

BRIHANMUMBAI MAHANAGARPALIKA

Section 4 Manuals as per provision of
RTI Act, 2005 of H/East Ward

Assistant Engineer Maintenance & Repairs

Address - Office of Assistant Commissioner
H/East Ward, 1st Floor, Plot No. 137
T.P.S.5, Road No.2, Prabhat Colony,
Santacruz(E), Mumbai-55

2024-25

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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, H/East 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), H/East ward whose office is situated at H/East ward office Building, 1st Floor, R.No. 101, Prabhat Colony, TPS-V, Road No. 2, Santacruz (East) Mumbai-400055. 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.

Asstt. Engineer (Maint. & Repair)
H/East 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	1 st floor, H/East ward office Building, TPS – 5, Road No. 2, Prabhat Colony, Santacruz (East), Mumbai – 400 055
3	Head of the office	Assistant Engineer, Maintenance & Repair
4	Office Timings	Monday to Friday 9.00 a.m. to 5.00 p.m. Saturdays 09.00am to 01.00 p.m Visiting Hours - (Monday – Friday) 03.00 p.m. to 05.00 pm
5	Chowky Timings	07:30 am – 2:30 pm
6	Contact Details	Telephone no : 022-26182218
7	Parent Government Department	City Engineer
8	Reporting to which office	Assistant Commissioner, H/East Ward Ward Ex. Engineer, H/East Ward
9	Jurisdiction Geographical	H/East ward is bounded by the Meethi River & CST Road in the East, Western Railway on the West, Vile Parle Milan Subway on the North, Mahim Causeway, Dharavi Link road on the South.
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	(a) Repair & Maintenance of Minor Roads & Footpath in Ward. (b) Repair & Maintenance of Municipal Properties in purview of the Estate Department. (c) To demolish the unauthorized encroachments on footpath, roads & Municipal Plots. (d) Issuance permits to the excavation of trenches on roads to the various utility services & various departments of MCGM. (e) Granting of Mandap Permission for social & regional purpose on Roads, Footpath & Municipal Properties. (f) Granting of Ganapati Mandap Permission on Roads, Footpath & Municipal Properties. (g) Granting of Film shooting permission on Municipal Roads. (h) Improve roads under Section 63 (K) of MMC Act. (i) Acquire the Setback area of the road & merge the same into the road. (j) Remove Bottlenecks. (k) Action in respect of dangerous Municipal buildings.

14	Details of services provided (In Brief)	<ol style="list-style-type: none"> 1. SWM- Sweeping / Clearing Removal of Debris / Silt 2. Electrical & Mechanical 3. Drainage of corporation. <p>4. Departmental Maintenance & Repair :-</p> <ul style="list-style-type: none"> • 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 possetion 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 2.300 p.m. to 5.30 p.m <p>5. Removal of 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 – <ol style="list-style-type: none"> 1) AMC /ES/D 168 (Ch E/1876/DPC/Gen) Dated 25.02.2004 2) AMC/ES/9141/II dt.14.10.11 3) Ch.E./D.P./1992/E.S. Dtd. 20.03.2017 4) MDE/MC/282 Dtd. 11.07.2019 <p>6. 63 K Road :-</p> <ul style="list-style-type: none"> • 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 BMC. • 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.
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		7. E-Tendering (Mahatender Portal):- <ul style="list-style-type: none">• 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 Mahatender portal user ID.• BID is published on Mahatender portal.• Ward E.E. is chair person of Mahatender Committee.• 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 W.E.E./Asstt. Commissioner/ DMC.• Generated PO automatically issued to bidder through E-mail after releasing of P.O.																												
15	Physical assets (Statement of lands & Buildings and other Assets)	As per separate sheet attached																												
16	Organization's structural Chart	<table><tr><th colspan="4">Asstt. Eng. Maintenance Dept. of H/East Ward</th></tr><tr><th>Post</th><th>Total Schedule Post</th><th>Occupied Post</th><th>Vacant Post</th></tr><tr><td>Asst. Eng.</td><td>3</td><td>3</td><td>0</td></tr><tr><td>Sub. Eng. (Civil)</td><td>4</td><td>4</td><td>0</td></tr><tr><td>Gr. Eng.</td><td>11</td><td>9</td><td>2</td></tr><tr><td>Store Clerk</td><td>1</td><td>0</td><td>1</td></tr><tr><td>Labour / Mukadam</td><td>363</td><td>99</td><td>264</td></tr></table>	Asstt. Eng. Maintenance Dept. of H/East Ward				Post	Total Schedule Post	Occupied Post	Vacant Post	Asst. Eng.	3	3	0	Sub. Eng. (Civil)	4	4	0	Gr. Eng.	11	9	2	Store Clerk	1	0	1	Labour / Mukadam	363	99	264
Asstt. Eng. Maintenance Dept. of H/East Ward																														
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17	Weekly Holidays	Sunday and Public Holidays.																												

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

Sr. No.	Type	Name of Chowky	Address of Chowy
1	Road/Repair	Hanuman Tekdi	Hanuman Tekdi Gate no. 1, Santacruz (E)
2	Road/Repair	Vakola Chowky	Manthan Plaza Bldg, Near Chakra Hotel, Nehru Road, Vakola, Santacruz (E)
3	Road/Repair	Kalina Chowky	Opp. Two Star Hotel, Kalina Kurla Road, Kalina, Santacruz (E)
4	Road/Repair	Kherwadi Chowky	Ram Mandir Road, Kherwadi Junction, Bandra (East)

Physical Assets of Asstt. Engineer (Maintenance & Repair) H/East Ward

Sr. No.	Beat	Name & Address
1	87	H/East Ward office building, 4th road, TPS-V, Prabhat Colony, Santacruz (East)
		Prabhat Colony Municipal School, Guru Narayan Road, TPS-V, Santacruz (East)
		Mumbai Public School, 6th Road, Golibar, TPS-III, Santacruz (East)
		Municipal Urdu School, Golibar, TPS-III, Santacruz (East)
		V.N. Desai Hospital, 11th road, TPS-III, Golibar, Santacruz (East)
		Prabhat Colony Dispensary, TPS-V, Santacruz (East)
		Nehru road drop shaft, Sewage Pumping Station (under S.O. DeptP
2	89	Nariyalwadi Muicipal School,Vakola, Santacruz East
		S.V.Nagar Dispensary, Datta Mandir, Santacruz East
3	90	Kalina Dispensary, Near Geeta Hotel, Kalina-Kurla Road, Santacruz (East)
3	90	Laxmi Market, Near BMC Dispensary, Kalina-Kurla Road, Santacruz (East)
		Shastri Nagar School, off Church road, Kalina, Santacruz (East)
4	91	Mumbai Public School, Sunder Nagar, Near Gurudwara, Kalina, Santacruz (East)
		White House Building, Pipeline Road, Near Asian paint, Shantinagar, Vakola, Santacruz (East)
		Aapla Davakhana (HBT), Pipeline Road, Near Asian paint, Shantinagar, Vakola, Santacruz (East)
		Bandra Hindu Association, Welfare Centre, St. Anthony Road, Vakola, Santacruz (East)

3	92	Bharat Nagar Health post & Dispensary, Bharat Nagar Main Road, Near Alishan Hotel, CTS 7643(pt), Bandra (E).
		B.K.C. Hindi Municipal School, Walmiki Nagar, Bandra (E).
		Bharat Nagar Urdu Municipal School, Bharat Nagar, Bandra (E).
		Bharat Nagar, Transit Camp School (Shifted in Bharat Nagar Urdu Municipal School Building) Bandra (E).
4	93	Ramkrishna Paramhans Marg BMC School, Shri Hari Mandir Marg, Nr. Kherwadi Police Station, Bandra (E)
5	94	Jawahar Nagar Dispensary, Ambewadi, Khar (East)
5	95	Khernagar Municipal School, Khernagar, Bandra (East)
		Nirmal Nagar, Municipal School, Nirmal Nagar, Bandra (East)
		Kherwadi Municipal School, Kherwadi, Bandra (East)
		Kherwadi Municipal Dispensary, Kherwadi, Bandra (East)
		B.G. Kher Maternity Home & Staff Quarter, Kherwadi, Bandra (East)
		Patel Narsingh Nattu Chavan market, Kherwadi, Bandra (East)
		Kherwadi Pumping, Station, Kherwadi, Bandra (East)
6	96	Shivaji Nagar Municipal School, Bandra East
		Mokshdham Hindu Cemetery, Navpada, Bandra (East)
		272 Tenaments Shivaji Nagar BMC Colony, Bandra East

SECTION 4 (1) (b) (ii)

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

A

Sr. No.	Designation	Powers-Financial	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Engineer (Maintenance & Repair)	Rs.3000/-	As per the circular no: CA/FRD/I/48, dated : 31/01/2013	
2	Sub Engineer (Maintenance & Repair)	Nil	N.A.	
3	Junior Engineer (Maintenance & Repair)	Nil	N.A.	

B

Sr. No	Designation	Powers -Administrative	Under which legislation / rules / orders / GRs	Remark
1	Assistant Engineer (Maintenance & Repair)	Please refer to Delegation of powers to Asstt. Engineer on Pg.	1. MMC Act 1888 2. MRTP Act 1966	
2	Sub Engineer (Maintenance & Repair)	Please refer to Delegation of powers to Sub Engineer on Pg.	1. MMC Act 1888 2. MRTP Act 1966	
3	Junior Engineer (Maintenance & Repair)	Please refer to Delegation of powers to Junior Engineer on Pg.	1. MMC Act 1888 2. MRTP Act 1966	

C

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

D

Sr. No.	Designation	Powers- Quasi Judicial	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Engineer (Maintenance & Repair)	Appointed as Public Information Officer under RTI Act,2005	Circular No. MOM/8957 dtd: 02.01.2006	
2	Sub Engineer (Maintenance & Repair)	Nil	N.A	
3	Junior Engineer (Maintenance & Repair)	Nil	N.A	

E

Sr. No.	Designation	Powers - Judicial	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Engineer (Maintenance & Repair)	Nil	N.A	
2	Sub Engineer (Maintenance & Repair)	Nil	N.A	
3	Junior Engineer (Maintenance & Repair)	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, Garbage Collection Spots, Municipal Cemeteries, Schools Welfare Centre, Conservancy Chawls, 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 & mere the same into the Road, remove Bottleneck, demolish unauthorized encroachments on Municipal Roads, Footpath & Municipal properties.

Asstt. Engineer (Maintenance & Repair) of the ward is responsible to Asstt. Commissioner of the Ward and Zonal Dy. Municipal Commissioner for day-to-day work of the department in respect of Administrational 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. Issuance of Trench permissions to various utilities as wel as to various departments of MCGM.
2. Issuance of shooting permission on Municipal Roads & properties.
3. Issuance of Ganpati Mandap permission on Municipal Roads & properties.
4. To dispose off the cases of Road Setback.
5. To remove the encroachments on roads with the help of Sub Engineers and Jr. Engineers. Minor encroachments to be removed with the help of License Superintend.
6. To supervise the work of store supervisor store clerk and the labours in the store and insure smooth functioning of the store.
7. 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.
8. To put up indents fro the store items after discussion with the Sub Engineers and arrange for the requisite stock and to check for its quality and quantity. Material Checking norms.
 - 2.5 % of the store items, once in three months
 - 2.5 % of the depot items, once in three months
 - To dispose off the scrap material by following due procedure.

9. To carry out inspection to assess the condition of major roads.
10. To ensure prompt disposal of the complaints. To check the registers and daily diaries, at least Fortnightly and monthly, respectively.
11. 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.
12. To implement the orders issued by higher authorities.
13. To take appropriate action on the unauthorized constructions, detected in municipal properties. To provide alternate accommodation to the affected people in the accident caused by the building collapse.
14. 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.
15. 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.
16. To accept and serve notices under various Municipal Acts and take necessary action in the matter.
17. To visit major works in the ward at least once in a week.
18. To maintain the municipal properties and other buildings in the purview of the Estate Department (e.g. School, Hospitals, etc.)
19. To co-ordinate with the Law officer as regards the Court-case lodged by the MCGM or the matters against MCGM.
20. To get dilapidated municipal building vacated with the assistance of Police.
21. To visit the work sites at least once in month and check the muster.
22. To co-ordinate with Central Agency as regards major repairs of municipal properties and maintenance of major roads.
23. To attend Ward Committee meetings in the ward office.
24. Review of SAP Complaints
25. Review of MCL A/B/C.
26. Review of MC-P.G. Cases
27. Review of Outstanding Audit Notes (Once monthly with MCA staff)
28. Review of pending Union problems (Once in Two months)
29. Enquiry procedure.

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

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 as well as the works to be carried out through e-tendering.
- 3) Supervision on Funds available under various budget heads.
- 4) Timely submission of payments, bills and adjustments.
- 5) Site visit for major faults in the Municipal Buildings
- 6) Consolidation of revenue and outstanding requisition.
- 7) Supervision on employee muster books in order to see that the staff reports on duty in time and the fault entries are not made.
- 8) To check leave and service record and “Dead Stock” register and get them updated.
- 9) To ensure timely action in Court matters and order.
- 10) He shall draft replies to the complaints or references received in his section.
- 11) He shall attend the Courts as and when required for giving evidence helping the Sub. Engineer in conduction cases etc.
- 12) 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.
- 13) 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
- 14) 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.
- 15) 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

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 as well as the works to be carried out through e-tendering.
- 3) Supervision on Funds available under various budget heads.
- 4) Timely submission of payments, bills and adjustments.
- 5) Routine site visit in his jurisdictional area.
- 6) Attending Site chowky and control the labours working under him.
- 7) To check leave and service record and “Dead Stock” register and get them updated.
- 8) To ensure timely action in Court matters and order.
- 9) To carry out joint inspection along with various utilities.
- 10) He shall draft replies to the complaints or references received in his section.
- 11) He shall attend the Courts as and when required for giving evidence helping the Sub. Engineer in conduction cases etc.
- 12) 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.
- 13) 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
- 14) 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.
- 15) 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

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.25/- per item. (b) To make cash purchase and payment of bills out of imprest upto Rs.100/- 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.
489	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).

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

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 or 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"> 1. For the purpose of exercising performing or discharging, the powers, duties or functions hereinabove delegated with reference to the sections above specified. 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).
	<ol style="list-style-type: none"> 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 ever 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) (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	Step involved	Time Limit	Authority role and responsibility of the employee / officer in connection with each activity. (mention designation)	Remark
1	Action against unauthorized encroachments detected on roads / footpath	No person has right to encroach by creating the structure or otherwise on the footpath, pavement or other places reserved or earmarked for public purpose.			
		Complaint Received	Within 24 Hours	Public, Staff, from higher authority.	
		Site visit	Within 24 Hours	JE / SE	
		Inspection Report	Within 24 Hours	Junior Engineer	
		Issue 314 Notice if required	Within 24 Hours	J.E./ S.E. /A.E.	
		Arrange demolition by taking order from Asstt. Commissioner.	After expiry 24 Hours from order	J.E./ S.E. /A.E.	
		Entry in demolition register	Within 24 Hours	J.E.	
		Demolition report	Within 24 Hours	J.E./S.E.	

NAME OF THE ACTIVITY: - BOTTLENECK

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

3) Ch.E./D.P./1992/E.S. Dtd. 20.03.2017

4) MDE/MC/282 Dtd. 11.07.2019

Office Orders / Methodology to be followed:-

Sr. No.	Description / Step involved	Duties to be performed by officers	Remark/ Time Limit
a)	Preparation of priority list of Bottlenecks	Asstt. Commissioner Ward	As per procedure elaborated in Sr.no. 3 above
b)	Total Station Survey a) Appointment of Agency		03 Days
	b) Total station Survey		07 Days
c)	Demarcation of roads : Sanctioned R.L. D.P. Roads	EE(T&C)/A.E.(Survey) EE(T&P)/A.E.(Survey)	07 Days
4	Collection of Basic data Preparation of inventory	Asstt. Commissioner Ward	15 Days
5	i) Issuing the relevant Notices and simultaneous filing of caveats. ii) Remarks from (Estate)/ AC (Market) regard availability of PAP's. Remarks whether FSI/ TDR benefit taken from EEBP/ EEDP/ SRA. iii) Intimations to Roads, SWD, HE, SP about the proposal.	Asstt. Commissioner Ward AO/AC(Estate)/AC(market)/ EEBP/EEDP/SRA Asstt. Commissioner Ward	Total 15 Days
6	i) Scrutiny of Documents and Sanction to Draft PAP list and displaying the same at site / office notice board for appeals/ suggestion/ objection.	Asstt. Commissioner Ward	15 Days
	ii) Time period for receipt of Appeals / suggestion/ objection with A.C. Ward.	Asstt. Commissioner Ward	15 Days from the date of display of draft PAP list at site / office notice board.
7	Appeals to be heard by Appellate Authority i.e. Zonal-DMC	Zonal D.M.C.	07 Days
8	Submission of proposal with scheme and recommendation for cleaning Bottleneck to competent authority (AMC)	E.E.(Ward) / A.C. Ward / Zonal D.M.C	07 Days
9	Allotment and handing over of PAP accommodations/ shifting etc	Asstt. Commissioner Ward	15 Days
10	Demolition of structures in bottleneck and intimation to Roads/SWD Dept. street light.	Asstt. Commissioner Ward	07 Days

NAME OF THE ACTIVITY:- E-tendering (Mahatender portal)

Related provisions :-

Name of the Act/ Acts :-

Rules:-

Govt. Resolutions:-

Circulars :- 1) Dir/IT/F-59 of 10.05.2023.

2) MDC/4977/OD dtd. 21.12.2023.

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./A.E.	
		BID is created in Mahatender portal.		J.E./ S.E./A.E.	
		Publish the Tender on Mahatender portal.		S.E./A.E.	
		List of Bidder and letter to successful 1 st Bidder with 5 % contract amount to deposit with BMC.		Mahatender portal. A.E.	
		PO is created in SAP Module.		A.E.	
		Release P.O. Amount.		A.O.	
		Create Contract in SAP System.		Ward E.E.	
		PO is generated in SAP.		A.E.	
		PO is released.		Ward E.E./A.C./DMC	
		PO automatically issued to Bidder through E-mail after release.		Ward E.E./A.C./DMC	

NAME OF THE ACTIVITY:- Permission for trench

Related provisions:-

Name of the Act/ Acts:-

Rules:-

Govt. Resolutions:-

Circulars:-

- Comprehensive Trench policy guidelines dated 18.05.2023 (u/no. MGC/F/9301 dt. 02.05.2023)
- Ch.Eng/MC/1991/Rds & Tr. Dtd. 02.03.2023.
- Ch.E./528/SR/Rds & Tr dtd. 08.03.2023.
- Ch.Eng./1165/Rds/MC dtd. 29.07.2016.

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	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/418/Gen dated. 12.05.2017.
- MDF/OD/1116/Gen dated. 21.07.2023
- MDF/333/Gen dated. 29.04.2024
- MDF/OD/1289/Gen dated. 01.08.2024
- MDF/OD/2978/Gen dated. 17.02.2025

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	<ul style="list-style-type: none">• Comprehensive Trench policy guidelines dated 18.05.2023 (u/no. MGC/F/9301 dt. 02.05.2023)• Ch.Eng./MC/1991/Rds & Tr. Dtd. 02.03.2023.• Ch.E./528/SR/Rds & Tr dtd. 08.03.2023.• Ch.Eng./1165/Rds/MC dtd. 29.07.2016.	
2	Ganapati Mandap Permission	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Dir/IT/F-59 of 10.05.2023• MDC/4977/OD dtd. 21.12.2023.	
5	Pay & Park	<ul style="list-style-type: none">• Dy.ChE/1380/Traffic of 23.05.2013• Dy.Ch.E./8244/Traffic/HW of 31.01.2022	
6	Shooting Permission	<ul style="list-style-type: none">• CA/FRM/3 Dtd.10.04.2013• अअ/ओडी/170/आ.जा. dated 16.10.2015	
7	Mahatma Gandhi Pathkranti Yojana	<ul style="list-style-type: none">• DMC/Special/OD/5468/dated06.03.2012• DMC/Special/5447 dated03.03.2012• AMC/ES/944/IV dated 31.03.2012	

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
‘C3’ Class Record					
1.	R.T.I Register	Register		Details of application received under R.T.I.Act	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 H/East ward.	01 Year
3.	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

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
	NIL	NIL	NIL	NIL

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.
	NIL	NIL	NIL	N.A.	N.A.	N.A.	N.A.

Section 4 (1) (b) (ix)

Sr. No.	Designation	Name of the Officers/ Employees	Cadre	Date of joining the post	Contact Details ph/ fax/ email
	As per separate Sheet Attached				

Section 4 (1) (b) (x)

Sr. No.	Name	Designation Cadre	Basic Pay	DA	HRA	Special Allowance, Transport Allowance, Project Allowance	Total
	As per separate Sheet Attached						

Section 4 (1) (b) (xi)

Details of allocation of budget and disbursement made in the office of the Assistant Engineer (Maintenance & Repair) H/East ward for the year 2024-25

Sr. No.	Budget Head Description	Grants received (In Lakhs)	Planned use (give details area wise or work wise in separate form)	Remarks
1	Unforeseen Grant Beat No. 87	60.00	Councillor Fund not available due BMC Election not held.	
2	Unforeseen Grant Beat No. 88	60.00		
3	Unforeseen Grant Beat No. 89	60.00		
4	Unforeseen Grant Beat No. 90	60.00		
5	Unforeseen Grant Beat No. 91	60.00		
6	Unforeseen Grant Beat No. 92	60.00		
7	Unforeseen Grant Beat No. 93	60.00		
8	Unforeseen Grant Beat No. 94	60.00		
9	Unforeseen Grant Beat No. 95	60.00		
10	Unforeseen Grant Beat No. 96	60.00		
11	Development of Vakola Gaothan	10.00	9.99	
12	Development of Kalina Gaothan	10.00	9.99	
13	Development of Kolivery Gaothan	10.00	9.96	
14	Development of Navpada Gaothan	10.00	9.99	
15	Development of Navpada Special Gaothan	10.00	9.96	
16	General Civil repairs Administrative Bldg.	75.00	75.00	
17	SWD	25.00	25.00	
18	PSC	243.00	240.00	
20	Road Pavment	170.00	168.00	

Form B for previous year

Sr. No.	Budget Head Description	Grants received (In Lakhs)	Grant Utilized	Grant Surrendered	Remark
1	Unforeseen Grant Beat No. 87	60.00	Councillor Fund not available due BMC Election not held.		
2	Unforeseen Grant Beat No. 88	60.00			
3	Unforeseen Grant Beat No. 89	60.00			
4	Unforeseen Grant Beat No. 90	60.00			
5	Unforeseen Grant Beat No. 91	60.00			
6	Unforeseen Grant Beat No. 92	60.00			
7	Unforeseen Grant Beat No. 93	60.00			
8	Unforeseen Grant Beat No. 94	60.00			
9	Unforeseen Grant Beat No. 95	60.00			
10	Unforeseen Grant Beat No. 96	60.00			
11	Development of Vakola Gaothan	10.00	9.96		
12	Development of Kalina Gaothan	10.00	9.94		
13	Development of Kolivery Gaothan	10.00	9.94		
14	Development of Navpada Gaothan	10.00	9.42		
15	Development of Navpada Special Gaothan	10.00	9.79		
16	General Civil repairs Administrative Bldg.	3.73	3.72		
17	SWD	25.00	22.87		
18	PSC	300.00	265.00		
19	Road Pavment	190.38	190.38		
	Total	628.28	531.02		

Section 4 (1) (b) (xii)

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

Sr. No	Name of the license	License no.	Issued on	Valid up to	General Conditions	Details of the license
	NIL	N.A.	N.A.	N.A.	N.A.	N.A.

Section 4 (1) (b) (xiv)

Details of information available in electronic form in the office of Assistant Engineer (Maintenance & 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 on of work	It is on SAP system and displayed on BMC Portal	Ward Ex. Engineer H/East Ward and Asstt. Engineer
2	E-Tendering and Maha-tender work	Purchase order of various work in H/East Ward	It is on SAP system and displayed on BMC Portal/ Mahatender portal	Ward Ex. Engineer H/East Ward and Asstt. Engineer
3	Religious/ Shooting permission	permit	It is on SAP system and displayed on BMC Portal	Ward Ex. Engineer H/East Ward and Asstt. Engineer

Section 4 (1) (b) (xv)

Particulars of facilities available 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 p.m on Wednesday (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, Maintenance & Repair Department, Room no.101 1 st Floor, H/East ward office, Samtacruz (E), Mumbai-55	Asstt. Engineer, Maintenance & Repair H/East Ward.

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 & Repair)

PIO

Sr. No.	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address / Ph. No.	E mail id for purpose of RTI	Appellate authority
1	Shri. Deepak A. Jadhav	Asstt. Engineer (Maint- I)	Electrol ward no. 87, 90, 91, 95	Office of Asstt. Engineer, Maintenance & Repair Department, Room no.101 1 st Floor, H/East ward office, Samtacruz (E), Mumbai-55 Contact No. :- 022-26182218	aemaint02.heat@mcgm.gov.in	Shri Keshav Y. Dhotre, Ward Executive Engineer, H/East, Room no.101 1 st Floor, H/East ward office, Samtacruz (E), Mumbai-55 Contact No. :- 022-26182218
2	Shri. Ajaykumar L. Patil	Asstt. Engineer (Maint- II)	Electrol ward no. 88, 89, 92, 93	Office of Asstt. Engineer, Maintenance & Repair Department, Room no.101 1 st Floor, H/East ward office, Samtacruz (E), Mumbai-55 Contact No. :- 022-26182218	aemaint01.heat@mcgm.gov.in	Shri Keshav Y. Dhotre, Ward Executive Engineer, H/East, Room no.101 1 st Floor, H/East ward office, Samtacruz (E), Mumbai-55 Contact No. :- 022-26182218
3	Shri. Sachin S. Bhujbal	Asstt. Engineer (Maint- III)	Electrol ward no. 94, 96	Office of Asstt. Engineer, Maintenance & Repair Department, Room no.101 1 st Floor, H/East ward office, Samtacruz (E), Mumbai-55 Contact No. :- 022-26182218	aemaint03.heat@mcgm.gov.in	Shri Keshav Y. Dhotre, Ward Executive Engineer, H/East, Room no.101 1 st Floor, H/East ward office, Samtacruz (E), Mumbai-55 Contact No. :- 022-26182218

APIOs

Sr. No.	Name of APIO	Name of APIO	Designation	Jurisdiction as APIO under RTI	Address / Ph no.
			N.A.		

Appellate Authority

Sr. No.	Name of Appellate Authority	Designation	Jurisdiction as Appellate authority	PIO Reporting	E mail id for purpose of RTI
1	Shri Keshav Y. Dhotre	Ward Executive Engineer	H/East Ward	A.E.(Maintenance & Repair) H/East Ward	3568943@mcgm.gov.in

Section 4 (1) (b) (xvii)

Sr. No.	Name of Road	Total length in Mtr	Total Width in Mtr
1	Road no. 04, TPS V	200	12.20
2	Road no. 05 ,TPS V	110	12.20
3	Road no. 06 ,TPS V	230	12.20
4	Road no. 07 ,TPS V	200	12.20
5	Road no. 01 ,TPS III	105	12.20
6	Road no. 02 ,TPS III	125	12.30
7	Road no. 03 ,TPS III	225	12.30
8	Road no. 09 ,TPS III	80	11.90
9	Road no. 10 ,TPS III	215	18.30
10	Khandwala road no. 01	325	15.60
11	Khandwala road no. 02	80	10.15
12	K. G. More Road	140	10
13	Datta Mandir road	875	13.40
14	Dhobighat Road	670	9.10
15	Church Road	400	13.40
16	Nester Compound Road	140	9.15
17	Kalina Village Road	200	9.15
18	Kunchi Kurve Nagar Road	130	8.50
19	Old CST Road.	425	8.50
20	Noorie Masjid Road (Ravi Hotel Road)	200	10
21	Grotto Church Road	260	15.30
22	Kadamwadi Road	300	10
23	Siddharth Nagar Road	100	10
24	Shanti Nagar Road	170	8
25	Gurudwara Road	230	9.15
26	Vakola Masjid lane	90	10.50
27	Off. Sunder Nagar Road no. 02	375	12.20
28	Off. Sunder Nagar Road no. 03	150	12.20
29	Windsor Lane	175	12.20
30	Sant Dyaneshwar Mandir Marg	110	12.20
31	Jagat Vidya road	260	18
32	Harne Guruji Marg	230	12.60
33	Mahatma Gandhi Vidya Marg	270	11.10
34	Rajaram Darekar Marg	450	11.50
35	Cross Road joining Nanasaheb Dharmadhikari Marg to Madhusudan Kalelkar Marg a) Opp Jade Garden	100	950
36	Cross Road joining Nanasaheb Dharmadhikari Marg to Madhusudan Kalelkar Marg b) Jasmine Building	85	9.50
37	Cross Roads Joing N S Dharmadhikari to Abasaheb Shinde Marg	85	10.70
38	Ganpat Dyma marg	170	9.15
39	Children complex road	190	13.40
40	Kherwadi Maternity Road	215	12.20
41	Ganesh Mandir Road	120	10
42	New MIG Road	150	9.15
43	Nirmal Nagar School Road	360	9.15
44	Road Near Yoga Institute	150	6
45	Jaku Club Road	165	6
46	Pimpleshwar Mandir road	110	6

Sr. No.	Name of Road	Total length in Mtr	Total Width in Mtr
47	Ashok nagar Road	270	6
48	Rameshwari School Road	90	7.8
49	Kalina village Road I	330	5.8
50	Kalina village Road II	220	5.5
51	Adarsh Nagar Road I	120	6
52	Adarsh Nagar Road II	200	6
53	St Thomas Road	230	6
54	Kalina Masjid Road	230	6.5
55	Kolivery Village gaonthan road	130	6
56	Kunchikurve Road	210	6
57	Kolivery Village road II	110	6
58	Sarpotdar Garden Road	170	5.5
59	Yashwant Nagar	80	6
60	RR Kamble (Shri Krishna Nagar	270	6
61	Road near Ravi Hotel	80	7
62	Vakola Gaonthan Road	110	6
63	Road near CST Road	105	6
64	Walmiki Nagar	100	6
65	Bharat Nagar Internal Road	300	8.2
66	Cardinal School Road	90	6.5
67	Mahatma Society Road	80	5.2
68	Navjivan Society Road	230	6
69	Prabhat vyayam shala marg	200	6
70	Adarsh Lane	170	5.8
71	Patel Nagar (LT Marg)	135	8.5
72	Sai Baba Road	400	6.2
73	Chamdawadi Road No. 1	130	8
74	Chamdawadi Road No. 2	80	8
75	Chamdawadi Road No. 3	200	8
76	Chamdawadi Road No. 4	140	6
77	Parishrmalay Road	150	8.5
78	Bhumiya Mandir Road	150	8.5
79	Deepakwadi Road	160	6
80	Shivaji Nagar Colony Internal Roads	360	7.2
81	Behind Jade garden	175	9
82	Vakola pipeline	370	7.5

Ganpati Immersion Idol Report - 2024

Sr. No.	Ward	Artificial Talao (Summary)	Sarvjanik	Gharguti	Gauri	Total
1	H/E	Golibar Municipal School, Raod No 06, (Artificial)	03	430	37	470
2	H/E	Kalina Tank Kalina, Santacruz East (Artificial)	04	356	9	369
3	H/E	Near Collector Office, Near Chetna College, Govt. Colony Bandra (East) (Artificial)	13	659	8	680
4	H/E	Kherwadi Maint. Chowky (Artificial)	12	637	11	660
Grand Total			32	2082	65	2179

ASSISSTANT COMMISSIONER



WARD EXECUTIVE ENGINEER



ASSTT.ENGINEER(M)1

ASSTT.ENGINEER(M)2

ASSTT.ENGINEER(M)3



SUB-ENGINEER1

SUB-ENGINEER2

SUB-ENGINEER3

SUB-ENGINEER4

JUNIOR	JUNIOR	JUNIOR	JUNIOR	JUNIOR	JUNIOR	JUNIOR	JUNIOR	JUNIOR	JUNIOR	JUNIOR
ENGG.1	ENGG.2	ENGG.3	ENGG.4	ENGG.5	ENGG.6	ENGG.7	ENGG.8	ENGG.9	ENGG.10	ENGG.11

DRAINAGE ASSISTANT (1) (VACANTPOST)

DRAINAGE ASSISTANT (2) (VACANT POST)

DRAINAGE ASSISTANT (1)

DRAINAGE ASSISTANT (2)

DRAINAGE ASSISTANT (3)

WATERMAN (01VACANTPOST)

MESON II (01)

MUKADAM (05POST) (04VACANTPOST)

LABOURER (35POST) (11VACANTPOST)

4 (1) b (ix)

Directory of the officers and employees

PAYSHEETNO:-5162

SR. NO.	DESIGNATION	EMPLOYEE NAME	GRD	DATE OF APPOINTMENT IN MCGM	DATE OF APPOINTMENT IN H/EAST
1	EXECUTIVE ENGINEER	DHOTRE KESHAV Y	A	22.03.1990	07.06.2023
2	ASST.ENGINEER	BHUIBAL SACHIN S.	B	12.03.2007	30.08.2024
3	ASST.ENGINEER	JADHAV DEEPAK ARJUN	B	20.04.2007	12.08.2021
4	ASST.ENGINEER	PATIL AJAYKUMAR LAHU	B	23.03.2011	04.04.2022
5	SUB.ENG	NEMADE MAHESH MANOHAR	B	10.10.2007	10.02.2025
6	SUB.ENG	BARMADE GANESH K	B	23.12.2009	16.11.2021
7	SUB.ENG	DUBE MANOJKUMAR S	B	10.10.2007	05.02.2025
8	SUB.ENG	PALVE TUSHAR Y	B	14.12.2011	06.06.2023
9	SUB.ENG	JANGAM ABHIJIT M	B	07.10.2013	04.11.2022
10	JR. ENGINEER	THOMBRE KISHOR B	C	23.07.2010	01.06.2019
11	JR. ENGINEER	PATIL SHRIKRUSHNA A	C	06.07.2020	06.07.2020

SR. NO.	DESIGNATION	EMPLOYEE NAME	GRD	DATE OF APPOINTMENT IN MCGM	DATE OF APPOINTMENT IN H/EAST
12	JR.ENGINEER	PATHAN SHAHARUKH GAFUR	C	10.08.2020	10.08.2020
13	JR.ENGINEER	SASANE RATNAKAR V	C	19.12.2015	18.05.2022
14	JR.ENGINEER	NAKHALE SURAJ R.	C	19.12.2015	07.07.2023
15	JR.ENGINEER	BANDGAR AVDHUT RAJARAAM	C	01.07.2020	23.10.2023
16	JR.ENGINEER	DESHMUKH TRUNA PRAKASHRAO	C	31.07.2020	05.02.2024
17	JR.ENGINEER	VISPUTE PARESH DIPAK	C	17.08.2020	01.04.2024

Section 4(1)(b)(x)

**THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES INCLUDING THE SYSTEM
OF COMPENSATION AS PROVIDED IN THE REGULATIONS**

PAYSHEET NO:- 5160

SR. NO.	DESIGNATION	EMPLOYEE NAME	GRD	BASIC	DA	HIS	WC	CA	SPA	TA	HRA	UWA	TOTAL
1	ASST. COMMISSINER	KSHIRSAGAR SWAPNAJA SHRIMANT	B	91400	48442				3000		27420		170262
2	ADM.OFFICER	SIDDIQUI SANA JAVED	B	81200	43036					2700	24360		151296
3	SR.STENOGR PHER	SHETTY KAVITA SANJAY	C	69900	37047				150	2700	20970		130767

PAYSHEETNO:-5162

SR. NO.	DESIGNATION	EMPLOYEE NAME	GRD	BASIC	DA	HIS	WC	CA	SPA	TA	HRA	UWA	TOTAL
1	EXECUTIVE ENGINEER	DHOTRE KESHAV Y	A	104600	55438					5400	31380		196818
2	ASST.ENGINEER	BHUJBAL SACHIN S.	B	72100	38213					2700	21630		134643
3	ASST.ENGINEER	JADHAV DEEPAK ARJUN	B	76500	40545						22950		139995
4	ASST.ENGINEER	PATIL AJAYKUMAR LAHU	B	71100	37683			695		5400	21330		136208
5	ASST.ENGINEER	VADILE RAJU D	B	99800	52894			695		2700	29940		186029
6	ASST.ENGINEER	CHANDANSHIVE VAIBHAV B.	B	62200	32966					2700	18660		116526
7	ASST.ENGINEER	LAVHALE VAIBHAV A	B	78800	41764					2700	23640		146904
8	SUB.ENG	NEMADE MAHESH MANOHAR	B	66000	34980			695		2700	19800		124175
9	SUB.ENG	BARMADE GANESH K	B	64100	33973					2700	19230		120003
10	SUB.ENG	DUBE MANOJKUMAR S	B	66000	34980					2700	19800		123480
11	SUB.ENG	DHAVLE PRAVIN SUDHAKAR	B	60400	32012					2700	18120		113232
12	SUB.ENG	PALVE TUSHAR Y	B	64100	33973					2700	19230		120003
13	SUB.ENG	JANGAM ABHIJIT M	B	62200	32966			695		2700	18660		117221
14	SUB.ENG	KAMBLE SACHIN SHRIDHAR	B	47600	25228			695		2700	14280		90503
15	CLERK	KUMBHAR JYOTI DATTARAM	C	38600	20458					2700	11580		73338
16	CLERK	PARAB DARSHANI H	C	48900 ₄₇	25917					2700	14670		92187

17	CLERK	SHIRSEKAR DARSHAN N	C	38600	20458					2700	11580		73338
18	CLERK	DAVALE SANDEEP	C	50400	26712					2700	15120		94932
19	CLERK	PATIL MINAKSHI KIRAN	C	39800	21094					2700	11940		75534
20	CLERK	DHANMEHER CHANDRAKANT V	C	39800	21094					2700	11940		75534
21	NOTICE CLERK	METRE ASHOK NARSAPPA	C	60300	31959			695		2700	18090		113744
22	HEAD CLERK	KOCHREKAR NEHA RAJAN	C	45700	24221					2700	13710		86331
23	HEAD CLERK	BELE SONALI SUBODH	C	44400	23532					2700	13320		83952
24	JR. ENGINEER	RUPANI SONAL	C	46100	24433					2700	13830		87063
25	JR. ENGINEER	KOTHERE RUPESH B	C	50400	26712			695		2700	15120		95627
26	JR. ENGINEER	THOMBRE KISHOR B	C	48500	25705			695		2700	14550		92150
25	JR. ENGINEER	PATIL SHRIKRUSHNA A	C	47100	24963			695		2700	14130		89588
26	JR. ENGINEER	SHINGE SUYASH BABANRAO	C	47100	24963			695		2700	14130		89588
27	JR. ENGINEER	SAKHARE SAURABH RAVINDRA	C	47100	24963			695		2700	14130		89588
28	JR. ENGINEER	GAJUL ROHIT YALLAPPA	C	47100	24963			695		2700	14130		89588
29	JR. ENGINEER	PATHAN SHAHARUKH GAFUR	C	47100	24963			695		2700	14130		89588
30	JR. ENGINEER	SASANE RATNAKAR V	C	50400	26712			695		2700	15120		95627
31	JR. ENGINEER	NAKHALE SURAJ R.	C	50400	26712			695		2700	15120		95627
32	JR. ENGINEER	BANDGAR AVDHUT RAJARAAM	C	45700	24221			695		2700	13710		87026
33	JR. ENGINEER	DESHMUKH TRUNA PRAKASHRAO	C	47100	24963			695		2700	14130		89588

34	JR.ENGINEER	VISPUTE PARESH DIPAK	C	47100	24963			695		2700	14130		89588
35	JR.ENGINEER	ZEMSE ROSHAN PRAVIN	C	54600	28938			695		2700	16380		103313
36	JR.ENGINEER	KUDALE GANESH ASOK	C	54600	28938			695		2700	16380		103313
37	MAR.C.ENG. TYPST	CHOPADE SHANKAR G.		43500	23055					2700	13050		82305
38	TEL.OP.AGRADE	INARKAR JAYASHREE MANGESH	C	45700	24221					2700	0		72621
39	TEL.OP.AGRADE	DHURI AMOL ASHOK	C	44800	23744					2700	0		71244
40	BLDG. MUKADAM	TAMBOLI MO. ALIM S.	D	36800	19504		230	695		2700	11040		70969
41	BLDG. MUKADAM	NEVREKAR DIPAK P	D	44700	23691		230	695		2700	13410		85426
42	PEON	JADHAV ROHAN RAMESH	D	24700	13091		230			2700	7410		48131
43	PEON	BHOSALE RATNESH M.	D	39400	20882		230			2700	11820		75032
44	PEON	PAWAR ROHIT J.	D	17600	9328					1000	5280		33208
45	PEON	SALKAR PRATIBHA S	D	31100	16483		230			2700	9330		59843
46	PEON	NAIK JITESH ASHOK	D	24700	13091		230			2700	7410		48131
47	PEON	HANAVATE NIRMALA D	D	31100	16483		230			2700	9330		59843
48	PEON	SINHA JAYSHREE ANIL	D	21900	11607		230			1000	6570		41307
49	PEON	KEDARE SACHIN G	D	27000	14310		230			2700	8100		52340

PAYSHEETNO:-5163

SR. NO.	DESIGNATION	EMPLOYEE NAME	GRD	BASIC	DA	HIS	WC	CA	SPA	TA	HRA	UWA	TOTAL
1	LABOURER	ANGARAKHE GANPAT R.	D	42,300	22,419		230			2,700	12,690		80,339
2	LABOURER	BHAWARI LAXMAN J.	D	31,300	16,589		230			2,700	9,390		60,209
3	LABOURER	BHAGAN VIKRANT V.	D	27,800	14,734		230			2,700	8,340		53,804
4	LABOURER	BHIWGADE ASHIQUE Y.	D	22,100	11,713		230			1,000	6,630	600	42,273
5	LABOURER	BILLALE SRIRAM H.	D	27,800	14,734		230			2,700	8,340		53,804
6	LABOURER	DAWARE RAMESH M.	D	27,800	14,734		230			2,700	8,340		53,804
7	LABOURER	DAGALE KISAN W.	D	27,800	14,734		230			2,700	8,340		53,804
8	MUKADAM	GAWADE ASHOK GANGARAM	D	20,300	10,759		230			1,000	6,090		38,379
9	LABOURER	GAIKWAD MILIND HANMANT	D	31,300	16,589		230			2,700	9,390		60,209
10	LABOURER	GUNDAYE YASHWANT S.	D	27,800	14,734		230			2,700	8,340		53,804
11	LABOURER	JAYBHAYE AMBADAS R.	D	47,100	24,963		230			2,700	14,130		
12	LABOURER	INAMDAR YOGESG B.	D	27,800	14,734		230			2,700	8,340		53,804
13	MUKADAM	KUNCHIKORE VEVENKTRAO S.	D	47,100	24,963		230			2,700	14,130		89,123
14	MUKADAM	KUNCHIKORVE SHATTAPA K.	D	47,100	24,963		230			2,700	14,130		89,123

15	PAINTERII	KHUDE PRAKASH G.	D	46,000	24,380					2,700	13,800		86,880
16	LABOURER	JONDDHALE RAMA Y.	D	28,600	15,158		230			2,700	8,580		55,268
17	LABOURER	KUNCHIKORVE PRAVIN B	D	24,900	13,197		230			2,700	7,470		48,497
18	LABOURER	KINNARE SACHIN R.	D	27,000	14,310		230			2,700	8,100		52,340
19	LABOURER	KHURADE VIKAS K.	D	23,500	12,455		230			1,000	7,050		44,235
20	MUKADAM	LOHAR BHALCHANDRA N.	D	47,100	24,963		230			2,700	14,130		89,123
21	LABOURER	LAD SANDESH P.	D	31,300	16,589		230			2,700	9,390		60,209
22	LABOURER	MOHD.YUNUS ABDUL HAQ	D	47,100	24,963		230			2,700	14,130		89,123
23	LABOURER	MOHITE MILIND P.	D	28,600	15,158		230			2,700	8,580		55,268
24	LABOURER	MANJREKAR RAJENDRA V.	D	33,200	17,596		230			2,700	9,960		63,686
25	LABOURER	MOHD. WASIM M. I.	D	28,600	15,158		230			2,700	8,580		55,268
26	LABOURER	MAHALE MURLIDHAR G.	D	27,800	14,734		230			2,700	8,340		53,804
27	LABOURER	MISAL KIRAN R.	D	27,000	14,310		230			2,700	8,100		52,340
28	LABOURER	NAIGAONKAR KAILASH M.	D	27,800	14,734		230			2,700	8,340		53,804
29	LABOURER	OLEKAR HANMANT V.	D	27,800	14,734		230			2,700	8,340		53,804
30	LABOURER	PALVE SOPAN S.	D	27,800	14,734		230			2,700	8,340		53,804
31	LABOURER	PARADHI JIVAN N.	D	27,800	14,734		230			2,700	8,340		53,804
32	LABOURER	AUSARMAL ATITOSH SANTOSH	D	19,100	10,123		230			1,000	5,730		36,183

33	LABOURER	SHITKAR HEMANT C.	D	31,300	16,589		230			2,700	9,390		60,209
34	LABOURER	SONAWANE SANTOSH S.	D	22,800	12,084		230			1,000	6,840		42,954
35	MUKADAM	TODASE ARUN BAPURAO	D	47,100	24,963		230	695		2,700	14,130		89,818
36	LABOURER	CHAVAN SWAPNIL PRAKASH	D	18,500	9,805					1,000	5,550		34,855
37	LABOURER	WAGHMARE RAVIKANT B.	D	22,100	11,713		230			1,000	6,630		41,673
38	LABOURER	YADAV PANKAJ RAMPURAN	D	21,500	11,395		230			1,000	6,450		40,575
39	LABOURER	ZAINNUDDIN SHASHUDDIN H.	D	34,400	18,232		230			2,700	10,320		65,882
40	LABOURER	TAKALE ANIKET	D	19,100	10,123		230			1,000	5,730		36,183

PAYSHEETNO:-5164

SR. NO.	DESIGNATION	EMPLOYEE NAME	GRD	BASIC	DA	HIS	WC	CA	SPA	TA	HRA	UWA	TOTAL
1	MASON II	ASLAMALI KUDARATALI S	D	48,800	25,864		230			2,700	14,640		92,234
2	LABOURER	GOTAD CHANDRAKANT P.	D	33,400	17,702		230			2,700	10,020	600	64,652
3	MASON II	NANGARE VIJAY KALU	D	27,800	14,734		230			2,700	8,340	600	54,404
4	LABOURER	PATIL PRALHAD R.	D	31,300	16,589		230			2,700	9,390	600	60,809
5	LABOURER	RAJGURU RAJESH S.	D	47,100	24,963		230			2,700	14,130	600	89,723

PAYSHEET NO:-5165

SR. NO.	DESIGNATION	EMPLOYEE NAME	GRD	BASIC	DA	HIS	WC	CA	SPA	TA	HRA	UWA	TOTAL
1	MUKADAM	MUKNE RAMDAS	D	47,100	24,963		230	695		2,700	14,130		89,818
2	DRAINCLEANER	PATIL CHANDRAHAS MOHAN	D	31,300	16,589		230			2,700	9,390	600	60,809
3	DRAINCLEANER	MASAL MAHADEO JAGU	D	27,200	14,416		230			2,700	8,160	600	53,306
4	LABOURER	TAMBE ANANT JANU	D	Pay stop due to long absent									
5	LABOURER	GAJBHIV ANIL BANDU	D	43,600	23,108		230			2,700	13,080	600	83,318
6	LABOURER	GOTAD RAJARAM PANDURANG	D	44,700	23,691		230			2,700	13,410	600	85,331
7	LABOURER	PATWEKAR RAMESH SMASAJI	D	47,100	24,963		230			2,700	14,130	600	89,723
8	LABOURER	ADHAL GORAKH CHINDHU	D	31,300	16,589		230			2,700	9,390	600	60,809
9	LABOURER	DINGORKAR CHANDRASHEKHAR	D	31,300	16,589		230			2,700	9,390	600	60,809
10	LABOURER	PATIL RAJENDRA NAMDEO	D	31,300	16,589		230			2,700	9,390	600	60,809
11	LABOURER	RAUT DIPESH DAMODAR	D	31,300	16,589		230			2,700	9,390	600	60,809
12	LABOURER	KHARAT AMIT BHIMRAO	D	31,300	16,589		230			2,700	9,390	600	60,809
13	LABOURER	WAGHMARE VINOD BALWANT	D	30,400	16,112		230			2,700	9,120	600	59,162

14	LABOURER	RAUT PRAVIN ANKUSH	D	31,300	16,589		230			2,700	9,390	600	60,809
15	LABOURER	MORE VISHAL VILAS	D	29,500	15,635		230			2,700	8,850	600	57,515
16	LABOURER	GADDAM HARIBHAU C	D	27,200	14,416		230			2,700	8,160	600	53,306
17	LABOURER	RAWNAK MAHESH DINKAR	D	28,600	15,158		230			2700	8,580	600	55,868
18	LABOURER	KASARE SURENDRA HARISHCHA	D	27,800	14,734		230			2,700	Quarters	600	46,064
19	LABOURER	KHETADE SAMPAT PANDURANG	D	27,800	14,734		230			2,700	8,340	600	54,404
20	LABOURER	NARALE VIJAY MAHADEV	D	27,800	14,734		230			2,700	8,340	600	54,404
21	LABOURER	DAGADKHAIR AMBADAS KARBHA	D	27,800	14,734		230			2,700	8,340	600	54,404
22	LABOURER	WAKADE JAYWANT LAXMAN	D	27,800	14,734		230			2,700	8,340	600	54,404
23	LABOURER	RATHOD PRAKASH PANDIT	D	27,800	14,734		230			2,700	8,340	600	54,404
24	LABOURER	SHELAR TARUN ANANTA	D	27,800	14,734		230			2,700	8,340	600	54,404
25	LABOURER	CHAVAN SUNIL RAMRAO	D	27,800	14,734		230			2,700	8,340	600	54,404
26	LABOURER	TAMBE SAKHARAM SHANTARAM	D	Pay stop due to long absent									
27	LABOURER	CHAVHAN VIJAY APPA	D	45,700	24,221		230			2700	13,710	600	87,161
28	LABOURER	TIWARI VIJAY PRAKASH	D	47,100	24,963		230			2,700	14,130	600	89,723

29	LABOURER	MOH.UMAR HAMIULLAH	D	43,600	23,108		230			2,700	13,080	600	83,318
30	LABOURER	AWHAD VIJAY BAJIRAO	D	44,700	23,691		230			2700	13,410	600	85,331
31	LABOURER	SHINDE UDYA MAHADEV	D	47,100	24,963		230			2,700	14,130	600	89,723
32	LABOURER	GHUTE SUNIL SHYAM	D	42,300	22,419		230			2700	12,690	600	80,939
33	LABOURER	NAIK MAHADEV GUNDU	D	47,100	24,963		230			2,700	14,130	600	89,723
34	LABOURER	KASARE MANGESH HARISH	D	45,700	24,221		230			2700	13,710	600	87,161
35	LABOURER	DIWATE RAJU WAMAN	D	35,400	18,762		230			2700	10,620	600	68,312
36	LABOURER	AADEHSH SHIVRAM PATIL	D	31,300	16,589		230			2700	9,390	600	60,809
37	LABOURER	MHATRE AANAND HANUMANTA	D	27,200	14,416		230			2700	8,160	600	53,306.
38	LABOURER	GODE AANADA LAXMAN	D	27,800	14,734		230			2,700	8,340	600	54,404
39	LABOURER	MISHRA PAWANKUMAR GANGAPRASAD	D	25,600	13,568		230			2700	7,680	600	50,378
40	LABOURER	AADHARI SAKHARAM KISAN	D	27,800	14,734		230			2,700	8,340	600	54,404
41	LABOURER	JADHAV PRAVEEN CHANDRAGUPT	D	23,500	12,455		230			2700	7,050	600	44,385
42	LABOURER	SOLANKI SWAPNIL KISHOR	D	22,100	11,713		230			1,000	6,630	600	42,273
43	LABOURER	TAMBE MANOJ RAMESH	D	22,800 ₅₆	12,084		230			1,000	6,840	600	43,554

44	LABOURER	MANE SUKHDEV VINOD	D	Suspend									
45	LABOURER	THORAT GAUTAM VINAYAK	D	42,300	22,419		230			2700	12,690	600	80,939
46	LABOURER	CHAVHAN SUDHIR SAMPAT	D	22,100	11,713		230			1,000	6,630	380	42,053
47	LABOURER	PAWAR RAVI	D	22,100	11,713		230			1,000	6,630	380	42,053
48	LABOURER	SHAIKH MOH. SHAHBAJ	D	21,500	11,395		230			1000	6,450	380	40,955
49	LABOURER	IGVE SACHIN SAHEBRAO	D	21,500	11,395		230			1000	6,450	600	41,175
50	LABOURER	KUMBHAR GANESH ASHOK	D	20,900	11,077		230			1000	6,270		39,477
51	LABOURER	KADAM VANCHIKA	D	20,900	11,077		230			1000	6,270	600	40,077
52	LABOURER	CHUKKANA JHILWALKAR	D	20,900	11,077		230			1000	6,270		39,477
53	LABOURER	MANDAR KUSAJI VAJARKAR	D	18,500	9,805		230			1,000	5,550	600	35,685

PAYSHEETNO:-5166

SR. NO.	DESIGNATION	EMPLOYEE NAME	GRD	BASIC	DA	HIS	WC	CA	SPA	TA	HRA	UWA	TOTAL
1	LABR. C. WATCHMAN	KADAR UKAPPA SUKAPPA	D	47,100	24,963		230			2,700	14,130		89,123
2	LABR. C. WATCHMAN	KHEDEKAR TEJAS V.	D	22,100	11,713		230			1,000	6,630		41,673