



BRIHANMUMBAI MAHANAGARPALIKA

Section 4 Manuals as per provision of
RTI Act 2005 of **A Ward**

ASSTT. ENGINEER(MAINT.) DEPARTMENT

Address - Office of Asstt. Engineer (Maint),
2nd Floor, A Ward Building,
Shahid Bhagat Singh Marg, Fort,
Mumbai-400001

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Introduction

Assistant Engineer (Maintenance & Repair)

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, Maintenance & repair, A 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 (Maintenance & repair), A ward whose office is situated at A ward office Building, 2nd Floor, Shahid Bhagat Singh Marg, Fort, Mumbai-400001. The procedure and the fee structure for getting information is as per the provisions of RTI Act, 2005.

The Municipal Corporation of Greater Mumbai has decentralized most of the main

departments and placed the relevant sections of these departments under the Assistant Commissioner at ward level. Maintenance department is an important department in the Ward Office and it is operated by the Sub Engineers and Junior Engineers working under the Assistant Engineer (Maintenance & Repair) is under administrative control of Assistant Commissioner. The Assistant Engineer (Maintenance & Repair) is the sectional Head of Ward who is responsible for the maintenance & repairs of Municipal roads & properties with the help of departmental artisans and approved private contractors. He has to take appropriate action on the unauthorized constructions detected on Roads & footpaths. This department issues various permissions like Mandap Permission, Trench permission, shooting permission etc. as per various norms.

Beat wise responsibility of the electrol wards rests with the Jr. Engineers. The Jr. Engineers works under the supervision of the Sub Engineer & the control of Assistant Engineer. Road engineer/sub engg is responsible for upkeep maintenance of major & minor roads and road engineer/sub engineer is responsible for overall maintenance and safe guarding the site of stolen man hole cover, surrounding portion of manhole and lodging complaint/F.I.R Inco-ordination with police authority for vigilance and look out for suspected miscreants with the help of local resident. The preview of this department is quite extensive and the staff such as Mukadam & Labours in Roads & Repair sections, Mistry, Carpenter, Mason, Blacksmith, Plumber etc work in this department. Material required for the various departmental works is provided by Store Clerk.

As per Central Right to Information Act 2005, designated officer is appointed as Public Information Officer Maintenance & Repair for Maintenance & Repair department and as per Maharashtra Public Records Act-2005 and Maharashtra Public Records Act Rules -2007, he is designated as Record Officer for Maintenance & Repair Dept.

Assistant Engineer (M & R)
A ward

SECTION 4 (1) (b) (i)

The particulars of functions & duties of the public authority

1	Name of the Section	Office of Assistant Engineer (Maintenance & Repair)
2	Address	2 nd Floor, A Ward Building, 134-E Shahid Bhagatsingh Marg, Fort, Mumbai – 400 001
3	Head of the office	Assistant Engineer, Maintenance & Repair
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 Visiting Hours - (Monday – Friday) 03.00 p.m. to 05.00 pm Holidays- Sunday & Public Holidays
5	Chowky Timings	07:30 am – 2:30 pm
6	Contact Details	Telephone no : 22607000 Extn : 7070 (AEM—I) & 7053 (AEM-II). Email Asst. Eng – - aemt01.a@mcgm.gov.in semaint02.a@mcgm.gov.in
7	Parent Government Department	City Engineer
8	Reporting to which office	Assistant Commissioner, A Ward Ward Ex. Engineer, A Ward
9	Jurisdiction Geographical	East Dock Area, Ballard Estate, Shahid Bhagatsingh Raod, P.D' Mello Road , Karnak Bander Bridge Ajinkya Chowk to Neval Dock West Netaji Subhash Marg (Marine Drive Sea)Navy Nagar to Foras Road Jn North Anandilal Poddar Marg, Lokmanya Tilak Marg and 'F' Road, Karnak Bandar Bridge Ajinkya Chowk, P.D' Mello Road Jn. South Colaba (Military area)
10	Vision	1. Well maintained Roads 2. Well maintained Municipal Properties
11	Mission	To Repair & Maintain Minor Roads, Footpath & Municipal Properties in Ward.
12	Objectives	To Repair & Maintain Roads and Footpath & Municipal Properties.

13	Functions	<p>(α) Repair & Maintenance of Minor Roads & Footpath in Ward.</p> <p>(β) Repair & Maintenance of Municipal Properties in purview of the Estate Department.</p> <p>(γ) To demolish the unauthorized encroachments on footpath, roads & Municipal Plots.</p> <p>(δ) Issuance permits to the excavation of trenches on roads to the various utility services & various departments of MCGM.</p> <p>(ε) Granting of Mandap Permission for social & regional purpose on Roads, Footpath & Municipal Properties.</p> <p>(φ) Granting of Ganapati Mandap Permission on Roads, Footpath & Municipal Properties.</p> <p>(γ) Granting of Film shooting permission on Municipal Roads.</p> <p>(η) Improve roads under Section 63 (K) of MMC Act.</p> <p>(ι) Acquire the Setback area of the road & merge the same into the road.</p> <p>(φ) Remove Bottlenecks.</p> <p>(κ) Action in respect of dangerous Municipal buildings.</p>
14	Details of Services provided (In Brief)	<ul style="list-style-type: none"> • Trench Permission : - • Issuance of permits for the excavation of trenches on roads to various utility Services & Various departments of MCGM is granted as per Trench Guideline Circular Policy issued by Municipal Commissioner u/no. MGC / F/1835 dated 17.11.2007. • Permission for laying augmentation of the utility pipelines / cables shall be granted only during the fair season starting from 1st October till 15th April. For trench exclusively on footpath / paver blocks, the permission shall be granted upto 30th April. • From 16th April to 30th September, for the fault repair, sanction of Zonal D.M.C. shall be obtained as far as possible before undertaking excavation • As per recent circular vide no. MGC/F/9974 dated 04.02.2013 <ol style="list-style-type: none"> 1. Issuance of Ganapati Mandap Permission is granted as per Circular u/no MDF / OD / 8358/Gen dt. 11.06.2013. <p>Issuance of Film Shooting permission.</p> <p>Bottleneck :-</p> <ul style="list-style-type: none"> • Bottleneck means construction, narrowing, obstruction, congestion, block, partially/total blockage which leads to traffic congestion, traffic clogging problems started due to precipitant. • Reference Circular – AMC/ES/D/168 (ChE/1876/DPC/Gen) Dated 25.02.2004. • Recently we are using MRTP 56 clause.(Power to require removal of authorized development or use.) • (AMC/ES/9141 dt. 14.10.2011.

63 K Road :-

- Arising out of representation from residents of private layouts and Public representatives, that layout residents are paying Municipal taxes and therefore roads should be maintained by MCGM.
- Reference Circular ChE/1484/Roads Dated 16.05.2009
As per the circular 1/3 cost of up gradation shall be borne by Co. Op. Hsg. Society of Residents, 2/3 cost by MCGM and the private street shall be declared public under section 306 of MMC Act 1888 before taking up the works. However, in case 1/3 construction cost is not deposited by Co. Op. Hsg. Society / Federation of Societies and roads in private layout are to be improved using Municipal Funds, M.P./MLA funds then sanction under section 63 K.

5. Departmental Maintenance & Repair :-

Beat wise responsibility of the electrol wards rests with the Junior Engineers. The Junior Engineers works under the supervision of the Sub Engineer and the control of Asstt. Engineer. The Junior Engineer reports to his chowky along with his workmen at 7.30 a.m. the labour distribution is carried out after singing the muster at 7.30 a.m.

A group of workmen (gang) comprising of 2 to 3 labours, the skilled labours such as mason, carpenter and plumber is formed and additional labours as per the extent of jpb is provided to that gang. A job Slip is issued to gang to carryout various day to day work. The job Slip is prepared by the Junior Engineer according to nature and priority of complaint and it is signed by Mistry and the Junior Engineer. The address of Municipal property where the work is to be carried out, nature of work and the number of workmen is mentioned in the job slip.

- Generally, sufficient material is brought to the chowkies from the Central Store. The non-scheduled items are also procured by following due procedures or by calling for the quotations, from the open market. The material thus procured is stocked in the store and is in possession with supervision / clerk. This material is transported to the work site in Municipal vehicles.
- Junior Engineers, Mistry / Mukadam visit the work site, at least once, for supervision and guidance. The Junior Engineer reports to the office to attend the office work in the afternoon session between 2.30 p.m. to 5.30 p.m

E-Tendering :-

- Preparation of Estimate by J.E.
- Obtain Administrative approval from ward Committee or DMC etc.
- Estimate is uploaded in SAP System in A.E. or SE's ID (R3 Module)
- BID is created by A.E. /S.E. using their ID. SRM Module E tendering.
- BID is forwarded to E.E. Ward for publishing on Municipal Website.
- Ward E.E. Publish the Tender (SRM E tender login

		<ul style="list-style-type: none"> • List of Bidder and letter to successful 1st Bidder with 5 % contract amount to deposit with MCGM • PO is created by A.E. in SAP Module. • Release P.O. Amount by A.O. • Create Contract by E.E. ward in SAP System. • PO is generated by A.E. in SAP and released by E.E. Ward. • PO printout is taken by AE and issued to Bidder . <p>7 Mahatma Gandhi Pathkranti Yojana:-</p> <ul style="list-style-type: none"> • It is a scheme to clear the footpath of encroachment. • Certain roads are identified in each ward. • Cutoff date is 01.01.1995. • The eligible hutment dwellers are offered alternate accommodation. • To draw lottery to decide alternate accommodation in presence of all eligible hutments dwellers. • After shifting mass demolition to be carried out. • The footpath so cleared should be immediately developed for public usage. • AMC/ES/944/IV dated 31.03.2012 DMC/RE/Z.Su/4274 dated 26.02.2013.
15	Physical assets (Statement of lands & Bldgs and other Assets)	As per separate sheet attached
16	Organization's structural Chart	As per separate sheet attached

Details of Departmental Chowky in Asstt. Engineer (Maint) Section

Sr. No.	Type	Name of Chowy	Address of Chowy	Contact No.
1	Road Repair &	A1Rampart Chowky	K Dubhash Marg, Kalaghoda	22842202
2	Road Repair &	A2 Mint Chowky	Mint Road, Fort	22642234
3	Repair	A1Rampart Chowky	K Dubhash Marg, Kalaghoda	NIL
4	Repair	Marutli Lane repair chowky	Nr. Fort fire station, Maruti lane, Fort	NIL
5	Repair	Mhatma Jyotiba Phule mandai Chowky	M.J.P. Market, Fort.	NIL

Physical Assets of Asstt. Engineer (Maintenance & Repair) A Ward

Sr.No.	Beat	Name & Address	Category
1	224	Sabusiddiqui Chawl No- 1, Sabusiddiqui Road, Musafirkhana, Mumbai-400 001.	C 2B
2		Sabusiddiqui Chawl No- 2, Sabusiddiqui Road, Musafirkhana, Mumbai-400 001.	C 2B
3		Sabusiddiqui Chawl No- 3, Sabusiddiqui Road, Musafirkhana, Mumbai-400 001.	C 2B
4		Sabusiddiqui Chawl No- 4, Sabusiddiqui Road, Musafirkhana, Mumbai-400 001.	C 2B
5		Sabusiddiqui Chawl No- 5 (Dormetory), Sabusiddiqui Road, Musafirkhana, Mumbai-400 001.	C 1
6		Radio Bakery, Sabusiddiqui Road, Musafirkhana, Mumbai-400 001.	C 1
7		Batliwala Building, 142- Modi Street, Fort, Mumbai-400 001.	C 2B
8		Patra Chawl, Sabusiddiqui Road, Musafirkhana, Mumbai-400 001.	C 3
9	225	Kargutkar House, Lala Nigam Road, Colaba, Mumbai-400 005.	C 2B
10	224	C.S.M. Market, MRA Marg, Mumbai-400 001.	C 1
11		Mahatma Jyotiba Phule Market (Crowford Market), L.T. Marg, Mumbai-400 001.	C 2A
12		Fort Market, S.B.S. Road, Fort, Mumbai-400 001.	-
13		Lord Harris Mpl School, L.T. Marg, Dhobi Talao, Mumbai-400 001.	C 1
14		Bora Baazar School, Fort, Mumbai-400 001.	C 1
15		Manohardas School, Fort, Mumbai-400 001.	-
16		N.A. Sawant Primary School, Colaba, Mumbai-400 005	-
17	225	N.A. Sawant Secondary School, Colaba, Mumbai-400 005.	

18	224	Indira Dock Fire Station, P. D'mello Road, Indira Dock, Mumbai-400 001.	C 1
19	225	Colaba Fire Station, N.A. Sawant Marg, Colaba, Mumbai-400 005.	C 1
20	224	Fort Fire Station, S.A. Brelvi Marg, Fort, Mumbai-400 001.	C 2B
21	225	Nariman Point Fire Station, Mumbai-400 005.	C 2B
22	224	M.R.A. -A Block, MRA Marg, Fort, Mumbai-400 001.	C 2B
23		M.R.A. -B Block, MRA Marg, Fort, Mumbai-400 001.	C 2B
24		Priyadarshini Building, MRA Marg, Fort, Mumbai-400 001.	C 1
25	225	Panchsheel Nagar SWM Chawls, Colaba, Mumbai-400 005.	C 2B
26		Panchsheel Nagar Gymnasium, Colaba, Mumbai-400 005.	C1
27		Merry Weather Pumping Station, Colaba, Mumbai-05.	C 2B
27	227	Colaba Pumping Station, Colaba, Mumbai-400 005.	C 2B
28		Afghan Church Pumping House, Colaba, Mumbai-400 005.	C 2B
29	225	Churchgate Pumping Station, Colaba.	-
30	224	Mint Road Dispensary, Chowki & Staff Quarters, Mint Road, Fort, Mumbai-400 001.	-
31		ENT Hospital, Marzaban Road, Fort, Mumbai-400 001.	-
32	A	A-Ward office, S.B.S. Road, Fort, Mumbai-400 001.	C 2B
33		Marzban Stores Bldg, Fort, Mumbai-400 001.	C 2A

Department- Asst. Engineer (Maint)				
Sr No	Post	Schedule Post	Occupied	Vacant
1	Asstt. Engineer	2	1	1
2	Sub. Engineer	2	2	0
3	Jr. Engineer	8	6	02
4	Store Clerk	1	1	0
5	Labourer/ Mukadam	321	209	112

SECTION 4(1)(b) (ii)

The powers of offices and employees in the office of Assistant Engineer (Maint)

A-Financial Powers

Sr. No.	Designation	Powers - financial	Under which legislation/rules/orders/GRs	Remarks
1	Assistant Engineer (Maintenance)	Rs.3000/-	AS per the circular no CA/FRD/I48 dated 31.01.2013	
		Rs.3,00,000/-	---	To scrutiny of Estimate
2	Sub Engineer (Maintenance)	Nil	N.A.	
3	Jr. Engineer (Maintenance)	<u>Nil</u>	N.A.	

SECTION 4(1)(b) (ii)

The powers of offices and employees in the office of Assistant Engineer (Maint)

B-Administrative Powers

Sr. No.	Designation	Powers – Administrative	Under which legislation/rules/orders/G Rs	Remarks
1	Assistant Engineer (Maintenance)	Please refer to Delegation of powers to Asst.Engineer	1. MMC Act 1888 2. MRTP Act1966	
2	Sub Engineer (Maintenance)	Please refer to Delegation of powers to Sub Engineer (Pg. no.____)	1. MMC Act 1888 2. MRTP Act1966	
3	Junior Engineer (Maintenance)	Please refer to Delegation of powers to Junior .Engineer(Pg. no.____)	1. MMC Act 1888 2. MRTP Act1966	

SECTION 4(1)(b) (ii)

The powers of offices and employees in the office of Assistant Engineer (Maint)

C-Magisterial Powers

Sr. No.	Designation	Powers – Magisterial	Under which legislation/rules/orders/GRs	Remarks
1	Assistant Engineer (Maintenance)	Nil	N.A.	
2	Sub Engineer (Maintenance)	Nil	N.A.	
3	Junior Engineer (Maintenance)	Nil	N.A.	

SECTION 4(1)(b) (ii)

The powers of offices and employees in the office of Assistant Engineer (Maint)

D-Quasi Judicial Powers

Sr. No.	Designation	Powers – Quasi Judicial	Under which legislation/rules/orders/GRs	Remarks
1	Assistant Engineer (Maintenance)	Appointed as public information officer under RTI Act 2005	Circular No. MOM/8957 dt. 02.01.2006	
2	Sub Engineer (Maintenance)	Nil	N.A.	
3	Junior Engineer (Maintenance)	Nil	N.A.	

SECTION 4(1)(b) (ii)

The powers of offices and employees in the office of Assistant Engineer (Maint)

E- Judicial Powers

Sr. No.	Designation	Powers – Judicial	Under which legislation/rules/orders/GRs	Remarks
1	Assistant Engineer (Maintenance)	Nil	N.A.	
2	Sub Engineer (Maintenance)	Nil	N.A.	
3	Junior Engineer (Maintenance)	Nil	N.A.	

Section 4 (1) (b) (ii)

The duties of officers and employees in the office of Assistant Engineer (Maintenance & Repair)

ASSISTANT ENGINEER (MAINTENANCE & REPAIR)

Asstt. Engineer (Maintenance & Repair) of the ward work as per Mumbai Municipal Act, 1888, Maharashtra Regional & Town Planning Act, 1966. His work includes repairs and maintenance of Municipal Roads, Footpath, Ward Offices, Staff Quarters, Estate properties, Municipal Chowkies, Roads, Depots, Maternity Homes, Dispensaries, PSC Blocks, Municipal Cemeteries, Fire Brigade, Schools Welfare Centre, Conservancy Chawls, desilting of minor nallas and road side S.W.D to minimize the flooding spots either departmentally or through the e-tendering. He Issues Trench permission, Ganpati Mandap, Social, Regional Mandap Permission, Shooting Permission, acquire setback area of the road & merge the same into the Road, remove Bottleneck, demolish unauthorized encroachments on Municipal Roads, Footpath & Municipal properties.

Assistant Engineer (Maintenance & Repair) of the ward is responsible to Assistant Commissioner of the Ward and Zonal Dy.Municipal Commissioner for day-to-day work of the department in respect of administrative and policy work. He is also responsible to Ward Executive Engineer in respect of technical matters.

Asstt. Engineer (Maintenance & Repair) of the ward is assisted by Junior Engineer & Sub-Engineers to execute daily work. Respective Roads & Repairs Labour, Mukadam, Mistry, Carpenter, Mason, Plumber etc. help Junior Engineers & Sub-Engineers of the department to attained day to day complaints received.

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

1. Exercise full control over the executive as well as the clerical and labour staff working in his Section and ensure that all of them function efficiently.
2. Issuance of Trench permissions to various utilities as well as to various departments of MCGM.
3. Issuance of Film shooting permission on Municipal Roads & properties.

4. Issuance of Ganpati Mandap/Navratri/social /religious permission on Municipal Roads & properties.
5. To acquire setback, bottle neck & Road Line.
6. To remove the encroachments on roads with the help of Sub Engineers and Jr. Engineers.
7. To supervise the work of store supervisor store clerk and the labors in the store and insure smooth functioning of the store.
8. To ensure that the necessary information is furnished to the concerned officers, in time and to take action on the defaulting staff, in case of delay.
9. To put up indents for the store item after discussion with the Sub Engineers and arrange for the requisite stock and to check for its quality and quantity. Material Checking norms.
 - 25 % of the store items, once in three months
 - 25 % of the depot items, once in three months
 - To dispose off the scrap material by following due procedure.
10. To carry out inspection to assess the condition of major roads.
11. To ensure prompt disposal of the complaints. To check the registers and daily diaries, at least fortnightly and monthly, respectively.
12. To exercise control on the municipal funds available, with the help of Head Clerk (Expenditure) and distribute the said funds among the Sub Engineers, Appropriately and make them responsible for the utilization of funds.
13. To implement the orders issued by higher authorities.
14. To take appropriate action on the unauthorized constructions, detected on municipal Roads & footpath.
15. To take timely action of propping, cordoning and demolition of dilapidated Municipal buildings. To serve demolition notices on receipt of orders from the Executive Engineer or higher authorities.
16. To check at least 20 % of mass supply of materials and the contract bills. To check The estimate pertain to the repairs of municipal buildings, roads, etc. prepared by the Jr. Engineers & Sub Engineers.
17. To accept and serve notices under various Municipal Acts and take necessary action in the matter.

18. To visit major works in the ward at least once in a week.
19. To maintain the municipal properties and other buildings in the purview of the Estate Department (e.g. School, Hospitals, etc.)
20. To co-ordinate with the Law officers as regards the Court-case lodged by the MCGM or The matters against MCGM.
21. To get dilapidated municipal building vacated with the assistance of Police.
22. To visit the sites where laborers work and check on mustering once a month.
23. To co-ordinate with Central Agency as regards major repairs of municipal properties And maintenance of major roads.
24. To attend Ward Committee meetings in the ward office.
25. Review of SAP Complaints
26. Review of MCL A/B/C.
27. Review of MC-P.G. Cases
28. Review of Outstanding Audit Notes (Once monthly with MCA staff)
29. Review of pending Union problems (Once in Two months)
30. Enquiry procedure.
31. To maintain Daily Diary.
32. Desilting of minor nallas and road side SWD.
33. To minimize flooding spots during monsoon.
34. To provide missing manholes and dhapas.
35. Desilting of septic tanks of A.P blocks in slums and Gaothan.
36. To facilitate private layout in areas by providing necessary amenities by recommendation Of Prakash Mehta Committee.
37. To provide facilities in slums, Adivasi pada and Gaothan.
38. To provide street lighting in area as per LUX value (illumination) of Reliance energy and TATA power
39. To provide information to applicant under R.T.I act of 2005
40. To attend 1 st and 2nd applicant under R.T.I act as public information officer.

To execute above mentioned works Labours, Mukadams, Mistry, Junior Engineers Sub-Engineers inspect their respective sub-sections and report to the Asstt. Engineer (Maintenance & Repair) of the ward. Based on these reports, further necessary actions are taken by the Asstt. Engineer and the Asstt. Commissioner of the ward and under guidance of the Ward Executive Engineer in case of technical matters.

Following registers are maintained by the office of the Asstt. Engineer (Maintenance & Repair) of the ward :-

1. Notice Register
2. Demolition Register
3. Property Register
4. Set back Register
5. R.T.I. Register
6. MCL A/B/C Register
7. Mandap Permission Register
8. M.C.A. Audit Register
9. F.R.D. Audit Register
10. P.R.D. Audit Register
11. Religious permission register

DUTIES OF SUB-ENGINEER (MAINTENANCE & REPAIR)

- 1) He shall be subordinate to the Asstt. Engineer and shall carry out their orders in general.
- 2) Supervision on departmental works .
- 3) To supervise each work under him at the start, during execution, completion and frequently as necessary.
- 4) Supervision on Funds available under various budget heads.
- 5) Timely submission of payments, bills and adjustments.
- 6) Site visit for major faults in the Municipal Buildings
- 7) Consolidation of revenue and outstanding requisition.
- 8) Supervision on employee muster books in order to see that the staff reports on duty in time and the fault entries are not made.
- 9) To check leave and service record and -Dead Stockll register and get them updated.
- 10) To ensure timely action in Court matters and order.
- 11) He shall draft replies to the complaints or references received in his section.
- 12) He shall attend the Courts as and when required for giving evidence helping the Sub. Engineer in conduction cases etc.
- 13) To take action against unauthorized structures / unauthorized developments on Municipal lands etc. as per M.M.C.Act and M.R.T.P.Act and as per the policy guidelines issued by time to times by the administration.
- 14) To monitor road work as road engineer.
- 15) Desilting of A.P block
- 16) To monitor desilting work of minor nalla and road side S.W.D
- 17) To monitor flooding spots and try to minimize the same
- 18) To monitor Ganpati idol immersion duties
- 19) To provide facilities in slum and Gaothan

To exercise, perform and discharge duties entrusted under Section 68(Municipal officers may be empowered to exercise certain powers, etc, of the Commissioner.) of M.M.C. Act as per the au-

thority issued by Zonal D.M.C

- 1) He shall attend the various functions organized by the administration such as Disaster Management Plan, Swachhata Abhiyan, Anti Flooding Duties, Mahapaur Daud, Cleansing Camps, Advance Locality Management etc.
- 2) To maintain Daily Diary.
- 3) To maintain various registers such as :-
 1. Notice Register
 2. Demolition Register
 3. Property Register
 4. Set back Register
 5. R.T.I. Register
 6. MCL A/B/C Register
 7. Mandap Permission Register
 8. M.C.A. Audit Register
 9. Religious permission register

DUTIES OF JUNIOR -ENGINEER (MAINTENANCE & REPAIR)

- 1) He shall be subordinate to the Asstt. Engineer & Sub Engineer and shall carry out their orders in general.
- 2) Supervision on departmental works.
- 3) To supervise each work under him at the start, during execution, completion and frequently as necessary.
- 4) Supervision on Funds available under various budget heads.
- 5) Timely submission of payments, bills and adjustments.
- 6) Routine site visit in his jurisdictional area.
- 7) Attending Site chowky and control the labours working under him.
- 8) To check leave and service record and -Dead Stockll register and get them updated.
- 9) To ensure timely action in Court matters and order.
- 10)To carry out joint inspection along with various utilities.
- 11)He shall draft replies to the complaints or references received in his section.
- 12)He shall attend the Courts as and when required for giving evidence helping the Sub. Engineer in conduction cases etc.
- 13)To take action against unauthorized structures / unauthorized developments on Municipal lands etc. as per M.M.C.Act and M.R.T.P.Act and as per the policy guidelines issued by time to times by the administration.14)To exercise, perform and discharge duties entrusted under Section 68 of M.M.C.Act as per the authority issued by Zonal D.M.C
- 15)He shall attend the various functions organized by the administration such as Disaster Management Plan, Swachhata Abhiyan, Anti Flooding Duties, Mahapaur Daud, Cleansing Camps, Advance Locality Management etc.
- 16) To maintain various registers such as :-
 1. Notice Register
 2. Demolition Register
 3. Property Register
 4. Set back Register
 5. R.T.I. Register

6. MCL A/B/C Register
7. Mandap Permission Register
8. M.C.A. Audit Register
9. Religious permission register
10. Desilting of A.P block
11. To monitor Desilting work of minor nalla and road side S.W.D
12. To monitor flooding spots and try to minimize the same
13. To monitor Ganpati idol immersion duties
14. To provide facilities in slum and Gaothan

Section 4 (1) (b) (ii)

DELEGATION OF POWERS TO ASSISTANT ENGINEER

Under Section 68 of the Mumbai Municipal Corporation Act 1888 as amended up to date, Asstt Engineer (Maintenance & Repair) is hereby empowered to exercise, perform and discharge under the control and subject to the revision of the Commissioner, the several powers, duties and functions conferred or imposed upon or vested in the Commissioner by the several Sections, Sub-Sections and Clauses of the said Act herein below mentioned :-

EXPLANATION :- The entries in the second column of the below table headed 'Nature of powers' etc. are not intended as definitely described in Sections, Sub-Sections and Clauses mentioned in the first column or even as abstracts of those sections, sub-sections and clauses, the numbers of which are given in the first column.

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.3000/- 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
222(1) & (2)	To construct, repair or alter Municipal drains and to enter upon land for the purpose.
228	To grant permission and prescribed conditions as to communications with Municipal drains.
234	Determining details of drains and drainage fittings or cesspools for new buildings.
240	Granting permission for the construction of the drain so as to pass beneath building.
243(2)	Making requisition in respect of taps, covering and means of ventilation for drain and cesspools.

244(1)(4)	To erect shafts or pipes for ventilating drains and cesspools.
246-A	To permit the construction of water closets and privies.
247	Prescribing water closet and other accommodation in building newly created or re-erected.
248(1)(c)	Requisition to enforce provision of water closet or privy or urinal or bathing or washing place etc.
251	Determining details regarding water closets under Clauses (a)(d) and (e).
251(B)	To determine use of places of bathing or washing clothes or domestic utensils.
253	Inspection and examining drains, etc. not belonging to the Corporation.
254	Opening ground etc. for inspection and examination under Section 253.
255	Reinserting the ground etc. opened for purposes of inspection.
257	Making requisition on owners of premises as provided in Sub-Section (1) for doing the work mentioned in Sub-Section (2).
258(a)(b)(c)	Prohibition of acts, contravening the provisions under Chapter IX of the M.M.C.Act.
259-A	Requiring any person to employ a Licensed Plumber to execute a work to furnish the name of a Plumber and to put up completion certificate by the Licensed Plumber.
298(2)	To take possession or and clear the lands under this section.
311	To require owners to alter ground floor doors, etc. opening outward.
313(1)	To grant permission for placing stalls, chairs and benches, boxes, ladder, bales etc. on footpath and streets.
314	To remove obstructions etc. on streets made contrary to section 312 or 313.
317	To permit booths on festivals in certain streets.
321(2)	To prevent removal, etc. without permission of fences etc. erected in the streets, while works are in progress.
322	To prevent opening, etc. of streets unless done with permission and to give such permission.
324	To restore streets opened or broken up when the person responsible fails to do so.
325	To require person permitted to open streets to provide for diversion of traffic etc.
326(2)&(3)	To regulate hoarding etc. in streets.
329	To require and secure adoption of measures to protect and enclose dangerous places.
333(4)	Manner of laying gas pipes.
338	To require certain documents on receipt of Notice under Section 337.
339	To refuse to accept plans, etc. not signed by the Licensed Surveyor.

340	To require, further, particulars and details
342	To receive notices of intentions to make additions etc. to building.
343	To require certain documents and particulars on receipt of Notice under Section 342 and to refuse to accept plans, etc. not signed by Licensed Surveyor.
344-A	Supervision of buildings and work.
345	To intimate approval of work of which notice is received.
346(1)	To intimate disapproved of such work.
347(A)(B) & (C)	Prohibiting user of a non-residential buildings or chawl to a residential one and of a residential building or chawl to that of a godown, warehouse, workshop, workplace, factory, stable or a motor garage and prohibiting making or causing any alterations in an existing building originally constructed or authorized to be used for human habitation for the purpose of using it or causing it to be used as a godown, warehouse workshop, workplace, factory, stable or motor garage.
348(1)(a)(b) & (c)	Provision as to buildings, which are to be newly erected.
349	To refuse permission for walls, coverings, etc. of inflammable materials and to require removal of such wall or covering.
350	To inspect buildings in course of erection, alterations, etc
353	To specify any matter in contravention of Act of Bye Law within three months after completion.
353(A)	To grant completion certificate and permission to occupy or use.
354	To require removal etc. of ruinous or dangerous structures and to temporarily secure etc. repair etc.
354A(1)	To issue a written notice to stop within the specified period the erection of the work unlawfully carried on or commenced upon any premises.
354A(2)	To direct removal of person unlawfully carrying on the erection of buildings or the execution of any such works described in Section 342.
368	To require owners to provide receptacles of a size for collection of dust, ashes, refuse, rubbish and trade refuse, etc.
374	To inspect building or premises for the purpose of ascertain sanitary conditions thereof.
375	To require cleansing and lime washing of any building etc.
375-A	To require the owners to remove buildings, materials or debris, etc. accumulated due to house collapse etc.

377(1-A)	To require cleansing, clearing or enclosing any premises over grown with rank vegetation, etc.
377-A	To require the owners of the buildings to abate the nuisance arising from rainwater leaking from the roofs of the building or to prevent its recurrence.
380	To require removal, alteration etc., of unsanitary huts and sheds.
381	To require the owners of the building to abate the nuisance arising out of the defects.
383	To require cutting and looping of hedges, trees, etc. in certain cases and to take measures for protection of public.
394	To prohibit certain articles to be kept and certain trades processes and operation to be carried out without a license to exercise all other powers in respect of the things liable to be seized, destroyed etc, to prevent danger or nuisance.
396 Sub-section (1)	To inspect at any time, by day or by night without notice any premises used for manufacture as mentioned in Section 394 and any premises in which a furnaces employed for the purpose of manufacture and into any bake house to see whether any provision or this Act or any condition of any license is being contravened and as to whether any nuisance is created.
479(5)	To require production of licenses or written permission.
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.
9	To take measures and execute work, etc, failure of compliance with requisitions or orders under provisions of the Act.
492(2)(a)	To call on occupiers to disclose rents for purpose of determining question of liabilities to pay expenses in certain cases.
517(1)(a)	To take or withdraw from proceedings against persons charged with offences against the Act etc. as described in Sub-Clauses (i),(ii) and (iii) of Clause (a).

Section 4 (1) (b) (ii)

DELEGATION OF POWERS TO SUB ENGINEER

Under Section 68 of the Mumbai Municipal Corporation Act 1888 as amended up to date, Sub -Engineer (Maintenance & Repair), Municipal Corporation of Greater Mumbai is hereby empowered to exercise, perform and discharge under the control and subject to the revision of the Commissioner, the several powers, duties and functions conferred or imposed upon or vested in the Commissioner by the several Sections, Sub-Sections and Clauses of the said Act herein below mentioned:-

EXPLANATION :- The entries in the second column of the below table headed 'Brief Description of Powers to be exercised and performed' are not intended as definitions described in Sections, Sub-Sections of these sections, but are inserted merely as reference to the subjects of the sections, sub-sections and the numbers of which are given in the first column.

Sections	Nature of Powers, Duties and Functions delegated
84 & 85(1)	a) Grant Casual Leave to the inferior staff working under him upto the limit allowed by any rules for the time being in force. b) 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 payments on account of the Municipal Fund and to lodge them in a bank.
222(1) & (2)	To cause to be served a notice of demand.
228	To grant permission and prescribed conditions as to communications with Municipal drains.
231	To enforce drainage of undrained premises situate within a hundred feet of a Municipal drains.
234	Determining details of drains and drainage fittings or cesspools for new buildings.
243(2)	Making requisition in respect of taps, covering and means of ventilation for drain and cesspools.
244(1)	To power affix pipes for ventilation of drains.
244(4)	To erect shafts or pipes for ventilating drains and cesspools
246-A	To permit the construction of water closets and privies.

247	Prescribing water closet and other accommodation in buildings newly created or re-erected.
248(1)(a), (b),(c)	Requisition to enforce provision of water closet or privy or urinal or bathing or washing place etc.
251	Determining details regarding water closets under Clauses (a)(d) and (e).
251(B)	To determine use of places of bathing or washing clothes or domestic utensils.
253	Inspecting and examining drains, etc. not belonging to the Corporation.
254	Opening ground etc. for inspection and examination under Section 253.
255	Reinstating the ground etc. opened for purposes of inspection.
257	Making requisition on owners of premises as provided in Sub-Section (1) for doing the work mentioned in Sub-Section (2).
258(a)(b)(c)	Prohibition of acts, contravening the provisions under Chapter IX of the M.M.C.Act.
259-A	Requiring any person to employ a Licensed Plumber to execute a work to furnish the name of a Plumber and to put up completion certificate by the Licensed Plumber.
314 (a), (b), (c)	To remove without notice things placed or deposited upon any place or attached or suspended in contravention of Clause (a) or Clause (c) or Sub-section (1) or Section 313.
317	To permit booths on festivals in certain streets.
322	To prevent opening, etc. of streets unless done with permission and to give such permission. (Except for newly constructed roads or capital roads)
322(3)	To remove without notice any building materials or any scaffolding or any temporary erection or any posts, bars, rails, boards or other things by way of enclosure which have been deposited or set up in any street without the permission or authority specified in Sub-section (1) or which having been deposited or set up with such permission or authority, have not been removed within the period specified in the notice issued under Section (2).
350	To inspect buildings in course of erection, alterations, etc.
354	To require removal etc. of ruinous or dangerous structures and to temporarily secure etc. repair etc.
354A(1)	To issue a written notice to stop within the specified period the erection of the work unlawfully carried on or commenced upon any premises.

354A(2)	To direct removal of person unlawfully carrying on the erection of buildings or the execution of any such works described in Section 342.
368	To require owners and occupiers to collect and deposit dust etc.
374	To inspect building or premises to ascertain sanitary conditions thereof.
375	To require cleansing and lime washing of any building etc.
375-A	To require the owners to remove buildings, materials or debris, etc. accumulated due to house collapse etc.
377	To make requisition against the owner or occupier for removal of rank vegetation.
377-A	To require the owners of the buildings to abate the nuisance arising from rainwater leaking from the roofs of the building or to prevent its recurrence.
380	To require removal, alteration etc., of unsanitary huts and sheds.
381	To require the owners of the building to abate the nuisance arising out of the defects.
383	To require cutting and looping of hedges, trees, etc. in certain cases and to take measures for protection of public.
390 (1) (2) (3)	Regulations of factories, trades, etc.
479(5)	To require production of licenses or written permission.
488	To enter premises with assistants etc. to inspect survey and execute works

Section 4 (1) (b) (ii)

DELEGATION OF POWERS TO JUNIOR ENGINEER

Under Section 68 of the Mumbai Municipal Corporation Act as amended up to date, Junior Engineer (Maintenance & Repair) under Asstt. Commissioner is hereby empowered to exercise, perform of discharge under the control and subject to the revision of the Commissioner, the under mentioned powers, duties and functions conferred or imposed upon or vested in the Commissioner by the several Sections, Sub-Sections and Clauses of the said Act herein below mentioned :-

EXPLANATION :- The entries in the second column of the below table headed 'Nature of Powers' etc. are not intended as definitely described in Sections, Sub-Sections and Clauses mentioned in the first column or even as abstracts of those sections, sub-sections and clauses but are inserted merely as reference to the subjects of the sections, sub-sections and clauses, the numbers of which are given in the first column.

Sections	Nature of Powers, Duties and Functions delegated
231	To enforce drainage of undrained premises situate within a hundred feet of a Municipal drains.
248(1)(c)	To substitute water closet accommodation for any privy accommodation.
253	To inspect and examine all drains, ventilation shafts and pipes cesspools of house gullies, water closets, privies, latrines and urinals to which this Section applied.
254	Opening ground etc. for inspection and examination under Section 253.
255	Reinstating the ground etc. opened for purposes of inspection.
314 (a), (b), (c)	To remove without notice things placed or deposited upon any place

	or attached or suspended in contravention of Clause (a) or Clause (c) or Sub-section (1) or Section 313.
322	To prevent opening, etc. of streets unless done with permission and to give such permission.
350	To inspect buildings in course of erection, alterations, etc.
354	To require removal etc. of ruinous or dangerous structures and to temporarily secure etc. repair etc.
354A(1)	To issue a written notice to stop within the specified period the erection of the work unlawfully carried on or commenced upon any premises.
354A(2)	To direct removal of person unlawfully carrying on the erection of buildings or the execution of any such works described in Section 342.
368	To require owners to provide receptacles of a size for collection of dust, ashes, refuse, rubbish and trade refuse, etc.
374	To inspect building or premises for the purpose to ascertain sanitary conditions thereof.
375	To require cleansing and lime washing of any building etc.
377	To make requisition against the owner or occupier for removal of rank vegetation.
377-A	To require the owners of the buildings to abate the nuisance arising from rainwater leaking from the roofs of the building or to prevent its recurrence.
380	To require removal, alteration etc., of unsanitary huts and sheds.
381	To require the owners of the building to abate the nuisance arising out of the defects.
390 (1) (2) (3)	Regulations of factories, trades, etc.

479(5)	To require production of licenses or written permission.
483	Service of notice - To serve, issue or present or give notices, bills schedules summonses and other such document required by this act to the served upon or issued or presented or given to any person.
488	<p>To enter into or upon buildings or land with or without Assistant or workmen.</p> <ol style="list-style-type: none"> <li data-bbox="459 510 1398 658">1. For the purpose of exercising performing or discharging, the powers, duties or functions hereinabove delegated with reference to the sections above specified. <li data-bbox="459 694 1398 1128">2. For the purpose of carrying into effect under Section 489 any requisition or order (not only complied with) made by written notices by the Commissioner; under either of the following Section or Sub-section namely Section 257(1). Section 308 Sub-section(2)309, Sub-section(1), Section 311, Section 315(1), Section 325, Section 326(3), Section 329(1), Section 349, Section 351, Sub-section(2), Section 353, Section 354, Section 380 or Section 383(1). <li data-bbox="459 1182 1398 1823">3. For the purpose of leveling, metalling or paving, sewerage, draining, channeling and lightening any private street which the Commissioner with the sanction of the Standing Committee may be empowered under the provision of Section 305 level, metal or pave sewer drains, channel or light to his satisfaction or (1) for the purpose of removing altering or pulling down the building or work which the Commissioner with the approval of the Standing Committee may be empowered under the provisions of Sub-section (2) of Section 351 to remove alter or pull down (5) for the purpose of Section 381(2) to fill up cover over or drain off a well, provided that a delegation of power of entry under Section 4888 is to be understood so 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.

Section 4 (1) (b) (ii)

Supervision Norms

Sr.No.	Designation	Supervision Norms
1	Asstt. Engineer (Maint)	To check at least 20 % of mass supply of materials and the contract bills. To check the estimate pertains to the repairs of municipal buildings, roads, etc. prepared by the Jr. Engineers & Sub Engineers.
2	Sub Engineer (Maint)/ Road Engineer	To supervise each work including road work as road Engineer under him at the start, during execution, completion & frequently as necessary.
3	Junior Engineer (Maint)	To supervise each work under him at the start, during execution, completion and frequently as necessary and trench work as Trench (JE)

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 (Maintenance & Repair)

**NAME OF THE ACTIVITY:- Action against unauthorized encroachments detected on
Roads / footpath.**

Related provisions:-

Name of the Act/ Acts: - MMC Act 1888 section 314

Rules:-

Govt. Resolutions:-

Circulars:-

Office Orders:-

Sr. No.	Activity as said above	Steps involved	Time Limit	Authority role and responsibility of the employee / officer in connection with each activity. (mention designation)	Remark
1	Complaint Received from Public, Staff, from higher authority and others.	1. Site visit	Within 24 Hours	JE / SE	
		2. Inspection Report		Junior Engineer	
		3. Issue 314 Notice if required	Within 7 days	J.E./ S.E. /A.E.	

		4. Arrange demolition by taking order from Asstt. Commissioner.	After expiry 48 Hours from order	J.E./ S.E. /A.E.	
		5. Entry in demolition register		J.E.	
		Demolition report		J.E./S.E.	
		Filing of W.S/A.I.R. in court, in case of stay granted by court restraining MCGM to take further action.	As directed by legal dept.	Junior Engineer / Sub Engineer	

NAME OF THE ACTIVITY: - BOTTLENECK: - Bottleneck means construction, narrowing, obstruction, congestion, block, partially/total blockage which leads to traffic congestion, traffic clogging problems started precipitating.

Related provisions:-

Name of the Act/ Acts :-

Rules:-

Govt. Resolutions:-

Circulars:- 1) AMC /ES/D 168 (Ch E/1876/DPC/Gen) Dated 25.02.2004

2) AMC/ES/9141/II dt.14.10.11

Office Orders:-

Sr. No.	Activity	Step involved	Time Limit	Authority role and responsibility of the employee / officer in connection with each activity. (mention designation)	Remark
1	Bottleneck				
		Preparation of Priority List of Bottlenecks.		Asstt. Commissioner/ A.E. (M & R) of Ward	
		Demarcation of Roads Sanctioned RL, Dp Roads	Within 15 Days from the receipt of the information received from the Asstt. Commissioner	E.E. (T.C.) / A.E.(Survey) E.E. (D.P.) / A.E.(Survey)	

		Collection of Basic Data		J.E. (M & R)	
		Preparation of Inventory		J.E.(M & R) / S.E. (M & R)	
		Documents checking		S.E.(M & R) / A.E. (M & R)	
		Proposals Scrutiny and submission to Competent Authority		Ward E.E.	
		Sanction of Competent Authority		Additions M.C.'s of Zone	
		Removal of Bottleneck		Asstt. Commissioner/ A.E. (M & R) of Ward	
		Roads/ S.W.D. Developments		Ch. Engg (Roads)/Ch. Engg (S.W.D.)	
		Final Compliance to Zonal DMC/Jt. MC's		Asstt. Commissioner of Ward	

NAME OF THE ACTIVITY:- E-tendering

Related provisions:-

Name of the Act/ Acts :-

Rules:-

Govt. Resolutions:-

Circulars:-

Office Orders:-

Sr. No.	Activity	Step involved	Time Limit	Authority role and responsibility of the employee / officer in connection with each activity. (mention designation)	Remark
1	E-tendering	Preparation of Estimate		J.E.	
		Administrative approval		Ward Committee or DMC etc.	
		Estimate is uploaded in SAP System in A.E. or SE_s ID (R3 Module)		S.E.	
		BID is created in SRM Module E tendering.		S.E.	
		BID is forwarded to E.E. Ward for publishing on Municipal Website.		S.E.	
		Publish the Tender (SRM E tender login Approval)		Ward E.E.	

		List of Bidder and letter to successful 1 st Bidder with 5 % contract amount to deposit with MCGM.		MCGM Website & A.E./S.E.	
		PO is created in SAP Module.		A.E.	
		Release P.O. Amount.		Account officer	
		Create Contract in SAP System.		Ward E.E.	
		PO is generated in SAP.		A.E.	
		PO is released.		Ward E.E.	
		PO printout is taken and issued to Bidder.		A.E.	

NAME OF THE ACTIVITY: - Permission for trench

Related provisions:-

Name of the Act/ Acts:-

Rules:-

Govt. Resolutions:-

Circulars:-

- MGC/F/1835 dated 17.11.2007
- MGC/F/9974 dated 04.02.2013
- ChE/804/SR/Rds, Tr. & Br. Dated 05.02.2013
- ChE/525/SR/Roads dated
ChE/11888/Rds/SR dated 09.03.2012
- ChE/1075/Roads dated 31.09.2012
ChE/857/SR/Roads dated 18.02.2012
- Ch.Eng/727/SR/Rds dated 19.03.2010
AMC/ES/8879/II dated 05.04.2013.
- Ch.E/396/SR/Rds & Tr. Dt.12.09.2013
- Ch.E/455/SR/Rds dated 09.10.2013
- Office Orders:- AMC / ES / 5461 / II DTD. 05/04/2014
- AMC / ES / 5432 / II DTD. 07/04/2014
- AMC / ES / 5597 / II DTD. 21/04/2014

Sr. No.	Activity	Step involved	Time Limit	Authority role and responsibility of the employee / officer in connection with each activity. (mention designation)	Remark
1	Trench Permission	As per above circulars			

NAME OF THE ACTIVITY:- Permission for Ganapati Mandap

Related provisions:-

Name of the Act/ Acts:-

Rules:-

Govt. Resolutions:-

Circulars:-

- MDF/OD/8358/Gen datd11.06.2013
- MDF/9629/Gen dated 25.07.2008
- AA/ES/4528 dated 28.07.2008
- AA/ES/D/1971 dated 02.07.2007

AA/9269/Jahirat/201212 dated30.08.2012AMC/ES/8879/II dated 05.04.2013.

Office Orders:-

Sr. No.	Activity	Step involved	Time Limit	Authority role and responsibility of the employee / officer in connection with each activity. (mention designation)	Remark
1	Ganapati Mandap Permission	Scrutiny of documents on receipt of application.	7 days	J.E./S.E.	
		Site Inspection	7 days	J.E./S.E.	
		To demand additional documents/NOC required from applicant, if any.	Within 15 days	J.E./S.E.	
		Forward for Road Engineer's NOC.	Within 15 days	J.E./S.E.	

		To issue demand letter & permission charges after receipt of all required documents.	Within 15 days	J.E./S.E.	
		To issue permission on obtaining approval from competent authority. (Permission is refused if applicant has not submitted all required documents)			

Section 4 (1) (b) (iv)

Norms set for discharge of its functions in the office of Assistant Engineer (Maintenance & Repair)

Organizational targets (Annual)

Sr. No	Designation	Activity	Financial Targets in Rs.	Time Limit	Remark
1	Asstt.Engineer (M & R)	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	Sub Engineer (M & R)	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)	
3	Junior Engineer (M & R)	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) (v)
The rules / regulation related with the functions of Assistant Engineer
(Maintenance & Repair)

Sr. No.	Subject	G.R. /Circular / Office order. Rule no. Notification etc. date.	Remarks if any
1	Trench	MGC/F/1835 dated 17.11.2007 MGC/F/9974 dated 04.02.2013 ChE/804/SR/Rds, Tr. & Br. Date 5.2.2013 ChE/525/SR/Roads dated ChE/11888/Rds/SR dated 09.03.2012 ChE/1075/Roads dated 31.09.2012 ChE/857/SR/Roads dated 18.02.2012 Ch.Eng/727/SR/Rds dated 19.03.2010 AMC/ES/8879/II dated 05.04.2013. Ch.E/396/SR/Rds & Tr. Dt.12.09.2013 Ch.E./455/SR/Rds Dated 09.10.2013 AMC / ES / 5461 / II DTD. 05/04/2014 AMC / ES / 5432 / II DTD. 07/04/2014 AMC / ES / 5597 / II DTD. 21/04/2014	
2	Ganapati Mandap Permission	MDF/OD/8358/Gen datd11.06.2013 MDF/9629/Gen dated 25.07.2008 AA/ES/4528 dated 28.07.2008 AA/ES/D/1971 dated 02.07.2007 AA/9269/Jahirat/201212 dated30.08.2012	
3	Pothole	Dy. Ch. Eng/1901/Rds(City) dated 15.06.2013 MGC/F/1074 dated 06.07.2013 CA/FDT/59 dated 16.03.2013	
4	E-tendering	CA/FRD/7 dated 17.05.2013 CA/CPD/36 dated 03.11.2012	
5	Pay & Park	Dy.ChE/1380/Traffic of 23.05.2013	
6	Shooting Permission	CA/FRM/3 dated 10.04.2013	
7	Mahatma Gandhi Pathkranti Yojana	DMC/Special/OD/5468/dated06.03.2012 DMC/Special/5447 dated03.03.2012 AMC/ES/944/IV dated 31.03.2012	
8	Bottleneck	AMC/ES/9141/II dt.14.10.11	
9	Conversion of Zunaka Bhakar Kendra into Annadata Aahar Kendra	AC (PLANNING) / 250 dtd. 30/05/2009 CORPORATION RESOLUTION NO. 1310 DTD. 25/02/2009 IN CONTINUATION WITH AC (PLANNING) / 5890 DTD. 20/03/2013	

Section 4 (1) (b) (vi)

**Statement of Categories of documents held in the office of Assistant Engineer
(Maintenance & Repair)**

Sr. No.	Subject	Type of Document file or register	File No. or Register No.	Particulars	Periodicity of Preservation (Proposed)
'C1' Class Record					
1	Demolition Register	Register		Details of demolitions of unauthorized work carried out under various sections of MMC Act	10 Years
'C' Class Record					
1.	R.T.I Register	Register		Details of application received under R.T.I.Act, replied/forwarded & transferred date.	5 Years
2	Work Orders	Documents		Details of work orders issued to contractor by department	5 Years
3	Measurement Books	Documents		Details of Measurements recorded in M.B.	5 Years
4	Payment Certificate	Documents		Details of Payments issued to the contractor	5 Years
5	Demand Notes & Permits	Documents		Details of Demand Notes & Permits issued to various utility agencies.	5 Years
6	Mandap Permission	Register		Details of Mandap Permission issued to various applicants.	5 Years
'D' Class Record					
1	Log sheets	Inward papers		Details of Applications/ complaints/ other documents received by department	01 Year
2.	Outward Register(Internal departments)	Outward papers		Details of Applications/ complaints/ other documents forwarded to Internal departments of K/East ward.	01 Year
3.	Outward Register	Outward papers		Details of Applications/ complaints/ other	01 Year

	(External correspondence)			documents forwarded to external departments of MCGM/ Other Govt. authorities and correspondence with applicants/ complainants /citi.	
4.	Complaint Register	Register		Orally complaint registered.	01 year
5.	RTI application & their reply (Except appeal cases)	Document		Details of application received under RTI Act & reply given to the same.	01 year
6.	First & second appeal made under RTI Act	Document		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
7	Monthly reports sent to various departments	Document		File papers containing monthly reports sent to various departments	01 years
8	Demolition of structures under MMC Act, MRTP Act & other action completed	Nasti		Nasti files containing papers pertaining to the notice action against structures demolished under MMC Act, MRTP Act & other actions.	01 year (after demolition)

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 of Assistant Engineer (Maintenance & Repair)

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)

**Statement of Boards, Councils, Committees or Other bodies of office of Asstt Engineer
(Maintenance & Repair)**

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 (ALMI)	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 in the office of Assistant Engineer
(Maintenance & Repair) A ward

Sr.No.	Designation	Name	Cadre	Contact No.
1	A E	Kolabkar Tushar C	B	022-22607000
2	S E	More Sandeep B.	B	022-22607000
3	S E	Jadhav Deepak A	B	022-22607000
4	J E	Samant Tushar R	C	022-22607000
5	J E	Shaikh Ehteshmuddin Z	C	022-22607000
6	J E	Rao Prachi S	C	022-22607000
7	J E	Gitte Dnyaneshwar K	C	022-22607000

Section 4(1) (b) (x)

Details of remuneration of officers and employees in the office of Assistant Engineer (Maintenance & Repair) A ward

SR. NO.	DESIGNATION	EMPLOYEE NAME	GRD	Basic + GRP	DA	W C	CA	SPA	TA	MMA	HRA	TOTAL SALARY
1	ASST.ENGINEER	BUWA SHASHIKANT KESHAV	B	30530	32667	-	463	--	1600	200	9159	74,619
2	SUB ENG	MORE DANDEEP BHIMRA	B	19890	21282	-	463	-	--	200	5967	49002
3	SUB ENG	JADHAV DEEPAK ARJUN	B	21110	22588	-	463	-	1200	200	6333	51894
4	JR ENG	SAMANT TUSHAR RAJARAM	C	14840	15879	-	-	--	600	200	4452	35971
5	JR ENG	SONAVANE SACHIN NARAYAN	C	-	---	-	-	-	-	-	-	--
6	JR ENG	BHOGATE DHANASHRI S.	C	15750	16853	-	463	--	600	200	4725	38591
7	JR ENG	SHAIKH EHTESHAMUDDIN	C	15290	16360	-	463	--	1200	200	4587	38100
8	JR ENG	RAO PRACHI SANJAY	C	14840	15879	-	-	--	600	200	4452	35971
9	JR ENG	GITTE DNYANESHWAR K	D	15750	16853	-	463	--	600	200	4725	38591
10	LABOURER	SALUNKE SUNIL BHAIRU	D	7430	7950	-	-	--	600	200	2229	18407
11	LABOURER	JOGALE VIJAY KESHAV	D	5740	6142	-	-	--	600	200	1722	14404
12	MISTRY I	SAWANT SHAMRAO DAMODAR	D	13700	14659	115	-	--	600	200	4110	33384
13	PANTER II	JADHAV SATYABODH P	D	14430	15440	115	-	--	600	200	4329	35114
14	LABOURER	THOMBARE SUNIL TUKARAM	D	12510	13386	115	-	--	600	200	3753	30564
15	MASON II	NAMAYE VISHRAM GANGARM	D	11220	12005	115	-	--	600	200	3366	27506
16	MASON II	ZIMAN SITARAM MAHADEO	D	13930	14905	115	-	--	600	200	4179	33929
17	MASON II	BAWKAR CHANDRAKANT GOVIND	D	13370	14306	115	-	--	600	200	4011	32602
18	MASON II	MANJREKAR DIGAMBER B	D	13050	13964	115	-	--	600	200	3915	31844
19	MASON II	DHINDALE ARUN DEORAM	D	12710	13600	115	-	--	600	200	3813	31038
20	MUKADAM	NAMSALE JANOO BHIKOO	D	13670	14627	115	-	--	600	200	4101	33313
21	MUKADAM	DEEPAK ANANT SALUKHE	D	13670	14627	115	-	--	600	200	4101	33313
22	MUKADAM	KASARE BAKARAM BANAJI	D	13780	14745	115	-	--	600	200	4134	33574
23	MUKADAM	KAMBLE BHIMRAO SAMBHAJI	D	13600	14552	115	-	--	600	200	4080	33147
24	MUKADAM	KAMBLE RSVINDRS SAHADEO	D	13470	14413	115	-	--	600	200	4041	32839
25	MUKADAM	JADHAV VIVEK RAGHUNATH	D	12520	13396	115	-	--	600	200	3756	30587
26	MUKADAM	PORE BALU DHONDU	D	12370	13236	115	-	--	600	200	3711	30232
27	LABOURER	BANSODE VIJAY NIVRUTTI	D	11580	12391	115	-	--	600	200	3474	28360
28	LABOURER	RAMCHANDRA BAJI BHAGTE	D	13780	14745	115	-	--	600	200	4134	33574
29	LABOURER	WALAM RAMCHANDRA SAKHARAM	D	12560	13439	115	-	--	600	200	3768	30682
30	LABOURER	PARKAR SHANKAR GOPAL	D	13790	14755	115	-	--	600	200	4137	33597
31	LABOURER	PARADKAR SURESH DAGDU	D	9770	10454	115	-	--	600	200	2931	24070

32	LABOURER	HATANKAR SONU YESHWANT	D	13660	14616	115	-	--	600	200	4098	33289
33	LABOURER	MAIL CHANDRAKANT VISHRAM	D	12473	133347	115	-	--	581	194	3742	30453
34	LABOURER	WALKE RSJARAM BHIKAJI	D	12260	13118	115	-	--	600	200	3678	30839
35	LABOURER	KASARE RAVINDRA LAXMAN	D	12890	13792	115	-	--	600	200	3867	31464
36	LABOURER	GOHANKAR BHASKAR SHIVRAM	D	13380	14317	115	-	--	600	200	4014	32626
37	LABOURER	SONAWANE BHAGAWAN SATWAJI	D	12700	13589	115	-	--	600	200	3810	31014
38	LABOURER	KATE KRANTIKUMAR SAHADEO	D	13330	14263	115	-	--	600	200	3999	32507
39	LABOURER	PAWAR ANANT GANGARAM	D	13330	14263	115	-	HIS 662	600	200	3999	33169
40	LABOURER	NAVAREKAR ANIL PANDURANG	D	12940	14263	115	-	HIS 716	600	200	3999	33223
41	LABOURER	WALAM GOVIND TUKARAM	D	13120	14038	115	-	--	600	200	3936	32009
42	LABOURER	DHANAWDE SHIVRAM SHRIPAT	D	13330	14263	115	-	HIS 716	600	200	3999	33223
43	LABOURER	GADE SUBHASH EKNATH	D	12990	13899	115	-	--	600	200	3897	31701
44	LABOURER	DESHNEHRE SANDEEP MANOHAR	D	12630	13514	115	-	--	600	200	3789	30848
45	LABOURER	NANOSKAR DATTARAM NARAYAN	D	13230	14156	115	-	--	600	200	3969	32270
46	LABOURER	GHUME GAJANAN NARAYAN	D	11970	12808	115	-	--	600	200	3591	29284
47	LABOURER	SOLSE ARUN NAMEO	D	13010	13921	115	-	--	600	200	3903	31749
48	LABOURER	PAWAR VISHWAJIT KRISHNA	D	10570	11310	115	-	--	600	200	3171	26966
49	LABOURER	SAWANT BIPIN KRISHNA	D	12520	13396	115	-	HIS 575	600	200	3756	31162
50	LABOURER	THORAT SANJAY BHIMRAO	D	12890	13792	115	-	--	600	200	3897	31464
51	LABOURER	BHIMBALE PANDURANG NAMDEO	D	12470	13343	115	-	--	600	200	3741	30883
52	LABOURER	RANPISE GANPAT DAWLAT	D	12290	13150	115	-	--	600	200	3687	30561
53	LABOURER	DHUMAL SITARAM KESHAV	D	11880	12712	115	-	--	600	200	3564	29071
54	LABOURER	BAVKAR SANJAY GOVIND	D	12290	13150	115	-	--	600	200	3687	30042
55	LABOURER	MUNDHE KESHAV CHIMA	D	11830	12658	115	-	--	600	200	3549	28952
56	LABOURER	SUPE BALU NIMBA	D	12190	13043	115	-	--	600	200	3657	29805
57	LABOURER	CHUNEKAR RAMAKANT MAYA	D	12020	12861	115	-	--	600	200	3606	39948
58	LABOURER	JAKHERE PANDURANG GULAB	D	11670	12487	115	-	--	600	200	3501	28573
59	LABOURER	SAVARDEKAR GANESH BAKARAM	D	11670	12487	115	-	--	600	200	3501	28573
60	LABOURER	DERBER RAMESH SANGARAM	D	11670	12487	115	-	--	600	200	3501	28573
61	LABOURER	SANKHE RAJENDRA GOPINATH	D	9910	10604	115	-	--	600	200	2973	24402
62	LABOURER	BHAIK BHIKA PUNA	D	11525	12333	115	-	--	600	200	3458	28748
63	LABOURER	MISHRA ANILKUMAR G	D	11030	11802	115	-	--	600	200	3309	27056
64	LABOURER	OJHA RAJESHKUMAR	D	11030	11802	115	-	--	600	200	3309	27056
65	LABOURER	KADAM PRAMOD VASANT	D	11023	11802	115	-	--	600	200	3309	27056
66	LABOURER	GAIKWAD SUNIL RAMCHANDRA	D	11030	11082	115	-	--	600	200	3309	27056
67	LABOURER	BORICHA JAYESH G	D	11030	11082	115	-	--	600	200	3309	27056
68	LABOURER	SHAIKH MOHAMMED A IMRAN	D	11030	11082	115	-	--	600	200	3309	27056
69	LABOURER	PATIL MILIND VIDYADHAR	D	11030	11082	115	-	--	600	200	3309	27056

70	LABOURER	PALWANKAR UMESH R	D	11510	12316	115	-	--	600	200	3453	28194
71	LABOURER	SAXENA MOHANKUMAR Y	D	11510	12316	115	-	--	600	200	3453	28194
72	LABOURER	KORVE PRAKASH BHIMA	D	8640	9245	115	-	--	600	200	2592	21392
73	LABOURER	NIKAM SAGAR CHANDRAKANT	D	8640	9245	115	-	--	600	200	2592	21392
74	LABOURER	DHON SATYAWANT MAHADEV	D	8380	8967	115	-	--	600	200	2514	20661
75	LABOURER	PAWAR DNYANSHWAR SURESH	D	8380	8967	115	-	--	600	200	2514	20776
76	LABOURER	SALUNKE PRAKASH GANPAT	D	8380	8967	115	-	--	600	200	2514	20776
77	LABOURER	KOLI VILAS RAMCHANDRA	D	8380	8967	115	-	--	600	200	2514	20661
78	LABOURER	SATVE NITIN MAHADEV	D	8130	8699	115	-	--	600	200	2439	20183
79	LABOURER	KHANVILKAR PRAFULL SURESH	D	8130	8699	115	-	--	600	200	2439	20183
80	LABOURER	CHAVAN JAYDIP SURESH	D	8130	8699	115	-	--	600	200	2493	20783
81	LABOURER	SAWANT VISHWAS DAJI	D	8130	8699	115	-	--	600	200	2439	20183
82	LABOURER	RATHOD AVINASH SHRICHAND	D	7890	8442	115	-	--	600	200	2367	20214
83	LABOURER	GHAG AMIT VITTHAL	D	7660	8196	115	-	--	600	200	2298	19069
84	LABOURER	PATIL VINOD CHANDRAKANT	D	7660	8196	115	-	--	600	200	2298	19069
85	LABOURER	AVHAD KAILAS EKNATH	D	7660	8196	115	-	--	600	200	2298	19069
86	LABOURER	KARANJE RAMCHAMDRA S	D	7000	7490	115	-	--	600	200	2100	17505
87	LABOURER	RATHOD PANDHARINATH G.	D	7660	8196	115	-	--	600	200	2298	19069
88	LABOURER	PUKALE SADASHIV TUKARAM	D	7660	8196	115	-	--	600	200	2298	19069
89	LABOURER	CHOUGULE NIVRUTTI MALKARI	D	6290	6730	115	-	--	600	200	1887	15822
90	LABOURER	SODAYE SURYAKANT SHANKAR	D	7000	7490	115	-	--	600	200	2100	17390
91	LABOURER	GAIKWAD KAILAS PRALHAD	D	13460	14402	115	-	--	600	200	4038	32815
92	LABOURER	SALVE SUMAN GANGADHAR	D	13200	14124	115	-	--	600	200	3960	32199
93	PANTER II	INDULKAR SHEKHAR GANPAT	D	12900	13803	115			120 0	200	3870	32088
94	MASON II	JADHAV KERU DHONDU	D	14130	15119	115			600	200	4239	34403
95	MASON II	NAMSALE YESHWANT BHIKU	D	13930	14905	115			600	200	4179	33929
96	MASON II	PANCHAL PANDHARINATH R	D	13790	14755	115			600	200	4137	33597
97	MASON II	PATIL BHAGWAN SHANKAR	D	13330	14263	115			600	200	3999	33082
98	MASON II	JILE SANJAY DURGADAS	D	11840	12669	115			600	200	3552	28976
99	MISTRY II	PHODSE SUKDEO PILAJI	D	11190	11973	115			600	200	3357	27435
100	MUMKADA	HASANALE ANKUSH PHAKIRA	D	13900	14873	115			600	200	4170	33335
101	MKADAMU	VASAIKAR JITENDRA R	D	----		115			600	200		
102	MKADAMU	AGRE MARUTI NARAYAN	D	14070	15055	115			600	200	4221	34261
103	MKADAMU	MATKAR GABPAT TUKARAM	D	13780	14745	115			600	200	4134	33574
104	MKADAMU	RASAM BHAU BABI	D	13780	14745	115			348	200	4134	33322
105	MKADAMU	PAWAR MAHENDRA KASHINATH	D	13120	14038	115			600	200	3936	32009
106	MKADAMU	JADHAV VINOD RAMCHANDRA	D	13600	14552	115			600	200	4080	33147
107	MKADAMU	PADYAR LAXMAN PILAJI	D	13450	14392	115			600	200	4035	32792

108	MKADAMU	MHADYE SAKHARAM GANU	D	13330	14263	115			600	200	3999	32507
109	MKADAMU	SHINDE PRAKASH RAGHUNATH	D	13780	14745	115			600	200	4134	33574
110	LABOURER	PANJARI SASHIKANT NARAYAN	D	13780	14745	115			600	200	4134	33574
111	LABOURER	MATKAR JANU TUKARAM	D	13660	14616	115			600	200	4098	33289
112	LABOURER	PAPAL PANDURANG KRISHNA	D	13460	14402	115			600	200	4038	32815
113	LABOURER	CHANDURKAR DILIP JANU	D	13460	14402	115			387	200	4038	32602
114	LABOURER	RAUT BHARAT AMBADAS	D	13660	14402	115			600	200	4038	32815
115	LABOURER	SALVI DEODAS GAWRIA	D	9900	10593	115			600	200	2970	24378
116	LABOURER	LOLGE MADHUKAR KANU	D	11090	11866	115			600	200	3327	27198
117	LABOURER	JAMDRE KRISHNA GANPAT	D	13330	14263	115			600	200	3999	32507
118	LABOURER	MAJALKAR DEEPAK YASHWANT	D	13330	14263	115			600	200	3999	32507
119	LABOURER	SONAWANE GANGARAM JANGAL	D	13330	14263	115			600	200	3999	32120
120	LABOURER	SHEDEKAR GANPAT TUKARAM	D	13330	14263	115			600	200	3999	32507
121	LABOURER	JOGALE BALKRISHNA DHAKU	D	12140	12990	115			600	200	3642	29687
122	LABOURER	GAIKWAD NIVRUTI SOPAN	D	12890	13792	115			600	200	3867	31464
123	LABOURER	NAMSALE BALKRISHNA BHANU	D	13330	14263	115			600	200	3999	32507
124	LABOURER	PAWAR NARENDRA GUNIA	D	12580	13461	115			600	200	3774	30730
125	LABOURER	BODEKAR HANUMANTH BHAGOJI	D	12470	133343	115			600	200	3741	30256
126	LABOURER	SAWANT SHIVRAM MANOHAR	D	12890	13792	115			600	200	3867	31464
127	LABOURER	SHEDE DATTATRAY	D	12190	130343	115			600	200	3657	29805
128	LABOURER	SURYAVANSHI SADASHIV N	D	12470	13343	115			600	200	3741	30469
129	LABOURER	KASARE SHAILESH SHANTARAM	D	11650	12466	115			600	200	3495	20526
130	LABOURER	SHIVALKAR BALIRAM RAJARAM	D	11240	12027	115			290	200	3372	27244
131	LABOURER	GARAV JANARDAN SHANTARAM	D	23170	12765	115			600	200	3579	29189
132	LABOURER	ANBALAGAN TANGVEL	D	11430	12230	115			600	200	3429	28004
133	LABOURER	DALVIDINESH RATNAKAR	D	12190	13043	115			290	200	3657	29495
134	LABOURER	GHARAT JAYRAGHUVEER J	D	11830	12658	115			600	200	3549	28952
135	LABOURER	VAAYAL SHIVAJI DEORAM	D	11670	12487	115			600	200	3501	28573
136	LABOURER	GHODE TUKARAM LAXMAN	D	11830	12658	115			600	200	3549	28952
137	LABOURER	GAVARI NAKAJI DHONDU	D	11830	12658	115			600	200	3549	28952
138	LABOURER	DHINDALE TUKARAM VIITHAL	D	11830	12658	115			600	200	3549	28952
139	LABOURER	JADHAV SANTOSH CHIMAJI	D	11670	12487				600	200	339	25411
140	LABOURER	KALE JALINDAR DAJIRAM	D	11670	12487	115			600	200	3501	28573
141	LABOURER	MANE ANANDRAO MARUTI	D	11670	12487	115			600	200	3501	28573
142	LABOURER	SURKULE GANPAT SITARAM	D	11910	12744	115			600	200	3573	29142
143	LABOURER	PATIL BHARAT NARAYAN	D	11030	11802	115			600	200	3309	27056
144	LABOURER	KAMBLE SUHAS BHIWA	D	11030	11802	115			600	200	3309	27056
145	LABOURER	MEHROLIA VINODKUMAR S.	D	11030	11802	115			600	200	3309	27056

146	LABOURER	SHEDGE SUNIL KONDIRAM	D	11510	12316	115			600	200	3453	28194
147	LABOURER	NAIDU KALAMANI MANIKAM	D	3170	9812	115			600	200	2751	22648
148	LABOURER	KANGANE SACHIN C	D	5640	9245	115			600	200	2592	21992
149	LABOURER	KAMBLE SANTOSH SUDANNA	D	8380	8967	115			600	200	2514	20776
150	LABOURER	KANGANE SACHIN C	D	8640	9245	115			1200	200	2592	21992
151	LABOURER	KAMBLE SANTOSH SUDANNA	D	8380	8967	115			600	200	2514	20776
152	LABOURER	SAGAR BALU VITHOBA	D	8380	8967	115			600	200	2514	20776
153	LABOURER	KEDAR SUKHADEV DINKAR	D	8380	8967	115			600	200	2514	20776
154	LABOURER	NAYAKAWADI KRISHNA B	D	8380	8967	115			600	200	2514	20776
155	LABOURER	WARANG DNYANESGWAR BHIKU	D	8380	8967	115			600	200	2514	20776
156	LABOURER	GOSAVI VIJAY SUBHASH	D	8380	8967	115			600	200	2514	20776
157	LABOURER	DALVI UDAY YASHWANT	D	8130	8699	115			600	200	2439	20183
158	LABOURER	PATIL GANESH SUKHADEO	D	8130	8699	115			1200	200	2439	20783
159	LABOURER	PENDHARI RAMCHANDRA D	D	7890	8442	115			387	200	2367	19401
160	LABOURER	BHUYARE GANGADHAR MARUTI	D	7890	8442	115			600	200	2367	19614
161	LABOURER	BHOIR NILESH ATMARAM	D	7660	8196	115			600	200	2298	18954
162	LABOURER	SAWANT VIJAY DAYARAM	D	7000	7490	115			600	200	2100	17505
163	LABOURER	SHINGOTE MALHARI D	D	7660	8196	115			600	200	2298	19069
164	LABOURER	AVHAD KIRAN VISHVANATH	D	7660	8169	115			600	200	2298	19069
165	LABOURER	PATIL KAILASH PANDURANG	D	7660	8196	115			600	200	2298	19069
166	LABOURER	CHAVHAN RANJIT RAMDHAN	D	7660	8196	115			600	200	2298	19069
167	LABOURER	MARDE PANKAJ VASUDEO	D	6290	6730	115			600	200	1887	15822
168	LABOURER	TATHIPAMUL MALESH AYEPPA	D	7660	8196	115			600	200	2298	19414
169	LABOURER	SHIRKE NILESH SHAHAJI	D	7660	8196	115			600	200	2298	19069
170	LABOURER	BARGAJE NANDKUMAR R.	D	7480	7950	115			600	200	2229	18524
171	LABOURER	KASARE VISHAL VIJAY	D	7210	7715	115			600	200	2163	17888
172	LABOURER	NAMSALE KESHAV GANU	D	20670	14402	115			600	200	4038	32815
173	LABOURER	GHATE BHIMABAI SHANKAR	D	13200	14124	115			600	200	3960	32199
174	LABOURER	DOKE RAJENDRA DATTU	D	8300	8967				600	200	2514	20661
175	LABOURER	UKE SUDHIR NARAYAN	D	13520	14466	115			600	200	4056	32957
176	LABOURER	PAWAR SUNIL BALERISHNA	D	13330	14263	115			600	200	3999	32507
177	LABOURER	SAWANT DEELIP DATTARAM	D	13330	14263	115			600	200	3999	32507
178	LABOURER	NAMYE CHANDRAKANT SONA	D	13330	14263	115			600	200	3999	32507
179	LABOURER	CHANDURKAR SUBHASH DAJI	D	13200	14124	115			600	200	3960	32927
180	LABOURER	BANDRE VISHNU GANPAT	D	12250	13108	115			600	200	3675	29948
181	LABOURER	TANAWADE SANDIP KASHIRAM	D	13010	13921	115			600	200	3903	31749
182	LABOURER	DHSTKAR RAJESH MADAN	D	13010	13921	115			600	200	3903	31749
183	LABOURER	PAWASKAR RAJENDRA P	D	25010	12840	115			600	200	3600	29355

Section 4 (1) (b) (xi)

**Details of allocation of budget and disbursement made in the office of the Assistant Engineer
(Maintenance) 'A' Ward for the year 2013-14.**

Sr. No.	Budget Head description	Grants received (In Lakhs)	Planned use (give details area wise or work wise in a separate form)
1	Unforeseen Grant Beat No. 224	55.51	55.27
2	Unforeseen Grant Beat No. 225	80.05	80.05
3	Unforeseen Grant Beat No. 226	66.86	66.86
4	Unforeseen Grant Beat No. 227	58.83	58.76
8	Gen. Civil Repairs –License-other Bldg	0.13	Nil
9	Gen. Civil Repairs – Administrative Bldg)	5.49	Nil
10	Gen. Civil Repairs –Other Bldg.	4.39	1.67
11	Gen Civil Repairs Chawls	22.50	22.50
12	Gen Civil Repairs Road & Pavement Slum	37.72	37.72
	Improvement of Slum 225	15.00	14.98
	Improvement of Slum 226	15.00	14.99
	Ganpati Immersion	2.40	1.54
13	Gen Civil Repairs Chowkies	10.38	2.10
	Fire Stations (Fort fire stn, Indira Dock Fire Stn, Colaba Fire Stn, Nariman point. fire stn.)	-	-
	Gen Civil Repairs ENT Hospital	2.25	Nil
	School –Municipal Sec. Gen Civil Repairs	-	-
	School –Municipal Prim. Gen Civil Repairs	25.00	Nil
14	Gen Civil Repairs School (Rental Bldg)	2.00	Nil
15	Unplanned Work (Ward Level)	25.00	21.27
16	Ch.Engg. (Roads) Minor Roads	25.00	Nil
17	Roads Maintenance		
	a) Gen Civil Repairs - Footpath	31.17	31.17
	b) Repairs to potholes spot repairs	80.00	Nil

	c) Upkeep of public monument	2.00	1.99
18	Common House gully	91.47	91.47
19	Ward Committee Fund	309.72	308.75
20	Municipal Printing Press		
	Gen. Civil Rep.		
	a) HO Printing press	2.00	nil
	b) Rota Printing press	1.00	nil
	Total	970.87	811.09
	Garden Capital Works		
21	Upgradation of Existing Garden		
	Development of New Garden(RG,(TDR))		
	Revenue Budget		
	Security Fencing Material		
	Gen. Civil Rep.(Roads & pavement)	1.70	Nil
	Gen. Civil Rep.(park & Garden)	2.00	Nil
	Gen. Civil Rep chowkies	2.24	Nil
	Gen. Civil Rep other buildings	2.00	Nil
	Park & garden Rep. Gymnasium	-	-
	Water pipe line maint.	2.00	-
	Providing name notice	-	-
	Tree Authority		
	Kerb Stones		
	Repairing Existing Nurseries		

Form B for previous year

Sr. No	Budget Head Description	Grants received (In Lakhs)	Grant utilized	Grants Surrender	Remarks
1	Unforseen Grant Beat No. 66	60.00	52.06		
2	Unforseen Grant Beat No. 67	60.00	59.93		
3	Unforseen Grant Beat No. 68	60.00	59.17		
4	Unforseen Grant Beat No. 69	60.00	59.76		
5	Unforseen Grant Beat No. 70	60.00	53.97		
6	Unforseen Grant Beat No. 71	60.00	59.30		
7	Unforseen Grant Beat No. 72	60.00	58.36		
8	Unforseen Grant Beat No. 73	60.00	53.77		
9	Unforseen Grant Beat No. 74	60.00	57.63		
10	Unforseen Grant Beat No. 75	60.00	57.00		
11	Unforseen Grant Beat No. 76	60.00	59.96		
12	Unforseen Grant Beat No. 77	60.00	58.63		
13	Unforseen Grant Beat No. 78	60.00	53.32		
	Unforseen Grant Beat No. 79	60.00	33.54		
15	Unforseen Grant Beat No. 80	60.00	49.50		
16	Development of Gaothan in K/East Ward	25.00	25.00		
17	General Civil Repairs - Adminitrativeilding	8.5	8.5		
18	Integrated adiwasi Pada	49.00	25.00		
19	repairs to Marol Fire Station	NIL	NIL		
20	General Civil Repairs - School	NIL	NIL		
21	General Civil Repairs - School (Rent)	NIL	NIL		
22	General Civil repairs street light post	30.00	30.00		
23	General Civil repairs road & pavement slum	292.45	281.00		
24	Gen.Civil Repairs Public Toilet PSC Block	430.8	378.33		
25	Ward Committee	600.00	572.16		
	Total	1646.25	0.00		

Section 4(1)(b)(Xii)

Manner of execution of subsidy program in the office of Assistant Engineer (Maintenance and Repair)

Sr. No.	Name And Address of Beneficiary	Amount of Subsidy/Concession Sanctioned
1	NIL	NIL

Section 4(1)(b)(Xiii)

Particulars of recipients of concessions, permits or authorizations granted in the office of Assistant Engineer (Maintenance and Repair)

Sr.No.	Name of the License	License No	Issued On	Valid Up to	General Conditions
1	NIL	NA	NA	NA	NA

Section 4(1)(b)(xiv)

Details of information available in electronic form in the office of Assistant Engineer (Maintenance and Repair)

Sr.No.	Type of Documents file/Register	Sub Topic	In Which Electronic format it is kept	Person in Charge
1	Various External Utility Trench permission	Permit/Purchase order for execution of work	It is on SAP system and displayed on MCGM	Ward Ex. Engineer A Ward and Asstt. Engineer
2	E-Tendering and CWC Work	Purchase Order/Payment Certificate of Various Work in k/East Ward	It is on SAP system and displayed on MCGM	Ward Executive Engineer A Ward and Asstt. Engineer
3	Religious /Shooting Permission	Permit	It is on SAP system and displayed on MCGM	Ward Executive Engineer A Ward and Asstt. Engineer

Section 4(1)(b)(xv)**Particulars of facilities for citizen for obtaining information in the office of Assistant Engineer (Maintenance & Repair)**

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	3.00 p.m. to 5.00 pm on Tuesday and Thursday (except holidays) with prior appointment only.	For inspection of records no fee for first hours will be charged however fee of Rs .5 /- for each 15 minutes or fraction thereof will be charged thereafter.	Office of Asstt. Engineer , Maintenance Department , A Ward office Building, Second Floor, Shahid Bhagat Singh Marg, Fort , Mumbai - 400001. Contact No- 022-22661353	Asstt. Engineer , maintenance , A Ward

Section 4(1)(b)(xv)**Details of public information officers / APIO's / appellate authority in the jurisdiction of (Public authority) in the office of Assistant Engineer (Maintenance & Repairs)**

Sr. No	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address / Ph. No	Email id for purpose of RTI	Appellate authority
1	Shri. Tushar Kolabkar	Asstt. Engineer (Maint) I	Electrol ward no. 224,225,226,227	Maintenance Department , A Ward office Building, Second Floor, Shahid Bhagat Singh Marg, Fort , Mumbai -400001. Contact No- 022-22661353		Shri. S.S.Chavan, Ex. Engineer A Ward, A Ward office Building, Ground Floor, Shahid Bhagat Singh Marg, Fort, Mumbai -400001. Contact No- 022-22661353

Section 4(1)(b)(xv)**Details of public information officers / APIO's / appellate authority in jurisdiction of (Public authority) in the office of Assistant Engineer (Maintenance)****APIOs**

Sr. No	Name of PIO	Name of APIO	Designation	Jurisdiction as APIO under RTI	Address / Ph. No.
1	Shri. Tushar Kolabkar (Asstt.Eng.Maint.)	Shri Deepak Jadhav	Sub.Eng./Road Engineer	Information regarding the various work including road work of beat no	Contact No- 022-22661353 Ext:-7070
		Shri Sandeep More	Sub.Eng./Road Engineer	Information the various work including road work of beat no 224 & 225	Contact No- 022-22661353 Ext:-7098
		Shri Milin Mehta	Sub.Eng. Traffic	Information regarding Pay and Park	Contact No- 022-22661353 Ext:-

Section 4(1)(b)(xvi)**Details of public information officers /APIO's/ appellate authority in the jurisdiction of (public authority) in the office of Assistant Engineer (Maintenance)**

Sr.No.	Name of Appellate Authority	Designation	Jurisdiction as Appellate authority	PIO Reporting	E mail id for purpose of RTI
1	Shri S.S. Chavan	Ward Executive Engineer	A- Ward	A.E.(Maintenance & Repair) A-Ward	

Section 4 (1) (b) (xvii)**Details of Roads in A ward**

Sr No	Name of Road	Total Length in Km
1	Shahid Bhagat Singh Road	
2	Mahrshi Carve Marg	1.89
3	K.B.Patil Marg(M.Kama Marg O.C.S.)	
4	M.G.Marg (Hutatna Chowk to Metro)	1.98
5	Veer Nariman Marg	
6	D. N. Road	1.65
7	Sir PhirojShaha Mehta Marg	0.45
8	Mint Marg	0.414
9	Shoorji Vallabhdas Marg	0.52
10	Walchand Hirachand Marg	1.14
11	Shivsagar Ramgulam Marg	0.3
12	Hajarimal Somani Marg	0.59
13	Sir Vitthaldas Thakrsi Marg	1.105
14	I.M.C.Marg	0.48
15	G. A.Hussen Marg	0.16
16	Dinsha Mulla Marg	0.12
17	Anandilal Poddar Marg	0.31
18	Mahapalika Marg	0.676
19	Mata Ramabai Ambedkar Marg	0.474
20	Mahrshi Dadhichi Marg	0.187
21	Narottam Morarji Marg	0.22
22	Marine Lines 1st Cross Lanes	0.1
23	Marine Lines 2nd Cross Lanes	0.1
24	Nathibai Thakarsi Marg	0.129

25	Cannon Street	0.073
26	Marzban Street	0.69
27	A.K.Nayak Marg	0.495
28	Prescot lane	0.116
29	Purshottom Thakurdas Marg	0.227
30	Wallace Street	0.165
31	Charanjit Roy Street	0.231
32	Damodar Sukhadwala Marg	0.215
33	Badruddin Tayyabji Marg	0.57
34	Annasaheb Daundkar Marg	0.1
35	Saboo Siddiqe Marg	0.395
36	Musafirkhana Marg	0.302
37	Mangesh Shenoy Marg	0.1
38	Jivaji Lane	0.04
39	Jijibai Dadabhai Marg	0.145
40	M.K.Amin Marg	0.07
41	Gola Lane	0.062
42	Police Court Lane	0.136
43	Maruti Lane	0.143
44	Ragunath Dadaji Street	0.105
45	Rustam Sidhva Marg	0.263
46	Bomanji Lane	0.093
47	Cawasji Patel Street	0.28
48	Pitha Street	0.091
49	Nadirshah Sukhiya Marg	0.137
50	Janmbhumi Marg	0.215
51	Banaji Street	0.08
52	Nanabhai lane	0.134

53	S.A.Brelavi Marg	0.339
54	Store Lane	0.118
55	Homji Stt.	0.176
56	Bora Bazar Street	0.417
57	Manohardas Street	0.144
58	Dawarkadas Street	0.091
59	Mohd Shakoor Marg (Chana Street)	0.09
60	Agary Lane	0.137
61	Bazar Gate (Perin Nariman Street)	0.622
62	Bread Market lane	0.053
63	Modi street	0.445
64	Mint back Lane	0.293
65	Mina Mehta Marg	0.046
66	Sunderlal Bahal Marg	0.245
67	Vaju Kotak Marg	0.238
68	Kumtha Street	0.221
69	Adi Marzban Street	0.175
70	Calicut Street	0.175
71	Cochin Street	0.17
72	Ramjibhai Kamani Marg	0.401
73	Curimboy Marg	0.11
74	J.N.Heradia Marg	0.335
75	Wilson Marg	0.1
76	St.George Street	0.284
77	Bora Masjid Street	0.053
78	N. Subhash road	1.475
79	B Road	0.27
80	D Road	0.26

81	L. T. Marg	1.34
82	P. D'mello Road	1.277
83	A Road	0.298
84	C Road	0.298
85	F Road	0.205
86	Cinema Lane	0.163
87	Bombay Hospital Lane	0.204
88	Barrack Lane	0.111
89	Nanabhai Moose Marg	0.22
90	Shahid Bhagat Singh Road	1.35
91	Rambhau Salgavkar Marg	0.24
92	Capt. prakash pethe marg	1.55
93	Nathalal Parikh Marg	1.95
94	Nathalal Parikh Marg(Badhawar Park)	0.26
95	Genral Jagnaath Bhosle Marg	0.64
96	Mahrshi Carve Marg	0.45
97	Madam Kama Road	1.18
98	Cooprej Marg	0.35
99	Free Press Genral Marg	0.28
100	Br. Rajni Patel Marg	0.91
101	Jamnalal Bajaj Marg	0.50
102	Jeevan Bima Marg	0.40
103	K.B.Patil Marg(M.Kama Marg to Veer Nariman Rd)	1.01
104	A.S.D'mello Marg	0.14
105	K.Dubhash Marg	0.29
106	M.G.Marg (Hutatna Chowk to Regal)	0.70
107	Veer Nariman Marg	1.06
108	Dinsha Waccha marg	0.65

109	Jamshedji Tata Marg	0.45
110	Homi Modi Marg	0.24
111	Chhatrapati Shivaji Maharaj	0.31
112	Henry Marg	0.27
113	J. Allana Marg	0.12
114	BEST Marg	0.41
115	Mandlik Marg	0.11
116	N. Fardonji Marg	0.12
117	Tullak Marg	0.10
118	Mahakavi Bhushan Marg	0.18
119	Convent Street	0.11
120	Accomodation Street	0.13
121	David Sasoon Library marg	0.35
122	Battery Marg	0.07
123	Steven Street	0.07
124	Adam Street	0.07
125	Nowroji Street	0.10
126	V.K.shah Marg	0.21
127	NCPA Marg	0.21
128	Vidhan Bhavan Marg	0.65
129	Vidhan Bhavan cross Marg	0.11
130	J.Sipahi Malani Marg	0.20
131	J.Daruwala Lane	0.05
132	Nyay Murti Vaidya Marg	0.17
133	Dr.M.Kane Marg	0.15
134	Vidyapith Marg	0.15
135	Rope Walk Lane	0.13
136	Barjorji Bharucha marg	0.18

137	V.B.Gandhi Marg	0.26
138	Ambalal Doshi Marg	0.10
139	Dalal Street	0.10
140	Nagindas Master Road	0.86
141	Nanik Motwani Marg	0.16
142	Oak Lane	0.07
143	Alkesh Dinesh Modi Street	0.07
144	Mumbai Samachar Marg	0.35
145	Green Street	0.12
146	Bank Cross Lane	0.07
147	Muddana Shetty Marg	0.21
148	M C C Lane	0.21
149	Homi Modi 1st Cross Marg	0.09
150	Homi Modi 2nd Cross Marg	0.10
151	British Hotel Lane	0.07
152	Apolo Cross Lane	0.07
153	Cawasji Jahangir Marg	0.09
154	Ganesh Lane	0.15
155	P P Patil Marg	0.08
156	H. T. Parekh marg	0.28
157	Babubhai Chinoy Marg	0.13
158	Windy Hall Lane	0.13
159	Colaba Cross Lane	0.12
160	Womens Graduate Road	0.11
161	Dumaniya Road	0.11
162	N. A. Sawant marg	0.19
163	Pandey Road	0.09
164	3rd Pasta Lane	0.13

165	2nd Pasta Lane	0.13
166	1st Pasta Lane	0.14
167	4th Pasta Lane	0.13
168	Sorab Bharucha Road	0.18
169	Lala Nigam Road	0.34
170	Joginder Singh marg	0.14
171	Indumati Sakrikar marg	0.21
172	Shroff Lane	0.13
173	Pestonji Stt.	0.10
174	G. D. Somani marg	0.74
175	G. D. Somani Cross Lane	0.12
176	Strand Road	0.50
177	Rajwadkar Stt.	0.22
178	Bhaskararo Karangutkar marg	0.20
179	Jst. D. Vyas Road	0.18
180	Minoo Desai road	0.64
181	Arthur Bunder road	0.30
182	Garden Road	0.17
183	Oliver Street	0.10
184	B.K. Beharam Road	0.53
185	Walton Road	0.14
186	S.T.L. Vaswani Road	1.10
187	N. Subhash road	1.48
188	Dorabji Tata Road	0.60
189	Ramnath Goenka Road	0.29
190	Khatau Road	0.11
191	Fazal Road	0.12
192	Sobani Road	0.21

193	Bhanushankar Yadnik marg	0.16
194	P. J. Ramchandani marg	0.47
195	Arthur Bunder road Cross Lane	0.28
196	V. V. Rao marg	0.24
197	Brahmakumari marg	0.10
198	Colaba Woods & Sports Complex Road	0.23
199	G.D. Somani Cross Lane	0.09

GANAPATI IMMERSION DETAILS YEAR -2013

Date	Jamshedji Bunder			Gate way of India			Badhwar park			Total	
	Gauri	Ganapati		Gauri	Ganapati		Gauri	Ganapati		Gauri	Ganapati
		Domestic	Public		Domestic	Public		Domestic	Public		
10/09/2013	-	52	-	-	128	-	-	452	-	-	632
13/09/2013	6	93	01	09	147	05	14	468	10	29	724
15/09/2013	-	05	-	-	11	-	01	220	23	01	259
18/09/2013	-	46	03	-	201	57	-	450	84	-	841
Total	06	196	04	09	487	62	15	1590	117	30	2456