



BRIHANMUMBAI MAHANAGARPALIKA

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

SOLID WASTE MANAGEMENT DEPARTMENT

-:ADDRESS:-

*Office of Assistant Engineer, H/East
Solid Waste Management Department,
Asst. Commissioner H/E ward'
Plot No.137, T.P.S:- 5,Road No.2,Prabhat Colony,
Santacruz (East),Mumbai: - 4000 55.
Telephone No. 022-26138900*

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INTRODUCTION

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

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

The Act requires the Government authority to compile a handbook in easily comprehensible form and to update it from time to time under **Section 4(1) b** sub clauses i to xvii (17 Manuals). The objective of publishing 17 Manuals is the proactive disclosure of the information/records held by Govt. Authority for the information seekers. The office of Assistant Engineer SWM H/W 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 Office of Assistant Engineer, H/East Solid Waste Management Department , Plot No.137, T.P.S:- 5,RoadNo.2, Prabhat Colony, Santacruz (East), Mumbai:- 400055. The procedure and fee structure for getting information is as per the provisions of RTI Act, 2005.

The corporation has decentralized most of the main departments functioning at the city central level under Departmental Heads, and placed the relevant sections of these Departments under the Assistant Commissioner. Assistant Engineer (SWM) is under administrative control of Assistant Commissioner.

For SWM department:-

He is assisted by Sub Engineer (SWM) and Asst. Head supervisor, Supervisor, Jr. Overseer and Mukadams.

For administrative work he is assisted by Administrative Officer. Head Clerk and

Clerk. Each Jr. Overseer is given one beat to perform the duties pertaining to Sweeping and cleaning.

As per Central Right to Information Act 2005, he is appointed as Public Information Officer (SWM) for Dept. and as per Maharashtra Public Records Act-2005 and Maharashtra Public Records Act Rules -2007, he is appointed as designated officer for Record Officer.

Assistant Engineer (SWM) H/E Ward

SECTION 4 (1) (B) (i)

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

1.	Name of the Section	Office of Assistant Engineer, Solid Waste Management
2.	Address	Solid Waste Management Department Plot No.137, T.P.S-5,RoadNo.2,Prabhat Colony, Santacruz (East), Mumbai-55.
3.	Head of the office	Assistant Engineer, Solid Waste Management
4.	Office Timings	Monday to Friday 10.30 AM. to 05.30 PM Saturday -10.30 AM to 01.30 PM Visiting Hours - (Monday – Friday) 03.00 p.m. to 05.00 pm
5.	Chowky Timings	06:30 am – 1:30 pm
6.	Contact Details	Telephone no :-022-26138900 Email Asst. Eng- ae01heast.swm@mcgm.gov.in
7.	Parent Government Department	Chief Engineer (SWM)
8.	Reporting to which office	Assistant Commissioner, H/East Ward
9.	Jurisdiction Geographical	H/East ward is bounded by the Mithi River on the East, Western Railway on Vileparle (East) on North and Mahim creek on South side
10.	Vision	To keep the ward garbage free.
11.	Mission	To minimize all the garbage collection point on the road/ sub road.
12.	Objectives	To keep ward clean and green.
13.	Functions	Day to day operations and maintenance works of SWM Section along with improvement schemes introduced time to time. Day to day maintenance of Electrical & Mechanical equipment and installation of Municipal properties, tenements in ward. Co-ordination with various department viz. Ch.E.(SWM), Ch.E.(S.O.), Ch.E.(M.S.D.P.), Ch.E.(SWD), Ch.E.(M&E). A.E. (SWM) shall scrutinize the proposal in respect of P.S.C. blocks on Pay & Use basis and maintained by the N.G.O. The periodical inspection enforcement of action against the N.G.O. found not maintaining the P.S.C. blocks in Proper manner.
14.	Section Duties	Sanitary Provisions Scavenging and Cleansing. 366 - Refuse, etc to be the property of the corporation. 367 - Provision and appointment of receptacles, depots and Places for refuse. 368 - Duty of Owner and occupiers to collect and deposit dust, etc. 369 - Provision may be made by BMC for collection, etc, of Excrementitiously and polluted matter. 370 - Collection and removal of excrementitiously and polluted matter when to be provided for by occupiers. 371 - Halalkhors duties in certain cases may not be Discharged by private individuals without the Commissioner permission. 372 - Prohibition of failure to remove refuse, etc. when bound to do so.

		<p>373 - Presumption as to offender under clauses (e) of section.</p> <p>386 - Place for public bathing, etc to be fixed by the Commissioner.</p> <p>387 - Regulation of use of public bathing places etc.</p> <p>388 - Prohibition of bathing, etc, contrary to order or regulation.</p> <p>389 - Prohibition of corruption of water by steeping therein animal or other matter, etc.</p> <p>390 - Factory, etc. not to be newly established without permission of the Commissioner.</p>
15.	Details of services provided (In Brief)	SWM- Sweeping / Clearing Removal of Debris / Silt Electrical & Mechanical
16.	Physical assets (Statement of lands & Buildings and other Assets)	List of Chowkies and Address (please refer to page no. 6)
17.	Organization's structural Chart	Please refer to page no. 7.
18.	Weekly Holidays	Sunday and Public Holidays.

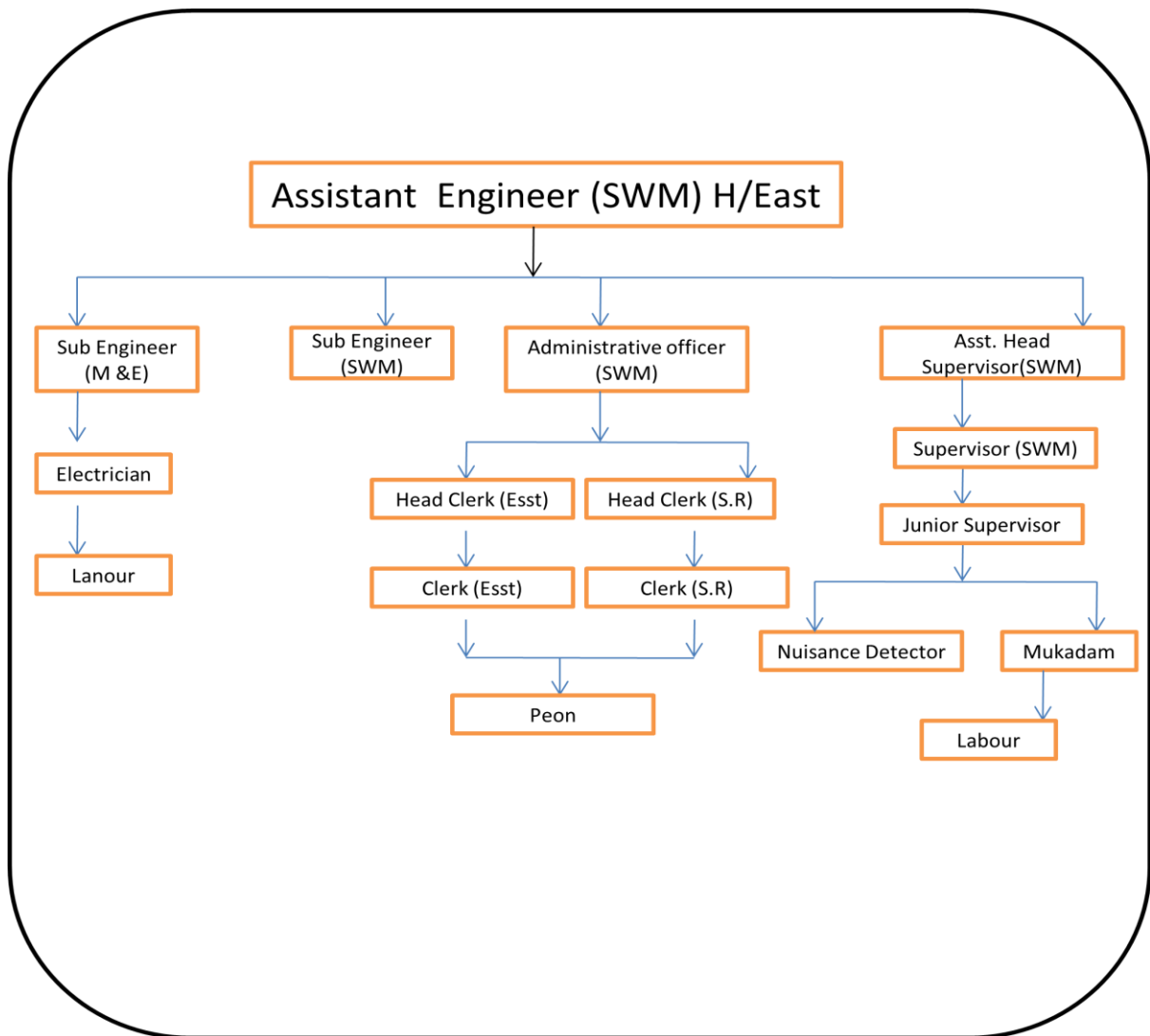
SOLID WASTE MANAGEMENT, H/E Ward

sr. No.	Post	NAME	CONTACT NO	EMAIL ID
1.	ASSISTANT ENGINEER	SACHIN M MAHADEO MUDGANTI	9869031794	ae01heast.swm@mcgm.gov.in
2	SUB-ENGINEER	SATISHKUMAR SULAKHE	8305382429	seswm02.fn@mcgm.gov.in
3	SUB-ENGINEER	SUNIL SAWANT	9867205682	je05eetransport.ws@mcgm.gov.in
4	SUB-ENGINEER (M&E)	SANTOSH DESAI	8451935051	seelectricity01.heast@mcgm.gov.in
4.	ASSISTANT HEAD SUPERVISOR	TUSHAR EKNATH ARNALKAR	9987078299	-
5.	SUPERVISOR	SURESH HULAPPA NAIK	9137864684	-
6.	JUNIOR OVERSEER	SLIDE NO 6	SLIDE NO 6	-

Details of SWM Departmental JO & Chowky H/East Ward.

अनु क्र	कनिष्ठ अवेक्षक यांचे संपूर्ण नाव	कर्मचारी संकेतांक	मोबाईल क्रमांक	चौकीचे नाव	चौकीचा पत्ता
1	2	3	4	5	6
1	श्री.संदीप सदानंद कोळंबेकर	3913574	9870331960	सांताक्रुझ-1	आनंदनगर सार्वजनिक बांधकाम ऑफीस च्या बाजूला, प.दुतगती महामार्ग, सांताक्रुझ पूर्व, मुंबई-55
2	श्री.विनोद तांबे	3947610	9869662471	सांताक्रुझ-2	टी.पी.एस. VI म्युनिसिपल शाळे समोर, बाजूला व्ही.एन. देसाई हॉस्पिटल सांताक्रुझ पूर्व, मुंबई-55
3	श्री.संजय खांदवे	4030744	7738370045	वाकोला स्लम - 1	आनंद नगर, सर्व्हिस रोड, वाकोला ब्रीज जवळ, सांताक्रुझ पूर्व, मुंबई-55
4	श्री.मंगेश मयेकर	3586127	9820593797	वाकोला स्लम - 3	विन्डसर लेन, नाफा बस स्टॉप जवळ, सीएसटी रोड, कलीना, सांताक्रुझ पूर्व, मुंबई-55.
5	श्री.विजय विष्णु टिकम	3859173	7710825156	वाकोला स्लम - 2	आनंद नगर, सर्व्हिस रोड, वाकोला ब्रीज जवळ, सांताक्रुझ पूर्व, मुंबई-55
6	श्री.दत्ताराम सहदेव करंजे	1271090	9867716335	शासकीय वसाहत	शासकीय वसाहत, साईप्रसाद हॉटेल, सांताक्रुझ पूर्व, मुंबई-55
7	श्री.किरण वाघेला	3947816	9220567897	खार पाईप लाईन रोड	खार पाईप लाईन रोड, साईबाबा जंक्शन जवळ, खार पूर्व, मुंबई.
8	श्री.सुरेंद्र कासारे	3947830	8422936096	खार रेल्वे ब्रीज	खार रेल्वे ब्रीज जवळ, संत गाडगे महाराज रोड, खार पूर्व, मुंबई
9	श्री.रविद्र कांबळे	3980666	9702116514	राम मंदीर	राम मंदीर रोड, खेरवाडी, वांद्रे पूर्व, मुंबई
10	श्री.अल्पेश बागकर	1678271	9820349934	मोटर लोडर सकाळपाळी	खेरवाडी, वांद्रे पूर्व, मुंबई.

11	श्री.किशोर लक्ष्मण राठोड	1733312	9222598838	मोटर लोडर दुपारपाळी	खेरवाडी, वांद्रे पुर्व, मुंबई.
12	श्री.सुदेश शंकर कांबळे	3826090	9867887250	वाकोला मोटर लोडर चौकी	वाकोला पोलीस स्टेशन जवळ, वाकोला, सांतक्रुझ पुर्व, मुंबई- 55.
13	श्री.राजेश देशपांडे	3735268	7715932632	वाकोला मोटर लोडर चौकी	वाकोला पोलीस स्टेशन जवळ, वाकोला, सांतक्रुझ पुर्व, मुंबई- 55.
14	श्री.मंगेश मधुकर घोलप	4144157	8669164225	कोलगेट मैदान	कोलगेट मैदान, रोड क्र.05, रहेजा कॉलेज जवळ, खेरवाडी, मुंबई-51.
15	श्री.गिरीश ल. वेगडा	3868485	7977327317	कोविड कामकाजासाठी पुर्नस्थापित	एच/पूर्व विभाग
16	श्री.शैख मोहम्मद सलीम	3935123	9324780357	-	-



Staff Position in H/E Ward

(A) Superior Staff Position			(B) BMC Labour Staff Position		
	Schedule Post	Present		Schedule Post	Present
Assistant Engineer	1	1	No of Mukadam	107	76
Sub Engineer	2	2	No of Halalkhor	142	126
Asst . Head Supervisor	1	1	No of Sweepers	31	29
Supervisor	2	1	No of M.L.	181	163
Junior Supervisor	18	15	No. of L.R.	180	140
Nuisance Detector	6	0	Drain Cleaner	94	92
Administrative Officer	1	1	Scavenger	3024	302
Head Clerk	2	2	Scav. Cum Halalk.	11	10
Clerk	5	3	KVSS	108	93
Report Bearar	1	0			
Depot Attendant	3	1			
Total	42	27		1178	1031

Schedule Post (A+B) **1220**
 Present 1058
 Vaccant 162

Section 4 (1) (b) (ii)

The power of officers and employees in the office of Assistant Engineer (SWM)

Administrative Powers

ASSTT. ENGINEER (SWM)

1. Asstt. Engineer (SWM) 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 Administrative and policy work. He is also responsible to Executive Engineer (SWM) in respect of technical matters.
2. Asstt. Engineer (SWM) of the ward is assisted by Sub-Engineers (SWM), Sub-Engineers (M &E) A.H.S, Supervisor, A.O. and these are assisted by respective J.O, Mukadam, Head Clerk, Clerk of the department, to execute daily work.
3. Asstt. Engineer (SWM) of the Ward executes following duties/works from his staff working under his control:-
4. Day to day operations and maintenance works of SWM Section along with Improvement schemes introduced time to time.
5. Co-ordination with various department viz. Ch.E.(SWM), Ch.E.(S.O.), Ch.E.(M.S.D.P.), Ch.E.(SWD), Ch.E.(M&E).
6. A.E. (SWM) shall scrutinize the proposal in respect of P.S.C. blocks on Pay & Use basis and maintained by the N.G.O. The periodical inspection enforcement of action against the N.G.O. found not maintaining the P.S.C. blocks in proper manner.

DELEGATION OF POWERS TO ASSISTANT ENGINEER

Sections	Nature of Powers, Duties and Functions delegated
84 & 85(1)	Grant Casual Leave to the inferior staff working under him upto the limit allowed by any rules for the time being in force. 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)	To incur expenditure on office contingencies (except furniture) upto Rs.25/- per item. To make cash purchase and payment of bills out of imprest upto Rs.3000/- and payment of telephone call bills for any amount.
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-A	To require the owners to remove buildings, materials or debris, etc. accumulated due to house collapse etc.
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.
461 (E.E) under Upvidhi 2006	As per Act Mumbai Upvidhi – 2006 Cleanliness of passage, premises, garbage collection, segregation Upvidhi No :- 4.1 to 4.6, 5.1 to 5.10 & 7.7 to 7.10

Under the power vested in me under Section 152 of the MRTTP 1966

DELEGATION OF POWERS TO JUNIOR ENGINEER/SUB ENGINEER

SECTION	BRIEF DESCRIPTION OF THE POWERS AND FUNCTIONS TO BE EXERCISED AND PERFORMED
135	To enter with or without assistant into/or/upon any land or Bldg. for the purpose enumerated to Section 135(1)(a) to (c) of this Act.
136	To serve notices and orders.

Under the power vested in me under Section 152 of the MRTTP 1966

DELEGATION OF POWERS TO ASSISTANT ENGINEER

SECTION	BRIEF DESCRIPTION OF THE POWERS AND FUNCTIONS TO BE EXERCISED AND PERFORMED
135	To enter with or without assistant into/or/upon any land or Bldg. for the purpose enumerated to Section 135(1)(a) to (c) of this Act.

DELEGATION OF POWERS TO JUNIOR ENGINEER/SUB ENGINEER

Sections	Nature of Powers, Duties and Functions delegated
84 & 85(1)	Grant Casual Leave to the inferior staff working under him upto the limit allowed by any rules for the time being in force. 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.
251(B)	To determine use of places of bathing or washing clothes or domestic utensils.
258(a)(b)(c)	Prohibition of acts, contravening the provisions under Chapter IX of the M.M.C.Act.

The duty list of the Asstt.Engineer (SWM) working in Wards

1. The Asstt. Engineer (SWM) will report to Asstt. Commissioner respective Ward.
2. Day to day operations and maintenance works of SWM Section along with improvement schemes introduced time to time.
3. Co-ordination with various department viz. Ch.E.(SWM), Ch.E.(S.O.), Ch.E.(M.S.D.P.), Ch.E.(SWD), Ch.E.(M&E).
4. A.E.(SWM) shall scrutinized the proposal in respect of P.S.C. blocks on Pay & Use basis and maintained by the N.G.O. The periodical inspection enforcement of action against the N.G.O. found not maintaining the P.S.C. blocks in proper manner.

Duties of Sub-Engineer (SWM) in Wards

1. To assist A.E. (SWM) to Plan and Supervise the day-to-day operations related to solid waste management in close coordination with the AHS
 - a) Optimizing route-plans (routes, timing and frequency of collection vehicles) to improve effectiveness of collection and ensure elimination of open dumps and overflowing bins, in coordination with E.E. (Transport)
 - b) Up-gradation, beautification and maintenance of refuse collection spots and open dumps.
 - c) Coordination with Swacch Mumbai Prabodhan Abhiyan yojanas in slums.
 - d) Minimize un-authorized debris dumping in coordination with A.E. (B&F) and A.E. (Maintenance) and collection of un-authorized debris dumps.
 - e) Regulate allotment maintenance and operations of “Pay-And-Use” public sanitary conveniences, slum sanitation public sanitary conveniences and municipal toilet blocks.
2. Planning, controlling executing & monitoring outsourcing of assigned Solid Waste Management works and activities with the help of Engineers and staff down the line.
3. Plan and Implementation of increased door-to-door collection and other targets under MSW 2016 rules and section 368 and 372 of the Mumbai Municipal Act.
4. Evaluate the performance of municipal labour, junior overseers and supervisors.
5. Evaluate the performance of Private contractors in various SWM related activities.
6. Coordinate with municipal officers (OSD-ALMs, CBOs) Corporate and public representatives, citizen groups, ALMs and NGOs to spread public awareness on following points.
 - a) Waste-minimization and „segregation of refuse, House-to-House collection.
 - b) House to House collection system in slum pockets.
 - c) Appropriate disposal of construction and demolition debris.
7. Lead the Nuisance Detectors for enforcement of MSW 2016 rules, section 368 and 372 of the Mumbai Municipal Act and other environment related by laws.
8. Assist the SWM department contracting & procurement team for following:
 - a) Requirement of tools and implements for municipal labour.
 - b) Requirement of refuse bins and litter bins.
 - c) Waste collection demand at various spots for refuse collection contracts.
 - d) New public sanitary conveniences.
9. Any such duties assigned by higher authorities from time to time.

Duties of AHS (Ward)

1. He will be responsible for complete removal of garbage from the ward & will supervise cleaning operation.
 - a. Inspection of work & muster of labours.
 - b. To visit the muster chowky at presently time & ensure that work is started well in time.
 - c. To check labour staff in field & instruct them / guide them regarding work.
2. To inform higher authority regarding matters this can pose obstacles in cleaning / removal of garbage.
3. To help Assistant Commissioner of ward, Asst. Engineer (SWM) of ward & zonal Dy. H.S. regarding removal of garbage.
4. To ensure Garbage / Debris / Sewage etc are filled in vehicles properly to their capacity.
5. To attend councilors meeting of the ward. To remain present during visit of Dy. Municipal Commissioner to attend arranged by D.M.C. & Asst. Commissioner regarding policy matters. To attend meeting of Head supervisor & zonal Dy. Head Supervisor.
6. To attend special meetings arranged in ward in presence of major standing Committee Chairman public Health Committee Chairman, Chairman of works Committee.
7. To remain present for the meetings arranged by any Municipal Commissioner or local / governing body regarding drives to be undertaken under clean Mumbai Campaign, express ways or development of existing roads.
8. To submit proposal & to take follow up regarding new garbage sheds, garbage bins, mustering chowky, stores Hand carts & store items.
9. To submit proposal for addition grant especially for lifting garbage / debris & store items. To keep watch on expenses done from budget head.
10. To instruct & guide ward A.H.S. in their day to day work.
11. To act as a middle man for Assistant Commissioner & Zonal Dy. H.S. & Zonal Ex. Engineer (SWM).
12. To execute work assigned by higher authority.
13. To inspect & scrutinize carefully field diaries of Junior Supervisor periodically & to ensure that they are preserved properly
14. To ensure proper cleaning of beat in his ward, surprise checks & to ensure labours are performing their duty in time, in proper manner & are doing their duty full time. He should ensure at least he is visiting once a fortnight to all beats
15. To redress the grievances of labours once a week
16. To arrange for vehicles to transfer garbage collection in ward dumping ground & to arrange for requisition of labours for the same.

Duties of Motor Loading Junior Supervisor

1. To ensure muster of labour working under him & to counter sign it.
2. To be in touch with beat Junior Overseers & Superior field workers & to confirm with them regarding garbage accumulation in the areas & to arrange for disposal of garbage.
3. To keep of labours utilized & submit the report.
4. To keep record of vehicle utilized & submit the report.
5. To check the bills & to certify the bills of contractors.
6. To provide equipments & uniform to labours & ensure that they use it.
7. To ensure labours & vehicle are fully utilized.
8. To inspect periodically garbage collection points & to co-ordinate with A.H.S for making programmed for disposal of garbage.
9. To check log sheets & initiate against defaulters.
10. Depending on the need of day to day to make arrangement for vehicles & to check timings of to & from.
11. If more vehicles are used then to provide additional labours.
12. To maintain & check vehicle trip register & if less trips are made then to submit the report to higher authority.
13. To monitor vehicles used for disposal of garbage closely & ensure that the vehicles are filled to carrying capacity & the garbage is covered.
14. Health, cleansing programmed & during emergency of contagious diseases to help concerned Junior Overseers to curtail the disease incidence.
15. To supervise work of motor loader & Mukadam.
16. To carry our clerical work such as to certify noting book, day to day garbage situation & communicate it to higher authority.

Duties of Section Junior Overseers

1. To ensure muster of labour working under him & to counter sign it.
2. To be in touch with ML Junior Overseers & Superior field workers & to confirm with them regarding garbage accumulation in the areas & to arrange for disposal of garbage.
3. To keep of labors utilized & submit the report.
4. Prepare section map includes all details like length , width of road and footpath

5. Ensure to maintain chronic spots of section.
6. Ensure to increase HTOH and segregation, composting activities.
7. Evaluation of all generators of solid waste management planning and implementation
8. Ensure sanitation bye laws within jurisdiction
9. To provide equipments & uniform to labours & ensure that they use it.
10. To ensure labours fully utilized according sweeping beats
11. To inspect periodically garbage collection points & to co-ordinate with A.H.S for making programmed for disposal of garbage.
12. To make proper Coordinate with other authorities regarding to maintain neat and clean section
13. Health, cleansing programmed & during emergency of contagious diseases coordinate with superior
14. To supervise work of motor loader & Mukadam.
15. To carry our clerical work such as to certify noting book, day to day garbage situation & communicate it to higher authority.

Duties of Nuisance Detector

1. After appointment as nuisance detector in sub division of ward he should understand all noon & corner of his area of Jurisdiction.
2. After his muster is over he should take round in field in systematic manner in his area should pay attention at spots where public nuisance is observed.
3. He should maintain his field book & it should have details of all accused whom he has caught based on that he should submit monthly report to AHS of the ward.
4. We should uniform provided to him.
5. He should behave in courtesy with citizens & should carry police authority & authority issued by Municipal Commissioners.³
6. He should inform AHS & nearest police station if apposed by citizens in discharging his duties.
7. It is expected from him that under police section (sub section 115) he will register maximum cases will try to achieve average target set.
8. To avoid complaints from zonal police officials every nuisance detector will visit local police station of his area & will check whether his any warrant is pending that needs execution.

9. He should be in touch with local police station & must appear in person in court as & when called by Hon“ Magistrate.
10. He should discover maximum cases under section 372 (E) of MMC act 1888.
11. He should work as per instruction given to him by his seniors with respect to his duties, work place & time required to prepare cases.
12. Designated work assigned to him by supervisors, he should complete & execute it in time.

Duties of Safai Mukadam

1. To get acquainted with his duties & area of work he should meet concerned JO & AHS. JO should show him boundaries of his area of work.
2. He should call muster of labours working under him in presence of JO & those absent should be marked by ink according to given time.
3. He should ensure that labours that are working under him starts work well in time & will work till working hours are over.
4. He will be responsible for full time presence of his labours working under him & work assigned.
5. He should move in the fields as per programmed given & must be in a position to tell which labour is working where & supervise their work.
6. He should inform AHS daily about any irregularity, indiscipline, negligence of staff working under him.
7. He will pay attention to make sure that sweeping of public roads, house galli"s are done in the morning & at noon & the garbage collected is brought to garbage disposal point.
8. He responsible for disinfection & maintain cleanliness at dirty places on public roads & cleanliness at dust bins.
9. He should pay attention that his staff & he himself wears uniform while on duty.
10. He should remain at table / window of salary disbursement & will enable paymaster to recognize the labours.
11. He should take immediate steps for medical assistance to his staff injured while performing his duties & inform AHS accordingly.
12. He will pay attention to make sure that his staff is equipped with all equipments require to discharge their assigned duties & are using them in proper manner.
13. He will appoint substitute labours in place of other labour who have taken casual leave.
14. In case of long leave / absence after using all available labours he will appoint other labours (Khadda Badli) for work.

Duties of Motor Loader mukadam

1. He will take Mukadam instruction for JO (Motor Loading) regarding his duties route to be taken & places points are to be visited for disposal of garbage.
2. He will take labours on duty by taking musters & after grace period is over he will mark them absent in ink and report the same to JO regarding unauthorized absent & will demand Khadda Badli labours & will ensure sufficient labours as per sanction are available to work.
3. He will pay attention that work of filling garbage in lorry start immediately & motor loaders are working full time.
4. Before lorry leaves for unloading garbage are dumping he will ensure that garbage in lorry is properly covered.
5. He will be responsible for filling lorry with garbage properly & labours do not take unwarranted time for doing so.
6. He will be responsible for filing log sheets of lorry properly & will handover it driver of vehicle.
7. He will make sure that after filling garbage from every collection points the surrounding of garbage bins is cleared of garbage & no dustbin is left unattended for whom he is responsible.
8. He will report in writing to JO regarding if driver is taking longtime to make trips of lorries or if drivers & sub ordinate staff misbehaves any lacunas in covering garbage in lorry if less trips of lorry is made the reasons behind it.
9. He will pay attention that he himself & his staff wears uniform on duty,
10. He will pay attention to the fact that his staff is fully equipped with equipments & are utilized them completely to discharge their duties.
11. He will make sure that lorry is filled in proper manner with garbage & will note on log sheet any irregularity notice in filling lorry, absence of motor loader while on duty negligence in segregating garbage by motor loader & subordinate staff.
12. He will be present at salary disbursement table on designated day to identify the labours.
13. He will bring to notice of JO regarding conditions of dustbins, missing doors, broken sheets of roof at garbage collection points.
14. He will accompany vehicle (lorry) when it is going for unloading garbage & will make sure vehicle arrival time without wasting any time lapse & is filled properly by garbage.

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 (SWM)

NAME OF ACTIVITY	- Sweeping of roads & Removal of refuse	Name of the
Acts/Acts	- MMC Act 1888	
Related Provisions	- Under section 365 (a) of MMC Act. Rules -	
Govt. Resolutions	-	
Circulars	- DMC / ENV SWM / 4345 / Dt. 16.03.2006	
Office Orders	-	

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)	Remark
1	Sweeping of roads & Removal of refuse.	1. Sweeping of the roads & Footpath 2. Collection & Transportation of refuse collects to nearest refuse collection point 3. Refuse vehicle (Compactor) respond to ML Chowky 4. Compactor collects the garbage from refuse collection point as per the schedule 5. Compactor collects the garbage from House to House (i.e. Building to building as per the Schedule.	Within 24 Hours	Designation : Junior Supervisor / Supervisor	

NAME OF ACTIVITY	- Removal of Silt & Debris
Name of the Acts	- MMC Act 1888
Related Provisions	- Under section 375 (A) of MMC
Act Govt. Resolutions	-
Circulars	- DMC / ENV SWM / 4345 / Dt. 16.03.2006
Office Orders	-

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)	Remark
1	Removal of Silt & Debris	<ol style="list-style-type: none"> Sectional Junior overseer reports the spot of silt & debris (Backlog Register) Dumper reports to ML Chowky as per the Programme given by ML Junior overseer, silt & debris are collected sent to Mulund Dumping for un-loading Nuisance Detector <ol style="list-style-type: none"> Received the complete form from citizen Verified by N.D. Ask the party to rectify the N.D. If refuse, Pending by N.D. 	Within 24 Hours	Designation : Junior Supervisor / Supervisor	

Section 4 (1) (b) (iv)

Norms set for discharge of its functions in the office of Assistant Engineer (SWM)

Organizational targets (Annual) = Nil

Sr. No.	Designation	Activity	Financial Targets in Rs.	Time Limit	Remarks
1.	AE (SWM)	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.	A.H.S. & Supervisor	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, instruction, manuals and records, held by it or under its control or used by the employees for discharging department functions

Sr. No.	Subject	G.R. /Circular / Office order. Rule no. Notification etc. date.	Remarks if any
1	Office order	DMC/Env. S.W.M./4345/ dt.16.03.2006	
	Rules	As per MMC Act 365 - 481	
	Regulations	Implementation of all Rules related to SWM Section	
	Instructions	NIL	
	Manuals	Please refer Manual No. 17	
	Records	Outward & Inward Book and Log Sheet	

Section 4 (1) (b) (vi)

Statement of categories of documents that are held and under the control of the office of Asstt. Engineer (SWM)

Sr. No.	Subject	Type of Document file or register	File No. or Register No.	Particulars	Periodicity of Preservation
		A			Permanent
		B			30Years
		C2			15Years
		C1			10Years
		C			5Years
		D			1Year

Details of Documents that are held under the control of the office of Assistant Engineer SWM are attached.

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 Assistant Engineer (SWM)

Sr. No.	Consultation for	Details of Mechanism	Under which legislation / rules / orders / GRs	Periodicity
1	Policy Details	Ward Committee	Nil	Once in a Month

Section 4 (1) (b) (viii)

A Statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or far 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.

Sr. No.	Name of the committee board / council / other bodies	Composition of committee Board council other bodies	Purpose of the committee Board/ Council/ other bodies	Frequency of meetings	Whether meeting open to public or not	Whether Minutes are available to public or not	Minutes available at.
1	Advance Locality Management (ALMI	Nil	Nil	Nil	Nil	Nil	Nil
2	Local Area Citizens Committee (LACC)	Nil	Nil	Nil	Nil	Nil	Nil
3	Local Area Citizens Group (LACG)	Nil	Nil	Nil	Nil	Nil	Nil

Section 4 (1) (b) (ix)

Directory of the officers and employees

sr. No.	Post	NAME	CONTACT NO	EMAIL ID
1	ASSISTANT ENGINEER	SACHIN M MAHADEO MUDGANTI	9869031794	ae01heast.swm@mcgm.gov.in
2	SUB- ENGINEER	SATISHKUMAR SULAKHE	8305382429	seswm02.fn@mcgm.gov.in
3	SUB- ENGINEER	SUNIL SAWANT	9867205682	je05eetransport.ws@mcgm.gov.in
4	SUB- ENGINEER (M&E)	SANTOSH DESAI	8451935051	seelectricity01.heast@mcgm.gov.in
5	ASSISTANT HEAD SUPERVISOR	TUSHAR EKNATH ARNALKAR	9987078299	-
6	SUPERVISOR	SURESH HULAPPA NAIK	9137864684	-
7	JUNIOR OVERSEER	SLIDE NO 6	SLIDE NO 6	-

Section 4 (1) (b) (x)

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

Details of Superior in SWM H/E Ward

No.	Emp. Code	Name of the Superior	Designation	Monthly Remuneration (Rs)
1	1696015	Shri. Sachin Mahadev Mudganti	Assistant Engineer	143390/-
2	4487669	Shri.Satishkumar Shivcharan Sulakhe	Sub Engineer	109938/-
3	3916522	Shri.Sunil Bhau Sawant	Sub Engineer	109938/-
4	3603028	Shri.Tushar Eknath Arnalkar	A H S	135338/-
5	3755516	Smt.Shilpa Yashwant Mestry	A O	149849/-
6	3358294	Shri.Suresh Hullappa Naik	Supervisor	97640/-
7	3915947	Smt.Amita Vitthal Angane	Head Clerk	116526/-
8	4025838	Shri.Prashant N. Kini	Head Clerk	77913/-
9	4081843	Shri.Satyvan Vasant Jadhav	Report Bearer	61856/-
10	4066978	Shri.Sachin Kamble	Depot Attendant	65750/-
11	4349581	Shri.Ghuge Mahesh Prakash	Clerk	71325/-
12	4455604	Shri.Appasaheb M. Nagve	Clerk	63639/-
13	4456337	Shri.Divakar Kisan Mandavkar	Clerk	63639/-
14	3913574	Shri.Sandeep Sadanand Kolambekar	Juniour Supervisor	82268/-
15	3947610	Shri.Vinod Tambe	Juniour Supervisor	85562/-
16	4030744	Shri.Sanjay Khandave	Juniour Supervisor	69458/-
17	3586127	Shri. Mangesh Mayekar	Juniour Supervisor	87026/-
18	3859173	Shri. Vijay Vishnu Tikam	Juniour Supervisor	84647/-
19	1271090	Shri. Dattaram Sahadev Karanje	Juniour Supervisor	87026/-
20	3947830	Shri. Surendra Kasare	Juniour Supervisor	79889/-
21	3980666	Shri. Ravindra Kamble	Juniour Supervisor	77693/-
22	1678271	Shri. Alpesh Bagkar	Juniour Supervisor	82268/-
23	3935123	Shri.Shaikh Mohhamad Salim Gulam	Juniour Supervisor	83000/-
24	3735268	Shri. Rajesh Deshpande	Juniour Supervisor	103313/-
25	4144157	Shri. Mangesh Gholap	Juniour Supervisor	58661/-
26	3868485	Shri. Girish Vegda	Juniour Supervisor	82268/-
27	3947816	Shri. Kiran Waghela	Juniour Supervisor	73484/-

Section 4 (1) (b) (xi)

The Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made.

Sr. No.	Budget Head description	Grants received	Planned use (give details area wise or work wise in a separate form)	Remarks
	Budget is related to AE SWM H/E is attached in Circulars Sheet			

Form B for previous year

Sr. No.	Budget Head description	Grants received	Grant utilized	Grants Surrendered	Result
Budget is related to AE SWM H/E is attached in Circulars Sheet					

Section 4 (1) (b) (xii)

The manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programs.

Sr. No.	Name and Address of Beneficiary	Amount of Subsidy / Concession Sanctioned
	Nil	Nil

Section 4 (1) (b) (xiii)

The particulars of recipients of concession, permits or authorizations granted by department.

Sr. No.	Name of the license	License no.	Issued on	Valid up to	General Conditions	Details of the license
	PSC = 328 (Pay & Use Toilet 25 Community 50 Toilet 25 Mhada Toilet 253)	-	-	-	-	-

Section 4 (1) (b) (xiv)

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

Sr. No.	Type of Documents File/ Register	Sub Topic	In which Electronic Format it is kept	Person In Charge
1	Purchase Order	Materials	YES	Assistant Engineer (SWM)
2	Good Receipts	To Received Materials	YES	Assistant Engineer (SWM)
3	Service Entry	For Service served	YES	Assistant Engineer (SWM)

Section 4 (1) (b) (xv)

The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room

Sr. No.	Type of Facility	Timings	Procedure	Location	Person In Charge
1	Inspection of Record as per to RTI	3.00 p.m. To 5.00P.m. Wednesday Friday With prior appointment only	RTI Payment pay previous day	Office of:- A.E.(SWM) H/E, Plot No.137. 2 nd Road, TPS-V, Prabhat Colony, Santacruz (E)	Asstt.Engineer (SWM) H/East
2	Library and Reading Room	Not Available	Not Available	Not Available	Not Available

Section 4 (1) (b) (xvi)

The names, designations and other particulars of the Public Information Officers 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. S.M. Mudganti	A.E.(SWM)	H/E Ward	9869031794	ae01heast.swm.@ mcgm.gov.in	E.E. H/E Ward. Office of the Assistant Commissioner, H/E Ward, Prabhat Colony, Santacruz (E), Mumbai - 51

APIOs

Sr. No.	Name of APIO	Designation	Jurisdiction as APIO under RTI	Address / Ph no.
1	NA			

Appellate Authority

Sr. No.	Name of appellate Authority	Designation	Jurisdiction as Appellate authority	PIO Reporting	E mail id for purpose of RTI
1.	Shri. Dhotre	E.E.	H/East	E.E.	ee.he@mcgm.gov.in

Section 4 (1) (b) (xvii) – Others

Such other information as may be prescribed Route plans of all section under SWM department

Sweepers Dustbin Plan	–	Attached
Details and records of Marshals	–	Nil
Toilet Manuals	–	Attached Total No. Toilets, Charges and maintained by which organization.
SMPA Circular records	–	Attached Indexing and Paging
Project Records	–	NIL
Audit Records		
MCA Audit	–	Spot Audit
Audit Note		
Tavo Audit	–	Spot Audit
State Audit	–	Audit Note
CAG Audit	–	Central Government