



BRIHANMUMBAI MAHANAGARPALIKA

AS per provision of RTI Act 2005, section 4, 17 Manuals of 'T' Ward

Assistant Commissioner T Ward

Address - Office of Assistant Commissioner,

1st Floor, 'T' Ward, Lala Devidayal Road,

Near Paanch Rasta, Mulund (West), Mumbai – 400 080.

Year -2025

(Up to 05.03.2025)

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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, Building & Factory, 'T' 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.

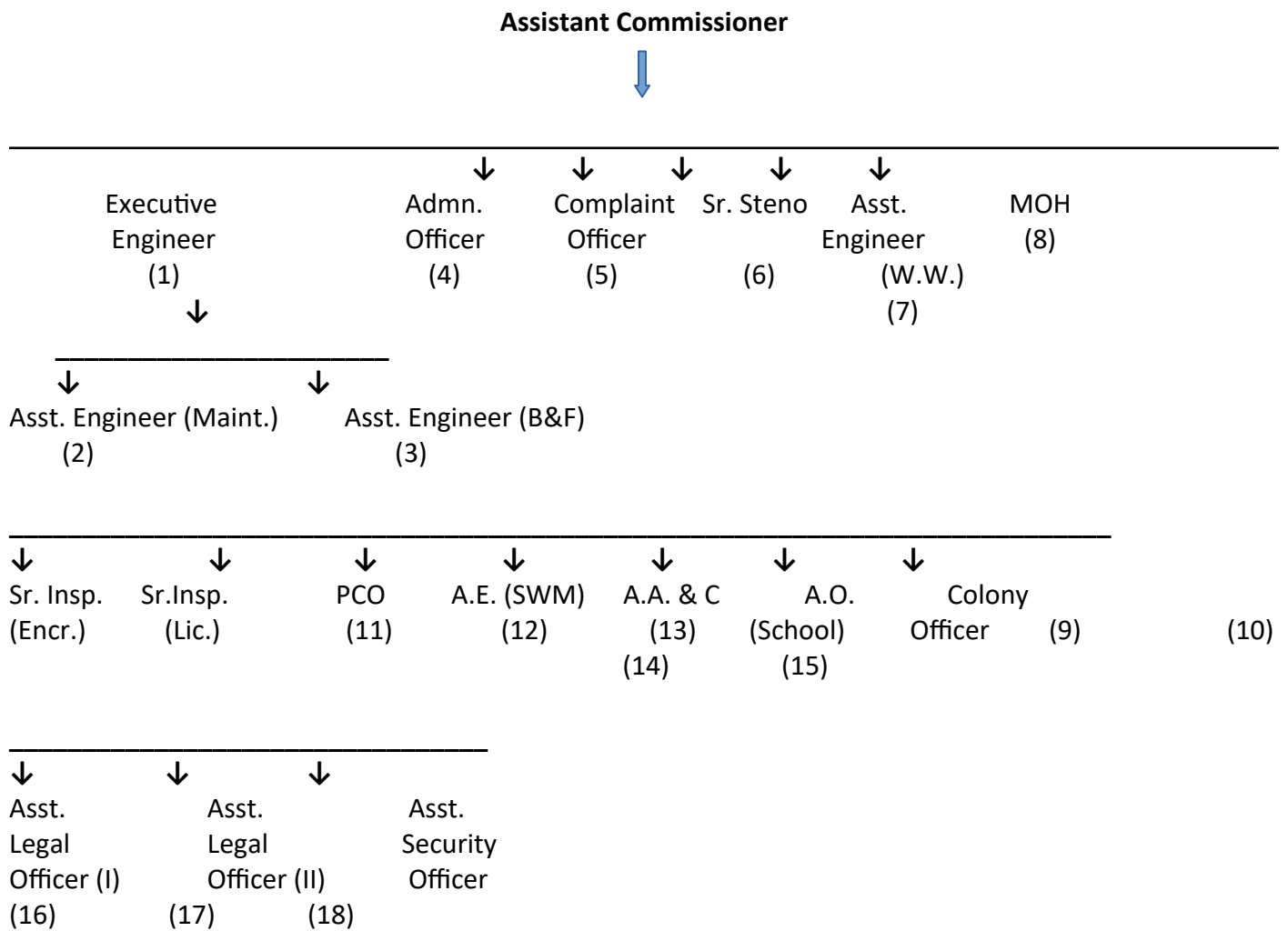
This consolidated updated handbook on 17 Manuals of the Act would help all the information seekers in getting information. The procedure and fee structure for getting information is as per the provisions of RTI Act, 2005.

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. Administrative Officer 'T' ward is under administrative control of Assistant Commissioner.

ASSISTANT COMMISSIONER

Assistant Commissioner is administrative head of Ward Office, whose office is situated at first floor at above mentioned address. A chart showing Head of the departments working under Assistant Commissioner is attached herewith. For important decisions regarding policy matters and day to day working, there is an administrative chain of Municipal Commissioner/Additional Municipal Commissioner (Eastern Suburbs)/Zonal Deputy Municipal Commissioner. A time of 3.00 p.m. to 5.00 p.m. of every Monday and Friday is reserved for citizens to meet the Assistant Commissioner for their grievances/complaints and suggestions. For administration convenience, there are 7 zones of Municipal Corporation at Dy. Commissioner's level and 'T' Ward comes under Zone-VI. Deputy Municipal Commissioner (ZVI)'s office is situated at 3rd floor, of N/Ward Officer Building, Ghatkopar (East), Mumbai-400 075 A 'Lokshahi Din' is arranged on 3rd Monday of every month at Deputy Municipal Commissioner's office for redressal of citizens complaints. On this day, Deputy Municipal Commissioner listens to citizens complaints and instructs Asstt. Commissioner/Head of Departments for quick redressal of complaints. To supervise and check technical aspects of development and maintenance work of Ward office, a post of Executive Engineer exists which comes under Assistant Commissioner. Office of Executive Engineer is situated at 1st floor of T Ward office Building. Accounts Officer, Head Clerk, Clerk and Auditor coming under purview of Chief Accountant, work at Ward office. The Accounts department staff look after to establishment, booking liability of proposals, revenue audit and sanctioning of all types of bills. Sixteen nos. of ward committees were established in January 2000 by amending M.M.C.Act 1888 as per 74th revision of Indian constitution. Office of the S&T Ward Committee is situated at first floor of T/Ward office building. 06 Councilors of 'T' Ward constituency are members of 'T' Ward committee. Councilor Shri Suresh Koparkar is the Chairman of S&T Ward Committee for the year 2016-17

The Chart showing officers/staff in the Ward Office



Note: Department/Designation wise Hierarchy Chart is given separately in respective document..

ASSISTANT COMMISSIONER

Municipal Commissioner is Supreme Administrative Officer of autonomous body of Brihanmumbai Mahanagarpalika. Mumbai Mahanagarpalika is divided in 7 Zones and 24 Wards for Administrative Facility. These 7 zones are supervised by Addl. Municipal Commissioner, Assistant Commissioner Controlled by D.M.C. The Assistant Commissioner looks after the administrative work of ward independently with discussion and advice of D.M.C. and Addl. Commissioner. Initially, Assistant Commissioner is responsible to M.C./A.M.C./D.M.C. in executing his duties. As shown on page no.5 in adherence to post wise tree chart of all 18 Head of the Departments work under the control of Assistant Commissioner. However, Head of the Departments are shown at Sr. No.6 to 18 are looked after the work under the administrative control of Assistant Commissioner and submit the report to him time to time and for policy matters they are working under the jurisdiction of their Head of Deptts. Generally, working hours of Assistant Commissioner from Monday to Friday are Morning 09.00 a.m. to Afternoon 05.00 p.m. On Saturday Morning 09.00 a.m. to afternoon 01.00 p.m. In emergency i.e. Collapse of Bldg., Higher flooding, Fire and flooding, etc. Assistant Commissioner is available for 24 hours. Assistant Commissioner can enjoy all Sundays and Holidays. He has to remain present for emergency call for Meeting by M.C./A.M.C./D.M.C. and plantation of trees, cleanliness for any other special programs. Assistant Commissioner can take necessary action to solve all the problems of Citizens of concerned ward. People should not be suffered with any problems regarding shortage of water, garbage and other civic amenities, for which proper action and care is taken from Assistant Commissioner.

Office Work

The Assistant Commissioner has two types of works i.e. administrative and fieldwork. His/Her Office duties are as under:

- 1) To remain present in the office and attend councilor to hear their complaints and solve the same. To keep the time for the Citizens Grievances, to hear their complaints and solve their problems twice in a week in the afternoon on fixed days. If he/she is busy in some other urgent works then to give instruction to the Competent Officer such as Assistant Engineer (Maintenance), Assistant Engineer (Building & Factory) to attend the Citizens.
- 2) Generally, Telephonic complaints received by concerned head of the departments or Complaint Officer. However, to accept the complaints and solve the same.
- 3) To take personal follow to clear the Notice of Motion or corresponds received from M.C./A.M.C./D.M.C. and other seniors.
- 4) To sort out the papers submitted by various head of the departments and if necessary, to modify the same and send report to the seniors.
- 5) To sanction the leaves of head of the departments, the certain sanction amount to purchase from Office Impress Account.
- 6) To attend visitors.
- 7) To discuss and consult with head of the departments.
- 8) To supervise all the departments in the ward whether work is going on smoothly and neatly by employees. The employees are present on their places, and to check cleanliness of the office.
- 9) To visit being a Planning Officer of the ward to put up proposal for Budget Provision and necessary action for improvement of the ward.

Field Work

Being a Field Officer Assistant Commissioner, he has to supervise the field work. His Office duties are as under:

- 1) Supervision / inspection of routine works.
- 2) To check the per-monsoon anti flooding works, and low leveling areas, etc.
- 3) To check the concerned School, Dispensaries, Stores, Chowkies and Gardens and Municipal Properties viz. Refuse Controlling Centers, Latrines, etc. to take proper steps to continue this services.

- 4) To see whether the materials are not wasted, while working in various places. To see the Municipal Employees are present to their duties. If any obstacles, to take necessary action and get the work done.
- 5) To visit slum colonies.
- 6) To visit with Local Councilor/D.M.C./ A.M.C./M.C. to particular areas. To prepare minutes and sent to concerned head of the department for further completion of work.
- 7) To visit the certain places as per request from Citizens. As per request from head of the departments to take decision or to give proper solution.
- 8) To inspire the Private Institution for beautification of Footpath, Gardens, Transport I-lands and Cleanliness facility.
- 9) To supervise the cleanliness of ward as to keep cleanliness and health is one the main duty. Hence, to get the work done i.e. removal of Garbage, mud, stones, etc time to time through Solid Waste Management Department.

Meetings

Assistant Commissioner has to attend the following meetings:

- 1) To give instruction to Complaint Officer/ Assistant Engineer (Maintenance)/ Assistant Head Supervisor/ Medical Officer Health in respect of Civic Amenities day to day meetings held by Assistant Commissioner.
- 2) To take Review Meeting once in a month for head of the department.
- 3) Monthly Review Meeting of D.M.C.(Zone).
- 4) Monthly Review Meeting of D.M.C.(Zone) with Councilor. The Minutes of the Meeting with sanction of D.M.C. is to be sent to all the head of the departments and Councilor.
- 5) M.C.'s meeting with A.M.C./D.M.C./Head of the departments and Assistant Commissioner.
- 6) Meeting called by Mayor, Ward Committee time to time.
- 7) Monthly Meeting of Ward Committee.
- 8) Time to time the meeting called by M.C. /A.M.C./D.M.C. for specific reason.
- 9) Meeting with various necessity institutions.
- 10) Monthly Grievance Meeting with Labour Union representatives.

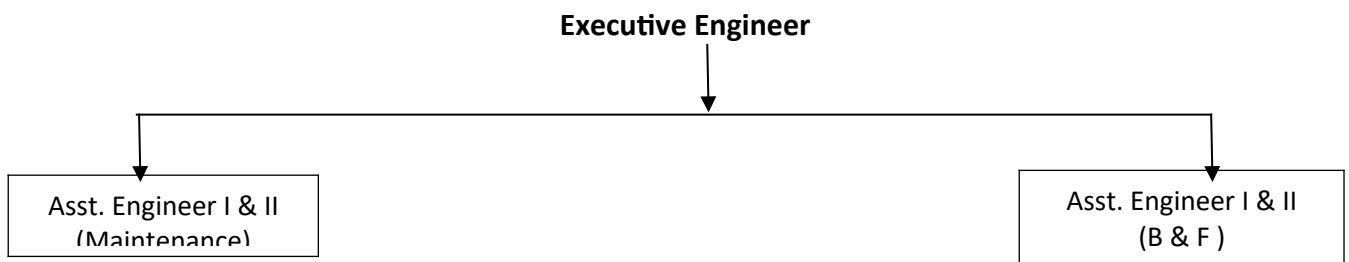
RESPONSIBILITY

- 1) To collect the reports from all head of the departments.
- 2) To scrutinize the report received from all head of the departments and submit to seniors/ D.M.C./A.M.C./M.C.
- 3) To solve the problems of Citizens received from Councilors and Citizens in respect of Civic Amenities.
- 4) To take out solution of employees problems. i.e. Scarcity of equipment and to take out help from Central Agency, demolition of work in large scale and to make arraignment of Police and Transport facility, etc.
- 5) To check the departmental work done by small work contractors.
- 6) To keep watch on the works done by Budget Provision and to take sanction for funds and maintain the liability.
- 7) To make provision in Budget and make planning for future period.
- 8) To keep watch on outstanding audit notes and take action for disposal.
- 9) To confirm all works are done satisfactorily.
- 10) To supervise and control of works in all departments in wards

EXECUTIVE ENGINEER T WARD

- 1) The Executive Engineer to be posted for ward will be designated as Ward Executive Engineer.
- 2) He will be technical head in respect of all civil works except water works in the ward.
- 3) He will work under the Assistant Commissioner.
- 4) He will co-ordinate with various central agencies carrying out works without the ward limit.
- 5) He will get prepared the budget with proper scheme and planning to that only required repairs to the damaged amenities is carried out.
- 6) He will ascertain that the quality and quantity of works carried are maintained.
- 7) He will scrutinize the estimates of various works of ward including slums after verifying 25% of measurements for its corrections.
- 8) He will sign/certify the measurement of the works carried out.
- 9) He will submit the proposal for time extension as and when required to zonal D.M.C. through Assistant Commissioner.
- 10) The power of sanctioning the extra/excess occurring during execution of various works will be governed as per the circular bearing no. CE/30149/I dated 1.4.2003 or any subsequent circular in this regard.
- 11) He will review and monitor the progress of the works and take proper action for delays and discrepancies in works.
- 12) He will prepare schemes and plan the various works to be carried out in consultation with Assistant Commissioner/Ward councilors/concerned department.
- 13) He will get maintained the quarterly appraisal report of C.W.C.'s.
- 14) He will get maintained pre work order register and post work order register so as to review and control the works and issue the work orders timely after getting estimates prepared with due sanction.
- 15) The Ward Executive Engineer will scrutinize the unauthorized work/repair works, proposal etc. in accordance with various policies and will submit the report pertaining in this regards to A.C.'s proposing suitable action.
- 16) He will be responsible to carry out the departmental works timely.
- 17) He will inspect the dilapidated buildings private as well as Municipal himself and will take proper action like propping and evacuating etc. as the case may be and he will maintain record of the same.
- 18) He will give special attention to the departmental school repair. Works/house keeping works and he will monitor the Maintenance etc. He will inform the Central Agency to carry out major repair works of various properties/road/S.W.D.

Organization's structural Chart of Office of Executive Engineer 'T' Ward



Note: Department/Designation wise Hierarchy Chart is given separately in respective document

ADMINISTRATIVE OFFICER 'T' WARD.

Administrative Officer is important post in the office of Assistant Commissioner 'T' ward.

Administrative officer is the head of internal clerical staff and he/she is responsible for administrative works to the Assistant Commissioner. Under the administrative officer the following department is worked.

- 1) Establishment (Superior)
- 2) Establishment (Labour)
- 3) Expenditure
- 4) Revenue
- 5) Dispatch
- 6) Civic Facility Center (CFC)
- 7) Complaint Officer

Qualifications and appointment :-

Administrative officer is appointed from head clerk who is completed his minimum seven years tenure as a head clerk. The merits and seniority is considered for the appointment.

The Administrative work of A.O. is done through A) Establishment (Superior)

B) Establishment (Labour) C) Expenditure D) Revenue E) Dispatch and

F) Civic Facility Center (CFC), With the help of head clerk and clerks and establishment under the supervision and guidance of Assistant commissioner.

Work Procedure :-

A) Establishment section :-

In the Establishment section the salaries of officers, employees, and labors are charged every month. The administrative work in progress as per provision of Mumbai Municipal Corporation Act 1888, Municipal service rules 1989, provident fund rules 1924, pension rules and as per provision of industrial dispute act 1948, minimum wages act, employee's compensation act and gratuity act 1978. The main works of establishment section are as follows:-

Establishment Schedule: - To prepare necessary yearly establishment schedule by taking into the account increase and decrease of different post and make necessary budget provision for the year on the account of expenditure for wages and allowances.

- 1) To maintain attendance of staff (Muster)
- 2) To scrutiny of leave applications for certifications and sanctions
- 3) To get the approval for yearly increments

- 4) Monthly Wages Pay sheets – As per the establishment date provided by the establishment clerk within specific time period the required monthly pay sheets of the respective staff Section wise / Pay sheet code wise prepared on Computer (by taking into account of time to time leave, transfer, promotion and reservation) by Master creating forms.
- 5) employee is getting his monthly payment through his respective bank account After receipt of monthly pay sheets from Computer Department before allowing actual payment those pay sheets are sent to respective Account Office along with effective reports where in instruction for withholding or allowing payment to the respective employee are given. Accordingly, respective.
- 6) The monthly pay bills of Suspended employees, part time employees & khada badalee employees are being prepared manually by the Establishment Staff of Ward.
- 7) Preparing monthly effective report of the staff on duty, by taking note of their transfer, removal, reversion or promotion etc.
- 8) On proper sanction to prepare pay sheets for Advance Leave Salary, Encashment of Leave, Leave Travel Assistant etc.
- 9) Making correspondence in case of enquiry of the respective staff as per guidance of the Administration / Sectional head or Enquiry Officer as the case may be.
- 10) To maintain service record of the respective staff and get the same audited as and when required.
- 11) To work out claim under Workman Compensation Act as and when required.
- 12) To make correspondence with Laborer Officer whenever required.
- 13) To prepare overtime wages bills whenever applicable.
- 14) To prepare final claims of the employee such as Superannuation Pension Claim, Voluntary Retirement Claim, Provident Fund Claim to get necessary payment to the ex- employee as early as possible.

The work of pay fixation is done time to time as per pay fixation agreement and arrears from such fixation are given to the employees.

B) Expenditure Section

The main work of this section is to certify the bills and pay the amount. The procedure is as follows –

- 1) To make provision in the Budget Estimate. This provision is recurring and non-recurring both.
- 2) To make liability for the indent for purchase of proposed works.
- 3) To submit indent and give work order.
- 4) To certify bills, abstract.
- 5) To maintain record of departmental work. To make abstract of expenditure of labour, material and supervision.
- 6) To prepare proposal for supplementing fund.

- 7) To work in consultation with Asstt. Engineer (Maintenance) and Asstt. Accountant about departmental work and P.W.C. Work.
- 8) Table of expenditure of liability register.
- 9) To keep balance sheet of last year's expenditure and current year recurring expenditure of telephone and electricity, so that the double payment will be avoided.

C) Revenue Section

- 1) Revenue department receive and maintain the record of revenue collections receipts of the License, Maintenance, Building & Factory Department from the CFC.
- 2) To prepare the Monthly revenue collection report about revenue received by the Sr. Insp (Lic) 'T' dept and submitted to the concern office.
- 3) To prepare various monthly reports of A.E. Maintenance, A.E. Building & Factory department and submit to the Account officer T ward and Administrative Officer 'T' ward.
- 4) To maintain the record of original sanction papers of section 313 313 (a)(b),313 (b)(c),394,328,Cobbler Pitch, HPCO, RHC. As well as made this record available to the Sr. Insp. (Lic) T ward, whenever demanded.
- 5) To do the work of security deposit adjustment as per the orders of Sr. Insp. (Lic) T ward.
- 6) Providing the OPD books to the Dispensaries in T ward, Mulund after collecting from Printing Press.
- 7) To keep the receipts procurable as per the demand of Account officer for audit purpose.
- 8) To Maintain the Index Registers and Demand Registers of Sr. Insp. (Lic) T ward Department.
- 9) To Maintain the Audit Note Register of License department.
- 10) To Maintain the Demand Register of A.E. (Main) T ward. As well as do the respective correspondence.
- 11) To prepare the various types of reports demanded by Account Officer T ward and License Department as and when required.
- 12) To Prepare the Revenue Budget Estimate of A.E. (Main) & A.E. (B&F) Department.

D) Dispatch :-

To give facilities to the tax payers the dispatch section is working in C.F.C.(Citizen Facility Centre) & it's working is as detail given below :-

- 1) To accept the letters from the citizens directly or by post as well as to accept the papers from the other offices of the Corporation. The important papers, letters to be distributed departmentally within one day. To send the papers with the printouts to the different departments after taking note on the Computer.

- 2) To send the letters of the different department by post & to maintained postage register & the account of postage stamp for the same.
- 3) Arranging the meetings for the action of the pending Audit notes.

E) Citizen Facility Center :-

The Citizen Facility Center (C.F.C.) in ward office is started from 23.01.2004 to provide different civic facilities to the tax payers citizens easily & without delay the said C.F.C. is situated on the ground floor. C.F.C. works under the control of Asstt. Commissioner & the Supervision of A.O. with help of Supervisor C.F.C.

There are three windows in C.F.C. Cash Section for accepting the cash. On three windows as per the one windows Scheme all kind of Cash/Cheques are accepted departmentally e.g. All type of permission fees, different deposit, Mandap permission fees & deposit for Reinstatement of Trenches. The deposit fix for the tenders, the amount recovered from the different contractors. The Birth & Death Certificate Fees, Property Tax, Ground Rent etc. The amount / Cheques under the Budget 'A' are accepted. The computerize receipt are issued for the amount/ cheques accepted and such amount/ cheques are remitted to the Municipal Treasury after tallying of account daily.

The counter of the birth & death certificate as well as the issue fees of Shop & Estt., License, is working from 9:00 am to 1:00 pm in C.F.C. for the facilities of the citizens.

The working of the cash windows of C.F.C. is from 9:00 am to 1:30 pm.

For accepting the water charges under Budget 'G' the provision of separate window has been maintain on the First floor of 'T' Ward Office.

The Dispatch Section is working in C.F.C. & the applications from the citizens, reference postage, papers of the office work are being accepted in dispatch section & the acknowledgment of the same is being given.

The working time of the C.F.C. for the citizens is from 08:00 am to 08:00 pm.

F) Complaint Officer :-

Complaint Officer is head of the Complaint Department and is looking after the work under direct control of Assistant Commissioner. His / Her main job is to get redressal of complaint received from citizen and councilor.

WORKING OF COMPLAINTS OFFICER

1. To Cross the Musters of outdoor staff i.e. Maintenance, Building and Factory and M.O.H., Colony Officer, Water etc. daily.
2. To receive complaints by FAX, Telephone, in written or received personally.
3. To receive online complaints (1916) received from Central Control in particular format and send it to concern department under his signature for further necessary action.

4. To register MCL, A/B/C, MGR/Lokayukta complaint for further necessary action. To consolidate the report received from concern deptt. & forwarded hardcopy & softcopy to Hon'ble M.C., AMC & DMC (Z-VI) through email ID / E-Office.
5. To prepare Notice Board one day before Public Grievance Meeting. To keep control over the complaints received from citizen to D.M.C.
6. To take follow up of all types of complaint and send it to concern department for further necessary action and to take follow up for compliance.
7. To give telephonic intimation to all concern agencies, staff, councilors for the D.M.C. meeting alongwith councilors as well as Ward Committee Meeting.
8. To give telephonic intimation to all concerned departments for the Hon'ble MC & AMC visit.
9. To receive important telephonic message from Head Office, Central Control room, other Ward Offices, Mantralaya, Councilors, M.L.A. M.P. V.I.Ps. as well as citizen and to give message to concern deptt.
10. To prepare report required by Asstt. Commissioner for different meeting. To consolidate the same and prepare file for meeting.
11. To consolidate monthly fortnightly weekly report and send to superiors.
12. To guide/help visitors, parties. Other officers/staff as and when required.
13. To prepare for different meeting, projects. etc.
14. To visit and inspect places from where frequent or chronic complaints are received.

DUTIES OF COMPLAINT OFFICER.

1. To receive complaints from citizen and councilors as well as Central Control room through dispatch section or telephonically and register the same in complaint register.
2. To send such complaints to concern deptt. for further necessary action/perusal.
3. To take redressal / action taken report of registered complaints.
4. To reply complaint in writing for written complaints.
5. To give intimation to concern agency staff., H.O.D. as well as councilor for the D.M.C./Councilor meeting.
6. To get the compliance report of cases received from other than Ward Officer, forward the same and get complied report.
7. To cognizance and follow up of the complaints from concern officers which are pending beyond time limit.
8. To submit report of complaints received from central control.
9. To consolidate compliance report of different meetings and submit the same.
10. To guide /help citizens.
11. To prepare draft report reg. the written complaints redressal received from M.C., A.M.C., D.M.C., Hon. Mayor and Chairman of Ward Committee.

12.To co-ordinate, follow up of the complaints and take action taken report which are related to more than one Ward /deptt.

13.To take special cognizance of the complaint which are urgent and bring it to notice of concern officers.

14.To send/submit draft report to concern offices reg. important references, point of order received from M.C., A.M.C., D.M.C.

15.To submit action report to Asstt. Commissioner received from different head of the deptt.

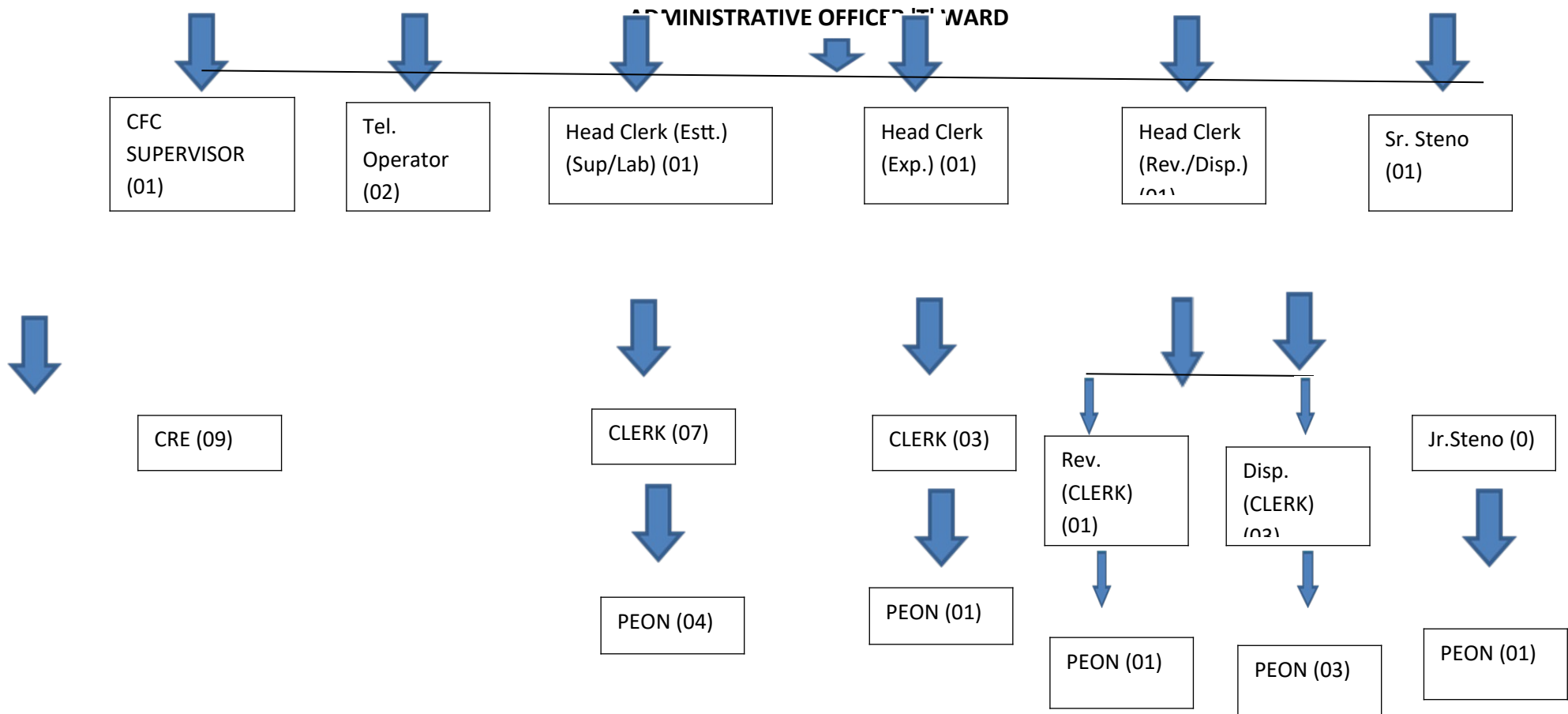
Section 4(1) (b) (I)

The particulars of organization, functions & duties of the Administrative Officer, 'T' ward

1	Name of the Sectional Head	Smt. Ujwala Rajan Hire (Administrative Officer)
2	Address	Room No. 37, 1 st floor, 'T' ward office Building, Lala Devidayal Road, Near Paanch Rasta, Mulund (West), Mumbai- 400 080.
3	Head of the office	Administrative Officer 'T' ward
4	Parent Government Department	Assistant Commissioner 'T' ward.
5	Reporting to which office	Assistant Commissioner, 'T' Ward,
6	Jurisdiction Geographical	'T' ward is bounded by the Mulund Check Naka (Anand Nagar, Eastern Express Highway) in the North & Goregaon Mulund Link Road, Thane Creek to Bhandup Complex Vihar in the South. From Hari Om Nagar (Airoli Bridge) in East to East side of Sanjay Gandhi National Park in the West.
7	Vision	"To complete the Establishment works within time."
8	Mission	"To complete the Establishment works."
9	Objectives	Administrative works done through 1) Establishment 2) Expenditure 3) Revenue 4) Dispatch with help of Clerk and Head clerk under the guidance and supervision of Assistant Commissioner
10	Functions	<ol style="list-style-type: none"> 1. To check the musters registers weekly reports and to supervise and guide to head clerk and clerks 2. To check dispatch papers comes from MC, AMC and DMC and distribute papers to concern authorities. 3. To submit application received from local Corporator, MLA for renaming chowk & roads to Municipal secretary. 4. To issue circulars as per order from Assistant Commissioner 5. To co- ordinate with staff and guide them regarding various routine work. 6. To keep record of MCA audit note, document received from various committee and take necessary action. 7. To give reply to the union complaints 8. To co-ordinate between indoor and outdoor staff work 9. To complete the work given by Assistant Commissioner 10. To arrange the grievance committee and follows the decisions 11. To arrange Sexual Harassment Committee whenever complaint received .
11	Details of services provided (In Brief)	<ul style="list-style-type: none"> • To collect the revenue / taxes from citizens for various purpose in the office of Civic Facility Centre. • To issue Birth & Death Certificate.
12	Physical assets (Statement of lands & Buildings and other Assets)	<p>1. Establishment Superior/Labor :- 16 Tables, 26 Chairs, Godrej cupboard 06, Wooden cupboard 0, wall feeding cupboard 24, Fan 15, Tube lights:-21, Computer 06, printer 02</p> <p>2. Revenue:- 06 Tables, 06 Chairs, Godrej cupboard 04, ,wall feeding cupboard 08, Fan 04, Table fan 1, Tubes lights:- 06, Computer 02, printer 01, Intercom 01</p> <p>3. Expenditure/Typing section:- Tables 07 (5+2), Chairs 11 (8+3), Godrej</p>

		<p>cupboard 07 (7+0), Wooden cupboard -, wall feeding cupboard 08 (8+0), Fan 06 (5+1), Computer 05 (3+2), printer 04 (2+2) Tubelight:-08 (6+2) ,</p> <p>4. C.F.C:- Counter 09, Computer 09, printer 08. Certificate printer 01, Currency counting machine 01, Tables 02, Chairs 09, Godrej cupboard 00, Wooden cupboard 02, wall feeding cupboard 00, Fan 10, Sofa 03, Cheque drop box 01, Complaint Box 00, Locker 01, Intercom telephone 02, Ac 08, CCTV 06, LCD 09, Water Filter 01,</p> <p>5. Dispatch:- 05 Tables, 06 Chairs, Godrej cupboard 01, Wooden cupboard 01, Fan 02, Tube Lights 03, Computer 0, Printer 0, Wall feeding cupboard 01 (Small)</p> <p>6. Complaint Officer :- Table- 03, Chair- 06, Fan – 01, Tube Light – 02, Printer – 01, Computer – 02, Direct Line (Phone) – 01, Intercom – 01, Cupboard – 02, Rack (Iron) – 01, Wall Feeding Cupboard - 02</p>
13	Organization's structural Chart	As per separate sheet attached
14	Tel. No.s & office timings	<p>Telephone no : 2564 5289-94 Extn : 347</p> <p>Email :</p> <p>Office timing:10.00 a.m. to 06.00 p.m.(Monday to Friday)</p> <p>Visiting Hours:03.00 p.m. to 05.00 p.m.(Monday to Friday)</p>
15	Weekly Holidays	All Saturday, Sunday and Public Holidays.

Organization Structural Chart (Orgonogram):



Sr.No	Section	Schedule post	Vacant Post
1.	Administrative Officer	01	Nil
2.	Establishment (Sup/Lab)	Head Clerk :- 1	Nil
		Clerk :- 7	Nil
		Junior Steno :- 1	Nil
		Typist :1	1
3.	(Expenditure)	Head Clerk :- 1	Nil
		Clerk :- 3	1
4.	Revenue	Head Clerk :- 1	Nil
		Clerk:- 2	Nil
5.	Dispatch	Head Clerk :- 1	1
		Clerk :- 3	2
6.	Citizen Facility Centre (CFC)	Supervisor :- 1	Nil
		Clerk (C.R.E):- 9	Nil
7.	Complaint Office	C.O. :- 1	Nil
		Clerk :- 1	Nil

Section 4(1) (b) (ii)

The power of Delegation of Assistant Commissioner 'T' Ward

Sections	Nature of powers, duties and functions delegated
80A(2)	To employ temporary labour staff in sanctioned minimum rates of monthly wages in accordance with the schedule sanctioned by the Municipal Commissioner every year.
83	To fine, reduce, suspend or dismissed any member of the menial staff or workmen and artist and on pay not exceeding Rs.150/- per month.
84	<p>To grant leave to any Municipal Officer or servant except for the purpose of taking up other employment as follows:</p> <p>a) Casual leave at discretion, up to limit allowed by any rules for the time being in force.</p> <p>b) Leave on average salary or combined leave admissible under the rules in each case to Municipal servants whose minimum grade does not exceed Rs.375/- provided extra expenses in respect by such a grant of leave is covered by budget grant.</p> <p>c) Leave without pay in accordance with the rules in force.</p>
85(1)	To appoint whenever necessary substitutes to act in place of employees under his charge who are absent on leave and whose minimum grade does not exceed Rs.125/-.
105 B	Power to evict person from Corporation premises by issuing notice upon a person or any other person who may be in occupation of whole or any part of the premises for vacating them within one month of the date of service of notice.
105 C	Power to recover rent or damages as arrears of property taxes.
105 D	Rent to be recovered by deduction from salary or wages in case of Corporation employees.
105 E	Commissioner to have powers of Civil Court and empower him to take proceeding as provided under above noted sections and to do generally all such things as may be necessary for discharge of his duties enunciated in the section
112	To receive money in respect of any matter pertaining to the office in his charge.
165	<p>1) Fix the time and place for hearing the complaint.</p> <p>2) To investigate and dispose of the complaint in presence of the complainant, if he shall appears, if not, in his absence.</p>

	<p>3) For reasonable cause, the complaint may be adjourned for investigation.</p> <p>4) After disposal of the complaint, the result thereof, shall be noted in the book of the complaints under Section 164, and any necessary amendment shall be made in accordance with such result in the assessment book.</p>
222(1) & (2)	To construct, alter or repair municipal drains and to enter upon land for the purpose.
234	To determine details of drains and drainage fittings or cesspools for new buildings.
240	To grant permission for construction of drains and cesspools.
243(2)	To make requisitions in respect of traps, coverings and means of ventilation for drains and cesspools.
244(1)	To erect shafts or pipes for ventilating drains and cesspools.
246-A	Construction of water closes and privies.
247	To prescribe water closet and other accommodation in building newly erected or re-erected.
248(1)(a)(b) (c)	Requisition to enforce provisions of water closet, or privy or urinal etc.
251	To determine details as to water closet under Clause (a)(d)(e).
251-B	Provision as to use places for bathing or washing clothes etc.
253	To inspect and examine drains etc. mentioned in Section.
254	To open ground etc. for purpose of such inspection and examination.
255	To make good the ground as provided in the section.
257	To make requisitions on owners as provided sub-section (1) and to do such work as mentioned in sub section (2).
258(a)(b)(c)	Prohibition of acts contravening in the provisions under chapter X of the M.M.C. Act.
259-A	Provisions as to employment of licensed plumber and use of work.
263(1)	Entering upon or carrying materials through any land for inspection etc.
270-A	Certificate in respect of adequate water supply.
272	Making and renewing connection with Municipal water works.
273	Taking charge of private connections up to stop taps.

273-A	Altering position of connections etc.
276(1)	Providing a meter or allowing consumer to provide his own meter.
278	Inspecting any premises regarding meter, communication pipes etc.
298(1)(2)	To acquire set backs and take possession of and clear land under these sub-section.
311	To require owners to alter ground floor, doors etc.
313	Prohibition of deposit etc. of things in a street.
314	To take action without notice / with notice and to take proceedings thereon and pass order in respect of any work / construction / obstruction carried out or place in contravention of a section 312 or 313 or 313 A of MMC Act.
317	To permit booths on festivals in certain streets.
319	To temporarily close streets while works are in progress.
321(2)	To prevent removal etc. without permission of fences, etc.
322	To prevent opening etc. of streets unless done with permission and to give such permission.
324	To restore streets opened or broken up etc.
325	To require persons to provide for diversion of traffic etc.
326(2)(3)	To regulate hoarding etc. in streets.
328	Granting permission and regulating sky signs etc.
328 (A)	Granting permission and regulations of advertisement.
329	To require and secure adoption of measures to protect and enclose dangerous places.
333(4)	Manner of laying gas pipes.
344-A	Supervisions of buildings and works.
348(a)(b)(c)	Provision as to building which are to be newly erected.
349	To give or refuse permission for walls etc.
350	Inspection of buildings in course of erections.
351	Proceeding to be taken in respect of building or work commenced contrary to Section 247 of MMC Act
353	To specify any matter in contravention of Act of Bye laws within three months after completion.
353-A	Provision as to completion certificates, permission to occupy or use.
353-B	To issue the notices to the owners / occupier for carrying structural audit of privately own properties which had completed 30 years and more than 30 years.

354	To require removal etc. of ruinous or dangerous structures etc.
354 (1)	To issue a written notice to stop work unlawfully carried out etc.
354-A(2)	To direct removal of person unlawfully carrying on the erection of a building etc.
368	To require powers of occupiers to collect and deposit dust etc.
374	To inspect premises, to ascertain sanitary conditions.
375	To require cleansing and lime washing of any bldg. etc.
375-A	Requisition to remove building materials etc. from any premises.
377	Requisition on owner regarding neglect of premises.
377-A	Requisition to abate or to prevent recurrence of a leakage in the roofs of buildings etc.
380	To require removal, alteration etc. of in sanitary huts and shed.
381	To take action for abatement of nuisance erected by structural defects.
383	To require cutting and lopping of hedges trees etc.
390(1)(2)(3)	Regulation of factories, trade etc.
394	License for keeping articles on premises or carrying out certain trades etc.
396(1)	Inspection of premises user for manufactures etc.
416	Disposal of perishable articles seized under Section 415.
422	To inspect any place where dangerous disease if suspected and to take measures etc.
479(5)	To require production of licences for written permission.
488	To enter premises with assistants etc.
489	To take measures and execute works etc. on failure of compliance with requisitions or orders under certain provisions of the Act.
492(2)(a)	To call on occupier to disclose rents for the purpose determining questions of liability to pay expenses in certain cases.

The power of Delegation of Executive Engineer 'T' Ward

Sections	Nature of powers, duties and functions delegated
80A(2)	To employ temporary labour staff in sanctioned minimum rates of monthly wages in accordance with the schedule sanctioned by the Municipal Commissioner every year.
84	<p>To grant leave to any Municipal Officer or servant except for the purpose of taking up other employment as follows:</p> <p>a) Casual leave at discretion, up to limit allowed by any rules for the time being in force.</p> <p>b) Leave on average salary or combined leave admissible under the rules in each case to Municipal employees upto the rank of Asstt. Engineer to provide extra expenses, if entitled by such grants of leave is covered by Budget Grant.</p> <p>c) Leave without pay in accordance with the rules in force.</p>
85	To fine, reduce, suspend or dismiss any member of the menial staff or workman and artisan of a pay not exceeding Rs.150/- per month.
85(1)	To appoint whenever necessary substitutes to act in place of employees under his charge who are absent on leave and whose minimum grade does not exceed Rs.125/-.
105 B	Power to evict person from Corporation premises by issuing notice upon a person or any other person who may be in occupation of whole or any part of the premises for vacating them within one month of the date of service of notice.
105 C	Power to recover rent or damages as arrears of property taxes.
105 D	Rent to be recovered by deduction from salary or wages in case of Corporation employees.
105 E	Commissioner to have powers of Civil Court and empower him to take proceeding as provided under above noted sections and to do generally all such things as may be necessary for discharge of his duties enunciated in the section
112	To receive money in respect of any matter pertaining to the office in his charge.
222(1) & (2)	To construct, alter or repair municipal drains and to enter upon land for the purpose.
228	To grant permission and prescribed conditions for connections with Municipal drains.
234	To determine details of drains and drainage fittings or cesspools for new buildings.
240	To grant permission for construction of drains and cesspools.
243(2)	To make requisitions in respect of traps, coverings and means of ventilation for drains and cesspools.

244(1)	To erect shafts and pipes for ventilating drains and cesspools.
246-A	Construction of water closet and privies.
247	To prescribe water closet and other accommodation in buildings newly erected or re-erected.
248(1)(a)(b) (c)	Requisition to enforce provisions of water closet, or privy or urinals .
251	To determine details as to water closets under Clause (a)(d)(e).
251-B	Provision as to use places for bathing or washing clothes .
253	To inspect and examine drains . mentioned in Section.
254	To open ground for purpose of such inspection and examination.
255	To make good the ground as provide in the section.
257	To make requisitions on owners as provided sub-section (1) and to do such work as mentioned in sub-section (2).
258(a)(b)(c)	Prohibition of acts contravening in the provisions under chapter X of the B.M.C. Act.
259-A	Provisions as to employment of licensed plumber and use of work.
263(1)	Entering upon or carrying materials through any land for inspection
270-A or 275(A)	Certificate in respect of adequate water supply.
272	Making and renewing connection with Municipal water work.
273	Taking charge of private connections up to stop taps.
273-A	Altering position of connections etc.
276(1)	Providing a meter or allowing consumer to provide his own meter.
278	Inspecting any premises regarding meter, communication pipes 5654
298(1)(2)	To acquire set backs and take possession of and clear land under these su-section.
311	To require owners to alter ground floor, doors
313	Prohibition of deposit etc. of things in a street.
317	To permit booths on festivals in certain streets.
319	To temporarily close streets while works are in progress.
321(2)	To prevent removal etc. without permission of fences,
322	To prevent opening etc. of streets unless done with permission and to give such permission.
324	To restore streets opened or broken up

325	To require person to provide for diversion of traffic
326(2)(3)	To regulate hoarding etc. in streets.
328, 328(A)	Granting permission and regulating sky signs
329	To require and secure adoption of measures to protect and enclose dangerous places.
333(A) or 333(4)	Manner of laying gas pipes.
337(1) 338	To require certain documents on receipt of notice under Section 337.
339	To refuse to accept plans not signed by licensed Surveyor.
340	To require further particulars and details.
342	To require notice to make additions
343	To require certain documents and particulars etc. and to refuse to accept plans.
344-A or 343-A	Supervision of buildings and works.
345, 347(A), 347(B), 347(C)	To intimate approval of work of which notice is received under section 337 and 342.
348(a)(b)(c)	Provision as to buildings which are to be newly erected.
349	To give or refuse permission for walls
350	Inspection of buildings in course of erections.
351	Giving notice and taking actions / proceedings in respect of building or work commenced contrary to Section 342 and 347 of this Act.
353	To specify any matter in contravention of Act of Bye laws within three months after completion.
353-A, 353-B	Provision as to completion certificates, permission to occupy or use.
354	To require removal etc. of ruinous or dangerous structures
354 (1)	To issue a written notice to stop work unlawfully carried out
354-A(2)	To direct removal of person unlawfully carrying on the erection of a building
368	To require owners and occupiers to collect and deposit dust
374	To inspect premises, to ascertain sanitary conditions.
375	To require cleansing and lime washing of any bldg.
375-A	Removal of building materials from any premises may be required.
377	Requisition to remove building materials etc. from any premises.
377-A	Requisition to abate or to prevent recurrence of a leakage in the roofs of buildings

380	To require removal, alteration etc. of in sanitary huts and shed.
381	To take action for abatement of nuisance created by structural defects.
383	To require cutting and lopping of hedges trees
390(1)(2)(3)	Regulation of factories, trade
394	Licence for keeping articles on premises or carrying out certain trades
396(1)	Inspection of premises used for manufactures
416	Disposal of perishable articles seized under Section 415.
422, 471, 472, 475(A), 499	To inspect any place where dangerous disease if suspected and to take measures
479(5)	To require production of licenses for written permission.
488	To enter premises with assistants
489	To take measures and execute works etc. on failure of compliance with requisitions orders under certain provisions of the Act.
492(2)(a)	To call on occupier to disclose rents for the purpose of determining questions of liability to pay expenses in certain cases.

THE DUTIES OF OFFICERS AND EMPLOYEES IN THE OFFICE OF ADMINISTRATIVE OFFICER 'T' WARD.

(A)

1.	Administrative Officer	<u>Financial power</u> 1. Power to incur expenditure-office contingencies Rs.400/- 2. Power to purchase without prior post-audit up to Rs.400/-
2.	Head Clerk	NIL.
3.	Clerk	NIL.

(B)

Sr.No.	Designation	Power- Administrative	Under which legislation / rules / order / GRs	Remarks
1.	Administrative Officer	1. To sanction increments of Sub-ordinate Staff.	MMC Act 1988	
		2. To sanction casual leaves to subordinate staff up to the rank of Head clerk and clerk accordance with the rules		
		3. To sanction leaves including maternity and injury leave to the labour staff, subordinate staff up to the rank of Head clerk in accordance to Municipal service rule.		
		4. To prepare report of administrative data from respective department and submit to higher authority		
		5. To check works of subordinate staff		
		6. To meet to councilors and officers in the absent of Assistant Commissioner		
2.	Head Clerk	Nil.		
3.	Clerk	Nil.		

(C)

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

(D)

Sr. No.	Designation	Power- Quasi Judicial	Under which legislation / rules / order / GRs	Remarks
	Administrative Officer	1. Enquiry 2. Public Information Officer

(E)

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

A

Sr. No.	Designation	Duties - Financial	Under which legislation / rules / order / GRs	Remarks
1.	Administrative Officer	Nil.		
2.	Head Clerk	Nil.		
3.	Clerk	NIL.		

(B)

Sr. No.	Designation	Duties - Administrative	Under which legislation / rules / order / GRs	Remarks
1.	Administrative Officer	1) To collect information from Establishment and Revenue department and to prepare administrative report	MMC Act 1988,	
		2) To settle the grievance of internal staff or citizens.		
		3) To submit reports to MC Office regarding disposal of complaints received from them.		
		4) To prepare various meeting reports such as Union, Pension Adalat, Audit Note, etc.		
		5) To prepare & submit consolidated RTI & Complaints report.		
		6) To co-ordinate and guide local resident regarding various information of ward.		
		7) To dispose of complaints received from higher authorities regarding employee's dues.		
		8) Any other work assigned by Ward Officer.		
2.	Head Clerk	1. To Supervise on Clerical works 2. To follows orders of Asstt. Commissioner, Administrative		

		Officer,		
3.	Clerk	1. To Work assigned by Administrative Officer and Head Clerk 2. Dealing with day to day activities.		

(C)

Sr. No.	Designation	Duties - Magisterial	Under which legislation / rules / order / GRs	Remarks
1	Administrative Officer	N.A.		
2.	Head Clerk	NIL		
3.	Clerk	NIL		

(D)

Sr. No.	Designation	Duties - Quasi Judicial	Under which legislation / rules / order / GRs	Remarks
1	Administrative Officer	1. Public Information Officer (P.I.O)		
2.	Head Clerk	NIL		
3.	Clerk	NIL		

(E)

Sr. No.	Designation	Duties – Judicial	Under which legislation / rules / order / GRs	Remarks
1	Administrative Officer	N.A.		
2.	Head Clerk	NIL		
3.	Clerk	NIL		

Section 4(1) (b) (iii)

Procedure followed in Decision Making Process, including channels of supervision and accountability in the office of Administrative Officer 'T' Ward.

Name of activities:-

1) Establishment section :-

In the establishment section monthly salary of officers, employees laborers are charged and maintained service records. Establishment section divides between superior establishment and laborer establishment. In the superior section there are one head clerk, four clerks and two peons and in the laborer section there are one head clerk, eight clerks and two peons.

- **Pension and NCPF Claim:-**

A) The employee superannuated after completion of 58 years, before superannuation pension and NCPF claims prepared in six months advance. Take precaution the employees gets his all dues in his retirement date.

B) Whenever employee applies for voluntary retirement, after sanction of voluntary retirement all dues of employees get disposed off.

C) Whenever Employee expired and when his heirs submits necessary documents all dues of employees get disposed to his relatives.

D) Whenever employee unfit for further services, after sanction of competent authority all dues of employees get disposed off.

- **Preferential Treatment (P.T.CASE):-**

After the death of employee his heirs absorbed in the services as per his / her qualifications in the post of J.E. ,Clerk, Peon, Laborer etc.

- **Creation Of Service Record :-**

Whenever employee is selected for any post after presenting his medical fitness his service record is prepared. Qualification certificates, NOC from concern police station, appointment order etc. are essential document required for preparation of Service Record.

After transfer the employee the service record with personal file send to concern department with audit . (CA/FPP/42, dt.4.1.2000)

- **Balance leave:-**

Whenever employee gets superannuation / voluntary retirement / service unfit /
On service death with all above cases balance leave salaries to be given after finishes his dues like
Pension and NCPF Claim.

Name of activity

1) Pension

- (A) Related provision :-
- (B) Name of Act :-
- (C) Rules :- Pension Rule 1953
- (D) Government Resolution :-
- (E) Circulars :- **Section 4(1)(b)(v)**
- (F) Office order :-

2) NCPF

- a) Related provision :-
- b) Name of Act :-
- c) Rules :- P.F. Rule 1924
- d) Government Resolution :-
- e) Circulars :- **Section 4(1)(b)(v)**
- f) Office order :-

3) PREFERENTIAL TREATMENT (P.T. CASE)

- A. Related provision :-
- B. Name of Act :-
- C. Rules :-
- D. Government Resolution :-
- E. Circulars :- 1) LO /19 dtd.18.12.1998
 - 2) LO /16 dtd. 22.03.2007
 - 3) LO /78 dtd.21.12.2011
 - 4) LO /04 dtd.25.10.2007
 - 5) LO /21 dtd.24.12.2008
 - 6) LO /14 dtd.13.10.2008
 - 7) LO /22 dtd.29.10.1990
- F. Office order :-

4) BALANCE LEAVE

- a) Related provision :-

- b) Name of Act :-
- c) Rules :-
- d) Government Resolution :-
- e) Circulars :- **Section 4(1)(b)(v)**
- f) Office order :-

5) ENQUIRY

- (A) Related provision :- Enquiry Manuals
- (B) Name of Act :-
- (X) Rules :-
- (Δ) Government Resolution :-
- (E) Circulars :- 1) DPAR / FGR / 06 dtd.15.05.1999
2) DPAR / FGR / 17 dtd.29.08.2000
3) DPAR / FGR / 08 dtd.26.07.2002
4) DPAR / FGR / 30 dtd.07.02.1995
5) CHE/ ENQ / Z-I/ GEN 272 dtd.19.07.2012
- (Φ) Office order :-

6) INCOME TAX

- (A) Related provision :-
- (B) Name of Act :- Income Tax Act
- (C) Rules :-
- (D) Government Resolution :-
- (E) Circulars :- **Section 4(1)(b)(v)**
- (F) Office order :-

7) PROMOTIONS / TIME BOUND PROMOTIONS

- a) Related provision :-
- b) Name of Act :- Income Tax Act
- c) Rules :-
- d) Government Resolution :-
- e) Circulars :- 1) MPM / 2/ 3447 /dtd.24.05.2008
2) MPM / 2/ 815 /dtd.06.08.2009
3) MPM / 2/ 3389 /dtd.17.01.2008
4) MPM / 2/ 3560 /dtd.15.07.2000
5) DPAR /RGCELL/3 dtd. 24.07.2007
- f) Office order :-

8) PENSION ADALAT

- A.** Related provision :-
- B.** Name of Act :- Income Tax Act
- C.** Rules :-
- D.** Government Resolution :-
- E.** Circulars :- 1) CA / FPP/27 dtd.07.12.2007
- F.** Office order :-

9) RIGHT TO INFORMATION (RTI)

- a. Related provision :-
- b. Name of Act :- RTI ACT 2005
- c. Rules :-
- d. Government Resolution :-
- e. Circulars :- **Section 4(1)(b)(v)**
- f. Office order :-

10) MCA AUDIT NOTE

- a)** Related provision :-
- b)** Name of Act :-
- c)** Rules :-
- d)** Government Resolution :-
- e)** Circulars :- **Section 4(1)(b)(v)**
- f)** Office order :-

11) CONFIDENTIAL REPORT

- (A)** Related provision :-
- (B)** Name of Act :-
- (C)** Rules :-
- (D)** Government Resolution :-
- (E)** Circulars :- 1) CE / 6405 DT. 19.06.2013
2) MPS / 5413 DT.13.05.2013
3) MPM-2 / 361 DT. 30.09.2013
- (F)** Office order :-

12) OFFICIAL ENQUIRY

- (A)** Related provision :-
- (B)** Name of Act :-
- (C)** Rules :-
- (D)** Government Resolution :-
- (E)** Circulars :- **Section 4(1)(b)(v)**
- (F)** Office order :-

Sr. no.	Activity	Steps Involved	Time Limit	Authority role and responsibility of the employee/ officer in connection with each activity. (mention designation)	Remark
1)	PENSION	Prepared	Before six month superannuation	SUPERVISION AND GUIDE	
2)	NCPF	Prepared	Before six month superannuation	SUPERVISION AND GUIDE	
3)	P.T.CASE	Prepared	After expired of Employee within service	SUPERVISION AND GUIDE	
4)	RTI	Prepared	Within one month after received application	SUPERVISION AND GUIDE	
5)	PENSION ADALAT	Prepared	Every months	SUPERVISION AND GUIDE	
6)	PAYMENT	Prepared	Every months	SUPERVISION AND GUIDE	
7)	VACANT POST REPORT	Prepared	Once in quarter	SUPERVISION AND GUIDE	
8)	INCOME TAX	Prepared	Yearly	SUPERVISION AND GUIDE	
9)	CONFIDENTIAL REPORT	Maintain	Yearly	SUPERVISION AND GUIDE	

Section 4(1) (b) (iv)

Norms set for discharge of its functions in the office of Administrative Officer 'T' Ward
Organizational Targets (Annual)

Sr. No.	Designation	Activity	Units to be covered	Financial Targets in Rs.	Time Limit	Remarks
1.	Administrative Officer			There are no financial targets set for this department. As mentioned earlier the work is carried out on day to day basis.		
2.	Head Clerk & Clerk			There are no financial targets set for this department. As mentioned earlier the work is carried out on day to day basis.		

Section 4(1)(b)(v)

The rules/ regulation related with functions in the office of Administrative Officer 'T' ward.

Sr. No.	Subject	G.R./Circular/Office order. Rule no. notification etc. date.	Remarks if any
	General Circulars		
1.	Absenteeism	DPR/FGR/30 dtd.07.02.1995	
2.	Transfer and Promotions	MPM2/ 1093/dtd.29.09.2009	
3.	Continuation after 55 years	MPM1/ 595 /dtd.31.01.2004	
4	Computer Knowledge	MPM2/ 2014 /dtd.20.03.2010	
5	Leave	MSR 1989	
6	Advance payment from P.F	CA / FVA / dtd.21.04.2009	
7	4%Subsidy on housing loan	CA/FHL/51/dtd.03.01.2001	
8	DC-1 Rule	DPAR / FGR/10dtd.04.07.08	
9	Relive Employee after promotion / transfer	MPM2 / 6077 / dtd.05.01.2009	
10	Passport , Visa ,NOC	CH/ENQ/GEN/164/dtd,06.09.05	
11	Additional increment after passed L.S.D.	DPAR / FGR /20/dtd.15.10.08	
12	Passport, NOC	MPM2 / 493 / dtd.19.09.2009	
13	Casual Leave	(a)CA/FGR/79/dtd.31.01.1981 (b)DPAR /FGR / 8/dtd.17.07.09	
14	LTA	CA/ FGR/39dtd.07.10.1985	
15	For Tracking CL	DPAR / FGR/5 dtd.12.06.2008	
	PENSION		
16	Pension Adalat	CAT / FPP / 27 dtd.07.12.2007	
17	Pension for absconding Employee	DPAR / FGR/4 dtd.05.05.1992 DPAR / FGR/2 dtd.19.04.1995	
18	Non vacating staff quarters	DPAR / FEM /10 dtd.02.07.1990 DPAR / FEH / 5 dtd.28.05.2001	
19	Pension for unfit	DPAR / FEH /21 dtd.14.01.1998	

20	Saving Account for Pension	CAT /FPP / 40 dtd.12.02.2009	
21	Increase limit of DCRG	DPAR / FGR/08 dtd.06.06.2012	
	NCPF		
22	NCPF	NCPF Rule 1925	
	P.T.CASE		
23	Application	LO /19 /dtd.18.12.1998	
24	Power to DMC	LO/16/dtd.22.03.2007 LO/78/dtd21.12.2011	
25	LAD PAGE Committee (Sweeper Class P.T.)	LO/4/dtd.25.10.2007 LO/21/dtd24.12.2008	
26	P.T. Case for absconding Employee	LO /14 /dtd.13.10.2008	
27	School leaving verification	LO /22 /dtd.29.10.1990	
	Enquiry, Suspension, Suspension Allowance		
28	Enquiry, Suspension, Suspension Allowance	Enquiry Manuals , MSR 1989 1)DPAR/FGR/6/dtd.15.05.1999 2) DPAR /FGR/17/dtd.29.08.2000 3) DPAR /FGR/8/dtd.26.07.2002 4) CHOE/ Z-I/gen/272/dtd.29.7.12	
29	Termination	MSR 1989, Municipal Service (Rule and Conduct 1999) , Industrial dispute Act 1948 DPAR/ FGR/5 dt.10.09.2007	
30	Suspension Review	MPM2/ 3505 /dtd.21.02.2005 MPM2 /3349/ dtd. 23.01.2008	
31	Resumption	AO/GEN /376 dt. 08.10.1982	
	Promotion and Time Bound Promotion		
32	Promotion and Time Bound Promotion	DPAR/RGCELL/3/dtd.24.07.07 MPM2/3447/dtd.24.05.2008 MPM2/815/dtd.06.08.2009 MPM2/3389/dtd.17.01.2008 MPM /3560 / dtd.15.07.2000	
	Transfer of Service Record		
33	Transfer of Service Record	CA/FPP/ 42 dt.16.12.1999	

Section 4(1)(a)(vi)

Statement of Categories of documents held in the office of Administrative Officer 'T'ward (As proposed)

Sr. no.	Subject	Type of Document file or register	File no. or Register no.	Particulars	Periodicity of preservation
ESTABLISHMENT					
1	Service Record	File		‘A’ CLASS	PERMANANT
2	Muster	Register			
3	CR Sheets	File			
4	Authority	File			
5	Seniority list	File			
6	Circular file	File			
1	Pension . NCPF, P.T. claim	File		‘B’ CLASS	30 YEARS
2.	Appointment Transfer Promotion Permanency	File			
3.	Proposal	File			
1	Leave Papers	File		‘C2’ CLASS	15 YEARS
2	O.T.	File			
3	Correspondence	File			

1.	Enquiry Papers	File		'C1' CLASS	10 YEARS
2.	Disciplinary Action	File			
3.	Income Tax	File			
4.	PF Advance	File			
1	Temporary Appointment	File		'C' CLASS	05 YEARS
2	Cessation of employee	File			
3	Leave application	File		'D CLASS	01 YEARS
4.	Complaints , ETC	File			
DISPATCH					
1	Dak sheet	Register		'D CLASS	01 YEAR
2	Post Register	Register			
3	Other Register	Register			
4	RTI Register	Register			
CFC					
1	Stock Register Receipt	Register		'D CLASS	01 YEARS
2	Dishonor Cheques	Register			

Section 4(1)(b)(vii)

Particulars of any arrangement that exists for consultation with the members of the public in relation to the formulation of its policy and implementation in the office of Administrative Officer 'T'ward.

-- NOT APPLICABLE --

Section 4(1)(b)(viii)

Statement of Boards, Councils, Committees or Other bodies in the office of Administrative Officer
'T'ward.

Ward Committee

Sr.no	Name Of the committee / Boards, Councils, or Other bodies	Composition Of committee / Boards, Councils, or Other bodies	Purpose of committee / Boards, Councils, or Other bodies	Frequency of meeting	Whether meeting open to public or not	Whether minutes available to public or not	minutes available at
1	'S' & 'T' Ward Committee	Councilors of 'S' & 'T' Ward President & 16+1 Members	To provides basic amenities to the citizen	Once in months Or As per president's order	NO	Yes	On website

Sexual Harassment Committee

Sr.no	Name Of the committee / Boards, Councils, or Other bodies	Composition Of committee / Boards, Councils, or Other bodies	Purpose of committee / Boards, Councils, or Other bodies	Frequency of meeting	Whether meeting open to public or not	Whether minutes available to public or not	minutes available at
2	Sexual Harassment Committee In 'T' Ward	President & 4+1 Members	To prevent the Sexual Harassment in F /South Ward		Yes	Yes	Administrative Officer

Section 4(1)(b)(ix) / Section 4(1)(b)(x)

Directory of the Officer and Employees /

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

‘A’ BUDGET PAYSHEET

PAYSHEET NO:- 6560 SALARY AS ON JUNE 2024

Sr. No.	DESGCP	NAME	GRD	Date of Appointment in MCGM	Date of Appointment in 'T' Ward	Basic	DA	WC	CA	SPA	TA	HRA	Total Salary	Telephone No.
1	ASST. COMMISSIONER	AJAY RAMBHAU PATANE (I.C.)	A	06.07.2005	23.03.2023	91400	48442	-	-	695	2700	27420	170656	9967297294
2	ADMINISTRATIVE OFFICER	HIRE UJVALA RAJAN	B	20.06.1988	27.02.2024	91400	48442	-	-	-	2700	27420	169962	9004826073
3	SR. STENO GRAPHER	VACANT	C	-	-	-	-	-	-	-	-	-	-	-
4	CLERK	KHEDEKAR PRIYA PRASHANT	C	27.08.2009	19.04.2017	36400	19292	-	-	-	2700	10920	69312	8767067405
5	CLERK	GOSAVI MANGESH ASHOK	C	29.05.2006	19.07.2018	53500	28355	-	-	-	2700	16050	100605	9867326248

PAYSHEET NO:- 6561 SALARY AS ON JUNE 2024

Sr. No.	DESGCP	NAME	GRD	Date of Appointment in MCGM	Date of Appointment in 'T' Ward	Basic	DA	WC	CA	SPA	TA	HRA	Total Salary	Telephone No.
1	COMPLAINT OFFICER	TAVATE PRANALI PRASHANT	B	28.09.2006	01.08.2024	56200	29787	-	-	-	2700	16860	105916	9619520235

PAYSHEET NO:- 6562 SALARY AS ON JUNE 2024

Sr. No.	DESGCP	NAME	GRD	Date of Appointment in MCGM	Date of Appointment in 'T' Ward	Basic	DA	WC	CA	SPA	TA	HRA	Total Salary	Telephone No.
1	DESIGNATED OFFICER/ EXE. ENGINEER (I.C.)	SHRI.GAJANAN TUKARAM DHOTRE	B	04.07.2005	07.10.2022	74300	39379	-	695	-	5400	22290	144069	9004627409
2	EX. ENGINEER (I.C.)	SHRI.SANDEEP SATISHRAO DESHPANDE	B	12.03.2007	19.07.2022	77700	41181	-	695	-	5400	23310	148286	9619705883
3	ASST.ENGINEER	SHRI.SANDEEP BHIMRAO MORE	B	17.03.2009	08.10.2024	73200	38796	-	695	-	5400	21960	140051	9757402848
4	ASST.ENGINEER	SHRI.SATYAM TUKARAM LADGE	B	02.05.2008	21.10.2021	72100	38213	-	695	-	5400	21630	135338	9920165338
5	ASST.ENGINEER	SHRI.GAJANAN TUKARAM DHOTRE	B	04.07.2005	07.10.2022	74300	39379	-	695	-	5400	22290	144069	9004627409
6	SUB ENGINEER	SHRI.SUJEET V.BHOJANE	B	24.11.2011	09.11.2022	58600	31058	-	-	-	2700	17580	109938	8169249757
7	SUB ENGINEER	SMT.POONAM SUSHIL PADWAL	B	01.12.2011	01.11.2021	56900	30157	-	695	-	2700	17070	107522	9892339295
8	JR.ENGINEER	SHRI.KIRAN LODU JADHAV	B	22.08.2008	05.06.2023	46100	24433	-		-	2700	13830	87063	9867750865
9	HEAD CLERK	SHRI.MAHESH HIRALAL MATHURE	B	17.05.2006	17.03.2017	53000	28090	-	-	-	2700	15900	99690	9004499909
10	CLERK	SHRI.RAHUL DHAKAL BHOYE	C	25.08.2023	25.08.2023	26300	13939	-	-	-	2700	7890	50829	9145682385

11	CLERK	SHRI.AASHISH SHELAR	C	13.10.2017	12.03.2024	25500	13515	-	-	-	2700	7650	49365	9172068300
12	CLERK	SMT.PRITI SARKATE	C	23.07.2018	12.03.2024	21500	11395	-	-	-	1000	6624	40519	9920468497
13	CLERK	VACANT	C	-	-	-	-	-	-	-	-	-	-	-
14	CLERK	SMT.VRUSHALI ANIKET PATIL	C	07.07.2015	26.07.2024	34300	18179	-	-	-	2700	10290	65469	9664294161
15	CLERK	SMT. RIYA RAMESH ANGANE	C	01.05.2009	01.07.2017	37500	19875	-	-	-	2700	6816	11250	7021487956
16	NOTICE CLERK	VACANT	C	-	-	-	-	-	-	-	-	-	-	-
17	MUKADAM	SHRI. SANJAY GANGARAM KALAMGAVE	D	04.05.1989	18.02.2016	43400	23002	230	695	-	2700	13020	83047	9892725586
18	MUKADAM	VACANT	D	-	-	-	-	-	-	-	-	-	-	-
19	MUKADAM	VACANT	D	-	-	-	-	-	-	-	-	-	-	-
20	MUKADAM	VACANT	D	-	-	-	-	-	-	-	-	-	-	-
21	MUKADAM	VACANT	D	-	-	-	-	-	-	-	-	-	-	-
22	PEON	SHRI..JANARDAN P CHIMATE	D	03.09.1991	05.05.2022	48500	25705	230	-	-	2700	14550	91685	9867965476

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PAYSHEET NO:- 6563 SALARY AS ON JUNE 2024

Sr.No.	DESGCP	NAME	GRD	Date of Appointment in MCGM	Date of Appointment in 'T' Ward	Basic	DA	WC	CA	SPA	TA	HRA	Total Salary	Telephone No.
1	Asst. ENGINEER	SHRI.SANDEEP SATISHRAO DESHPANDE	B	12.03.2007	19.07.2022	77700	41181	-	695	-	5400	23310	148286	9619705883
2	SUB ENGINEER	SHRI.MACHHINDRA TUKARAM BHOSALE	B	02.03.2010	25.11.2021	56900	30157	-	695	-	5400	17070	110222	9029453999
3	JR.ENGINEER	SHRI. MANOJ ANANT JAMGHARE	B	09.06.2008	03.06.2019	50000	26500	-	695	-	2700	15000	94895	9326829920
4	JR.ENGINEER	SHRI.HIMALAY VINAYAK DEULKAR	B	19.12.2015	22.06.2022	50400	26712	-	695	-	2700	15120	95627	8149935188
5	JR.ENGINEER	SHRI.SUSHANT AVINASH SHELKE	B	08.12.2015	11.01.2019	54600	28938	-	695	-	2700	16380	103313	8275290628
6	JR.ENGINEER	SMT.SHWETA RAMLING BIDVE	B	03.08.2020	13.05.2022	47100	24963	-	695	-	2700	14130	89588	9529737566
7	JR.ENGINEER	SHRI.RAJENDRA BARWADE	B	01.06.2009	22.11.2022	50400	26712	-	-	-	2700	15120	94932	9833981658
8	JR.ENGINEER	SHRI.NILESH MADUKAR SAWANT	B	16.07.2013	13.03.2024	50000	26500	-	695	-	2700	15000	94895	8291679573
9	JR. ENGINEER	SHRI.SOPAN SUKDEV LAHASE	B	16.07.2020	10.08.2023	47100	24963	-	695	-	2700	14130	89588	8007221569
10	JR.ENGINEER	SHRI.VINAYAK GHARKAR	B	19.11.2008	12.04.2023	50000	26500	-	695	-	2700	15000	94895	9653656968
11	JR.ENGINEER	SHRI.KISHOR JAGTAP	B	10.05.2016	05.07.2024	54600	28938	-	695	-	2700	16380	103313	9503608137

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PAYSHEET NO:- 6564 SALARY AS ON JUNE 2024

Sr.No .	DESGCP	NAME	GRD	Date of Appointment in MCGM	Date of Appointment in 'T' Ward	Basic	DA	WC	CA	SPA/NPP	TA	HRA	Total Salary	Telephone No.
1	SR.MEDICAL OFFIC	MANE SUJATA RAJESH	B	14.11.1994	18.12.2024	119500	63335	-	-	13615	5400	35850	237699	-
2	MEDICAL OFFICER	KHARAT BHARTI D	B	21.04.1999	06.04.2017	114200	60226	-	-	12978	5400	34260	227363	-
3	MEDICAL OFFICER	BHOSALE NEENA SAGAR	B	20.05.2011	08.07.2019	95700	50721	-	-	10605	5400	28710	191135	-
4	MEDICAL OFFICER	HIRE RUPALI RAVI	B	25.07.2008	17.08.2024	95700	50721	-	-	10605	5400	28710	191135	-
5	MEDICAL OFFICER	KONDE CHETANA M	B	04.05.1997	07.09.2019	114200	60526	-	-	12793	5400	34260	227178	-
6	MEDICAL OFFICER	VACANT	B	-	-	-	-	-	-	-	-	-	-	-
7	MED. OFFR. HEALTH	JADHAV KASHINATH LAXMAN	B	24.11.2008	23.03.2023	87600	46428	-	-	9779	5400	26280	175487	-
8	A.M.O.	SMITA ARVIND KHADE	B	26.08.2013	02.07.2016	72100	38213	-	-	7807	2700	21630	142449	-
9	PHARMACIST	PAWAR ANURADHA SANJAY	C	16.10.1998	24.04.2012	67100	35563	-	-	-	2700	20130	125493	-
10	PHARMACIST	RANE SWAPNALI DEEPAK	C	16.10.1998	27.09.2007	50500	35563	-	-	-	2700	20130	125493	-
11	PHARMACIST	RANDIVE GURUNATH VILAS	C	19.09.2008	24.01.2011	42800	26765	-	-	-	2700	15150	95115	-

12	PHARMACIST	VACANT	B	-	-	-	-	-	-	-	-	-	-	-
13	HEAD CLERK	KULKARNI SULABHA SUNIL	C	07.08.2008	01.09.2024	51500	27295	-	-	-	2700	15450	96945	-
14	SANITARY INSPECT	BHAVARI EKNATH SAKHARAM	C	01.10.1990	08.08.2024	51800	27454	-	463	-	600	14880	88482	-
15	SANITARY INSPECT	VACANT	B	-	-	-	-	-	-	-	-	-	-	-
16	CLERK	GOVALKAR PRADNYA PRASAD	C	25.09.1990	25.04.2013	64000	33920	-	-	-	2700	19200	119820	-
17	CLERK	PATIL VIRENDRA S.	C	25.11.2008	23.05.2017	44800	23744	-	-	-	2700	13440	84684	-
18	CLERK	MULLAMURE MOHIN BABUMIA	C	20.09.2017	01.04.2024	26300	13939	-	-	-	2700	7890	50829	-
19	BIRTH DEATH R KA	TAMBE SUSHIL GANPAT	D	13.09.2007	22.10.2024	31500	16695	230	463	-	2700	9450	60115	-
20	DEATH REG.KARKN	VACANT	D	-	-	-	-	-	-	-	-	-	-	-
21	DEATH REG.KARKN	GHARE ARUN VALU	D	23.10.2008	24.08.2018	31100	16483	230	-	-	2700	9330	59843	-
22	DEATH REG.KARKN	SAMBRE MRUNAL SANTOSH	D	15.12.1992	11.08.2019	29300	15529	230	-	-	2700	8790	56549	-
23	DEATH REG.KARKN	PATIL PRABHAKAR KESHAV	D	13.05.1991	08.07.2016	47400	25122	230	-	-	2700	14220	89672	-
24	DEATH REG.KARKN	AWARE SAMBHAJI R	D	10.10.1993	20.11.2019	47100	24963	230	-	-	2700	14130	89123	-

25	DEATH REG.KARKN	UTEKAR MAHENDRA P.	D	01.09.1995	11.06.2011	44400	23532	230	-	-	2700	13320	84182	-
26	DEATH REG.KARKN	AUSARMAL VANDANA S.	D	22.12.1998	20.08.2018	45700	24221	230	-	-	2700	13710	86561	-
27	DEATH REG.KARKN	GAIKWAD VISHWAS D	D	08.10.1990	18.01.2020	48500	25705	230	695	-	2700	14550	92380	-
28	KAR.BIRTH REG.	KHADE DASHRATH JAYRAM	D	01.11.1994	03.04.2019	48800	25864	450	695	-	2700	14640	93149	-
29	PEON	SUTAR DILIP JAIDEV	D	13.06.1991	14.07.2007	47100	24963	230	-	-	2700	14130	89123	-
30	PEON	GAWARI EKNATH BHAGUJI	D	27.04.1992	04.05.2001	47100	24963	230	-	-	2700	14130	89123	-
31	MALI C.SWEEPER	WALSUR NARENDRA G.	D	28.08.2014	13.03.2018	20300	10759	230	-	-	1000	-	32289	-
32	DSINFTG SB INSP	SUKATE DNYANDEO M	C	05.02.1994	17.11.2020	47400	25122	-	695	-	2700	14220	90137	-
33	DRESSER	PATIL SANDIP BANGO	D	15.12.2011	08.04.2022	24500	12985	230	-	530	2700	7350	48295	-
34	DRESSER	KEKARE NAMDEV KISAN	D	21.04.2005	07.06.2022	40600	21518	230	-	530	2700	12180	77758	-
35	DRESSER	VACANT	D	-	-	-	-	-	-	-	-	-	-	-
36	LABOURER	KHAIRE VITTHAL PRABHAKAR	D	11.03.2019	03.02.2022	47600	25228	230	-	-	2700	14280	90038	-
37	LABOURER	RATHOD RADHESHAM	D	12.02.2013	13.02.2021	24900	13197	230	-	-	2700	7470	48497	-

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PAYSHEET NO:- 6567 SALARY AS ON JUNE 2024

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14	Mukadam	Vacant	D	----	----	----	----	----	----	----	----	----	----	----
15	Mukadam	Vacant	D	----	----	----	----	----	----	----	----	----	----	----
16	Mukadam	Vacant	D	----	----	----	----	----	----	----	----	----	----	----
17	Mukadam	Vacant	D	----	----	----	----	----	----	----	----	----	----	----
18	Mukadam	Vacant	D	----	----	----	----	----	----	----	----	----	----	----
19	Mukadam	Vacant	D	----	----	----	----	----	----	----	----	----	----	----
20	Mukadam	Vacant	D	----	----	----	----	----	----	----	----	----	----	----
21	Mukadam	Vacant	D	----	----	----	----	----	----	----	----	----	----	----
22	Labourer	Randhave Ashabai Laxman	D	02.04.1987	02.04.1987	46200	24486	230	----	----	2700	13860	87476	----
23	Labourer	Gavali Dayanand Maruti	D	04.06.1994	04.06.1994	43600	23108	230	----	----	2700	13080	82718	----
24	Labourer	Shitole Balu Sabaji	D	01.09.1995	01.09.1995	47100	24,963	230	----	----	2700	14130	89,123	----
25	Labourer	Kumbhar Suresh Namdev	D	01.09.1995	01.09.1995	47100	24,963	230	----	----	2700	14130	89,123	----
26	Labourer	Mohite Tanuj Manohar	D	01.09.1995	01.09.1995	47100	24,963	230	----	----	2700	14130	89,123	----

27	Labourer	Pawar Pravin Ganpat	D	01.09.1995	01.09.1995	47100	24,963	230	----	----	2700	14130	89,123	----
28	Labourer	Bhagade Balaram Valku	D	01.09.1995	01.09.1995	47100	24,963	230	----	----	2700	14130	89,123	----
29	Labourer	Ozarkar Pramod Sadashiv	D	01.09.1995	01.09.1995	47100	24,963	230	----	----	2700	14130	89,123	----
30	Labourer	Chorge Rajesh Dattaram	D	01.09.1995	01.09.1995	47100	24,963	230	----	----	2700	14130	89,123	----
31	Labourer	Bhandari Ashok Husaini	D	01.09.1995	01.09.1995	43600	23108	230	----	----	2700	13080	82718	-----
32	Labourer	Bhangare Vilas Ravji	D	01.04.2005	01.04.2005	39700	21041	230	----	----	2700	11910	75581	----
33	Labourer	Pote Anil Jamaji	D	01.04.2005	01.04.2005	39700	21041	230	----	----	2700	11910	75581	----
34	Labourer	Gandhi Bhushan Ishwarlal	D	14.08.2003	14.08.2003	39900	21147	230	----	----	2700	11970	75947	----
35	Labourer	Katkhade Mangesh Bhagwan	D	25.05.2006	25.05.2006	29500	15635	230	----	----	2700	8850	56915	----
36	Labourer	Waghmare Shantaram Lahu	D	30.07.2007	30.07.2007	30600	16218	230	----	----	2700	9180	58928	----
37	Labourer	Kadu Tulshidas Shashikant	D	30.07.2007	30.07.2007	30600	16218	230	----	----	2700	9180	58928	----

38	Labourer	Vijay p kharate	D	30.07.2007	30.07.2007	32200	17066	230	----	----	2700	9660	61856	
39	Labourer	Upadhye Vinayak Madhu	D	30.07.2007	30.07.2007	32200	17066	230	----	----	2700	9660	61856	----
40	Labourer	Kadam Kunal Ankush	D	30.07.2007	30.07.2007	32200	17066	230	----	----	2700	9660	61856	----
41	Labourer	Tapase Vikram Govind	D	14.09.2007	14.09.2007	32200	17066	230	----	----	2700	9660	61856	----
42	Labourer	Kamble Vishal Dhondiba	D	13.05.2008	13.05.2008	31300	16589	230	----	----	2700	9390	60209	----
43	Labourer	Katare Shivchandra Dhanraj	D	04.06.2008	04.06.2008	31300	16589	230	----	----	2700	9390	60209	----
44	Labourer	Malunge Harishchandra Ramu	D	05.06.2008	05.06.2008	31300	16589	230	----	----	2700	9390	60209	----
45	Labourer	Patil Santosh Vilas	D	07.06.2008	07.06.2008	31300	16589	230	----	----	2700	9390	60209	----
46	Labourer	Kumthekar Sanjay Pitambar	D	03.11.2011	03.11.2011	27,800	14,734	230	----	----	2700	8,340	53804	----
47	Labourer	Kamble Hemant Sakharam	D	10.11.2011	10.11.2011	27,800	14,734	230	----	----	2700	8,340	53804	----
48	Labourer	Dond Bapu Baburav	D	17.11.2012	17.11.2012	26200	13886	230	----	----	2700	7860	50876	----
49	Labourer	Paradhi Savita	D	01.07.2013	01.07.2013	24900	13197	230	----	----	2700	7470	48497	----

		Govinda												
50	Labourer	Randhavi Sachin Dinkar	D	26.06.2014	26.06.2014	24900	13197	230	----	----	2700	7470	48497	----
51	Labourer	Sonawane Vikram Sanjay	D	09.12.2009	22.06.2017	30400	16112	230	----	----	2700	9120	58562	----
52	Labourer	Naidu neelima Venkatesh	D	07.08.2017	07.08.2017	22100	11713	-----	----	----	1000	6630	41443	----
53	Labourer	Jamdar Shalaka Kishor	D	28.12.2011	19.09.2017	27800	14734	230	----	----	2700	8340	53804	----
54	Labourer	Bhangare Shankar Barku	D	08.03.2018	08.03.2018	21500	11395	----	----	----	1000	6450	40345	----
55	Labourer	More Dayesh Sadashiv	D	30.05.2018	30.05.2018	21500	11395	----	----	----	1000	6450	40345	----
56	Labourer	Jaya yogesh pawar	D	28.10.2021	28.10.2021	19700	10441	-----	-----	-----	1000	5910	37051	----
57	Labourer	Snehal mahesh tawade	D	20.01.2022	20.01.2022	19700	10441	-----	-----	----	1000	5910	37051	----
58	Labourer	Umesh ramchandra kothe	D	24.11.2022	24.11.2022	19100	10123	-----	----	----	1000	5730	35953	----
59	Labourer	Prachi raju waghmare	D	25.03.2023	25.03.2023	19100	10123	-----	-----	-----	1000	5730	35953	----
60	Labourer	Kamini	D	22.08.2023	22.08.2023	18500	9805	-----	-----	-----	1000	5550	34855	----

[illegible]

[illegible]

12	MUKADAM	VACANT	D	---	---	---	---	---	---	---	---	---	---	---
13	MUKADAM	VACANT	D	---	---	---	---	---	---	---	---	---	---	---
14	MUKADAM	VACANT	D	---	---	---	---	---	---	---	---	---	---	---
15	MUKADAM	VACANT	D	---	---	---	---	---	---	---	---	---	---	---
16	MUKADAM	VACANT	D	---	---	---	---	---	---	---	---	---	---	---
17	MUKADAM	VACANT	D	---	---	---	---	---	---	---	---	---	---	---
18	DRAIN CLEANER	Gunjal Rajesh Kondiram	D	01.06.1994	01.06.1994	45700	24221	230 + 600	0	0	2700	13710	87161	9372532914
19	DRAIN CLEANER	Bote Namdeo Maruti	D	01.09.1995	01.09.1995	47100	24963	230 + 600	0	0	2700	14130	89723	9967231196
20	DRAIN CLEANER	Shitole Vasant Hanumant	D	01.09.1995	01.09.1995	47100	24963	230 + 600	0	0	2700	14130	89723	8828699750
21	DRAIN CLEANER	Magar Sunil Amrut	D	01.09.1995	01.09.1995	47100	24963	230 + 600	0	0	2700	14130	89723	9892234697
22	DRAIN CLEANER	Goregaonkar Narhari Laxman	D	01.09.1995	01.09.1995	47100	24963	230 + 600	0	0	2700	14130	89723	9969303738
23	DRAIN CLEANER	Sonavane Yashwant Keshav	D	01.09.1995	01.09.1995	47100	24963	230 + 600	0	0	2700	14130	89723	9833823660
24	DRAIN CLEANER	Gaikwad Deepak Kishor	D	01.08.2000	01.08.2000	45700	24221	230 + 600	0	0	2700	13710	87161	9819713992

25	DRAIN CLEANER	Bhoir Kabir Babu	D	01.04.2005	01.04.2005	40900	21677	230 + 600	0	0	2700	12270	78377	8379871400
26	DRAIN CLEANER	Maghe Gangaram Pandurang	D	01.04.2005	01.04.2005	38700	20511	230 + 600	0	0	2700	16610	79351	907585256
27	DRAIN CLEANER	Kamble Sanjay Sakharam	D	01.04.2005	01.04.2005	40900	21677	230 + 600	0	0	2700	12270	78377	8888985602
28	DRAIN CLEANER	Lad Vishwanath Ganpat	D	01.04.2005	01.04.2005	38700	20511	230 + 600	0	0	2700	11610	74351	9653104301
29	DRAIN CLEANER	Hile Madhav Krishanarao	D	10.04.2005	10.04.2005	40900	21677	230 + 600	0	0	2700	12270	78377	8652409114
30	DRAIN CLEANER	Sardar Babubhai Mohan	D	02.05.2006	02.05.2006	31500	16695	230 + 600	0	0	2700	9450	61175	9619377469
31	DRAIN CLEANER	Rupvate Arun Chintaman	D	02.05.2006	02.05.2006	32200	17066	230 + 600	0	0	2700	9660	62456	8097587341
32	DRAIN CLEANER	Kalpund Sharad Saheb	D	02.05.2006	02.05.2006	31500	16695	230 + 600	0	0	2700	9450	61175	9921344464
33	DRAIN CLEANER	Lad Rupesh Keshav	D	02.05.2006	02.05.2006	27800	14734	230 + 600	0	0	2700	8340	54404	9967867160
34	DRAIN CLEANER	Desale Bhaskar Bhau	D	26.11.2009	26.11.2009	30400	16112	230 + 600	0	0	2700	9120	59162	9273879083
35	DRAIN CLEANER	Gandhi Anil Balkrishna	D	06.09.2011	06.09.2011	27800	14734	230 + 600	0	0	2700	8340	54404	9833744050
36	DRAIN CLEANER	Gaonkar Sandesh Rajaram	D	06.09.2011	06.09.2011	27800	14734	230 + 600	0	0	2700	8340	54404	8689905451
37	DRAIN CLEANER	Kashiwale Atmaram	D	09.09.2011	09.09.2011	27800	14734	230 + 600	0	0	2700	8340	54404	9226157662

		Shankar												
38	DRAIN CLEANER	Sakpal Maruti Babaji	D	16.09.2011	16.09.2011	27800	14734	230 + 600	0	0	2700	8340	54404	9930737069
39	DRAIN CLEANER	Mhatre Dwarkanath Atmaram	D	17.09.2011	17.09.2011	27800	14734	230 + 600	0	0	2700	8340	54404	9324490251
40	DRAIN CLEANER	Sawant Dinesh Shreedhar	D	19.09.2011	19.09.2011	27800	14734	230 + 600	0	0	2700	8340	54404	9405226014
41	DRAIN CLEANER	Sanap Sahebrao Baban	D	22.09.2011	22.09.2011	27800	14734	230 + 600	0	0	2700	8340	54404	9594979471
42	DRAIN CLEANER	Shinde Nilkanth Dattaram	D	24.09.2011	24.09.2011	27800	14734	230 + 600	0	0	2700	8340	54404	9833860570
43	DRAIN CLEANER	Koli Nivrutti Harichandra	D	03.12.2011	03.12.2011	27800	14734	230 + 600	0	0	2700	8340	54404	9765610254
44	DRAIN CLEANER	Sable Sameer Shankar	D	12.06.2012	12.06.2012	27000	14310	230 + 600	0	0	2700	8100	52940	8108134455
45	DRAIN CLEANER	Jagirdar Aminuddin Imanuddin	D	01.04.2013	01.04.2013	26200	13886	230 + 600	0	0	2700	7860	51476	7738318081
46	DRAIN CLEANER	Bhandari Santosh Mahendra	D	03.06.2013	03.06.2013	26200	13886	230 + 600	0	0	2700	7860	51476	9867749179
47	DRAIN CLEANER	Waghmode Rushivan Vasant	D	07.06.2014	07.06.2014	24900	13197	230 + 600	0	0	2700	7470	49097	8080999980
48	DRAIN CLEANER	Shinde Akshay Surendra	D	02.05.2015	02.05.2015	19700	10441	-	0	0	1000	5910	37051	8169161911
49	DRAIN CLEANER	Kole Nishikant Sangam	D	15.06.2016	15.06.2016	23500	12455	230 + 600	0	0	1000	7050	44835	9004545998
50	DRAIN	Thakare Milind	D	22.12.2017	22.12.2017	22100	11713	230 + 600	0	0	1000	6630	42273	9146865918

[illegible]

	CLEANER													
84	DRAIN CLEANER	VACANT	D	---	---	---	---	---	---	---	---	---	---	---
85	DRAIN CLEANER	VACANT	D	---	---	---	---	---	---	---	---	---	---	---
86	DRAIN CLEANER	VACANT	D	---	---	---	---	---	---	---	---	---	---	---
87	DRAIN CLEANER	VACANT	D	---	---	---	---	---	---	---	---	---	---	---
88	DRAIN CLEANER	VACANT	D	---	---	---	---	---	---	---	---	---	---	---
89	DRAIN CLEANER	VACANT	D	---	---	---	---	---	---	---	---	---	---	---
90	LABOURER	Kamble Babaji Sakharam	D	18.01.1988	18.01.1988	40900	21677	230 + 600	0	0	2700	12270	78377	9969120210
91	LABOURER	Cettila Samuel John	D	01.09.1995	01.09.1995	47100	24963	230 + 600	0	0	2700	14130	89723	8369735026
92	LABOURER	Torne Jayant Dayavant	D	01.09.1995	01.09.1995	47100	24963	230 + 600	0	0	2700	14130	89723	9892396521
93	LABOURER	Wala Haresh Kisan	D	05.10.2007	05.10.2007	21500	11395	230 + 600	0	0	1000	6450	41175	8591327747
94	LABOURER	Shegar Ganesh Tatya	D	05.06.2008	05.06.2008	31300	16589	230 + 600	0	0	2700	9390	60809	8419971975
95	LABOURER	Khillare Dnyaneshwar Sandu	D	05.06.2008	05.06.2008	31300	16589	230 + 600	0	0	2700	9390	60809	7738472421
96	LABOURER	Sargar Ravso Sida	D	07.07.2008	07.07.2008	31300	16589	230 + 600	0	0	2700	9390	60809	7738205106
97	LABOURER	Vishe Sanjay Jagannath	D	05.08.2008	05.08.2008	31300	16589	230 + 600	0	0	2700	9390	60809	8805429582
98	LABOURER	Patil Sunil	D	11.12.2008	11.12.2008	31300	16589	230 + 600	0	0	2700	9390	60809	8108281491

[illegible]

131	LABOURER	VACANT	D	---	---	---	---	---	---	---	---	---	---	---
132	LABOURER	VACANT	D	---	---	---	---	---	---	---	---	---	---	---
133	LABOURER	VACANT	D	---	---	---	---	---	---	---	---	---	---	---
134	LABOURER	VACANT	D	---	---	---	---	---	---	---	---	---	---	---
135	LABOURER	VACANT	D	---	---	---	---	---	---	---	---	---	---	---
136	LABOURER	VACANT	D	---	---	---	---	---	---	---	---	---	---	---
137	LABOURER	VACANT	D	---	---	---	---	---	---	---	---	---	---	---
138	LABOURER	VACANT	D	---	---	---	---	---	---	---	---	---	---	---
139	LABOURER	VACANT	D	---	---	---	---	---	---	---	---	---	---	---
140	LABOURER	VACANT	D	---	---	---	---	---	---	---	---	---	---	---

Sr.N o.	DESGCP	NAME	GRD	Date of Appointment in MCGM	Date of Appointment in 'T' Ward	Basic	DA	WC	CA	SPA	TA	HRA/AAP	Total Salary	Telephone No.
1	COLONY OFFICER	SHRI.SANTOSH LAXMAN DEBE	B	06.08.2006	29.02.2024	51500	27295	-	695	830	2700	15450	98470	9773547976
2	JR.ENGINEER	VACANT	B	-	-	-	-	-	-	-	-	-	-	-
3	JR.ENGINEER	SHRI.AJAY BUDHAJI JADHAV	B	15.02.2010	03.06.2019	50000	26500	-	695	-	5400	15000	97595	9769030388
4	RENT COLLECTOR	SHRI.HIMMAT MARUTI SULE	C	01.05.2009	01.09.2021	33000	17490	-	695	-	2700	9900	63785	9511986072
5	CLERK	SHRI.RAKESH JAGDISH MISHRA	C	10.04.2007	16.04.2012	37500	19875	-	-	-	5400	11250	74025	7977025212
6	CLERK	SMT. MAMTA SANJAY SHERLA	C	08.07.2015	19.07.2019	31100	16483	-	-	-	2700	9330	59613	9823676758
7	CLERK	SMT.LATISH ANKUSH MOHITE	C	15.09.2008	05.10.2016	33300	17649	-	-	-	2700	9990	63639	9226755503

‘G’ BUDGET PAYSHEET

PAYSHEET NO:- 4337 SALARY AS ON JUNE 2024

Sr.No.	DESGCP	NAME	GR D	Date of Appointment in MCGM	Date of Appointment in 'T' Ward	Basic	DA	WC	CA	SPA	TA	HRA	Total Salary	Telephone No.
1	ASST.ENGINEER	BORSE LAXMIKANT DEVIDAS	B	24.01.2008	09.07.2021	74300	39379	-	0	-	2700	22290	138669	-
2	SUB ENGINEER	KHAIRNAR SHRIKANT VISHWAS	B	16.04.2013	15.03.2023	62200	32966	-	695	-	2700	16560	117221	-
3	SUB ENGINEER	BAHARVAL ANIRUDH TRIMBAK	B	17.09.2013	30.05.2022	55200	29256	-	0	-	1200	12864	103716	-
4	SUB ENGINEER	NAIK SADHANA TANAJI	B	20.09.2019	30.05.2022	52000	27560	-	695	-	2700	15600	98555	-
5	JR.ENGINEER	DONGE BHAGESHREE SHALIKRAM	C	12.08.2015	30.11.2019	54600	28938	-	695	-	2700	16380	103313	-
6	JR.ENGINEER	PRABHUDESAI RASIKA	C	23.04.2013	06.05.2013	54600	28938	-	695	-	2700	10752	64230	-
7	JR.ENGINEER	BHIOGADE DEEPALI V	C	12.08.2015	01.06.2020	54600	28938	-	695	-	2700	10752	64230	-
8	JR.ENGINEER	BORSE PURVA	C	03.08.2020	25.07.2024	47100	24963	-	695	-	2700	14130	59588	-
9	JR.ENGINEER	VACANT	C	-	-	-	-	-	-	-	-	-	-	-
10	HEAD CLERK	JANGAM VAIDEHI NITIN	C	08.07.2008	16.06.2017	50000	12500	-	-	-	2700	15000	94200	-

11	METER SUPVR.	MOKAL ALKA RAJESH	C	25.08.2008	13.02.2023	50000	26500	-	695	-	2700	15000	94895	-
12	METER SUPVR.	VACANT		-	-	-	-	-	-	-	-	-	-	-
13	METER INSPECTOR	MORVEKAR AJIT M.	C	21.03.2005	03.05.2018	42200	22366	-	463	-	2700	12660	80621	-
14	METER INSPECTOR	SURVE POOJA	C	18.04.2012	12.08.2024	36400	19292	-	463	-	2700	10920	70007	-
15	METER INSPECTOR	RAWTE YOGESH	C	30.12.2008	12.08.2024	43500	23055	-	463	-	2700	13050	83000	-
16	METER INSPECTOR	VACANT		-	-	-	-	-	-	-	-	-	-	-
17	METER INSPECTOR	VACANT		-	-	-	-	-	-	-	-	-	-	-
18	METER INSPECTOR	VACANT		-	-	-	-	-	-	-	-	-	-	-
19	METER INSPECTOR	VACANT		-	-	-	-	-	-	-	-	-	-	-
20	CLERK	JADHAV KALPANA SANJAY	C	29.05.2018	12.11.2022	31100	16483	-	-	-	2700	9330	59613	-
21	CLERK	DHUMSE LILAVATI MADHUKAR	C	16.09.2008	06.03.2019	46100	24433	-	-	-	2700	13830	87063	-

22	CLERK	RATHOD NITIN MEGHRAJ		03.02.2007	18.07.2019	43500	23055	-	-	-	2700	13050	82305	-
23	CLERK	GORE PRIYA BHAVESH	C	04.02.2007	15.02.2023	46100	24433	-	-	-	2700	18830	87063	-
24	CLERK	GULVI NAYAN KSIAN	C	15.02.2022	15.05.2022	27900	14787	-	-	-	2700	8370	53757	-
25	CLERK	KUPEKAR ARCHANA AJAY	C	17.04.2010	25.02.2022	43500	23055	-	-	-	2700	13050	82305	-
26	CLERK	JADHAV YADNYA YOGESH		19.07.2022	19.07.2022	27100	14363	-	-	-	2700	8110	52293	-
27	CLERK	KASIM ABDUL KADAR BAIG		13.07.2018	01.04.2024	25500	13515	-	-	-	2700	7650	49365	-
28	CLERK	VACANT		-	-	-	-	-	-	-	-	-	-	-
29	CLERK	VACANT		-	-	-	-	-	-	-	-	-	-	-
30	PEON	QURESHI NILOFAR JAFAR	D	25.11.2016	30.06.2022	24000	12720	-	-	-	1000	7200	44920	-
31	PEON	VACANT		-	-	-	-	-	-	-	-	-	-	-
32	RECORD ATTD.T.	BHAWARI BALKRISHNA R.	D	17.10.1994	04.12.2014	44000	23532	-	-	-	2700	13320	83952	-

PAYSHEET NO:- 4338 SALARY AS ON JUNE 2024

Sr.No.	DESGCP	NAME	GRD	Date of Ap- pointment in MCGM	Date of Ap- pointment in 'T' Ward	Basic	DA	WC	CA	SPA	TA	HRA/AAP	Total Salary	Telephone No.
1	CHAVIWALA	GODE HARISHCHANDRA V	D	03.07.1998	03.07.1998	45700	24221	230	-	-	2,700	-	72621	
2	CHAVIWALA	MATE NARESH ANANTA	D	07.12.1993	07.12.1993	49400	26182	230	-	-	2,700	14,820	93,332	
3	CHAVIWALA	TAVAR RAMESH SAWJI	D	09.04.1997	09.04.1997	48,000	25,440	230	-	-	2,700	14,400	90,770	
4	CHAVIWALA	GODE PRABHAKAR PAN- DURANG	D	04.02.1993	04.02.1993	48,800	25,864	230	-	-	2,700	14,640	92,234	
5	CHAVIWALA	VACANT	D	-	-	-	-	-	-	-	-	-	-	
6	MASON II	VACANT	D	-	-	-	-	-	-	-	-	-	-	
7	MISTRY II	VACANT	D	-	-	-	-	-	-	-	-	-	-	
8	MISTRY II	VACANT	D	-	-	-	-	-	-	-	-	-	-	
9	FITTER II	TELANG KHANDU PAN- DURANG	D	01.06.1994	01.06.1994	47,100	24,963	230	-	-	2700	14,130	89,123	
10	FITTER II	VARADE SANJAY SHIV- RAM	D	01.06.1994	01.06.1994	47,100	24,963	230	-	-	2700	14,130	89,123	

11	FITTER II	PEDAMKAR ANKUSH KASHIRAM	D	01.04.2005	01.04.2005	43,100	22,843	230	-	-	2700	12,930	81,803	
12	FITTER II	PATIL SHRIKRISHANA S	D	22.08.2008	03.10.2009	31,100	16,483	230	-	-	2700	9,330	59,843	
13	FITTER II	CHAUDHARI DAYANAND K.	D	18.12.2009	18.12.2009	30,200	16,006	230	-	-	2700	9,060	58,196	
14	FITTER II	MISAL RAJESH DAJI	D	01.08.2008	09.11.2009	31,100	16,483	230	-	-	2700	9,330	59,843	
15	FITTER II	MATTA NARESH GORD-HANDAS	D	06.11.2008	01.02.2010	31,100	16,483	230	-	-	2700	9,330	59,843	
16	FITTER II	VACANT	D	-	-	-	-	-	-	-	-	-	-	
17	FITTER II	VACANT	D	-	-	-	-	-	-	-	-	-	-	
18	FITTER II	VACANT	D	-	-	-	-	-	-	-	-	-	-	
19	FITTER III	VACANT	D	-	-	-	-	-	-	-	-	-	-	
20	SLUICEMAN	VACANT	D	-	-	-	-	-	-	-	-	-	-	
21	SLUICEMAN	VACANT	D	-	-	-	-	-	-	-	-	-	-	
22	SLUICEMAN	KADAM SANJAY VITHOBA	D	14.05.1994	14.05.1994	47,100	24,963	230	-	-	2,700	14,130	89,123	

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35	SLUICEMAN	VACANT	D	-	-	-	-	-	-	-	-	-	-	
36	MUKADAM	BHANDARI MALLES H SHANTANN	D	07.05.1994	07.05.1994	47100	24963	230	-	-	2700	14,130	89,723	
37	MUKADAM	PARAB GAJANAN VIJAY	D	01.09.1995	01.09.1995	47100	24963	230	-	-	2700	14,130	89,818	
38	MUKADAM	BHOIR MANOHAR HARI	D	26.06.1996	26.06.1996	45700	24221	230	-	-	2700	13710	87256	
39	MUKADAM	JADHAV HANUMAN BUD- HAJI	D	26.06.1996	26.06.1996	45700	24,221	230	-	-	2700	13710	86,561	
40	MUKADAM	VACANT	D	-	-	-	-	-	-	-	-	-	-	
41	LABOURER	VACANT	D	-	-	-	-	-	-	-	-	-	-	
42	LABOURER	VACANT	D	-	-	-	-	-	-	-	-	-	-	
43	LABOURER	BHOIR TUKARAM BARKU	D	05.04.2005	29.01.2010	40900	21677	230	-	-	2700	12270	77777	
44	LABOURER	SALUNKHE SACHIN SHANKAR	D	17.12.2001	29.06.2006	42100	22313	230	-	-	2700	12630	79973	
45	LABOURER	JADHAV RAJENDRA YASHWANT	D	09.02.1998	11.07.2006	41100	21783	230	-	-	2700	-	65813	

46	LABOURER	GHODVINDE NITIN TUKARAM	D	10.03.2009	10.03.2009	30400	16112	230	-	-	2700	9120	58562	
47	LABOURER	TARE KAILAS RATAN	D	18.12.2009	18.12.2009	30400	16112	230	-	-	2700	91230	58562	
48	LABOURER	PATIL DEEPAK VINAYAK	D	01.07.2010	01.07.2010	28600	15158	230	-	-	2700	8580	55268	
49	LABOURER	JANNELA BHASKAR RA- JANNA	D	04.10.2010	04.10.2010	27200	14416	230	-	-	2700	-	44546	
50	LABOURER	MAHADIK BHAVESH GAN- PAT	D	04.10.2010	04.10.2010	25600	13568	230	-	-	2700	7680	49778	
51	LABOURER	SHAIKH SHAFIQ NAZIR	D	06.09.2011	06.09.2011	27,800	14,734	230	-	-	2700	8,340	53,804	
52	LABOURER	NIMASE BALU MAHADU	D	06.09.2011	06.09.2011	27,800	14734	230	-	-	2700	8,340	53,804	
53	LABOURER	KORADE SAMBHAJI MAD- HUKAR	D	06.09.2011	06.09.2011	27,800	14734	230	-	-	2700	8,340	53,804	
54	LABOURER	PATIL RAJENDRA PAN- DURANG	D	06.09.2011	06.09.2011	27,800	14734	230	-	-	2700	8,340	53,804	
55	LABOURER	SACHIN MADHUKAR MUMBARKAR	D	27.11.2017	27.11.2017	22100	11713	230	-	-	1000	6630	41673	

56	LABOURER	PATIL PRAMOD SHANKAR	D	07.09.2011	07.09.2011	27,800	14734	230	-	-	2700	8,340	53,804	
57	LABOURER	MHATRE AMOL ANANT	D	08.09.2011	08.09.2011	27,800	14734	230	-	-	2700	8,340	53,804	
58	LABOURER	GHARAT JAGANNATH ANANTA	D	09.09.2011	09.09.2011	27,800	14734	230	-	-	2700	8,340	53,804	
59	LABOURER	PUNDE BHASKAR GOPALA	D	10.09.2011	10.09.2011	27,800	14734	230	-	-	2700	8,340	53,804	
60	LABOURER	JADHAV DIGAMBAR SOMNATH	D	10.09.2011	10.09.2011	27,800	14734	230	-	-	2700	-	45464	
61	LABOURER	MATE ARUN ANANTA	D	13.09.2011	13.09.2011	27,800	14734	230	-	-	2700	8,340	53,804	
62	LABOURER	GAWALE DILIP KATHOD	D	14.09.2011	14.09.2011	27,800	14734	230	-	-	2700	8,340	53,804	
63	LABOURER	PATIL RAJU BABU	D	17.09.2011	17.09.2011	27,800	14734	230	-	-	2700	8,340	53,804	
64	LABOURER	GURAKHE SANTOSH SAKHARAM	D	17.09.2011	17.09.2011	27,800	14734	230	-	-	2700	8,340	53,804	
65	LABOURER	GORE ANANTA PAN- DURANG	D	30.09.2011	30.09.2011	27,800	14734	230	-	-	2700	8,340	53,804	
66	LABOURER	YAMGAR UTTAM VITTHAL	D	30.09.2011	30.09.2011	27,800	14734	230	-	-	2700	8,340	53,804	

67	LABOURER	BHOYE DEEPAK BALU	D	27.09.2011	27.09.2011	27,800	14734	230	-	-	2700	8,340	53,804	
68	LABOURER	CHAUDHARI GULABDAS JANU	D	24.09.2011	24.09.2011	27,800	14734	230	-	-	2700	8,340	53,804	
69	LABOURER	SALVE MAHESH SUD-HAKAR	D	28.09.2011	28.09.2011	27,800	14734	230	-	-	2700	8,340	53,804	
70	LABOURER	PATIL RAMESH JIVRAM	D	24.09.2011	24.09.2011	27,800	14734	230	-	-	2700	8,340	53,804	
71	LABOURER	SHINDE RAHUL RAMB-HAU	D	22.09.2011	22.09.2011	27,800	14734	230	-	-	2700	8,340	53,804	
72	LABOURER	SATAVI RAVINDRA NAKUL	D	21.09.2011	21.09.2011	23500	12455	230	-	-	2700	-	37185	
73	LABOURER	NIKAM DEEPAK YASHWANT	D	22.09.2011	22.09.2011	27,800	14734	230	-	-	2700	8,340	53,804	
74	LABOURER	BANGAR ARUN GANGARAM	D	01.10.2011	01.10.2011	27,800	14734	230	-	-	2700	8,340	53,804	
75	LABOURER	MORE ANKUSH SHAMA	D	04.10.2011	04.10.2011	27,800	14734	230	-	-	2700	8,340	53,804	
76	LABOURER	RATHOD PRAVIN DATTU	D	01.10.2011	01.10.2011	27,800	14734	230	-	-	2700	8,340	53,804	
77	LABOURER	JADHAV SURESH MANIK	D	01.10.2011	01.10.2011	27,800	14734	230	-	-	2700	8,340	53,804	

78	LABOURER	MORE PRASHANT NIVRUTTI	D	05.10.2011	05.10.2011	27,800	14734	230	-	-	2700	8,340	53,804	
79	LABOURER	GHARAT JAYESH BHANUDAS	D	19.10.2011	19.10.2011	27,800	14734	230	-	-	2700	8,340	53,804	
80	LABOURER	TARE JAYCHANDRA ANANT	D	22.10.2011	22.10.2011	27,800	14734	230	-	-	2700	8,340	53,804	
81	LABOURER	MOKAL SUJIT RAMCHAN- DRA	D	25.10.2011	25.10.2011	27,800	14734	230	-	-	2700	8,340	53,804	
82	LABOURER	MORE RAJENDRA WA- MAN	D	25.10.2011	25.10.2011	27,800	14734	230	-	-	2700	8,340	53,804	
83	LABOURER	DESLE GURUNATH PAN- DURANG	D	13.10.2011	13.10.2011	27,800	14734	230	-	-	2700	8,340	53,804	
84	LABOURER	DHANRALE NANDU TAPI- RAM	D	14.10.2011	14.10.2011	27,800	14734	230	-	-	2700	8,340	53,804	
85	LABOURER	PATIL MOHAN PARASHU- RAM	D	11.10.2011	11.10.2011	27,800	14734	230	-	-	2700	-	45464	
86	LABOURER	PATIL BALIRAM DAMODAR	D	25.10.2011	25.10.2011	27,800	14734	230	-	-	2700	8,340	53,804	
87	LABOURER	MORE BHUSHAN SURESH	D	20.12.2011	20.12.2011	27,800	14734	230	-	-	2700	8,340	53,804	
88	LABOURER	JADHAV KIRAN PAN- DURANG	D	07.07.2007	04.06.2010	32200	17066	230	-	-	2700	9660	61856	

89	LABOURER	VEKHANDE VISHWANATH D.	D	09.08.2008	06.11.2009	31300	16589	230	-	-	2700	9390	60209	
90	LABOURER	RAJARAM KANHA GAIKAR	D	17.11.2011	05.06.2017	27,800	14734	230	-	-	2700	8,340	53,804	
91	LABOURER	SHELKE NAVNATH NADKUMAR	D	10.01.2019	10.01.2019	21500	11395	230	-	-	1000	6450	40575	
92	LABOURER	JADHAV RAJU JANARDAN	D	13.10.2011	18.02.2019	27800	14734	230	-	-	2700	8340	53804	
93	LABOURER	DINKAR ANIL MAHADU	D	12.06.2008	21.02.2019	31300	16589	230	-	-	2700	9390	60209	
94	LABOURER	KOLI SONAM GAJANAN	D	01.07.2019	01.07.2019	21500	11395	230	-	-	1000	6450	40575	
95	LABOURER	JADHAV SONIYA GANESH	D	11.07.2019	11.07.2019	20900	11077	230	-	-	1000	6270	39477	
96	LABOURER	AHER SONAL DIPAK	D	27.02.2020	27.02.2020	20900	11077	230	-	-	1000	6270	39247	
97	LABOURER	BOMBE UDAY ATMARAM	D	28.11.2011	23.10.2020	24900	13197	230	-	-	2700	7470	48497	
98	LABOURER	BHOKARE CHHATRAPATI BALARAM	D	13.05.2013	05.01.2021	26200	13886	230	-	-	2700	7860	50876	

99	LABOURER	TRIBHUVAN SANTOSH ASHOK	D	07.07.2018	26.11.2021	21500	11395	230	-	-	1000	6450	40575	
100	LABOURER	AVHAD SHARAD PANDURANG	D	30.11.2011	21.12.2022	27800	14734	230	-	-	2700	8340	53804	
101	LABOURER	CHIKATE POOJA PRAVIN	D	22.09.2023	22.09.2023	18500	9805	-	-	-	1000	5550	34855	
102	LABOURER	SONAWANE ASHWINI YUVRAJ	D	20.06.2024	20.06.2024	18500	9805	-	-	-	1000	5550	34855	
103	LABOURER	PATANGRAO DHANAJI GOVIND	D	08.11.2011	26.08.2024	27800	14734	-	-	-	2700	8340	53804	
104	LABOURER	BHOSALE AMIT BAPURAO	D	25.10.2024	25.10.2024	18000	9540	-	-	-	1000	5400	33940	
105	LABOURER	VACANT												
106	LABOURER	VACANT												
107	LABOURER	VACANT												
108	LABOURER	VACANT	D	-	-			-	-	-	-	-	-	

[illegible]

PAYSHEET NO:- 4340 SALARY AS ON JUNE 2024

Sr.N o.	DESGCP	NAME	GRD	Date of Appointme nt in MCGM	Date of Appointment in 'T' Ward	Basic	DA	WC	CA	SPA	TA	HRA	Total Salary	Telephone No.
1	DRAINAGE ASST.	PALAVE SANDIP	D	06.06.2008	22.01.2021	35000	18550	-	695	90	2700	10500	67535	7977761707

PAYSHEET NO:- 4342 SALARY AS ON JUNE 2024

Sr.N o.	DESGCP	NAME	GRD	Date of Appointment in MCGM	Date of Appointment in 'T' Ward	Basic	DA	WC	UWA	HIS	TA	HRA	Total Salary	Telephone No.
1	Mistri II	Vacant	D	----	----	----	----	----	----	----	----	----	----	----
2	Mukadam	Vacant	D	----	----	----	----	----	----	----	----	----	----	----
3	Mukadam	Vacant	D	----	----	----	----	----	----	----	----	----	----	----
4	Mukadam	Vacant	D	----	----	----	----	----	----	----	----	----	----	----
5	Labourer	Khairmode Samadhan Gulab	D	22.11.1999	22.11.1999	45700	24221	230	600	----	2700	13710	87251	----
6	Labourer	Tungar Rajendra Shantaram	D	01.01.2009	01.01.2009	31300	16589	230	600	----	2700	9390	60809	----
7	Labourer	Das Hanumanta Siddharudh	D	01.07.2014	01.07.2014	24900	13197	230	600	----	2700	7470	49187	----
8	Labourer	Jadhav Nilesh Dharmadas	D	07.04.2015	07.04.2015	23500	12455	230	600	----	1000	7050	44925	----
9	Labourer	Shinde Atish Ajay	D	27.01.2017	27.01.2017	22100	11713	230	600	----	1000	6630	42363	----
10	Labourer	Sonavane Akash Laxman	D	12.05.2017	12.05.2017	22100	11713	230	600	----	1000	6630	42273	----

[illegible]

[illegible]

Section 4(1)(b)(xi)

ENTIRE BUDGET PROVISION OF T WARD ESTABLISHMENT

FOR THE YEAR 2016-2017 (AS PER BUDGET ESTIMATES T WARD 2016 - 17)

Sr.No.	Cost Centre Code	Cost Centre Name	Amount (in Thousands)
1.	33101000000	GENERAL SUPERINTENDENCE	7929
2.	33201000000	EPIDEMICS	2066
3.	33601000000	CEMETERIES	12520
4.	33402010100	ALLOPATHIC	15983
5.	11101000000	CENTRAL OFFICE	9322
6.	11200000000	BUILDING REGULATION	5237
7.	22101010000	GENERAL SUPERVISION	4146
8.	22101020000	CONSTRUCTION	686
9.	22103000000	ROAD MAINTAINANCE	49169
10.	00206000000	GRIEVANCE / COMPLAINTS RED.	511
11.	77604000000	MAINTAINANCE OF SLUM	23518
12.	55205000000	T WARD SEWERAGE	2805809
13.	55102000000	T WARD HE	609650
14.	2250000000000	STROM WATER DRAIN	82424

Sd/-

Chief Personnel Officer

Section 4(1)(b)(xii)

Manner of execution of subsidy program in the office of Administrative Officer at 'T'ward.

-----**Nil**-----

Section 4(1)(b)(xiii)

Particulars of recipients of concessions, permits or authorizations granted in the office of Administrative Officer at
'T'Ward.

-----Nil-----

Section 4(1)(b)(xiv)

Details of information available in electronic form in the office of Administrative Officer at 'T'Ward.

Sr. No.	Type of Documents file/Register	Sub Topic	In which Electronic Format it is kept	Person in Charge
1	R.T.I. MANUALS 2016-17		MS-WORD	Administrative Officer
2.	Quarterly Report (Vacant Post)		MS-WORD	Administrative Officer

Section 4(1)(b)(xv)

Particulars of facilities available for citizen for obtaining information in the office of Administrative Officer at 'T'Ward.

Types of facilities-

- Information about facilities for inspection of record.

Sr.No.	Type of Facility	Timings	Procedure	Location	Peron in Charge
1.	Inspection of Record	3.00 p.m. to 5.00 p.m on Tuesday and Thursday (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 Administrative officer Department, Room no.37, 1 st Floor, 'T'ward office, Lala Devidayal Road, Near Paanch Rasta, Mulund (West), Mumbai-80.	Administrative officer 'T'Ward.

Section 4(1)(b)(xvi)

Details of Public Information Officer/APIOs/Appellate authority in the jurisdiction of (public authority) in the office of Administrative officer at 'T'Ward.

PIO A

Sr. No.	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address Ph. No.	E-mail id for purpose of RTI	Appellate authority
1.	SMT.UJWALA .RAJAN HIRE	Administrative officer	'T'Ward	Office of Administrative officer 'T'Ward, Room.no. 37, 1 st Floor, Brihanmumbai Mahanagar Palika Office, Lala Devidayal Road, Mulund (West), Mumbai-400 080. Ph.022-25645291-94 Ex.347	Adminofficer 01.t@mcgm.gov.in	Shri.Ajay Rambhau Patne Assistant commissioner 'T'Ward, , 1 st floor, Brihanmumbai Mahanagar Palika, Lala Devidayal Road, Mulund (West), Mumbai-400 080. Ph.022-25645291

APIOs**B**

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

Appellate authority**C**

Sr. No.	Name of Appellate authority	Designation	Jurisdiction as Appellate authority	PIO reporting	E-mail id for purpose of RTI
1.	MR. AJAY RAMBHAU PATNE	Assistant commissioner	'T'Ward	Administrative officer	ac.t@mcgm.gov.in
2.	MR. SANDEEP SATHISHRAO DESHPANDE	Executive Engineer	'T'Ward		Adminofficer01.t@mcgm.gov.in

Section 4(1)(b)(xvii)**Other Information****Post Status up to 28.02.2025**

Sr.No	Designation	Scheduled post	Filled post	Vacant post
1	Assistant commissioner	1	----	1
2	Administrative Officer	1	1	----
3	Complaint Officer	1	1	----
4	Asst. Engineer	5	5	----
5	Sub Engineer	5	5	----
6	Jr. Engineer	17	15	2
7	Head Clerk	3	3	----
8	Telephone Opt.	2	1	1
9	Notice Clerk	1	---	1
10	Typist	2	1	1
11	Store clerk	1	1	----
12)	Clerk	47	45	2

13)	Mukadam	5	1	4
14)	Peon	13	9	4
15)	Store Mukadam	----	-----	----
16)	Rent Supervisor	1	-----	1
17)	Colony Officer	1	1	----
18)	Record Asst.	2	-----	2
19)	Record Attendant	----	-----	----
20)	Sr. Medical Officer	1	1	----
21)	Medical Officer	6	5	1
22)	Asst. Medical Officer	1	1	----
23)	Pharmacist	4	3	1

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BRIHANMUMBAI MAHANAGARPALIKA

TECHNICAL ABILITY REPORT

NAME : _____

Designation: _____

PART - IV

TECHNICAL ABILITY

(A) Advice on Technical Matters :

(B) SCRUTINY of and report on
Technical Matters. :

(C) Control over Execution of
Schemes :

Date: _____

Name & Designation of the
Reporting Officer. _____

ssdg/13302

२
प्रतिवेदन अधिकार्याचे अभिप्राय
Remarks of the Reporting Officer

१. आपण मागील पृष्ठावरील सदर कर्मचार्याच्या
स्वयंमूल्यमापनाशी सहमत आहात काय ?
1. Whether you agree with the Self
assessment of the employee

२. नसल्यास त्याची कारणे :
2. If not, state the reasons

दिनांक :
Date :

प्रतिवेदन अधिकार्याची सही
(Signature of the Reporting Officer)

नाव :
Name :

पदनाम :
Designation :

दिनांक :
Date :

परिशिष्ट - ब

स्वयंमुल्यनिर्धारण अहवाल लिहिणाऱ्या अधिकाऱ्यांना / कर्मचाऱ्यांना सूचना

- जर उद्दिष्टे ठरवून देण्यात आली असतील तर ती उद्दिष्टे सर्वसाधारण सूचनांनुसार अथवा विशेष सूचनांनुसार ठरवून देण्यात आली होती की आपापसातील चर्चेनुसार ठरविण्यात आली होती.
- सर्व दैनंदिन कामाची यादी येथे देऊ नये. फक्त ठळक, वैशिष्ट्यपूर्ण व उल्लेखनीय कामगिरीचा उल्लेख करावा. (उद्दिष्टे ठरवून देण्यात आली असल्यास उद्दिष्टांचा संदर्भ देऊन) संदिग्ध विधाने टाळावीत व नेमके विधान करावे.
- तुमच्या कामगिरीबाबतचे तुमचे अभिप्राय दिलेल्या जागेएवढेच पर्याप्त ठेवावेत. काहीही सहपत्रे त्यास जोडू नयेत. ती गोपनीय अहवालाच्या नस्तीत ठेवली जाणार नाहीत व कर्मचाऱ्यास परत करण्यात येतील.
- मी "माझ्या वरिष्ठांचे समाधान/पूर्ण समाधान होईपर्यंत काम केले" किंवा "वरिष्ठांनी माझं काम नावाजले" अशी किंवा अशा सारखी विधाने करू नयेत. अशी विधाने केल्यास ती दुर्लक्षित करण्यात येतील.
- स्वयंमुल्य निर्धारण अहवाल अर्ध्या पानातच लिहावा.
- स्वयंमुल्य निर्धारण अहवाल अधिकारी/कर्मचारी यांनी त्यांना प्राप्त झाल्यापासून १५ दिवसांच्या आत प्रतिवेदन अधिकाऱ्याकडे द्यावा.

प्रतिवेदन अधिकाऱ्यांना सूचना

- गोपनीय अहवाल लिहिताना कर्मचाऱ्याने लिहिलेला स्वयंमुल्य निर्धारण अहवाल विचारात घ्यावा व तसा तो घेतला गेला असल्याचा विशिष्ट उल्लेख गोपनीय अहवालात करण्यात यावा.
- वरील सूचना क्रमांक ६ अनुसार स्वयंमुल्यनिर्धारण अहवाल प्राप्त न झाल्यास प्रतिवेदन अधिकारी स्वतः गोपनीय अहवाल लिहू शकेल.
- प्रतिवेदन अधिकाऱ्यांनी गोपनीय अहवालांच्या प्रपत्रात दिलेल्या पर्यायांपैकी एक पर्याय निवडून त्या भोवती वतुळ करावे. उदाहरणार्थ अ. क्र. ४ उद्योगप्रियता व कार्यक्षमता या संपूर्ण उत्कृष्ट असे शेरे द्यावयाचे असल्यास ते खालीलप्रमाणे देण्यात यावेत.

अत्युत्कृष्ट

उत्कृष्ट

चांगले

साधारण

साधारणपेक्षा कमी

४. (अ) गोपनीय अहवालांच्या प्रपत्रातील बाब क्र. ३, ९, १०, ११ व १८ या संपूर्ण शेरे, तसेच प्रतवारी स्वतःच्या हस्ताक्षरात लिहावी.

(ब) प्रतवारी नमूद करताना ती अहवालातील रकान्यासमोरील अभिप्रायाशी मिळती जुळती राहिल याची दक्षता घ्यावी.

पुनर्विलोकन अधिकाऱ्यांना सूचना

- अधिकारी / कर्मचारी यांच्या कामाबाबतची प्रतवारी लिहावी.
- प्रतवारी नमूद करताना ती अहवालातील रकान्यासमोरील अभिप्रायाशी मिळती जुळती राहिल याची दक्षता घ्यावी.

प्रपत्र - ब

अधिकाऱ्यांची / कर्मचाऱ्यांची सर्वसाधारण योग्यता व चरित्र यासंबंधी अभिप्राय.
Estimate of General Ability and Character of Officers / Employees.

१) (अ) नाव	:	श्री/श्रीमती/कुमारी
1) (A) Name	:	Shri/Smt./Kum.
(ब) खाते/विभाग/संस्था	:	
(B) Deptt./Ward/Institute	:	
(क) वेतन/वेतनश्रेणी	:	
(C) Pay/Grade	:	
२) प्रतिवेदनाचा कालावधी	:	पासून दिवस महिना वर्ष पर्यंत दिवस महिना वर्ष
2) Period of Report	:	From Date Month Year To Date Month Year
३) धारण केलेले पद/पदे	:	
3) Post/Post held	:	
४) उद्योगप्रियता व कार्यतत्परता	:	अत्युत्कृष्ट उत्कृष्ट चांगले साधारण साधारणपेक्षा कमी
4) Industry & Application	:	Outstanding Very Good Good Average Below Average
५) हाताखालील कर्मचाऱ्याकडून काम करून घेण्याची क्षमता	:	अत्युत्कृष्ट उत्कृष्ट चांगले साधारण साधारणपेक्षा कमी
5) Capacity to get work done by subordinates.	:	Outstanding Very Good Good Average Below Average
६) सहकारी व जनता यांच्याशी असलेला संबंध	:	सहकार्याचे सौजन्याचे मदतीचे उदासीन अमैत्रीपूर्ण
6) Relations with colleagues and public	:	Cooperative Courteous Helpful Indifferent Unfriendly
७) सर्वसाधारण बुद्धीमत्ता	:	अतिशय बुद्धीमान बुद्धीमान हुशार साधारण मंदबुद्धि
7) General Intelligence	:	Very brilliant Brilliant Intelligent Average Dull
८) निर्णयशक्ती, उपक्रमशीलता व धडाडी यासह कार्यक्षमता	:	अत्युत्कृष्ट उत्कृष्ट निश्चित चांगले चांगली
8) Administrative ability including judgement initiative and drive	:	Outstanding Very good Positively good Good
९) तांत्रिक कार्यक्षमता (संबंधित असेल तेथे)	:	साधारण साधारणपेक्षा कमी
9) Technical professional ability (Where relevant)	:	Average Below Average
१०) विशेष कल	:	
10) Special Attitude	:	
११) सचोटी व चरित्र	:	
11) Integrity & Character	:	
१२) प्रदान करण्यात आलेल्या शक्तीचा पूर्णपणे वापर करतात काय ?	:	होय अंशतः नाही
12) Whether powers delegated are fully utilised ?	:	Yes Partly No.
१३) पदोन्नतीसाठी पात्रता	:	अयोग्य ज्येष्ठतेनुसार योग्य त्वरित बढतीसाठी योग्य
13) Fitness for Promotion	:	Unfit Fit in normal course (according to seniority) Fit for accelerated Promotion
१४) प्रशिक्षणासाठी आवश्यक क्षेत्र	:	येथे आवश्यक त्या क्षेत्राचा उल्लेख करावा.
14) Areas of training required	:	
१५) प्रकृतिमान	:	चांगले नाही चांगले उत्कृष्ट
15) State of Health	:	Not Good Good Very Good

BRIHANMUMBAI MAHANAGARPALIKA

OFFICE OF ASSISTANT COMMISSIONER 'T'WARD

HEAD CLERK EXPENDITURE SECTIONAL HEAD

SR. NO.	SECTIONAL HEAD DEPARTMENT	CONCERN TABLE
1)	ASSTT. ENGINEER (Maint.)	1) C.W.C. , TRENCH, GARDEN, WORKS TABLE
2)	M.O.H. 'T'WARD	1) STATIONARY WORKS TABLE
3)	ADMINISTRATIVE OFFICER 'T'WARD:	1) STATIONARY WORKS TABLE 2) IMPRESS WORKS TABLE

