

BRIHANMUMBAI MAHANAGARPALIKA

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

ADMINISTRATIVE OFFICER (SCHOOL)

H/East

Address - Office of
Administrative Officer (School),
1st Floor, Prabhat Colony Municipal School,
Prabhat Colony, Santacruz (East)
Mumbai – 400 055

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BRIHAMUMBAI MAHANAGAR PALIKA
ADMINISTRATIVE OFFICER (SCHOOL) H/EAST
RTI ACT. 4 MANNUAL. 4 (1) (B) (I) TO (XVII)

Section 4 (1) (B) (i)
MANUAL No. 1 – Chapter 1
YEAR 2025-26

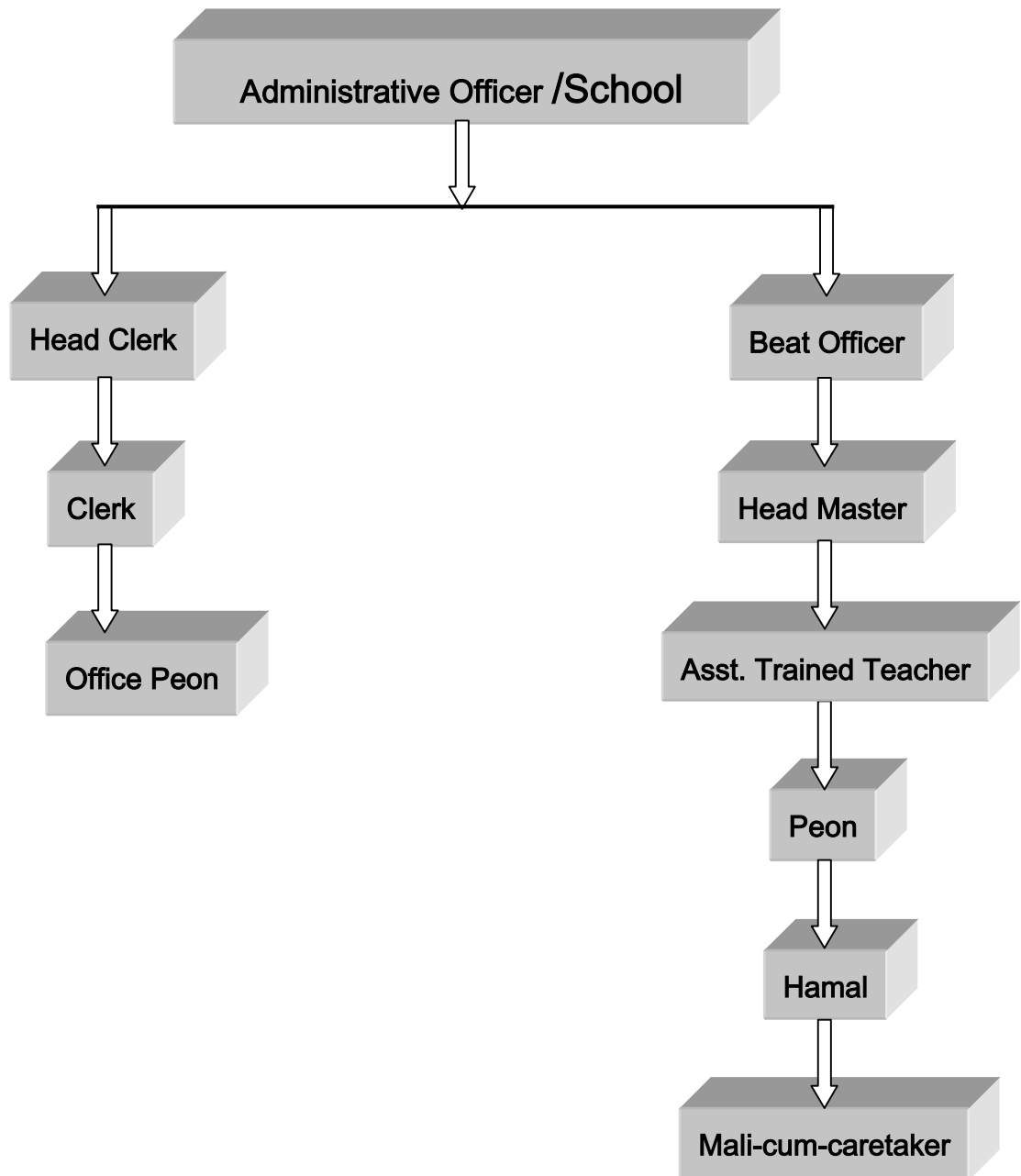
The particulars of functions & duties of the Office of Administrative Officer (School)

1.	Name of the Public Office	Administrative Officer/H/E WARD
2.	Address	1 st Floor, Prabhat Colony Municipal School, Prabhat Colony, Santacruz (East), Mumbai – 400 055
3.	Name of the Head of Office	Smt. Kanchan Kamlakar Gosavi, Administrative Officer (School) H/E WARD
4.	Head of the Department	Education Officer
5.	Reporting office	Dy. Education Officer (W.S.)
6.	Jurisdiction Geographical	H/East ward is bounded by the
7.	Mission	
8.	Vision	Primary Education
9.	Objectives	
10.	Functions	<p>a) To control, organize, supervise and administer the smooth functioning of various administrative work pertaining to all the M.C.G.M. schools, employees of all the M.C.G.M. school of 'H/E' Ward.</p> <p>b) To control, organize, supervise and administer the office, establishment and staff under the control of Head Clerk.</p> <p>c) To conduct regular i.e. general visits, inspection visits, emergency visits (or any other visits) as and whenever required in all the MCGM Schools of 'H/E' Ward.</p>
11.	Section Duties	<p>1) To control, organize, supervise and administer the smooth functioning of various administrative work pertaining to all the M.C.G.M. schools, employees of all the M.C.G.M. school of 'H/E' Ward.</p> <p>2) To control, organize, supervise and administer the office, establishment and staff under the control of Head Clerk.</p> <p>3) To conduct regular i.e. general visits, inspection visits, emergency visits (or any other visits) as and whenever required in all the MCGM Schools of 'H/E' Ward.</p> <p>4) To check office record work books</p> <p>5) To check important documents received from Municipal Commissioner & Dy. Municipal Commissioner.</p> <p>6) To control, organize, supervise, administration, guidance, discipline and maintaining the quality education and to ensure the smooth functioning of all the MCGM Schools under jurisdictions as per the norms prescribed by the MCGM Primary Education Department.</p> <p>7) To maintain discipline and order in A.O. (School) Office.</p> <p>8) To sanction C.L. and long leave to Head Teachers, Clerical</p>

		<p>staff & Peons working in A.O.(Schools) office.</p> <p>9) Liable to answer all the queries raised & asked by the employees of various unions.</p> <p>10) Liable to answer all the applications received under Right to Information Act.</p>
12.	Details of services provided (In Brief)	To grant permission for use of Municipal School Bldgs. Halls for marriages, engagements, thread ceremony etc. and vacant class rooms for Social & Educational programmes on rented basis as per the norms prescribed in the circular No.SRSC/2896 dt, 21.02.2013.
13.	Office time , Phone No. & E-mail for urgent work.	<p>1. Office time 10.00 a.m. to 6.00 p.m.</p> <p>2. Phone No.</p> <p>3. E-mail – aosch.heast@mcgm.gov.in</p>
14.	Weekly Off and Special Service Period.	All Saturday & Sunday weekly off

Section 4 (1) (B) (i)
MANUAL No. 1 – Chapter 2
YEAR 2025-26

PARTICULARS OF ORGANIZATIONAL FUNCTIONS



Section 4 (1) (B) (ii)
MANUAL No. 2
YEAR 2025-26

Delegations of Powers of Administrative Officer (School)

Sr. No.	Post	Powers	Concern Law/ Rules/ Order	Remarks
1.	Administrative Officer	A. Financial Powers: Sanction of bills up to Rs. Five Thousand Only.	Municipal Service Regulation Act 1989	
		B. Administrative Powers: <u>DUTIES AND DELEGATION OF POWER TO ADMINISTRATIVE OFFICERS (SCHOOLS):</u> 1) To sanction Leave working in A.O.'s (Schools) office. 2) To Sanction financial Demand of there. 3) To transfer or depute Peons and Hamals in the Ward. 4) To transfer furniture and other articles and sanction expenditure for the purpose upto Rs.100/- at a time. 5) To sanction C.L. to Head Teachers, Clerical staff & Peons working in A.O.'s (Schools) office. 6) To sanction long leave to school staff. 7) To issue written warning to the school staff and the staff in the A.O.'s office. 8) To grant permission for excursion of school pupils of more than day's duration. 9) To maintain statistical data of the schools. 10) To expedite the matter of physical facilities of schools such as getting the repairs done to municipal owned, rented, rent free school buildings. 11) To carry out direct correspondence with Government, Semi Government bodies and with public. 12) To certify pay bills, effective certificates and contingencies bills and other bills pertaining schools. 13) To grant permission for holding extra classes. 14) To place indents/Work ordes for Lorries and Hamals for removal of furniture. 15) To sanction bills of sundry expenses subject to certification of funds. 16) To cancel unexpired portion of leave and to modify leave. 17) To give certificates of pay and service to employees. 18) To fix the amount of school contingency. 19) To place indents with the controller of Stores for annual requirements, Clothing, Water-proof Coats etc. & to place indents with the Stores articles to schools	Municipal Service Regulation Act 1989	

	<p>and school staff.</p> <p>20) To sanction changes in the names of employees and changes in the names, caste, birth dates of pupils.</p> <p>21) To sanction advance out of P.F.</p> <p>22) To allow staff to subscribe to N.C.P.F.</p> <p>23) To sanction increment to school staff after allowing them to cross E.B.</p> <p>24) To sanction provident fund final claims and sanction non refundable provident fund advance to school staff under Rule No. 25 A of P.F.</p> <p>25) To grant permission for use of school premises and school Halls, rooms etc. for functions.</p> <p>26) To introduce double session etc. with E.O.'s prior approval.</p> <p>27) To condone late attendance and grant concessions to leave early to school staff twice a month.</p> <p>28) To dispose of school garden produce.</p> <p>29) To sanction expenditure for preparation of teaching aids, to the limit of Rs.25/-each.</p> <p>30) To incur expenditure or office contingency upto Rs.100/- per item.</p> <p>31) To grant permission to school staff to do outside work including provate tuition's of 2 hours & to grant permission for higher studies on usual condition except case of studies for B.Ed course.</p> <p>32) Disposal of the records of school-Beat & A.O.'s offices.</p> <p>33) Maintenance of establishment records pertaining to all employees in the ward including seniority list, sidewise.</p> <p>34) Preparation of readjustment of pupils & Teachers. Sidewise.</p> <p>35) Completion of information & statistics.</p> <p>36) Maintenance of directory of school staff, sidewise</p> <p>37) Preparation & submission of superannuation list of the school staff.</p> <p>38) To warn the Head Teachers failing to submit charge report in time.</p> <p>39) Countersigning school leaving certificates.</p> <p>40) To pay educational visits to some of the school of his/her own language.</p> <p>41) To sanction leave joining vacation, to school staff provided the employee has not availed of such</p> <p>42) leave benefit of vacation during the preceding two years (other such cases be referred to zonal supdts.)</p> <p>43) To sanction traveling bills to staff going to native place in vacation.</p> <p>44) To work as the representative of the corporation on school committee of the Secondary Schools</p> <p>45) To conduct the vacation calsses& libraries.</p> <p>46) To write the confidential history sheets of the clerks</p>		
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		<p>&Heads Clerks in A.O.'s office.</p> <p>47) To hold enquiries of all kinds in respect of school staff.</p> <p>48) To recommend allotment and readjustment of class rooms to various language groups in the buildings.</p> <p>49) To attend rounds of D.M.C. mayor and the Chairman, conducted in the ward.</p> <p>50) To allow closure of schools in case of emergencies.</p> <p>51) To conduct and supervise the activities of curriculum, Department Centre in the ward.</p> <p>52) To issue purchase orders, to certified bills and to make contracts for sanstha for midday meal scheme and other works given by high authority.</p> <p><u>DUTIES AND DELEGATION OF POWERS TO INSPECTOR (SCHOOLS):</u></p> <p>1) To pay one surprise visit to one of the schools in the Beat during a week and to pay one educational visit per day and give educational guidance to teachers.</p> <p>2) To conduct inspection of teachers and class work.</p> <p>3) Checking of lesson notes, assignments, pupils, progress record, and sample checking of correction work done by teachers.</p> <p>4) Helping and guiding schools in organizing educational as well as co-curricular and cultural activities.</p> <p>5) To guide and supervise over the effective use of teacher's and students libraries.</p> <p>6) To organize seminars, elocution competitions, demonstration lessons, reorientation of teachers etc. for the best.</p> <p>7) Setting question papers, conducting the various examinations and preparing and declaring the results.</p> <p>8) To assist the Superintendents and the Research Officer in newly introduced projects in respect of new methods of teaching.</p> <p>9) To work as the Superintendents and the Research Officer in newly introduced projects in respect of new methods of teaching.</p> <p>10) To work as the representative of the Corporation and school Committees of secondary schools.</p> <p>11) To maintain Ephemeral Roll of Head and Dy.HeadTeachers.</p> <p>12) To write and maintain confidential history sheets of Head and Dy.Head Teachers. (The C.H. Sheets of Asstt. and Special Teachers to be written by Head Teachers and submitted to Inspectors.)</p> <p>13) Checking of contingency and electric bills registers once a month.</p> <p>14) Checking of dead stock and other school registers.</p> <p>15) Verification of unserviceable articles of schools and writing off the same after obtaining the certificate</p>		
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		<p>from A.O.(E)</p> <p>16) Holding enquiries of all kinds in respect of school staff.</p> <p>17) To transfer Dy.Head Teachers, Asstt. Teachers & special Teachers within his/her own Beat and inter-divisional transfer teachers with the approval of concerned Superintendent.</p> <p>18) Recommending confirmation, crossing of E.B. etc of the teaching staff.</p> <p>19) Recommending teachers for 'Teachers' Awards"/State Award/National Award.</p> <p>20) To form classes in schools and make adjustment of teachers.</p> <p>21) Recommending the opening of higher standards, opening and closing of schools, conversion of schools and classes, introduction of double sessions, shorter session.</p> <p>22) To prepare time tables of all the special and sanction their conveyance allowances.</p> <p>23) To prepare time tables of all the special teachers and sanction their conveyance allowances.</p> <p>24) To select and depute teachers to teaching aid centers for preparing of teaching aids for schools.</p> <p>25) To distribute magazines, question papers, stationary articles for the examination purpose to schools.</p> <p>26) To motivate teachers for preparing and coaching teachers for High School/Middle school Scholarship Examinations in drawing, Hindi etc. organized by outside agencies.</p> <p>27) To recommend opening of students co-operative stores to check the accounts of these stores etc.</p> <p>28) To give education and administrative guidance to Head Teachers, Dy. Head Teachers and teachers by holding periodical meetings.</p> <p>29) To issue written warnings to school staff.</p> <p>30) To check/verify charge reports and fix responsibility for shortage, deficit etc.</p> <p>31) To check monthly returns of schools, to consolidate the information and prepare readjustment statement for the Beat.</p> <p>32) To check trips/excursion accounts of schools.</p> <p>33) To recommend Teachers and Dy. Head Teachers and Head Teachers for promotion to Dy. Head Teachers, Head Teachers and Inspector's post respectively.</p> <p>34) To recommend regarding taking over of private schools.</p> <p>35) To check and verify incentive bonus bills of teachers.</p> <p>36) To secure the aid of agencies like rotary club, Lions club etc. and to work as liaison officer between the Corporation and these agencies for the benefit of schools.</p>		
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		<p>37) To motivate schools in founding parent teacher's associations for creating healthy atmosphere in schools.</p> <p>38) To motivate the teaching staff to be up-to-date in their knowledge, to be efficient in their duties and to raise the standard of education and the percentage of examination result and thus to bring about all round progress.</p> <p>39) To approve the allotment of work/distribution of Standards/classes to teachers done by the head</p>		
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Section 4 (1) (B) (iii)

MANUAL No. 3

YEAR 2025-26

The Procedure followed in the decision-making process, including channels of supervision and accountability in the office of Administrative Officer (School)

Rules, Regulations, Powers for discharging the functions held by Public Authority and by the employee for discharging as per the rules and regulations.

Administrative Officer/H/E WARD cannot take any decisions in public affairs.

1. Nature of work :
2. Related remarks :
3. Concerned regulated
Rules & Regulations :
4. Rules :
5. Departmental decisions :
6. Circular Numbers :
7. Office Order :

Sr. No.	Nature of the work	Period/Slot of the work	Allotted Time	Rules and Responsibilities played by officers and employees	Remarks

Section 4 (1) (B) (iv)
MANUAL No. 4
YEAR 2025-26

**Financial and physical targets set for discharge of its functions in the office of
Administrative Officer (School)**

Common decision considering physical & financial objectives. Periodically taken decision monthly/thrice/half yearly in Administrative Officer of H/E WARD Dept.

Sr. No.	Post	Work	Physical Aims	Financial Aims	Period	Remarks
1.	Administrative Officer	Administrative work	NIL	NIL	NIL	NIL

Section 4 (1) (B) (v)

MANUAL No. 5 YEAR 2025-26

The rules, regulations, instruction, manuals and records, held by it or under its control or used by the employees for discharging department functions

1) Administrative Officer (School):

Sr. No.	Subject	Related General Regulations / Office Orders / Rule / Gazette etc. / Nos. & Date	Remarks
1.	1) Administrative Officer (School)	1. Municipal Service Regulation Act. 2. Provident Fund Act 3. Pension Act 4. Industrial Dispute Act 5. Municipal Service Regulation Act 1999 6. Right to Information Act	NIL

2) Expenditure:

Sr. No.	Subject	Related General Regulations / Office Orders / Rule / Gazette etc. / Nos. & Date	Remarks
1	To sign on bills	To sign on certificates & bills which are sent from City Engineer Obtain permission of Commissioner to renewal of railway pass	
2	Regarding renewal of railway pass of employees		
3	To conduct final examination & to declare results		

3) Income:

Sr. No.	Subject	Related General Regulations / Office Orders / Rule / Gazette etc. / Nos. & Date	Remarks

4) Inward-Outward:

Sr. No.	Subject	Related General Regulations / Office Orders / Rule / Gazette etc. / Nos. & Date	Remarks
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5) Public Facility Centre:

Sr. No.	Subject	Related General Regulations / Office Orders / Rule / Gazette etc. / Nos. & Date	Remarks

Section 4 (1) (B) (vi)**MANUAL No. 6****YEAR 2025-26****Statement of categories of documents that are held and under the control of the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- H/E)**

List of documents available in Administrative Officer (School) Office

1) Education Department:

Sr. No.	Subject	Documents / Files / Registers	File No. / Register No.	Details of information	For how much period information is preserved
1)	1. Employee Muster & Paysheets 2. Confidential Report 3. Orders 4. Seniority List 5. Service books of employees	Documents			
2)	1. B.M.C. Service Claims 2. Appointment/Transfer/Promotions 3. Proposals	Documents Files			
3)	1. Leave Record 2. Emergency bills 3. Correspondance with employees	Documents			
4)	1. Enquiry Reports 2. Disciplinary action documents 3. Income Tax Register 4. P.F. Advance	Documents Files			
5)	1. Temporary appointment	Documents			
6)	1. Leave applications 2. Complaints etc.	Documents			

2) Expenditure:

Sr. No.	Subject	Documents/ Files/ Registers	File No./ Register NO.	Details of Information	For how much period the information is preserved.

3) Revenue:

Sr. No.	Subject	Documents/ Files/ Registers	File No./ Register NO.	Details of Information	For how much period the information is preserved.

4) Inward – Outward:

Sr. No.	Subject	Documents/ Files/ Registers	File No./ Register NO.	Details of Information	For how much period the information is preserved.

5) Public Facility Centre:

Sr. No.	Subject	Documents/ Files/ Registers	File No./ Register NO.	Details of Information	For how much period the information is preserved.

A statement of the categories of documents that are held by Education Deptt. or under its control.

Grade	Period
A	Permanent
B	30 years
B2	15 years
C2	10 years
C	5 years
D	1 Year

The details of the above classification of record are available in Education Department, Hindu Colony, Dadar (East)

Section 4 (1) (B) (vii)
MANUAL No. 7
YEAR 2025-26

Particulars of any arrangement that exists for consolation with the members of public in relation to the formulation of policy and implementation in the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- H/E

In the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- H/E). No Policy decision has been taken, therefore question of before implementation of any such decision discussing with public or local representative do not arise.

Section 4 (1) (B) (viii)

MANUAL No. 8 YEAR 2025-26

A Statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public.

- 1) M.C.G.M has created a Prabhag Samiti (Ward Committee) to address grievances of citizens, to provide basic services at G/ North as below.

Sr. No.	Name of the committee board / council / other bodies	Composition of committee Board council other bodies	Purpose of the committee Board/ Council/ other bodies	Frequency of meetings	Whether meeting open to public or not	Whether Minutes are available to public or not	Minutes available at.
1	H/E Ward Committee		To see the work done/ completed	Once in a month or on notice of President	No	Yes. Available on website of meeting minutes	Asstt. Munl. Secretary H/E Ward

- 2) MCGM has created a sexual harassment committee which is handled by Administrative Officer in the Asst. Commissioner H/E ward

Sr. No.	Name of the committee board / council / other bodies	Composition of committee Board council other bodies	Purpose of the committee Board/ Council/ other bodies	Frequency of meetings	Whether meeting open to public or not	Whether Minutes are available to public or not	Minutes available at.
1	sexual harassment committee	MCGM schools committee handled At Deputy Education Officer	to handle the matters relating to sexual harassment		Yes	Yes	Administrative Officer

Section 4 (1) (B) (ix)
MANUAL No. 9
YEAR 2025-26

Directory of the officers and employees

List of Officers & employees in Administrative Officer (School)/GN WARD Office:

Sr. No.	Post	Name of the Officer	Class	Date of joining the service	Contact No.	Basic Pay	D.A.
1	Administration officer (School)	Smt. Kanchan Kamlakar Gosavi	B	03.07.1989	022-26125801	83600/-	44308/-
2	Head Clerk	Shri. Mahendra Sale	C	06.08.2013	022-26125801	33000/-	17490/-
3	Clerk	Shri. Milind Sarate	C	28.01.2019	022-26125801	25500/-	13515/-
4	Clerk	Smt. Manali Gharat	C	12.02.2019	022-26125801	25500/-	13515/-
5	Peon	Smt. Rajeshree Baing	D	25.08.2008	022-26125801	33000/-	17490/-

Section 4 (1) (B) (x)

**MANUAL No. 10
YEAR 2025-26**

The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations.

The details information regarding total Salaries of Officers/ Staff/ Workers has been given in Section 4 (1) (b) (ix)

Section 4 (1) (B) (xi)**MANUAL No. 11****YEAR 2025-26**

The Budget allocated to the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- H/E) indicating the particulars of all allocation and expenses amount for the period 01.04.2016 to 31.03.2017 given below.

Details of allocations of budget and disbursement made in the office of administrative officer G / North ward.

Format A current year 2024-25

SR.N O	Budget Head Description	Consumable Budg	Consumed Budget	Remarks
1	'E' Budget (pri +mps)	61,42,75,478/-	47,69,80,636/-	
2	E' Budget (sec)	na	na	

Format B Previous year 2023-24

SR.NO	Budget Head Description	Consumable Budg	Consumed Budget	Result
1	'E' Budget (pri +mps)	63,06,58,441/-	60,58,92,719/-	
2	E' Budget (sec)	na	na	

Section 4 (1) (B) (xii)
MANUAL No. 12
YEAR 2025-26

Manner of execution of subsidy program in the office of
Administrative Officer (School) at H/East ward.

-----Nil-----

Section 4 (1) (B) (xiii)
MANUAL No. 13
YEAR 2025-26

The particulars of recipients of concession, permits or authorizations granted by the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- H/E)

From the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- H/E) no concessions permissions or authorizations letter as been issued to any citizen, the details is NIL.

Section 4 (1) (B) (xiv)
MANUAL No. 14
YEAR 2025-26

Details in respect of the information available to or held by it, reduced in an electronic form.

1. Administrative Officers (School)

Sr. No.	Type of Documents File/ Register	Sub Topic	In which Electronic Format it is kept	Person In Charge
1	Nil	Nil	1. Tape 2. PhotoFith (Film) 3. CD 4. Floppy 5. Others As above any information is not in record	

2. Expenses

3. Revenue

4. Inward- Outward

5. Civic Facilities

Section 4 (1) (B) (xv)
MANUAL No. 15
YEAR 2025-26

**The particulars of facilities available to citizens for obtaining information the office of
Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- H/E)**

1. Visiting days for public	Tuesday & Friday in Office hours
2. Information of website	www.mcgm.gov.in
3. Information of Call centre	NIL
4. Information regarding checking of records	Time 10.30 a.m. to 05.00 p.m.
5. Information regarding checking of works	Time 10.30 a.m. to 05.00 p.m.
6. Information regarding	Time 10.30 a.m. to 05.00 p.m.
7. Information regarding Notice Board	Administrative officer (School) Notice Board.
8. Information about Liabrary	NA
9. Information about Enquiry चौकशीकक्षेची /	NA
10. Information regarding contact nos. after office hours	022-26125801
11. Information regarding disaster management	022-26125801

Section 4 (1) (B) (xvi)**MANUAL No. 16****YEAR 2025-26**

Information regarding public information Officer, Assistant information Officers and first information officers at the the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- H/E)

Format 'A'**Public Information Officers PIO**

Sr. No.	Name of Public Information Officer	Designation	Jurisdiction as PIO under RTI	Address & Phone No.	E mail ID	First Appellate Officer
1	Smt. Kanchan Kamlakar Gosavi	Administrative Officer	Administrative Officer (School)	1st Floor, Prabhat Colony Municipal School, Prabhat Colony, Santacruz (East), Mumbai - 400055		Sm. Swapnaja Kshirsagar Asstt. Munl. Commissioner H/E Ward

Format 'B'**First Appellate Authority**

Sr. No.	Name of the First Appellate Officer	Designation	Jurisdiction as First Appellate authority	Address & Phone Nos.
1	Smt. Swapnaja Kshirsagar Asstt. Munl. Commissioner H/East Ward	Asstt. Commissioner	H/E WARD Office	H/E WARD Mun. Office Bldg, Prabhat Colony, Santacruz (East), Mumbai - 400055

Section 4 (1) (B) (xvii) - Others
MANUAL No. 17
YEAR 2025-26

Such other information as may be prescribed at the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- H/E)

The information related to this is NIL at the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- H/E).