



BRIHANMUMBAI MAHANAGARPALIKA

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

ASSISTANT ENGINEER WATER WORK **DEPARTMENT**

Address - Office of Assistant Engineer
(WW)'D' Ward, 1st Floor, 'D'
Ward Building, Jobanputra
Compound, Nana Chowk,
Grant Road (West), Mumbai
- 400 007.

MUNICIPAL CORPORATION OF GREATER MUMBAI
Hydraulic Engineer's Department

INDEX

Sr, No	Section 4 (1) B Sub Clauses	Description of the Chapter's Contents	Page No.
		Introduction	3 – 5
1.	4 (1) (b) (i)	Particulars of Organization, Function and Duties	6 – 8
2.	4 (1) (b) (ii)	Powers and Duties of Officers and Employees	9 – 18
3.	4 (1) (b) (iii)	Procedure followed in Decision Making Process	19 – 21
4.	4 (1) (b) (iv)	Norms set for discharge of its functions	22
5.	4 (1) (b) (v)	The rules / regulations related with the functions	23
6.	4 (1) (b) (vi)	Statement of categories of documents held in the office of A.E.W.W.'D' Ward.	24 – 25
7.	4 (1) (b) (vii)	Particulars of any arrangement that exists for consultation with the members of the public in relation to the formulation of its policy and implementation	26
8.	4 (1) (b) (viii)	Statement of Boards, Councils, Committees or Other bodies	27
9.	4 (1) (b) (ix)	Directory of the officers and employees	28 – 29
10.	4 (1) (b) (x)	Details of remuneration of officers and employees	30 – 32
11.	4 (1) (b) (xi)	Details of allocation of budget and disbursement made	33
12.	4 (1) (b) (xii)	Manner of execution of subsidy program	34
13.	4 (1) (b) (xiii)	Particulars of recipients of concessions, permits or authorizations granted	35
14.	4 (1) (b) (xiv)	Details of information available in electronic form	36
15.	4 (1) (b) (xv)	Particulars of facilities available for citizen for obtaining information	37
16.	4 (1) (b) (xvi)	Details of Public Information Officer/APIOs/Appellate authority in the jurisdiction of (public authority)	38
17.	4 (1) (b) (xvii)	Other	39

Introduction

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

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

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

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

This consolidated updated handbook on 17 Manuals of the Act would help all the information seekers in getting information. However, in case any information seeker wants to get more information on topics covered in the handbook as well as other information may contact Assistant Engineer (Water Works), 'D' Ward whose office is situated at 'D' Ward office, 1st floor, Jobanputra Compound, Nana Chowk, Grant Road (West), Mumbai – 400 007. The procedure and fee structure for getting information is as per the provisions of RTI Act, 2005.

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

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

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

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

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

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

- I. Potable Water :** The water which is brought from the outside city and treated at Treatment Plant and brought to the consumers' tap and safe for drinking purpose.
- II. Distribution:** Supply of water from reservoir to consumers' tap through feeder and distributory mains with static head.
- III. Consumers Tap:** The point of discharge of water supplied at consumers' premises, which is permitted by following the norms prescribed by Hydraulic Engineer's Department.
- IV. Revenue:** Bills of quantity of the water received by the consumer through meter at his premises as per the tariff as approved by the Standing Committee / Municipal Corporation.

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

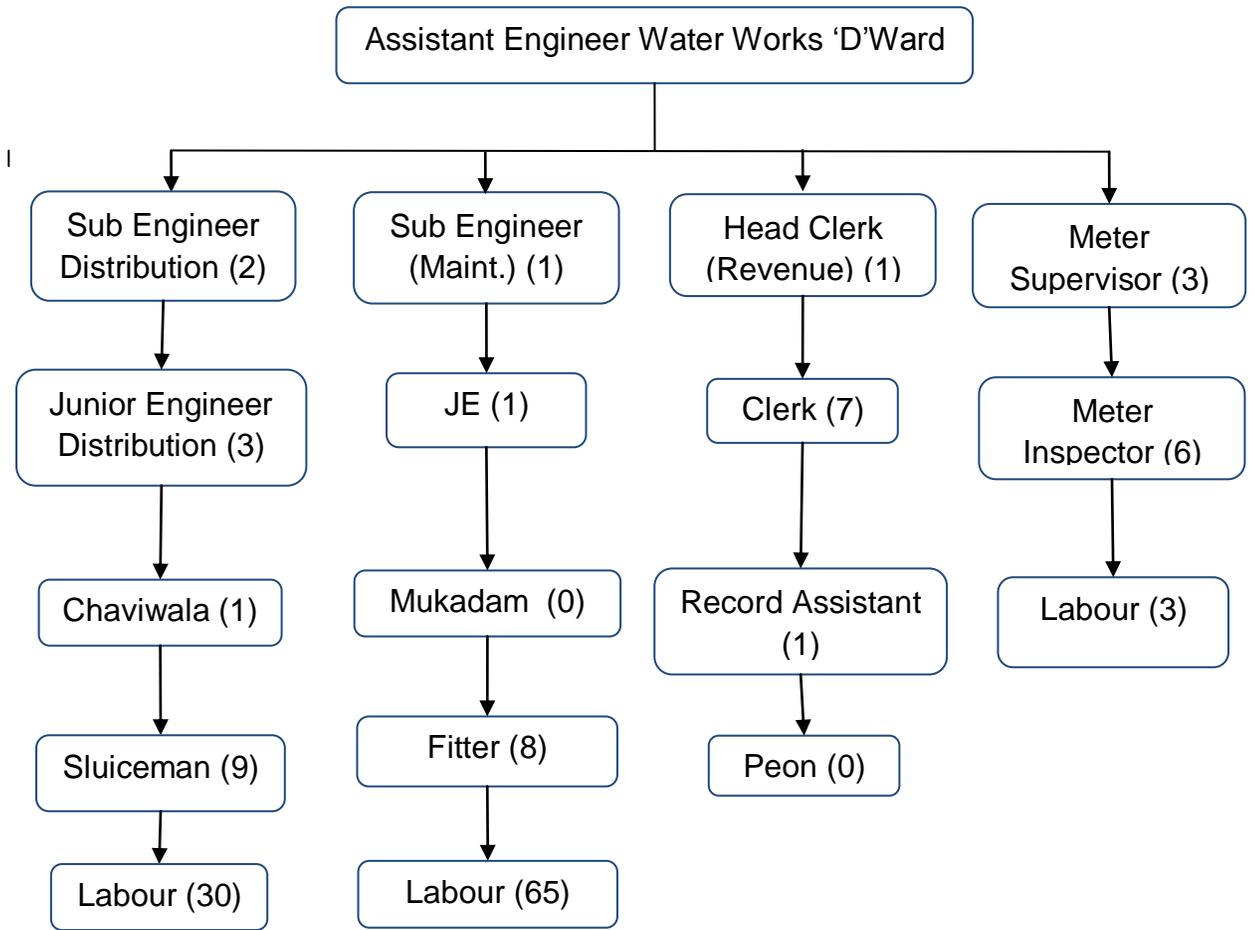
(Rajmohammed B. Sayyed)
Assistant Engineer (Water Works)
'D' Ward

Section 4(1) (b) (i)

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

1	Name of the Section	Office of Assistant Engineer, Water Works
2	Address	'D' Ward whose office is situated at 'D' Ward ward office, 1 st floor, Jobanputra Compound, Nana Chowk, Grant Road (West), Mumbai – 400 007.
3	Head of the office	Assistant Engineer Water Works
4	Parent Government Department	Hydraulic Department.
5	Reporting to which office	1. Assistant Commissioner, 'D' Ward, 2. Office of Deputy Hydraulic Engineer (City), Compound of A.E.W.W.(Maint) City, Opp. 'S' Bridge, 566, N.M. Joshi Marg, Byculla, Mumbai - 400 011.
6	Jurisdiction Geographical	D Ward is bounded - East – Shuklaji Street, Ardeshir V. P. Road West – Girgaon Chowpatty, Arabian Sea Coastal line North – Haji Ali, Keshavrao Khade South – Babasaheb Jaykar Marg
7	Mission	“To provide adequate, safe and equitable water to the consumers in 'D' Ward's area.”
8	Vision	“To control on leakages, wastage & theft of water.”
9	Objectives	“Distribution of potable water to the consumers in 'D' Ward's area.” 1) To attend short supply complaint of consumers. 2) To attend leakage of water main up to 250 mm dia. 3) To attend contamination complaints. 4) To inspect unauthorized Water connections.
10	Functions	Control over Distribution of potable water to the consumers in 'D' Ward's area. 1) To control and supervise daily water supply valves. 2) To issue permission form for water connections. 3) To recovery of water charge bills from consumers.
11	Details of services provided (In Brief)	“Supply of potable water within 'D' Ward's area.”
12	Physical assets / Tools (Statement of lands & Buildings and other Assets)	Tools
13	Organization's structural Chart	As per separate sheet attached at page no. 6.
14	Tel. No.s & office timings	Telephone no : 022-23861426. Email : aewwd01@gmail.com Office timing : 08:00 a.m. to 12:00 noon and 2:30 P.M. to 05:30 p.m.(Monday to Friday) 08:00am to 11:30 am on Saturdays Visiting Hours :03:00 p.m. to 05:00 p.m. .(Monday to Friday)
15	Weekly Holidays	Sunday and Public Holidays.

Organisation's Structural Chart (Organogram):



Sr. No	Designation	Total Post			Charged Post			Vacant Post		
		Schedule	Non Schedule	Total	Schedule	Non Schedule	Total	Schedule	Non Schedule	Total
1	Asst. Engg	1	NIL	1	1	NIL	1	NIL	NIL	NIL
2	Sub. Engg.	3	NIL	3	3	NIL	3	NIL	NIL	NIL
3	Jr. Engg	5	3	8	3	1	4	2	2	4
4	Meter supervisor	3	NIL	3	1	NIL	1	2	NIL	2
5	Head Clerk	2	NIL	2	2	NIL	2	NIL	NIL	NIL
6	Clerk	10	NIL	10	7	NIL	7	3	NIL	3
7	Meter Inspector	7	NIL	7	6	NIL	6	1	NIL	1
8	Peon	1	NIL	1	NIL	NIL	NIL	1	NIL	1
9	Record Attendant	1	NIL	1	1	NIL	1	NIL	NIL	NIL
10	Chaviwala	4	3	7	1	NIL	1	3	3	6
11	Sluice man	13	NIL	13	9	NIL	9	4	NIL	4
12	Labour (Chaviwala)	18	NIL	18	16	NIL	16	2	NIL	2
13	Mason-II	1	NIL	1	1	NIL	1	NIL	NIL	NIL
14	Mistry-II	1	2	3	NIL	NIL	NIL	1	2	3
16	Fitter-II	7	25	32	7	NIL	7	-	25	25
17	Mukadam	1	10	11	NIL	NIL	NIL	1	10	11
18	Fitter I	1	Nil	1	Nil	Nil	Nil	1	Nil	1
19	Porter	1	Nil	1	1	Nil	1	Nil	Nil	Nil
19	Labour (Maintances)	28	24	52	28	22	50	Nil	2	2

Section 4(1) (b) (ii)

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

A

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

B

Sr. No.	Designation	Power- Administrative	Under which legislation / rules / order / GRs	Remarks
1.	Assistant Engineer Water works	1. Power to sanction increments in the time scale promotions to the lab our staff in accordance to rules in force.	MMC Act 1988	
		2. Power to grant casual leaves to subordinate staff upto the rank of Sub-Engineers accordance with the MC's orders on the subject that application form staff.		
		3. Powers to grant leaves including maternity and injury leave to the lab our staff in accordance to the MC's orders on the subject .		
		4. Power to sign unclaimed wages refund certificates of the staff working under him.		
		5. Power to sanction overtime allowance when necessary to the member of the inferior service of the sanctioned scales and in case of those whom the factory.		
		6. To authorize (1) employees to renew subscription to Provident Fund (Rule 16-d of provident fund (2) to grant advance (Rule 24) & (3)to sanction refund of Municipal Contribution in ordinary cases and the recovery in respect of Municipal claims.		
2.	Sub Engineer Distribution	Nil.		
3.	Sub Engineer (Manit.)	Nil.		
4.	Junior Engineer Distribution	Nil.		
5.	Junior Engineer (Manit.)	Nil.		
6.	Head Clark	Nil.		
7.	Meter Supervisor	Nil.		

C

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

D

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

E

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

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

A

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

B

Sr. No.	Designation	Duties - Administrative	Under which legislation / rules / order / GRs	Remarks
1.	Assistant Engineer Water works	1. To maintain normal day to day supply with the help of available resources such as man, material and machinery.	MMC Act 1988, u/s.169, 92, 263(1), 278(1), 350, 488	
		2. Repairs & maintenance of water mains upto 300mm and get rest of the work done by coordinating with other agencies.		

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

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

		2. To enter the meter data for preparing the water charges bills.		
		3. To prepare challans for payments other than water charges bills		
		4. To maintain register regularly and taking day to day entries.		
		5. To issue duplicate bills.		
		6. To issue notices to consumer for recovery & report to the higher authority accordingly.		
8.	Meter Supervisor	1. To assist AEWW in the work metering section.		
		2. To supervise the work of Meter Inspector.		
		3. To check Meter Reading Book entries on random after visiting sites.		
		4. To report unauthorized water connections and misuse of municipal water.		
		5. To issue notices to consumer for replacement of non working meters.		
		6. To maintain dispute registers and stolen meter register.		
		7. To verify consumption and rates for preparation of water bills prior to approval by A.E.W.W.		
		8. To settle gaps where meter reading is not available or not reliable. So that there is no loss of revenue or burden of excess billing to the consumer.		
		9. To feed regularly necessary data to computer.		
		10. To observe scheduled programme of meter reading.		
		11. To prepare various reports related to water dept.		
9.	Meter Inspector	1. To assist meter supervisor in his day to day working.		
		2. To take meter reading of water connections in the ward.		
		3. To maintain entries of new metered water connection in meter reading book.		
		4. To keep check on disconnected connections for various reasons & report accordingly.		

		5. To detect and report unauthorized water connection and misuse of water.		
		6. To give required information to higher authority if any.		
10.	Record Assistant	1. To receive, register and dispatch papers.		
		2. To maintain record of connection files and furnish whenever required.		
		3. To maintain inward and outward register.		
		4. To attach the relevant papers to the concerned files.		
11.	Mistry	1. To assist the J.E.(maint.) and follow his instructions.		
		2. To mark muster of labour.		
		3. To allot works related to complaints and report the same to J.E.		
		4. To guide and control fitters and labours to carry out the work.		
		5. To maintain the record of complaint.		
12.	Mukadam	1. To assist the J.E.(Maint.)		
		2. To keep record of Municipal /Private meter taken for testing and refixing of the same.		
		3. To take DCO action as per order.		
		4. To restore connection after recovery of outstanding dues.		
13.	Fitter	1. To attend the leakages and repairs of water main upto 250 mm dia. water main.		
		2. To attend contamination complaint.		
		3. To make new water connections and cutting of connections as per order of higher authority.		
		4. To removal and fixing of meters of the connections.		
14.	Chaviwala	1. To assist to S.E. & J.E. (Distribution) for Valve operation		
		2. To supervise to sluice man and labour for valve operation.		
		3. To operate the valves on water main at the specified time and to the specified limits as per order of		

		higher authority.		
		4. To maintain operation register if required.		
		5. To report about non-working and damaged valve.		
		6. To report leakages.		
		7. To attend the short supply complaint and report to higher authority.		
		8. To attend the site of fire calls.		
15.	Sluice man	1. To operate the valves on water main at the specified time and to the specified limits as per order of higher authority.		
		2. To report about non-working and damaged valve.		
		3. To maintain operation register if required.		
		4. To report leakages.		
		5. To attend the site of fire calls.		
		6. To attend the short supply complaint and report to higher authority.		

C

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

D

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

E

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

Section 4(1) (b) (iii)

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

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

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

Water Connection Application.

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

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

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

Public Complaints.

Complaints of various natures regarding water supply can be registered with Complaint Officer of respective Ward Office and also can be registered with Water Control Office in City.

The documents procedures.

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

1. The applicant should submit minimum 2 proofs of residence in the structure from the following of their stay prior to 1.1.95 or from Government Notification from time to time...
2. Ration Card – showing the address of applicant. (Compulsory)
3. Electricity bill

One of the following proof prior to 1.1.1995

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

Under taking by License plumber & applicant on bond paper.

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

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

C. Water connections to planned building.

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

D. Water connection on Humanitarian ground.

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

E. Water connection for commercial use

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

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

1. Copy of approved plans by the Planning Authority.
2. NOC from H.E. Department.
3. Details of existing connections fed to premises.

Intimation letter or Permission Form.

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

Sr. No	Activity	Steps Involved	Time Limit	Authority role and responsibility of the employee/ officer in connection with each activity. (mention designation)	Remarks
1	Granting Water Connection	Scrutiny of Application.	15 days	JE/SE (Distribution)	
		Letter to Party	2 days	JE/SE (Distribution)	
		Compliance of Dhakka letter by party with scrutiny fee.	30 days	Party	
		After compliance of Dakka letter site visit report	7 days	JE/SE (Distribution)	
		After site visit put up proposal to higher authority for sanction.	15 days	JE/SE (Distribution)	
		Reject or approve/ Forwards it to higher competent authority for approval	5 days	AEVV	
		On the recommendation of AEWV, competent higher authority approves or rejects the water connection	7 days each level	EEVV/Dy HE/ HE/DMC	
		Preparation of Permission Form (P Form)/ Rejection Letter	7 days	JE/SE (Distribution)	
		Sing on Permission Form (P Form)/	7 days	AEVV	

		Rejection Letter			
		P form issue along with connection form(C form) to plumber/Applicant	2 days	Record Assistant	
		Compliance to P-form and C-form	With in one year	Plumber/Applicant	
		Road Opening permit	15 days	AE(Maint)	
		Preparation of Meter Card	10 days	Meter Inspector, Meter Supervisor	
		Physical connection of water meter	7 days	S.E(Maint) J E (Maint)	
		Generation of CCN Number and Updating of Meter Reading Card.	10 days	S.E(Maint) /S E (D).	
2	Meter Reading	Taking meter reading and updating MRB.	Monthly	Meter Inspector	
3	Disconnection of water connection	Prepare defaulter list and disconnection of water connection	Monthly	H.C / M.S / SE(M)	
4	Water Connection Restoration.	After payment of pending bills by party and additional security deposit and cutting making charges	4 days	H.C / M.S / SE(M)	

Section 4(1) (b) (iv)

Norms set for discharge of its functions in the office of Assistant Engineer Water works
'D' Ward ward.

Organisational Targets (Annual)

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

Section 4(1)(b)(v)

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

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

Section 4(1)(a)(vi)

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

Sr. no.	Subject	Type of Document file or register	File no. or Register no.	Particulars	Periodicity of preservation
'A' Class Record					
1.	Case file of Water connection	File		Details of application for water connection	Permanent
2.	Fitting register	Register		Details of Certification as per permission form	Permanent
3.	Connection Register	Register		Details of water connection	Permanent
4.	Meter reading Book			Details of Meter reading	Permanent
'C' Class Record					
1.	R.T.I Register			Details of application received under R.T.I.Act	5 Years
2	RTI application & their reply (Except appeal cases)			Details of application received under RTI Act & reply given to the same.	01 year
3	First & second appeal made under RTI Act			Details of First & second appeal made by applicant under RTI Act by the applicant against reply of Public Information Officer and/or order passed by First Appellate Authority	01 year
4	Log sheets	Inward papers		Details of Applications/ complaints/ other documents received by department	01 Year
5	Outward Register(Internal departments)	Outward papers		Details of Applications/ complaints/ other documents	01 Year

				forwarded to Internal departments of G/North ward.	
6	Outward Register (External correspondence)	Outward papers		Details of Applications/ complaints/ other documents forwarded to external departments of MCGM/ Other Govt. authorities and correspondence with applicants/ complainants /citizens etc.	01 Year
7	Complaint Register	Register		Orally complaint registered.	01 year

Section 4(1)(b)(vii)

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

-- NOT APPLICABLE --

Section 4(1)(b)(viii)

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

---Nil--

Section 4 (1) (b) ix

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

SR. NO.	Designation	Name of the Officers/ Employees	Cadre	Dt. Of Joining the post	Dt. Of Joining in DWard	Contact Details Ph/Fax/ E-mail
1	ASST.ENGINEER	SAYYED RAJMOHAMMED B	B	01-12-2008	01-12-2010	23861426 / 9930260417
2	SUB ENGINEER	BAGWE PRASHANT VIJAY	B	15-01-2008	12-03-2007	23861426 / 9930260470
3	SUB ENGINEER	KHEDKAR SANDESH DAYAL	B	22-04-2013	16-05-2013	23861426
4	SUB ENGINEER	ANSARI ABDUL HAQ	C	13-07-2005	12-08-2011	23861426 / 9930260468
5	METER SUPERVISOR	GAWDE VASNT GANPAT	C	11-12-2013	11-12-2013	23861426
6	HEAD CLERK	KULKARNI JYOTSNA SHRIPAD	C	23-11-2009	23-11-2009	23861426
7	HEAD CLERK	GURAV CHANDRASHEKHAR B.	C			
8	CLERK	SANAP DADASAHEB MADHUKAR	C			
9	CLERK	TAKKE SUPRIYA SACHIN	C	02-03-2009	02-03-2009	23861426
10	CLERK	KANOJE SWAPNIL DATTARAM	C			
11	CLERK	NARKAR SNEHA VILAS	C	12-02-2009	12-02-2009	23861426
12	CLERK	PURI-GOSAVI MAYURI VINOD	C	16-04-2012	16-04-2012	23861426
13	CLERK	SHINDE BHAGYASHRI B.	C			
14	CLERK	BAMANE PANDHARINATH S.	C			
15	METER INSPECTOR	DESAI DATTA NARAYAN	C	07-10-1992	30-04-2010	23861426
16	METER INSPECTOR	KARMALKAR SAMBHAJI M.	C	09-10-2012	09-10-2012	23861426
17	METER INSPECTOR	SAYED SERAJUDDIN YUSUF	C			23861426
18	METER INSPECTOR	TARE RAMESH PANDHARINATH	C			23861426
19	METER INSPECTOR	ANSARI M.SALIM M.ISHAQUE	C			23861426
20	METER INSPECTOR	KADAM PRAKASH TUKARAM	C	14-11-1996	18-03-2011	23861426
21	METER INSPECTOR	MASAL PRITI SUNIL	C			23861426
22	JR. ENGINEER	JADHAV PRAVIN SURYAKANT	C	03-03-2009	06-03-2009	23861426
23	JR. ENGINEER	KHAPARE SACHIN SHANKAR	C	27-02-2009	22-02-2012	23861426
24	JR. ENGINEER	TADAVI SAMEER ASHRAF	C	19-12-2011	28-12-2011	23861426
25	JR. ENGINEER	WANVE JAYA SHYAMRAO	C	23-11-2011		23861426
26	RECORD ATTENDANT	SHINDE GAJANAN DATTU	C	01-12-2014		23861426
27	PORTER	KADAM MADHUKAR DAJI	D	01-08.1984	01-08.1984	23861426
28	MASON II	KAMBLE SUBHASH SITARAM	D	10.02.1997	10.02.1997	23861426
29	FITTER-II	SHELAR RAGHUNATH BABU	D	05.03.1986	05.03.1986	23861426
30	FITTER-II	TAMBE SURESH PANDURANG	D	03.03.1986	03.03.1986	23861426
31	FITTER-II	VIRSWAMI ADIMULAM	D	10.07.1994	10.07.1994	23861426
32	FITTER-II	LIGAM BALIRAM DHONDU	D	10.08.1996	10.08.1996	23861426
33	FITTER-II	PADELKAR ARVIND KASHIRMA	D	19.08.1996	19.08.1996	23861426

34	FITTER-II	JADHAV VISHWAS YASHWANT	D	01.11.1996	01.11.1996	23861426
35	FITTER-II	DALVI SHANTARAM VISHNU	D	05.07.2008	05.07.2008	23861426
36	LABOURER	BHADANE RAJU HARICHANDRA	D	01.07.1994	01.07.1994	23861426
37	LABOURER	KAMBLE VINAYAK MUKUND	D	01.07.1994	01.07.1994	23861426
38	LABOURER	SONAWANE VINOD UMAJI	D	27.01.1995	01.11.2011	23861426
39	LABOURER	KHADYE BALKRISHNA YASHWANT	D	01.11.1996	01.11.1996	23861426
40	LABOURER	KAMBLE SANJAY SAKHARAM	D	02.12.1996	02.12.1996	23861426
41	LABOURER	PANDAGALE JAGANNATH	D	02.12.1996	02.12.1996	23861426
42	LABOURER	HUMBE RAMESH JATU	D	01.08.1997	01.08.1997	23861426
43	LABOURER	KAMBLE BABU SHRIPAT	D	02.12.1997	02.12.1997	23861426
44	LABOURER	KADU GANESH KASHINATH	D	17.03.1998	17.03.1998	23861426
45	LABOURER	MUKHTAR AHMED FAKIR MOHD	D	03.08.1998	03.08.1998	23861426
46	LABOURER	CHAVAN KISHOR KESHAV	D	01.03.1999	01.03.1999	23861426
47	LABOURER	MANIKIRE PRAVIN REMANA	D	02.01.2006	02.01.2006	23861426
48	LABOURER	DHARGALKAR SUNIL SURESH	D	02.01.2006	02.01.2006	23861426
49	LABOURER	VIRKAR SURYAKANT VITHOBA	D	09.06.2008	09.06.2008	23861426
50	LABOURER	BHOIR JAYWANT WAMAN	D	10.06.2008	10.06.2008	23861426
51	LABOURER	RATHOD INDAL TARACHAND	D	23.06.2008	23.06.2008	23861426
52	LABOURER	VISHE PRAVIN HARIBHAU	D	23.11.2009	23.11.2009	23861426
53	LABOURER	SANAYE JIVBA CHANDRAKANT	D	2.11.2009	2.11.2009	23861426
54	LABOURER	PRABHULKAR AASHRF ABBAS	D	08.11.2011	08.11.2011	23861426
55	LABOURER	CHAVDHARI VILAS PADU	D	16.11.2011	16.11.2011	23861426
56	LABOURER	KHETAL ASHISH CHANDRAKANT	D	08.11.2011	08.11.2011	23861426
57	LABOURER	CHAVAN AMBARSING POPAT	D	08.11.2011	08.11.2011	23861426
58	LABOURER	CHAVAN BHUPESH PANDURANG	D	08.11.2011	08.11.2011	23861426
59	LABOURER	LUDBE RAKESH SHIVRAM	D	08.11.2011	08.11.2011	23861426
60	LABOURER	PALANDE VINOD CHANDRAKANT	D	08.11.2011	08.11.2011	23861426
61	LABOURER	PATIL VISHAL RAJARAM	D	08.11.2011	08.11.2011	23861426
62	LABOURER	PERAMPALLI GANESH BABU	D	09.11.2011	09.11.2011	23861426
63	LABOURER	SHINDE JITENDRA SHANKAR	D	16.11.2011	16.11.2011	23861426
64	LABOURER	CHILE PANKAJ CHANDRAKANT	D	08.11.2011	08.11.2011	23861426
65	LABOURER	PAWAR MARUTI LAXMAN	D	09.12.2011	09.12.2011	23861426
66	LABOURER	NIRKAR RAM PARSHURAM	D	21.12.2011	21.12.2011	23861426
67	LABOURER	ZADE YASHWANT CHINDHU	D	24.11.2011	24.11.2011	23861426

68	LABOURER	PATIL NILESH LAXMAN	D	21.12.2011	21.12.2011	23861426
69	LABOURER	PAGDHARE VIKRAM KAMLAKAR	D	16.12.2011	16.12.2011	23861426
70	LABOURER	GARATHE CHANDRASHEKHAR	D	16.12.2011	16.12.2011	23861426
71	LABOURER	GORIYA JITENDRA DEVJI	D	24.11.2011	24.11.2011	23861426
72	LABOURER	GHADI ANIL SITARAM	D	30.12.2011	30.12.2011	23861426
73	LABOURER	BANJARA DILIP MAHARU	D	07.01.2012	07.01.2012	23861426
74	LABOURER	BERDE AMOL DEEPAK	D	07.01.2012	07.01.2012	23861426
75	LABOURER	SHINDE SANDEEP BABAJI	D	11.01.2012	11.01.2012	23861426
76	LABOURER	BALKAWADE VIKRANT GANPAT	D	27.12.2011	27.12.2011	23861426
77	LABOURER	VAREKAR SATISH VITHAL	D	16.03.2012	16.03.2012	23861426
78	LABOURER	BHOIR KISHOR KASHINATH	D	20.03.2012	20.03.2012	23861426
79	LABOURER	LONDHE SUNIL SHRIRANG	D	01.09.1995	01.09.1995	23861426
80	LABOURER	RASTE SUGANDH BAPU	D	01.09.1995	01.09.1995	23861426
81	LABOURER	PATIL MANOHAR BHIMRAO	D	06.09.1995	06.09.1995	23861426
82	LABOURER	TONDSE SHANKAR GANPAT	D	02.12.1996	02.12.1996	23861426
83	CHAVIWALA	SAYAD JAMIRUDDIN A	D	07.07.1978	07.07.1978	23861426
84	SLUICEMAN	SHAIKH AKHTARALI DAWOOD	D	01.06.1990	01.06.1990	23861426
85	SLUICEMAN	BHATADE KISAN LAXMAN	D	17.12.1990	17.12.1990	23861426
86	SLUICEMAN	GAWADE AVINASH ARJUN	D	02.05.1985	02.05.1985	23861426
87	SLUICEMAN	GODSE VISHNU LAXMAN	D	04.10.1980	04.10.1980	23861426
88	SLUICEMAN	MANE MARUTI DNYANU	D	19.04.1995	19.04.1995	23861426
89	SLUICEMAN	MANE RAJU PANDURANG	D	20.02.1996	20.02.1996	23861426
90	SLUICEMAN	NAME PRABHAKAR GANGARAM	D	18.12.1884	18.12.1884	23861426
91	SLUICEMAN	RAWOOL VILAS DATTARAM	D	01.12.1985	01.12.1985	23861426
92	SLUICEMAN	SAMNAK BHANU VITHU	D	11.05.1979	11.05.1979	23861426
93	LABOURER	BAWKAR DATTARAM VISHRAM	D	02.05.1985	02.05.1985	23861426
94	LABOURER	GURAO RAMCHANDRA GANPAT	D	10.12.1985	10.12.1985	23861426
95	LABOURER	JADHAV SHANTARM UMAJI	D	06.3.1990	06.3.1990	23861426
96	LABOURER	KAMBLE RAMCHANDRA D	D	13.05.1995	13.05.1995	23861426
97	LABOURER	KUDAV SUNIL NARAYAN	D	02.08.1989	02.08.1989	23861426
98	LABOURER	SAROJ DHARMARAJ GHANSHYAM	D	01.09.1994	01.09.1994	23861426
99	LABOURER	SOLANKI GANESH VINUBHAI	D	17.11.1993	17.11.1993	23861426
100	LABOURER	ZORE KISHOR SHANKAR	D	02.05.1985	02.05.1985	23861426
101	LABOURER	NARVANKAR JITENDRA ANANT	D	31.10.1998	31.10.1998	23861426

102	LABOURER	SHINDE TUKARAM DATTARAM	D	01.04.2005	01.04.2005	23861426
103	LABOURER	PATIL SUNIN HASHA	D	10.04.2005	10.04.2005	23861426
104	LABOURER	KULAL MANOHAR RAMA	D	08.04.2005	08.04.2005	23861426
105	LABOURER	PATIL GANGADHAR BALKRISHNA	D	01.04.2005	01.04.2005	23861426
106	LABOURER	NIJAI RAJESH BHASKAR	D	01.06.2008	01.06.2008	23861426
107	LABOURER	PATIL ANANTA NAMDEV	D	01.12.2011	01.12.2011	23861426
108	LABOURER	YASHWANTRAO AMIT J	D	01.12.2011	01.12.2011	23861426

Section 4 (1) (b) x

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

SR. NO.	Designation	EMPLOYEE NAME	EMPLOYEE NAME	GR.CODE	DESG. CODE	PAYS HEET NO.	EMPLOYEE CODE	TOTAL SALARY
1	ASST. ENGINEER	SAYYED RAJMOHAMMED B.	सय्यद राजमोहम्मद बा.	B16	B022	4141	1534214	80254
2	SUB ENGINEER	BAGWE PRASHANT VIJAY	बागवे प्रशांत विजय	B28	B039	4141	1692970	50424
3	SUB ENGINEER	KHEDKAR SANDESH DAYAL	खेडकर संदेश दयाल	B28	B039	4141	1738513	43717
4	SUB ENGINEER	ANSARI ABDUL HAQ	अन्सारी अब्दुल हक	B28	B039	4141	3691225	61682
5	METER SUPVR	GAWADE VASANT GANPAT	गावडे वसंत गणपत	C01	C005	4141	3347038	55844
6	HEAD CLERK	KULKARNI JYOTSNA SHRIPAD	कुलकर्णी ज्योत्सना श्रीपाद	C01	C005	4141	3207549	60770
7	HEAD CLERK	GURAV CHANDRAKANT B.	गुरव चंद्रशेखर बा.	C01	C005	4141	3682841	48887
8	CLERK	SANAP DADASAHEB MADHUKAR	सानप दादासाहेब मधुकर	C27	C034	4141	1707597	24307
9	CLERK	TAKKE SUPRIYA SACHIN	टक्के सुपिया सचिन	C27	C034	4141	1708275	24097
10	CLERK	KANOJE SWAPNIL DATTARAM	कनोजे स्वप्नील दत्ताराम	C27	C034	4141	1708282	24808
11	CLERK	NARKAR SNEHA VILAS	नारकर स्नेहा विलास	C27	C034	4141	1708299	24097
12	CLERK	PURI-GOSAVI MAYURI VINOD	पुरी-गोसावी मयुरी विनोद	C27	C038	4141	1735101	22106
13	CLERK	SHINDE BHAGYASHRI B.	शिंदे भाग्यश्री बा.	C27	C038	4141	1735929	22106
14	CLERK	BAMANE PANDHARINATH S.	बामणे पंढरीनाथ श्रीरंग	C27	C038	4141	3762084	35272
15	METER INSPECTOR	DESAI DATTA NARAYAN	देसाई दत्ता नारायण	C27	C038	4141	1107812	43923
16	METER INSPECTOR	KARMALKAR SAMBHAJI M.	करमळकर संभाजी म.	C27	C038	4141	1272297	34206
17	METER INSPECTOR	SAYED SERAJUDDIN YUSUF	सय्यद सिराजुद्दीन युसूफ	C27	C038	4141	3068625	43242
18	METER INSPECTOR	TARE RAMESH PANDHARINTH	तरे रमेश पंढरीनाथ	C27	C038	4141	3189616	48639
19	METER INSPECTOR	ANSARI M.SALIM M.ISHAQUE	अन्सारी मो.सलीम मो.इसाक	C05	C082	4141	3531419	36884
20	METER INSPECTOR	KADAM PRAKASH TUKARAM	कदम प्रकाश तुकाराम	C05	C082	4141	3580839	41103
21	METER INSPECTOR	MASAL PRITI SUNIL	मासाळ पिती सुनिल	C05	C082	4141	4016007	29392
22	JR. ENGINEER	JADHAV PRAVIN SURYAKANT	जाधव प्रविण सुर्यकांत	C05	C082	4141	1708402	40889
23	JR. ENGINEER	KHAPARE SACHIN SANJAY	खापरे सचिन संजय	C05	C082	4141	1708505	35873
24	JR. ENGINEER	TADAVI SAMEER ASHRAF	तडवी समीर अशरफ	C05	C082	4141	1732483	38591
25	JR. ENGINEER	WANVE JAYA SHYAMRAO	वनवे जया श्यामराव	C05	C030	4141	1732490	37500
26	RECORD ATTENDANT	SHINDE GAJANAN DATTU	शिंदे गजानन दत्तू	D19	D090	4141	1549979	32653

27	PORTER	KADAM MADHUKAR DAJI	कदम मधुकर दाजी	D23	D044	4174	1251292	29696
28	MASON II	KAMBLE SUBHASH SITARAM	कांबळे सुभाष सिताराम	D23	D090	4174	1670699	29900
29	FITTER-II	SHELAR RAGHUNATH BABU	शेलार रघुनाथ बाबु	D-19	D-062	4174	1544376	35541
30	FITTER-II	TAMBE SURESH PANDURANG	तांबे सुरेश पांडुरंग	D-19	D-062	4174	1593301	33218
31	FITTER-II	VIRSWAMI ADIMULAM	विरस्वामी आदीमुलम	D-19	D-062	4174	1632569	30990
32	FITTER-II	LIGAM BALIRAM DHONDU	लिगम बळीराम धोंडु	D-19	D-062	4174	1668717	29722
33	FITTER-II	PADELKAR ARVIND KASHIRMA	पडेलकर अरविंद काशिराम	D-19	D-062	4174	1668724	30042
34	FITTER-II	JADHAV VISHWAS YASHWANT	जाधव विश्वास यशवंत	D-19	D-062	4174	1669598	30042
35	FITTER-II	DALVI SHANTARAM VISHNU	दळवी शांताराम विष्णु	D-19	D-062	4174	1701144	20776
36	LABOURER	BHADANE RAJU HARICHANDRA	भदाणे राजू हरीशचंद्र	D-25	D-114	4174	1050219	24031
37	LABOURER	KAMBLE VINAYAK MUKUND	कांबळे विनायक मुकुंद	D-25	D-114	4174	1264883	24004
38	LABOURER	SONAWANE VINOD UMAJI	सोनावणे विनोद उमाजी	D-25	D-114	4174	1561999	26443
39	LABOURER	KHADYE BALKRISHNA YASHWANT	खाडये बालकृष्ण यशवंत	D-25	D-114	4174	1669608	26355
40	LABOURER	KAMBLE SANJAY SAKHARAM	कांबळे संजय सखाराम	D-25	D-114	4174	1669976	29071
41	LABOURER	PANDAGALE JAGANNATH	पंडागळे जगन्नाथ	D-25	D-114	4174	1670008	29071
42	LABOURER	HUMBE RAMESH JATU	हुंबे रमेश जेटु	D-25	D-114	4174	1672495	29805
43	LABOURER	KAMBLE BABU SHRIPAT	कांबळे बाबु श्रीपत	D-25	D-114	4174	1673726	28834
44	LABOURER	KADU GANESH KASHINATH	कडू गणेश काशिनाथ	D-25	D-114	4174	1673915	29805
45	LABOURER	MUKHTAR AHMED FAKIR MOHD	मुक्तार अहमद फकीर मोहम्मद	D-25	D-114	4174	1674978	28454
46	LABOURER	CHAVAN KISHOR KESHAV	चव्हाण किशोर केशव	D-25	D-114	4174	1676176	25017
47	LABOURER	MANIKIRE PRAVIN REMANA	मनिकिरे प्रविण रेमेना	D-25	D-114	4174	1687033	22008
48	LABOURER	DHARGALKAR SUNIL SURESH	धारगळकर सुनिल सुरेश	D-25	D-114	4174	1687040	29402
49	LABOURER	VIRKAR SURYAKANT VITHOBA	विरकर सुर्यकांत विठोबा	D-25	D-114	4174	1699908	20776
50	LABOURER	BHOIR JAYWANT WAMAN	भोईर जयवंत वामन	D-25	D-114	4174	1699915	20476
51	LABOURER	RATHOD INDAL TARACHAND	राठोड इंदल ताराचंद	D-25	D-114	4174	1699922	20776
52	LABOURER	VISHE PRAVIN HARIBHAU	विशे प्रविण हरीभाऊ	D-25	D-114	4174	1731954	20183
53	LABOURER	SANAYE JIVBA CHANDRAKANT	सनये जिवबा चंद्रकांत	D-25	D-114	4174	1713961	19476
54	LABOURER	PRABHULKAR AASHRF ABBAS	प्रभुलकर आश्रफ अब्बास	D-25	D-114	4174	1730034	15822

55	LABOURER	CHAVDHARI VILAS PADU	चौधरी विलास पदु	D-25	D-114	4174	1730058	18940
56	LABOURER	KHETAL ASHISH CHANDRAKANT	खेतल आशिष चंद्रकांत	D-25	D-114	4174	1730065	15822
57	LABOURER	CHAVAN AMBARSING POPAT	चव्हाण अंबरसिंग पोपट	D-25	D-114	4174	1730072	19069
58	LABOURER	CHAVAN BHUPESH PANDURANG	चव्हाण भूपेश पांडूरंग	D-25	D-114	4174	1730096	19069
59	LABOURER	LUDBE RAKESH SHIVRAM	लुडबे राकेश शिवराम	D-25	D-114	4174	1730106	19069
60	LABOURER	PALANDE VINOD CHANDRAKANT	पालांडे विनोद चंद्रकांत	D-25	D-114	4174	1730113	19069
61	LABOURER	PATIL VISHAL RAJARAM	पाटील विशाल राजाराम	D-25	D-114	4174	1730120	19069
62	LABOURER	PERAMPALLI GANESH BABU	पेरमपल्ली गणेश बाबु	D-25	D-114	4174	1730137	19069
63	LABOURER	SHINDE JITENDRA SHANKAR	शिंदे जितेंद्र शंकर	D-25	D-114	4174	1730144	18940
64	LABOURER	CHILE PANKAJ CHANDRAKANT	चिले पंकज चंद्रकांत	D-25	D-114	4174	1730151	15822
65	LABOURER	PAWAR MARUTI LAXMAN	पवार मारुती लक्ष्मण	D-25	D-114	4174	1731815	15822
66	LABOURER	NIRKAR RAM PARSHURAM	निरकर राम परशुराम	D-25	D-114	4174	1731846	15822
67	LABOURER	ZADE YASHWANT CHINDHU	झडे यशवंत चिंधु	D-25	D-114	4174	1731853	19069
68	LABOURER	PATIL NILESH LAXMAN	पाटील निलेश लक्ष्मण	D-25	D-114	4174	1731884	18003
69	LABOURER	PAGDHARE VIKRAM KAMLAKAR	पागधरे विक्रम कमलाकर	D-25	D-114	4174	1731891	19069
70	LABOURER	GARATHE CHANDRASHEKHAR	गराथे चंद्रशेखर	D-25	D-114	4174	1731925	19069
71	LABOURER	GORIYA JITENDRA DEVJI	गोरीया जितेंद्र देवजी	D-25	D-114	4174	1731932	15822
72	LABOURER	GHADI ANIL SITARAM	घाडी अनिल सिताराम	D-25	D-114	4174	1731949	15822
73	LABOURER	BANJARA DILIP MAHARU	बंजारा दिलीप महारु	D-25	D-114	4174	1733422	19069
74	LABOURER	BERDE AMOL DEEPAK	बेर्डे अमोल दीपक	D-25	D-114	4174	1733439	19069
75	LABOURER	SHINDE SANDEEP BABAJI	शिंदे संदीप बाबाजी	D-25	D-114	4174	1733446	19069
76	LABOURER	BALKAWADE VIKRANT GANPAT	बलकवडे विक्रान्त गणपत	D-25	D-114	4174	1733453	15822
77	LABOURER	VAREKAR SATISH VITHAL	वरेकर सतीश विठ्ठल	D-25	D-114	4174	1734605	15222
78	LABOURER	BHOIR KISHOR KASHINATH	भोईर किशोर काशिनाथ	D-25	D-114	4174	1734612	18524
79	LABOURER	LONDHE SUNIL SHRIRANG	लॉंडे सुनिल श्रीरंग	D-25	D-114	4174	3829639	30445
80	LABOURER	RASTE SUGANDH BAPU	रास्ते सुगंध बापु	D-25	D-114	4174	3829660	24578
81	LABOURER	PATIL MANOHAR BHIMRAO	पाटील मनोहर भिमराव	D-25	D-114	4174	3839409	30469
82	LABOURER	TONDSE SHANKAR GANPAT	तोंडसे शंकर गणपत	D-25	D-114	4174	1669990	24031

83	CHAVIWALA	SAYAD JAMIRUDDIN A	सय्यद जमिरुददीन ए	D-15	D-035	4094	1224201	31378
84	SLUICEMAN	SHAIKH AKHTARALI DAWOOD	शेख अख्तरअली दाऊद	D-21	D-079	4094	1007022	28925
85	SLUICEMAN	BHATADE KISAN LAXMAN	भाताडे किसन लक्ष्मण	D-21	D-079	4094	1051595	28925
86	SLUICEMAN	GAWADE AVINASH ARJUN	गावडे अविनाश अर्जुन	D-21	D-079	4094	1155970	32768
87	SLUICEMAN	GODSE VISHNU LAXMAN	गोडस विष्णु लक्ष्मण	D-21	D-079	4094	1166277	31559
88	SLUICEMAN	MANE MARUTI DNYANU	माने मारुती ज्ञानु	D-21	D-079	4094	1348666	26940
89	SLUICEMAN	MANE RAJU PANDURANG	माने राजु पांडुरंग	D-21	D-079	4094	1349007	26944
90	SLUICEMAN	NAME PRABHAKAR GANGARAM	नामे प्रभाकर गंगाराम	D-21	D-079	4094	1400065	33218
91	SLUICEMAN	RAWOOL VILAS DATTARAM	राऊल विलास दत्ताराम	D-21	D-079	4094	1495960	32768
92	SLUICEMAN	SAMNAK BHANU VITHU	समनाक भानु विठु	D-21	D-079	4094	1522521	29995
93	LABOURER	BAWKAR DATTARAM VISHRAM	बावकर दत्ताराम विश्राम	D-25	D-114	4094	1045011	33692
94	LABOURER	GURAO RAMCHANDRA GANPAT	गुरव रामचंद्र गणपत	D-25	D-114	4094	1175125	29648
95	LABOURER	JADHAV SHANTARM UMAJI	जाधव शांताराम उमाजी	D-25	D-114	4094	1218349	27260
96	LABOURER	KAMBLE RAMCHANDRA D	कांबळे रामचंद्र डी	D-25	D-114	4094	1271210	30599
97	LABOURER	KUDAV SUNIL NARAYAN	कुडव सुनिल नारायण	D-25	D-114	4094	1297478	20917
98	LABOURER	SAROJ DHARMARAJ GHANSHYAM	सरोज धर्मराम घनश्याम	D-25	D-114	4094	1525971	25300
99	LABOURER	SOLANKI GANESH VINUBHAI	सोलंकी गणेश विनुभाई	D-25	D-114	4094	1559385	31583
100	LABOURER	ZORE KISHOR SHANKAR	झोरे किशोर शंकर	D-25	D-114	4094	1664500	33692
101	LABOURER	NARVANKAR JITENDRA ANANT	नरवणकर जितेंद्र अनंत	D-25	D-114	4094	1675292	29616
102	LABOURER	SHINDE TUKARAM DATTARAM	शिंदे तुकाराम दत्ताराम	D-25	D-114	4094	1682533	23747
103	LABOURER	PATIL SUNIL HASHA	पाटील सुनिल हशा	D-25	D-114	4094	1682557	27056
104	LABOURER	KULAL MANOHAR RAMA	कुलाल मनोहर रामा	D-25	D-114	4094	1683118	27056
105	LABOURER	PATIL GANGADHAR BALKRISHNA	पाटील गंगाधर बालकृष्ण	D-25	D-114	4094	1683170	27056
106	LABOURER	NIJAI RAJESH BHASKAR	निजाई राजेश भास्कर	D-25	D-114	4094	1702358	19614
107	LABOURER	PATIL ANANTA NAMDEV	पाटील अनंता नामदेव	D-25	D-114	4094	1731860	23031
108	LABOURER	YASHWANTRAO AMIT J	यशवंत अमित जे.	D-25	D-114	4094	1731877	23031

Section 4(1)(b)(xi)

Details of allocation of budget and disbursement made in the office of Assistant Engineer
Water Works at 'D' Ward ward for the year 2013-2014.

Publish Copy of the budget Rs.

Publish Copy of grant distribution_____

Format A for current year 2013 - 14

Sr. No.	Budget head description	Grants received	Planned use (Give details area wise or work wise in a separate form)	Remarks
1.	4040490000 D Ward H.E	123,555,000.00	72,040,388.71	

Format B for previous year 2012 - 2013

Sr. No.	Budget Head	Grants received	Grants utilized	Grants Surrendered	Results
1.	4040490000 D Ward H.E	93,108,000	41,342,853.43	51,765,146.57	

Section 4(1)(b)(xii)

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

-----Nil-----

Section 4(1)(b)(xiii)

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

-----Nil-----

Section 4(1)(b)(xiv)

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

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

Section 4(1)(b)(xv)

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

Types of facilities-

- Information about facilities for inspection of record.

Sr.No.	Type of Facility	Timings	Procedure	Location	Person in Charge
1.	Inspection of Record as per RTI Act.	03.00 p.m. to 05.00 p.m on (except holidays) with prior appointment only.	For inspection of records no fee for first hour will be charged, however fee of Rs.5/- for each 15 minutes or fraction thereof will be charged thereafter.	Office of Asstt. Engineer, Water Works Department, 1 st Floor, 'D' Ward office, Jobanputra Compound, Nana Chowk, Grant Road (West), Mumbai- 400 007.	Asstt. Engineer, Water Works 'D' Ward.

Section 4(1)(b)(xvii)

Manual – 17

Any Other Information

Nil