



BRIHANMUMBAI MAHANAGARPALIKA

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

ADMINISTRATIVE OFFICER (SCHOOL) **H / WEST**

Address -Asst. Commissioner H/W ward'
2nd Hasnabad Lane, Khar (West)
Mumbai- 400052 .

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**BRIHAMUMBAI MAHANAGAR PALIKA
ADMINISTRATIVE OFFICER (SCHOOL) H/West
RTI ACT. 4 MANNUAL. 4 (1) (B) (i) TO (XVII)**

SECTION 4 (1) (B) (i)

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

- | | | |
|----|--|--|
| 1 | Name of the Public Office | Administrative Officer (School)
Office of Administrative Officer (School),

Bandra petit school building, |
| 2 | Address | R.K.Patkar Marg, Bandra – west, Mumbai-400050. |
| 3 | Head of the office | Administrative Officer (School)
Monday to Saturday: 10.30am to 5.30pm
(Lunch time 1 to 1.30) |
| 4 | Office Timings | 2 nd and 4 th Saturday holiday
Ph No. 022 241134560 Ext. 414, 415
Email: |
| 5 | Parent Government Department | adminofficersch01hw.edu@mcgm.gov.in |
| 6 | Reporting to which office | Deputy Education Officer, Western Sub |
| 7 | Jurisdiction Geographical | H/west ward is bounded by the Bandra railway stn. on the East, Band stand sea face on West, Khotwadi on North and Reclamation on South side. |
| 8 | Vision | |
| 9 | Mission | |
| 10 | Objectives | |
| 11 | Functions | Give visit to school building and keep check on school functioning and management, day to day operations and maintenance works of Administrative Office (School). <ol style="list-style-type: none">1. Supervision and control of office staff.2. Check the daily attendance of staff3. Check records4. Keep checks on important papers coming from Commissioner and deputy commissioner. |
| 12 | Section Duties | <ol style="list-style-type: none">5. Keep records of audit note made by MCGM's auditors and clear the audit note.6. Maintain office discipline.7. Give answers to the questions of labour organization.8. Guide the staff and grant their leaves.9. To dispose the correspondence and information required under RTI. |
| 13 | Details of services provided (In Brief) | Give permission to use MCGM's school hall for marriage, engagement, Munj. |

14 Weekly Holidays

Starday ,Sunday and Public Holidays.

BRIHANMUMBAI MAHANAGARPALIKA
Administrative Officer (School) H/W
Administrative Officer

Head Clerk

Bit Officer

Clerk

Principal

Peon

Head teacher

Peon

Hamaal

Maali or Caretaker

SECTION 4 (1) (B) (ii)

MANUAL No. 2

YEAR 2020-21

Administrative officer H/West Ward located in Administrative officer (School) ward

Sr. No.	Designation	Rights	Under which legislation	Remarks
1	Administrative Officer	<ol style="list-style-type: none">1. Financial Rights :- To Sanction the bill up to the amount Rs. 500/-2. Administrative Rights:-<ol style="list-style-type: none">1. To approve leaves of the staff of A.O office2. To sanction financial matters of lower cadre employees.3. Take information compliance made by staff.4. To check S.B of staff of AO School5. If necessary take action of inquiry against staff of A.O school6. To give sanction for pay sheet, effective and contingency and other cheques of school in respective ward.7. To give order of transfer of peon and Hamaal of the department.8. To keep record of all schools of respective ward.9. Municipal building, rented building and unrented school building maintainace10. Maintain communication with government, semi government and public.11. To provide salary and service certificate.12. To finalize and approve school contingency amount13. Make a demand of goods need to BhandarNiytrak, uniform to class IV staff and stationary needed for school.	<p>Municipal Corporation Service Rules, 1989</p> <p>Municipal Corporation Service Rules, 1989</p>	
		Magisterial Rights: Nil Quasi Judicial Rights: Nil Judicial Rights: Nil		

SECTION 4 (1) (B) (iii)

MANUAL No. 3

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

Office Administrative Officer (School), H/West ward does not take any decision

1. Name of Activity -
2. Name of the Acts/Acts -
3. Related Provisions -
4. Rules -
5. Govt. Resolutions -
6. Circulars -

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)	Remark
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Section 4 (1) (b) (iv)

Manual: 4

Year 2020-21

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

Organizational targets (Annual) = Nil

Sr. No.	Designation	Activity	Financial/ Physical Targets in Rs.	Time Limit	Remarks
1.	Administrative Officer	Administrative work	Nil	Nil	Nil

Section 4 (1) (b) (v)

Manual No. 5

**The rules, regulation, 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	G.R. /Circular / Office order. Rule no. Notification etc. date.	Remarks if any
1		MMC Service Rules Provident Fund Act Pension Act Industrial Dispute Act	
		RTE	

2. Expenditure:

No.	Subject	G.R. /Circular / Office order. Rule no. Notification etc. date.	Remark
1.	Sign on cheques	Sign on certificates and cheques send by Engineer Department before sending it to Accountant.	
2	Renewal of Railway Pass of staff	Need to take permission to new railway pass or renew of it	
3	Conduct annual exam, set paper and declare result		

3. Revenue:

No.	Subject	G.R. /Circular / Office order. Rule no. Notification etc. date.	Remark
Nil	Nil	Nil	Nil

4. Inward and outwards:

No.	Subject	G.R. /Circular / Office order. Rule no. Notification etc. date.	Remark
	Nil	Nil	Nil
Nil			

5. Citizen Facilitation Centre:

No.	Subject	G.R. /Circular / Office order. Rule no. Notification etc. date.	Remark
	Nil	Nil	Nil
Nil			

Section 4 (1) (b) (VI)

Manual No. VI

Year - 2020-21

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/W)

Sr. No	Subject	Type of Document file or register	File No. or Register No.	Particulars	Periodicity of Preservation
1	1 Employer's attendance & Pay Scale	Documentation		A	Permanently
	2 Confidential report			Record Class	
	3 Authorization Letter				
	4 Service Seniority List				
	5 Employer's Service Book				
2	1 Municipal Corporation Payment and Claims	None		B	30 YRS
	(Retirement Salary, Provident Fund, Pity Case) Documents			Record Class	
	2 Appointment/ Transfer Promotions/ Post Appointment/ Permanent				
	3 Proposal				
3	1 Leave Application Documents	None		C 2	15 YRS
	2 Overtime Allowance Documents Register Book			Record Class	
	3 Correspondence with the Employees				
4	1 Inquiry Documents	None		C 1	10 YRS
	2 Insubordination Documents/Indiscipline			Record Class	
	3 Income Tax File				
	4 PF (Advance Income)				
5	1 Temporary Appointment	None		C	05 YRS
				Record Class	
6	1 Leave Application	None		D	01 YRS
				Record Class	

1. Expenditure

Sr. No.	Subject	Type of Document file or register	File No. or Register No.	Particulars	Periodicity of Preservation
Nil	Nil	Nil	Nil	Nil	Nil

2. Revenue

Sr. No.	Subject	Type of Document file or register	File No. or Register No.	Particulars	Periodicity of Preservation
Nil	Nil	Nil	Nil	Nil	Nil

3. Onward and outward

Sr. No.	Subject	Type of Document file or register	File No. or Register No.	Particulars	Periodicity of Preservation
Nil	Nil	Nil	Nil	Nil	Nil

4. Citizen Facilitation Centre:

Sr. No.	Subject	Type of Document file or register	File No. or Register No.	Particulars	Periodicity of Preservation
Nil	Nil	Nil	Nil	Nil	Nil

Nil	Nil	Nil	Nil	Nil	Nil
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Documents kept in Education department Commissioner No. 16 (1965-66)

As following according to No. MLG 9586 Dated 19-4-65

		Grade	Periodicity of Preservation
A	Permanent		
B	30Years		
		C2	15Years
		C1	10Years
C	5Years		
D	1Year		

All above grade documents are available at Education Department in Hindu Colony

Section 4 (1) (b) (vii)

Manual No. VII

Year - 2020-21

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 Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- H/W

In the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- H/W). 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. VIII

Year - 2020-21

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 PrabhagSamiti (Ward Committee) to address grievances of citizens, to provide basic services at H/ East and H/ West 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/West and H/East Ward Advance Locality Management (ALMI)	Advance Locality Management (ALMI)					
		1 Mrs. Pradnya Bhutkar	To help all common people in their basic needs and provide their needs	Monthly Once or as per the presidents directions	None	Yes the Minutes are available on the website	MCGM H/West Secretary

2. 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/W)

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
2	Local Area Citizens Committee (LACC)	Chairman			Yes	Yes
		1				
		2				
		3				
		4				

Section 4 (1) (b) (ix)

Manual No. IX

Year - 2020-21

Directory of the officers and employees

Sr. No.	Designation	Name of the Officers/ Employees	Ward	Date of Joining	Contact Details ph/ fax/ email	Pay Band	D.A
1	A.O (Office)	Mrs. Shobha N. Jamghare	H/W	17.07.1989	9920056504		
2	Head Clerk	Mrs. S. G. Madhav	H/W	25.07.2012	9967319817		
3	Clerk	Shri. Mangesh Utekar	H/W	01.12.1995	8097272912		
4	Clerk	Mrs. Anita Kadam	H/W	14.06.1999	9987595106		
5	Peon	Mrs. Shravni Surve	H/W	22.05.2006	8689937650		
6	Peon	Mrs. Sampada	H/W	01.03.2013	9967560732		

Section 4 (1) (b) (x)

Manual No. X

Year - 2020-21

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 Section 4 (1) (b) (ix)

Section 4 (1) (b) (xi)

Manual No. XI

Year - 2020-21

The Budget allocated to the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- H/W) indicating the particulars of all allocation and expenses amount for the period 01.04.2020 to 31.03.2021 given below

Section 4 (1) (b) (XII)

Manual No. XII

Year - 2020-21

The System for disbursement at the office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- H/W)

In the Year 2013-2014 no grants disbursement has been made and there is provision for disbursement in the Office of Administrative Officer (A/O-Department of Schools) at the Assistant Commissioner- H/W)

Section 4 (1) (b) (XIII)

Manual No. XIII

Year - 2020-21

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/W)

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

Section 4 (1) (b) (xiv)

Manual No. XIV

Year - 2020-21

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. XV

Year - 2020-21

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/W)

1	Time reserved for public meeting	During Office hours (Monday- Thursday)
2	Information of Website	
3	Information of Call Centre	Nil
4	Information for records Information	Timing for records Inspections 3.00 pm to 5.00 pm
5	Information available for work Inspection.	3.00 pm to 5.00 pm
6	Information available for format collection	3.00 pm to 5.00 pm
7	Information about Notice Board	Available at display board at the Office Administrative Officers (Schools)
8	Information about Library	Nil
9	Information about Reception/ Enquiry	Nil
10	Information to contact after Office Hours	Contact No- 9920056504
11	Information regarding Emergency Contact	<u>Emergency Contact No-</u> 022-26008636

Section 4 (1) (b) (xvi)

Manual No. XVI

Year - 2020-21

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/W)

Format 'A'

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	Shobha N. Jamgare A.O (School)	A.O	A.O (School)	Office of Administrative Officer (School), Bandra petit school building, R.K.Patkar Marg, Bandra – west, Mumbai-400050. 022-26008636		Shri. Vinayak Vispute Assistant Commissioner

Format 'B'
First Appellate Authority

Sr. No	Name of First Appellate Authority	Designation	Jurisdiction as First Appellate authority	PIO Reporting	E mail id for purpose of RTI
1	Mr. Vinayak Vispute	Assistant Commissioner	H/West	H/W ward office, St.Martin road, behind Bandra Police station, Bandra(w),Mumbai-400050 022-26008636 VistarExtn:- 291	

Section 4 (1) (b) (xvii) – Others
Manual No. XVII
Year – 2020-21

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

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