

SECTION 4 (1) (B) (i)

The particulars of functions & duties of the public authority

1	Name of the public authority	Asst. Commissioner (R.E.) City	Asst. Commissioner (R.E.) ES	Asst. Commissioner (R.E.) WS
2	Address	Office of the Asstt. Commissioner (R.E.) City, Room No. 44, F/South Ward Office Building, Dr. Babasaheb Ambedkar Rd., Parel, Mumbai- 400 012	Office of the Asstt. Commissioner (R.E.) ES, Room No.201, 2nd flr., M/W Ward office bldg., Sharad Acharya Marg, Chembur, Mumbai- 400071	Office of the Asstt. Commissioner (R.E.) WS, Room No. 405, 4 th Flr., K/E Ward Bldg., Azad Rd., Gundwali, Andheri(E), Mumbai- 400 069
3	Head of the office	Asst. Commissioner (R.E.) City	Asst. Commissioner (R.E.) ES	Asst. Commissioner (R.E.) WS
4	Parent Government Department	Municipal Commissioner	Municipal Commissioner	Municipal Commissioner
5	Reporting to which office	DMC (RE)	DMC (RE)	DMC (RE)
6	Jurisdiction Geographical	AC(RE)City for City Wards i.e. A,B,C,D,E ,F/South, F/North, G/South, G/North	AC(RE)ES for Eastern Suburbs Wards L, M/E, M/W, N,S,T	AC(RE)WS for Western Suburbs Wards H/E, H/W, K/E, K/W, P/S, P/N, R/C,R/S & R/N
7	Mission	1.To prevent unauthorized additions /alteration in building through D.O. of concerned ward 2.To regulate & control unauthorised encroachment through D.O. of concerned ward	1.To prevent unauthorized additions /alteration in building through D.O. of concerned ward. 2.To regulate & control unauthorised encroachment through D.O. of concerned ward	1.To prevent unauthorized building activities. 2.To regulate & control unauthorised encroachment
8	Vision	To monitor the work of D.O. for time bound action on compliance received	To monitor the work of D.O. for time bound action on compliance	To monitor the work of D.O. for time bound action on compliance received regarding

		regarding unauthorised construction & encroachment.	received regarding unauthorised construction & encroachment.	unauthorised construction & encroachment.
9	Objectives	1. No unauthorized constructions should take place or if taken place, initiate the action quickly & complete the same up to logical end. 2. No unauthorized encroachment should take place or if taken place, initiate the action quickly & complete the same up to logical end.	1. No unauthorized constructions should take place or if taken place, initiate the action quickly & complete the same up to logical end 2. No unauthorized encroachment should take place or if taken place, initiate the action quickly & complete the same up to logical end	1. No unauthorized constructions should take place or if taken place, initiate the action quickly & complete the same up to logical end 2. No unauthorized encroachment should take place or if taken place, initiate the action quickly & complete the same up to logical end
10	Functions	Carrying out effective and proper encroachment removal action in 9 administrative wards of city. The action is initiated by Designated Officer by following Due Process of Law and necessary support for the demolition in the form of labourers, vehicle and machinery & police force. The action on unauthorised hawkers is also taken as per the complaints. The action on received or directions received from higher authorities. Action on abandoned left out vehicles causing obstruction to vehicular & pedestrian traffic on municipal roads is decentralized and being	Carrying out effective and proper encroachment removal action in 6 administrative wards of Eastern Suburbs. The action is initiated by Designated Officer by following Due Process of Law and necessary support in the form of labours, vehicle and machinery & police force given by Asstt. The action on unauthorised hawkers is also taken as per the complaints. The action on received or directions received from higher authorities. Abandoned left out vehicles causing	Carrying out effective and proper encroachment removal action in 9 administrative wards of Eastern Suburbs. The action is initiated by Designated Officer by following Due Process of Law and necessary support in the form of labours, vehicle and machinery & police force. The action on unauthorised hawkers is also taken as per the complaints received or directions received from higher authorities. Abandoned left out vehicles causing obstruction to vehicular & pedestrian traffic on municipal roads is decentralized and being taken at the level of Zonal D.M.C by staff of A.E.(

		taken at the level of Zonal D.M.C by staff of A.E.(pedestrian traffic on municipal roads is decentralized and being taken at the level of Zonal D.M.C by staff of A.E.(Manintainance) & Sr. Inspector License (Encroachment) of respective ward.	obstruction to vehicular & pedestrian traffic on municipal roads is decentralized and being taken at the level of Zonal D.M.C by staff of A.E.(Manintainance) & Sr. Inspector License (Encroachment) of respective ward.	Manintainance) & Sr. Inspector License (Encroachment) of respective ward.
11	Details of services provided (In Brief)	As per the demand received from Designated Officer, 1 dumper, 1 JCB, 2 closed vehicles ,26 labourers, and out of 20 police personnels are deputed to various wards & additional police bandobast is provided thorough D.C.P. (Operations) of various cadres are deployed as per the availability for assisting & providing necessary support to encroachment removal	As per the demand received from Designated Officer /Ward officials or as instructed by Higher authorities 25 labourers, 1 lorry, out of 20 police personnels are deputed to various wards & additional police bandobast is provided thorough D.C.P. (Operations) of police bandobast is provided thorough D.C.P. (Operations) per the availability for police staff of various cadre are deployed as per availability in order to assist & providing necessary support for removal of unauthorized constructions	As per the demand the demand received from Designated Officer, 3 closed vehicles, 24 labourers, and out of 20 police personnels are deputed to various wards & additional police bandobast is provided thorough D.C.P. (Operations) police personnels of various cadres are deployed as per the availability for assisting & providing necessary support to encroachment removal auction when demanded by Licence Deptt. of respective administrative wards.
12	Physical assets (Statement of lands & Buildings and other Assets)	NIL	NIL	NIL
13	Organization's structural Chart	As per separate sheet attached		
14	Tel. No.s & office timings	Telephone no :24161614,	Telephone no. : 25289385,	Telephone no. : 26821269, Ext.

		<p>24134560 Extn : 311,312,313,314 Fax 24145028 Email : ac.recity@mcgm.gov.in Office timing :10.30 a.m. to 5.30 p.m.(Monday to Friday) Except 2nd & 4th Saturdays .Visiting Hours : 03.00 p.m. to 05.00 p.m. .(Monday to Friday) Except 2nd & 4th Saturdays</p>	<p>25283753 Ext. 322 Fax 25224397 Email ac.rees@mcgm.gov.in Office timing :10.30 a.m. to 5.30 p.m.(Monday to Friday) Except 2nd & 4th Saturdays .Visiting Hours : 03.00 p.m. to 05.00 p.m. (Monday to Friday) Except 2nd & 4th Saturdays</p>	<p>387,388 Fax 26848228 E mail ac.rews@mcgm.gov.in Office timing :10.30 a.m. to 5.30 p.m.(Monday to Friday) Except 2nd & 4th Saturdays .Visiting Hours : 03.00 p.m. to 05.00 p.m. .(Monday to Friday) Except 2nd & 4th Saturdays</p>
15	Weekly Holidays	Sunday and Public Holidays.	Sunday and Public Holidays.	Sunday and Public Holidays.