.12.2011	05.12.2011	022 2893 6000 Ext- 150
110	LABOURER	KINI BALKRISHNA VASUDEV	D	05.12.2011	05.12.2011	022 2893 6000 Ext- 150
111	LABOURER	MEHER SANDEEP MOHAN	D	05.12.2011	05.12.2011	022 2893 6000 Ext- 155
112	LABOURER	GOSAVI ROHIT RAMAKANT	D	01.12.2011	01.12.2011	022 2893 6000 Ext- 155
113	LABOURER	GONSALVIS JOYAL FRANCIS	D	05.12.2011	05.12.2011	022 2893 6000 Ext- 155
114	LABOURER	BHOIR SANJAY RAJARAM	D	05.12.2011	05.12.2011	022 2893 6000 Ext- 150

115	LABOURER	MHATRE TUSHAR SUBHASH	D	02.01.2012	02.01.2012	022 2893 6000 Ext- 155
116	LABOURER	DEVE SANJAY SHANTARAM	D	02.01.2012	02.01.2012	022 2893 6000 Ext- 105
117	LABOURER	HATE SUNIL LAXMAN	D	07.02.2012	07.02.2012	022 2893 6000 Ext- 150
118	LABOURER	BHOIR SANTOSH BALIRAM	D		13.11.2013	022 2893 6000 Ext- 150
119	LABOURER	SOLANKI JAYESH JAGADISH	D	21.05.2012	21.05.2012	022 2893 6000 Ext- 155
120	LABOURER	JADHAV MANOJ MAHADEV	D	01.01.2014	01.01.2014	Working at Establishment Section of R/North Ward 022 2893 6000 Ext-161
121	LABOURER	YELVE MADHUKAR GANU	D	01.12.1984	26.12.1999	022 2893 6000 Ext- 155
122	LABOURER	KASARE CHANDRAKANT DAGDU	D	04.08.1993	01.06.2001	Working at D.M.C. Z-VII office R/South Ward 022 2805 6000
123	LABOURER	MHATRE VISHNU MORESHWAR	D	15.01.2010	15.01.2010	022 2893 6000 Ext- 155
124	LABOURER	D'SOUZA WILSON AUGUSTIN	D	07.07.2007	22.07.2009	022 2893 6000 Ext- 155
125	LABOURER	SEQUEIRA EDSIL WILLIAM	D	14.05.2005	02.06.2009	022 2893 6000 Ext- 155
126	LABOURER	VACANT	D			
127	LABOURER	VACANT	D			
128	LABOURER	VACANT	D			
129	LABOURER	VACANT	D			
130	LABOURER	VACANT	D			
131	LABOURER	VACANT	D			
132	LABOURER	VACANT	D			
133	LABOURER	VACANT	D			
134	LABOURER	VACANT	D			
135	LABOURER	VACANT	D			

Section 4 (1) (b) x

Details of remuneration of officers and employees in the office of Assistant Engineer Water Works R/North Ward (As on Jan-2015)

SR. NO.	DESIGNATION	EMPLOYEE'S NAME	GRD	Basic + GRP	DA	WC	CA	SPA	TA	MMA	HRA	TOTAL SALARY
1	ASST. ENGINEER	VACANT	B									
2	SUB ENGINEER	SHRI. PARAB RAJEEV NARAYAN	B	24450+4600	31084		463		1200	200	8715	70712
3	SUB ENGINEER	SHRI. MITKARI CHANDRASHEKHAR G.	B	20180+4600	26515		463		1200	200	7434	61092
4	SUB ENGINEER	SHRI. GHUTUKADE D.M.	B	12930+4600	18757		463		1200	200	5259	43409
5	SUB ENGINEER	SHRI.RAUT BHUSHAN BALWANT	B	13450+4600	19314		463		1200	200	5415	44642
6	JR. ENGINEER	SHRI. PAMALE HARESHWAR D.	C	12420+4300	17890		463		600	200	5016	40889
7	JR. ENGINEER	VACANT	C									
8	JR. ENGINEER	VACANT	C									
9	JR. ENGINEER.	VACANT	C									
10	JR. ENGINEER.	VACANT	C									
11	METER SUPERVISOR.	SHRI.KARAMBELKAR ABHAY S.	C	17290+4200	22994		463		600	200	6447	52194
12	METER SUPERVISOR.	SMT. TUSCANO M.E.	C	20390+4200	26311		463		600	200	7377	59541
13	HEAD CLERK	SMT. RANE POOJA. P.	C	18860+4200	24674				600	200	6918	55452
14	CLERK	SMT. SAWANT AMITA A.	C	17180+2000	20523				600	200	5754	46257
15	CLERK	SMT.MADAN NEELAM RASHMIN.	C	16500+2400	20223				600	200	5670	45593
16	CLERK	SMT.SAWANT SHOBA VASANT	C	7830+2000	10518			225	600	200	2949	24322
17	METER INSPECTOR	SHRI. BHISE VISHVANATH N.	C	17990+2000	21389		463		600	200	5997	48639
18	METER INSPECTOR	SMT.SAWANT VARSHA V.	C	13840+2000	16949		463		600	200	4752	38804
19	METER INSPECTOR	SHRI. PEDNEKAR ULHAS M.	C	16940+2000	20266		463		600	200	5682	46151
20	METER INSPECTOR	SHRI. RAWAT PURAN SINGH	C	14810+2000	17987		463		600	200	5043	41103
21	METER	SHRI. ZAGADE RAJESH L.	C	14150+2000	17281		463		600	200	4845	39539

	INSPECTOR											
22	METER INSPECTOR	SHRI. PATEL MANISH R.	C	12560+2000	15579		463		600	200	4368	35770
23	RECORD ASSISTANT	SMT.WADKAR SNEHAL A.	C	13810+1950	16863				600	200	4728	38151
24	PEON	SMT. GADANKUSH LATA A.	D	6970+1850	9437				600	200	2646	21713
25	CHAVIWALA	KAMBALE ASHOK R.	D	11750+1950	14659	115			600	200	336	29610
26	CHAVIWALA	PADWAL WAMAN J.	D	12400+1950	15355	115			600	200	4305	34925
27	CHAVIWALA	PARTE MAHESH BALAJI	D	11370+1950	14252	115			600	200	313	28800
28	CHAVIWALA	SHARMA RAJU PYARELAL	D	12270+1950	15215	115			600	200	4266	34616
29	CHAVIWALA	VACANT	D									
30	CHAVIWALA	VACANT	D									
31	CHAVIWALA	VACANT	D									
32	MISTRY-II	VACANT	D									
33	MISTRY-II	VACANT	D									
34	MISTRY-II	VACANT	D									
35	FITTER-II	D'SILVA STANI INAS	D	10830+1900	13621	115			600	200	3819	31085
36	FITTER-II	GHADI SURYKANT L	D	11730+1900	14584	115			600	200	4089	33218
37	FITTER-II	JADHAV MOHAN PITYAJI	D	11090+1900	13899	115			600	200	3897	31701
38	FITTER-II	PAGARE ASARAM B.	D	12040+1900	14916	115			600	200	4182	33953
39	FITTER-II	PUTAI RAMMURTI PRAJAPATI	D	11420+1900	14252	115			600	200	3996	32483
40	FITTER-II	SETTY GAJJARAM POSETTY	D	10580+1900	13354	115			600	200	3744	30493
41	FITTER-II	SHAIKH ABDULKALAM S	D	11510+1900	14349	115			600	200	4023	32697
42	FITTER-II	CHOGULE NARENDRA DINKAR	D	9240+1900	11920	115			600	200	3342	27317
43	FITTER-II	VACANT	D									
44	FITTER-II	VACANT	D									
45	FITTER-II	VACANT	D									
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	SLUICEMAN	PARDESHI JAYWANT N.	D	10620+1900	13396	115			600	200	2970	29801
59	SLUICEMAN	SHETYE VIJAY Y.	D	10230+1900	12979	115			600	200	3639	29663
60	SLUICEMAN	TIJORE SHALUMAN	D	10800+1900	13589	115			600	200	304	27508
61	SLUICEMAN	VACANT	D									
62	SLUICEMAN	VACANT	D									
63	SLUICEMAN	VACANT	D									
64	SLUICEMAN	VACANT	D									
65	SLUICEMAN	VACANT	D									
66	SLUICEMAN	VACANT	D									
67	SLUICEMAN	VACANT	D									
68	SLUICEMAN	VACANT	D									
69	SLUICEMAN	VACANT	D									
70	SLUICEMAN	VACANT	D									
71	SLUICEMAN	VACANT	D									
72	MUKADAM	AVHAD SOMNATH RAMBHAU	D	11820+1850	14627	115			600	200	4101	33313
73	MUKADAM	GHODKE VISHNU D.	D	11200+1850	13964	115			600	200	3915	31844
74	MUKADAM	KELUSKAR KISHOR K.	D	11480+1850	14263	115			600	200	3999	32507
75	MUKADAM	PATIL BHACHANDRA MANIK	D	10170+1850	12861	115			600	200	3606	29402
76	MUKADAM	KANDALKAR RUTURAJ V.	D	9240+1850	11866	115			600	200	3327	27198
77	MUKADAM	PARADHI DEEPAK JAIRAM	D	9580+1850	12230	115			600	200	3429	28004
78	MUKADAM	VACANT	D									
79	MUKADAM	VACANT	D									
80	LABOURER	CHAVAN GANPAT NARAYAN	D	10080+1800	12712	115			600	200	3564	29071
81	LABOURER	D'SA CEAZER PASCOAL	D	11480+1850	14263	115			600	200	3999	32507

82	LABOURER	JAGATAP PANDURANG SHANKAR	D	11420+1800	14145	115			600	200	3966	32991
83	LABOURER	MIRANDA DOMNIC MANUEL	D	11090+1800	13792	115			600	200	3867	31464
84	LABOURER	MURUMKAR ISHWAR MARUTI	D	11090+1800	13792	115			600	200	3867	31464
85	LABOURER	NIKALJE AMBADAS KONDIRAM	D	11090+1850	13846	115			600	200	3882	31583
86	LABOURER	PARULEKAR SANDEEP Y.	D	9630+1800	12230	115			600	200	3429	28004
87	LABOURER	SARWAN SANJAY SINGH S.	D	10670+1800	13343	115			600	200	3741	30469
88	LABOURER	SALUNKE RAJU LAXMAN.	D	9720+1800	12326	115			600	200	3456	28217
89	LABOURER	SAWANT RAJENDRA SADANAND	D	8180+1800	10679	115			600	200	2994	24568
90	LABOURER	GALANDE SANDEEP HARI	D	9720+1800	12326	115			600	200	3456	28217
91	LABOURER	INGALE MAHESH GOPAL	D	9240+1800	11813	115			600	200	3312	27080
92	LABOURER	CHAUDHARI DHANANJAY V.	D	9240+1800	11813	115			600	200	3312	27080
93	LABOURER	RAUT PARAG PANDURANG	D	8910+1800	11460	115			600	200	3213	26298
94	LABOURER	MAIL RAMESH BUDHAJI	D	9240+1800	11813	115			600	200	3312	27080
95	LABOURER	MUNDHE SHANKAR GUNAJI	D	10670+1800	13343	115			600	200	3741	30469
96	LABOURER	SONDKAR MANDAR RAMESH	D	7100+1800	9523	115			600	200	2670	22008
97	LABOURER	MAHALE VIVEK DATTATRAY	D	7100+1800	9523	115			600	200	2670	22008
98	LABOURER	AHIRE MUKUND EKNATH	D	9360+1800	11941	115			600	200	3348	27364
99	LABOURER	PATIL PURUSHOTTAM ISHWAR	D	6330+1800	8699				600	200	2439	20068
100	LABOURER	VAJE KALU MARUTI	D	6580+1800	8967	115			600	200	2514	20776
101	LABOURER	SHINDE DINESH MAHADEV.	D	4990+1300	6730	115			600	200	1887	15822
102	LABOURER	LONARE GANESH VASANT	D	5860+1800	8196	115			600	200	2298	19069
103	LABOURER	PIMPLE ROSHAN DATTATRAY	D	4990+1300	6730	115			600	200	1887	15822
104	LABOURER	KALSULKAR SUNIL D.	D	5860+1800	8196	115			600	200	2298	19069
105	LABOURER	SABALE PRASANNA POPATRAO	D	5860+1800	8196				600	200	2298	18954
106	LABOURER	GHARAT VILAS DILIP	D	5860+1800	8196	115			600	200	2298	19069

107	LABOURER	HAJARE ANANT BHIKA	D	5860+1800	8196	115			600	200	2298	19069
108	LABOURER	KOLI VINAY RAVINDRA	D	5860+1800	8196	115			600	200	2298	19069
109	LABOURER	BHOIR NARAYAN KRISHNA	D	5860+1800	8169	115			600	200	2298	19069
110	LABOURER	KINI BALKRISHNA VASUDEV	D	5860+1800	8196	115			600	200	2298	19069
111	LABOURER	MEHER SANDEEP MOHAN	D	5860+1800	8196	115			600	200	2298	19069
112	LABOURER	GOSAVI ROHIT RAMAKANT	D	5860+1800	8196	115			600	200	2298	19069
113	LABOURER	GONSALVES JOYAL FRANCIS	D	5860+1800	8196	115			600	200	2298	19069
114	LABOURER	BHOIR SANJAY RAJARAM		4990+1300	6730	115			600	200	1887	15822
115	LABOURER	MHATRE TUSHAR SUBHAS	D	5630+1800	7950	115			600	200	2229	18524
116	LABOURER	DEVE SANJAY SHANTARAM	D	5630+1800	7950				600	200	2229	18409
117	LABOURER	HATE SUNIL LAXMAN	D	4800+1300	6527				600	200	1830	15257
118	LABOURER	BHOIR SANTOSH BALIRAM	D	5410+1800	7715	115			600	200	2163	18003
119	LABOURER	SOLANKI JAYESH JAGADISH	D	4800+1300	6527				600	200	1830	15257
120	LABOURER	JADHAV MANOJ MAHADEV	D	5410+1800	7715				600	200	2163	17888
121	LABOURER	KASARE CHANDRAKANT DAGDU	D	10670+1800	13343	115			600	200	3741	30469
122	LABOURER	MHATRE VISHNU MORESHWAR.	D	6840+1800	9245	115			1200	200	2592	21992
123	LABOURER	D'SOUZA WILSON AUGUSTIN	D	6840+1800	9245	115			600	200	2592	21392
124	LABOURER	SEQUEIRA EDSIL WILLIAM	D	9220+1800	11791	115			600	200	3306	27032
125	LABOURER	LONARE GANESH VASANT	D									
126	LABOURER	VACANT	D									
127	LABOURER	VACANT	D									
128	LABOURER	VACANT	D									
129	LABOURER	VACANT	D									
130	LABOURER	VACANT	D									
131	LABOURER	VACANT	D									
132	LABOURER	VACANT	D									

133	LABOURER	VACANT	D									
134	LABOURER	VACANT	D									
135	LABOURER	VACANT	D									

Section 4(1)(b)(xi)

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

Publish Copy of the budget Rs.6,36,20,000.00

Publish Copy of grant distribution_____

Format A for current year 2014 - 15

Sr. No.	Budget head description	Grants received	Planned use (Give details area wise or work wise in a separate form)	Remarks
1.	4170490000 R/N Ward-H.E.	Rs.6,36,20,000.00	Rs.2,80,90,910.00	

Format B for previous year 2013 - 2014

Sr. No.	Budget Head	Grants received	Grants utilized	Grants Surrendered	Results
1.	4170490000	6,93,17,000.00	3,50,49,390.00	--	

Section 4(1)(b)(xii)

Manner of execution of subsidy program in the office of Assistant Engineer Water Works at R/North 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 R/North Ward.

-----Nil-----

Section 4(1)(b)(xiv)

Details of information available in electronic form in the office of Assistant Engineer Water Works at R/North 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 R/North Ward.

Types of facilities-

- Information about facilities for inspection of record.

Sr. No.	Type of Facility	Timings	Procedure	Location	Person in Charge
1.	Inspection of Record 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, Room No. 32, R/North Ward office, Jaywant Sawnt Road, Borivali (West), Mumbai- 400 092	Asstt. Engineer, Water Works R/North Ward.

- Interactive website – www.mcgm.gov.in
- Facilitation center - Facilitation center is available at the ground floor of Ward office Building. Working Hours – 08.00 a.m. to 08:00 p.m.
- Notice board - Displayed in the office of Assistant Engineer (Water Works)
- Inspection of work & inspection of samples – N.A
- Facilities for library, Inquiry window & reception – Not available

Section 4(1)(b)(xvii)

Manual – 17