



BRIHANMUMBAI MAHANAGARPALIKA

Section 4 Manuals as per provision of RTI Act
2005 of T/ Ward as on 31.01.2025.

SOLID WASTE MANAGEMENT DEPARTMENT

Address-

Office of Assistant Engineer SWM Dept.T-
Ward Office Building, Ground Floor, Room No.
10,11,12 Lala Devidayal Marg. Near Panch
Rasta, Mulund (West), **Mumbai – 400080.**

INDEX

Sr, No.	Section 4 (1) B Sub Clauses	Description of the Chapter's Contents	Page No.
		Introduction	
1	4 (1) (b) (i)	Particulars of Organization, Function and Duties	3-9
2	4 (1) (b) (ii)	Powers and Duties of Officers and Employees	10-27
3	4 (1) (b) (iii)	Procedure followed in Decision Making Process including Channels of supervision and accountability	28-29
4	4 (1) (b) (iv)	Norms set for discharge of its functions	30
5	4 (1) (b) (v)	The rules, regulation, instruction, manuals and records, held by it or under its control or used by the employees for discharging department functions	30-31
6	4 (1) (b) (vi)	Statement of categories of documents that are held and under the control of the office of Asstt. Engineer (SWM)	31
7	4 (1) (b) (vii)	Particulars of any arrangement that exists for consultation with the members of the public in relation to the formulation of the department's policy and implementation thereof.	31
8	4 (1) (b) (viii)	A Statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public.	32
9	4 (1) (b) (ix)	Directory of the officers and employees	32-33
10	4 (1) (b) (x)	The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations.	33-80
11	4 (1) (b) (xi)	The Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made.	82
12	4 (1) (b) (xii)	The manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programs.	82
13	4 (1) (b) (xiii)	The particulars of recipients of concession, permits or authorisations granted by department.	82
14	4 (1) (b) (xiv)	Details in respect of the information available to or held by it, reduced in an electronic form.	82-83
15	4 (1) (b) (xv)	The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room	83
16	4 (1) (b) (xvi)	The names, designations and other particulars of the Public Information Officers	83-84
17	4 (1) (b) (xvii)	Such other information as may be prescribed.	84-89

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, S.W.M., 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. However, in case any information seeker wants to get more information on topics covered in the handbook as well as other information may contact **Assistant Engineer (SWM), T-ward whose office is situated at T- ward office, Ground floor, Office Building, Lala Devi Dayal Road, Panch Rasta, Mulund (W), Mumbai-400080**. The procedure and fee structure for getting information is as per the provisions of RTI Act, 2005.

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

For SWM department:-

A.E.(SWM)T :-

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

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

For Electric Department:-

He is assisted by Sub Engineer (M&E) and Electrician, Wireman and other staff.

As per Central Right to Information Act 2005, he is appointed as Public Information Officer (SWM) for Dept.

**Sd/-
Assistant Engineer
(SWM) T- Ward**

SECTION 4 (1) (B) (i)

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

1	Name of the Section	Office of Assistant Engineer, Solid Waste Management
2	Address	Room No 10,11,12 Ground Floor,T- ward office Building, Lala Devi dayal Road, Panch Rasta, Mulund (W), Mumbai- 400 012
3	Head of the office	Assistant Engineer, Solid Waste Management
4	Office Timings	Monday to Friday 9.00 a.m. to 05.00 p.m. Saturday :- 09.00am to 1.00pm
5	Chowky Timings	06:30 am – 1:15 pm
6	Contact Details	Telephone no :25645289-94 Extn : 309,370 Email Asst. Eng - aeswm.t@mcgm.gov.in <u>Sub Engineer :-</u> Se01swm.t@mcgm.gov.in
7	Parent Government Department	Chief Engineer (SWM)
8	Reporting to which office	Assistant Commissioner, T Ward
9	Jurisdiction Geographical	North -Mulund Check Naka (Anand Nagar, Eastern Express Highway) South -Goregaon Mulund Link Road, Thane Creek to Bhandup Complex Vihar, East - Hari Om Nagar to Airoli Bridge, West -East side of Sanjay Gandhi National Park
10	Vision	To keep the ward garbage free & create the awareness among the people about SWM.
11	Mission	To minimize all the garbage collection point on the road/ sub road.
12	Objectives	To keep ward clean and green.
13	Functions	<p>1 .Day to day operations and maintenance works of SWM Section along with improvement schemes introduced time to time.</p> <p>2.Remedial work / improvement of SWM section in ward.</p> <p>3..Enforcement of various section related to SWM and as per various section ie 61(a) , 227 , 228, 229, 257, 258, 260,368, & 372 of M.M.C Act .</p> <p>4.Maintenance of Electrical & Mechanical equipment and installation of Municipal properties, tenements in ward.</p> <p>5. AE (SWM) in ward shall approve estimate upto Rs.3 lakh and execute the work of SWM related on sanction of competent Authority. For the work beyond Rs 3 Lakh the proposal will be scrutinized by E.E(SWM) for SWM Work in respective ward.</p> <p>6.Co-ordination with various department viz. Ch.E.(SWM), Ch.E.(M&E) & other dept. in T ward.</p> <p>7..A.E. (SWM) shall scrutinize the proposal in respect of P.S.C.blocks on Pay & Use basis and maintained by the N.G.O. The periodical inspection enforcement of action against the N.G.O. found not maintaining the P.S.C. blocks in proper manner.</p>

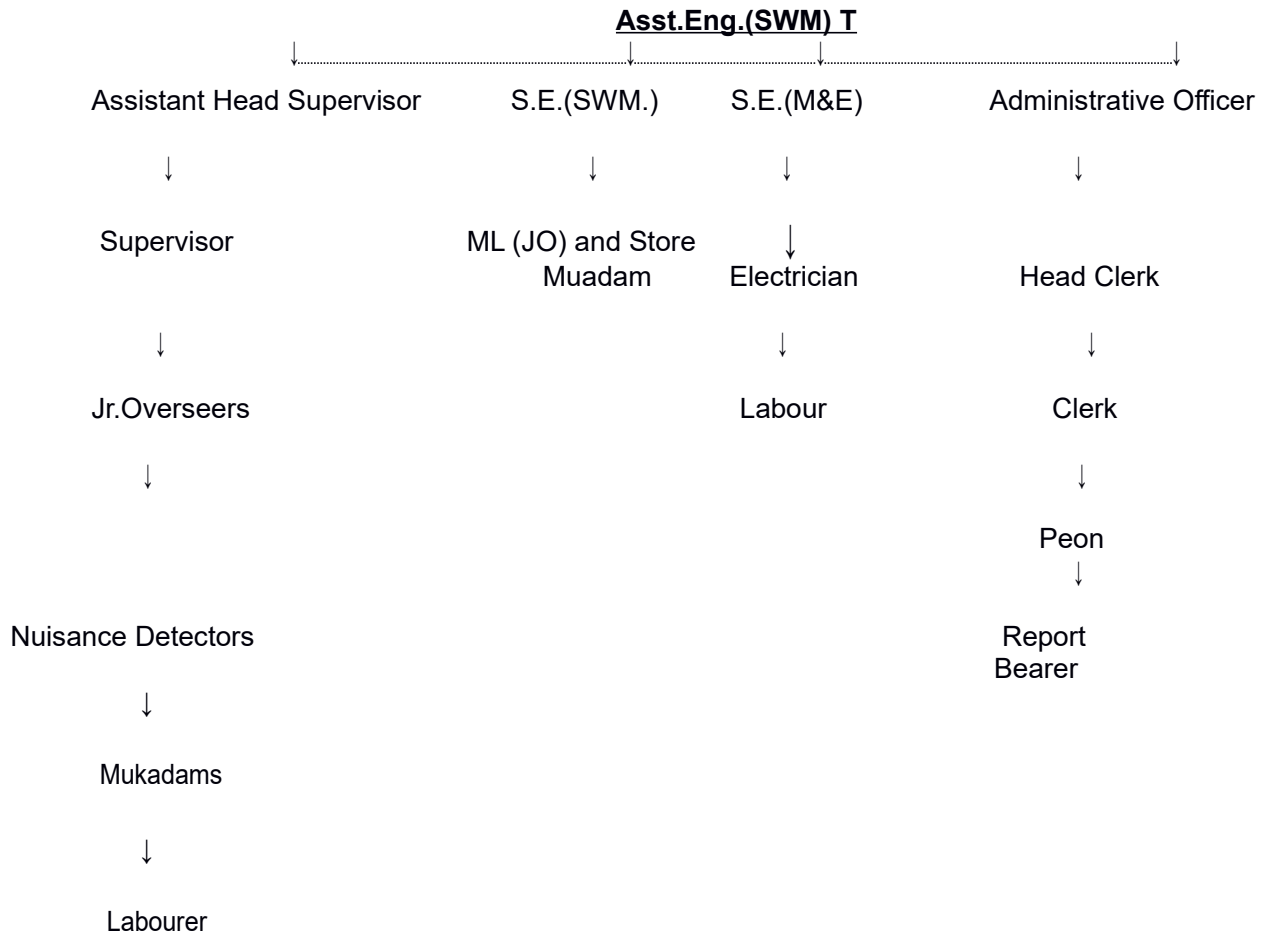
14	Section Duties	<p>Sanitary Provisions Scavenging and Cleansing</p> <p>366 – Refuse, etc to be the property of the corporation.</p> <p>367 – Provision and appointment of receptacles, depots and places for refuse.</p> <p>368 – Duty of Owner and occupiers to collect and deposit dust, etc.</p> <p>369 – Provision may be made by mcgm</p> <p>370 Collection and removal of excrementitously and polluted matter when to be provided by occupiers</p> <p>371– Halalkhors duties in certain cases may not be discharged by private individuals without the Commissioner permission.</p> <p>372– Prohibition of failure to remove refuse, etc, when bound to do so.</p> <p>373– Presumption as to offender under clauses (e) of section</p> <p>374 – Powers to inspect premises for sanitary purposes.</p> <p>375 – Cleansing and lime washing of any building may be required..</p> <p>377 (A) – Nuisances arising from defective roof.</p> <p>385 – Removal of carcasses of dead animals.</p> <p>386 – Place for public bathing, etc to be fixed by the Commissioner.</p> <p>387 – Regulation of use of public bathing places etc.</p> <p>388 – Prohibition of bathing, etc, contrary to order or regulation</p> <p>389 389– Prohibition of corruption of water by steeping therein animal or other matter, etc.</p> <p>390 390-Factory, etc not to be newly established without permission of the Commissioner.</p>
15	Details of services provided (In Brief)	1. SWM- Sweeping / Clearing Removal of Debris / Silt Electrical & Mechanical.
16	Physical assets (Statement of lands & Buildings and other Assets)	List of Chowkies and Address (please refer to page no. 07)
17	Organization's structural Chart	Please refer to page no. 08
18	Weekly Holidays	Sunday and Public Holidays.

Details of Departmental Chowky in SWM Section

Sr. No.	Name of Department	Name of Chowy	Address of Chowy	Contact No.
1	SWM	Motor Loader Chowky	Dumping Rd, Mulund (W) Mumbai – 400080	NIL
2	SWM	Mulund Colony	Devidayal Rd, Near Fire brigade, Mulund (W) Mumbai 400080.	NIL
3	SWM	Apna Bazar	J.N. Rd. Opp. Apna Bazar, Mulund (W) Mumbai- 400080	NIL
4	SWM	Vandana	Opp. Samshan Bhumi, Mulund (W) Mumbai -400080	NIL
5	SWM	Vijay Nagar	Vijaynagar Garden, Ambedkar Rd, (W) Mumbai – 400080	NIL
6	SWM	B.R. Road	Near Kelkar Company, B.R. rd Mulund (W) Mumbai- 400080	NIL
7	SWM	A.C.C. Road	Below Railway Flyover Bridge, S.N. Road Mulund (W) Mumbai – 400080	NIL
8	SWM	Gavanpada	New Fish market, V.B. Phadake Marg, Gavanopada, Mulund (E) Mumbai – 400081	NIL
9	SWM	Deshmukh Garden	Near Deshmukh garden, Mahatma Fule Rd, Mulund (E) Mumbai – 400081	NIL

BRIHANMUMBAI MAHANAGARPALIKA

SOLID WASTE MANAGEMENT, T Ward



Department – Electrical Works										
Sr. No.	Post	Scheduled Post			Occupied			Vacant		
1	Sub Engineer	1			1			0		
2	Electrician I	1			1			0		
3	Labour	2			2			0		
Asst. Engineer (SWM)T- Ward Staff Schedule										
Pay sheet No.	Post Name	Total Post			Filed Post			Total Vacant Post		
		Sch. Post	Non Sch. Post	Total	Sch. Post	Non Sch. Post	Total	Sch. Post	Non Sch. Post	Total
	SUP OUT DOOR STAFF									
6569	Asst. Engineer	1	0	1	1	0	1	0	0	0
	Sub Engineer	1	0	1	1	0	1	0	0	0
	Asst. Head Supervisor	1	0	1	1	0	1	0	0	0
	Supervisor	2	0	2	1	0	1	1	0	1
	Jr. Overseer	9	7	16	9	4	13	0	3	3
	Jr. Overseer slum	2	0	2	2	0	2	0	0	0
	Nuisance Detector	2	0	2	0	0	0	2	0	2
	Depot Attendant	5	0	5	3	0	3	2	0	2
	SUP INDOOR STAFF									
6569	Admin. Officer	1	0	1	1	0	1	0	0	0

	Head Clerk	2	0	2	1	0	1	1	0	1
	Clerk	5	0	5	5	0	3	2	0	2
	Peon	1	0	1	1	0	1	0	0	0
	Report Brearer	1	0	1	1	0	1	1	0	0
	Labourers Staff									
6570	Mukadam	70	0	70	58	0	58	12	0	12
	Scavenger	194	0	194	175	0	175	19	0	19
6573	Motor Loader	165	0	165	128	0	128	37	0	37
	Halalkhor	95	0	95	87	0	87	8	0	8
6571	Labourers	165	49	214	201	0	201	13	0	13
	Slum Labourers									
6574	Mukadam slum	4	0	4	4	0	2	2	0	2
	Sweeper Slum	27	0	27	26	0	26	1	0	1
	Scavenger Slum	10	0	10	8	0	8	2	0	2
	Drain Cleaner	44	0	44	43	0	43	1	0	1
	Halalkhor slum	86	0	86	79	0	79	7	0	7
Total		893	56	949	834	0	834	112	3	115

Note :- S-Ward- 103, N-ward 40 total 143 labourers staff send to N & S ward on working arrangement.

SECTION 4 (1) (b) (ii)**The powers and duties of officers and employees in the office of Assistant Engineer (SWM)****Financial Powers****A**

Sr. No.	Designation	Powers-Financial	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Engineer (SWM)	Rs.3000/-	As per the circular no: CA/FRD/I/48, dated : 31/01/2013	For per job
		Rs. 3 Lacs	Circular Reference	To approve Estimate
2	Sub Engineer (SWM)	Nil		
3	Asst.head supervisor	Nil		
4	Supervisor	Nil		

B

Sr. No.	Designation	Powers Administrative	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Engineer (SWM)	General Powers to approve and administrative matter of subordinate staff	As per MSR	
2	Sub Engineer			
3	Asst.Head supervisor			
4	Supervisor			

C

Sr. No.	Designation	Powers -Magisterial	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Engineer (SWM)	Nil		
2	Sub Engineer	Nil		
3	Asst.Head supervisor	Nil		
4	Supervisor	Nil		

D

Sr. No.	Designation	Powers- Quasi Judicial	Under which legislation / rules / orders / GRs	Remarks
		Appointed as Public Information Officer under RTI Act,2005	Circular No. MOM/8957 dtd: 02.01.2006	
1	Assistant Engineer (SWM)			
2	A.O SWM T	Assistant Public Information Officer		
3	Sub Engineer			
4	Asst.Head Supervisor			
5	Supervisor			
6	Head Clerk Establishment			
7	Head Clerk Service Record			

E

Sr. No.	Designation	Powers -Judicial	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Engineer (SWM)	Nil		
2	Sub Engineer	Nil		
3	Asst.Head Supervisor	Nil		
4	Supervisor	Nil		

Section 4 (1) (b) (ii)

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

Administrative Powers

ASSTT. ENGINEER(SWM)

Asstt.Engineer (SWM) of the ward is responsible to Asstt.Commissioner of the Ward and Zonal Dy.Municipal Commissioner for day-to-day work of the department in respect of Administrative and policy work. He is also responsible to Executive Engineer (SWM) in respect of technical matters.

Asstt.Engineer (SWM) of the ward is assisted by Sub-Engineers (SWM), Sub-Engineer(Electrical) A.H.S, Supervisor, A.O. and these are assisted by respective J.O, Mukadam, Head Clerk, Clerk of the department, to execute daily work.

Asstt.Engineer (SWM) of the Ward executes following duties/works from his staff working under his control:-

1. Day to day operations and maintenance works of SWM Section along with Improvement schemes introduced time to time.
2. Remedial work / improvement of SWM section in ward
3. Enforcements of various section related to SWM Drainage and SWD system and as per various section i.e. 61 (a),227,228,229, 257,260,368,372 of M.M.C Act
4. Maintenance of Electrical & Mechanical equipment and installation of Municipal properties, tenements in ward.
5. AE(SWM) in ward shall approve estimate upto Rs 3lacs and execute the work of SWM related on Sanction of Competent Authority. For the work beyond Rs 3 lakh , the proposal will be scrutinized by E.E (SWM) for SWM works in wards
6. Co-ordination with various department viz. Ch.E.(SWM), Ch.E.(M&E).& other dept in T ward
7. A.E. (SWM) shall scrutinize the proposal in respect of P.S.C. blocks on Pay & Use basis and maintained by the N.G.O. The periodical inspection enforcement of action against the N.G.O. found not maintaining the P.S.C. blocks in proper manner.

DELEGATION OF POWERS TO ASSISTANT ENGINEER

Sections	Nature of Powers, Duties and Functions delegated
84 & 85(1)	(e) Grant Casual Leave to the inferior staff working under him upto the limit allowed by any rules for the time being in force. (f) Grant leave without pay admissible under the Rules to the Labour staff. To appoint when necessary, persons to act in place of employees who are absent on leave.
112	To receive money in respect of any matter pertaining to the City Engineer's Department.
113(3)	(a) To incur expenditure on office contingencies (except furniture) upto Rs.500/- per item out of imprest account (b) To make cash purchase and payment of bills out of imprest upto Rs.3000/- and payment of telephone call bills for any amount.
319	To temporarily close street while work are in progress
322	To Prevent opening, break up etc. of any street & deposit any building materials in any street unless done with permission and to give such permission

324	To restore street opened or broken up when person responsible fails to do so
325	To require persons permitted to open street to provide for diversion of traffic, etc
329	To require the secure adaption of measures to protect & enclose dangerous places
367	To Provide or appoint in proper & convenient situations public receptacles, depots places for the temporary deposit or final disposal of dust , ashes & rubbish & trade refuse,etc
368	To require owners & occupiers to collect the deposits dust, refuse, rubbish & trade refuse,etc from their respective premises
374	To inspect premises to ascertain sanitary conditions
375	To require the owner or cleansing and limewashing of any building
375-A	To require the owners to remove buildings, materials or debris, etc. accumulated due to house collapse etc.
377-A	To requires the owner of buildings to abate the nuisance arising from rainwater leaking from the roofs of the building or to prevent its recurrence
377(1-A)	To require cleansing,clearing of enclosing any premises over grown with rank vegetation etc.
381	To require the owners of the building to abate the nuisance arising out of defects.
383	To require cutting & lopping hedges trees etc in certain cases & to take measures for protection of public
461 (E.E) under Upvidhi 2006	As per Act Mumbai Upvidhi – 2006 Cleanliness of passage, premises, garbage collection, segregation Upvidhi No :- 4.1 to 4.6, 5.1 to 5.10 & 7.7 to 7.10
479(5)	To require productions licenses or written permission
488	To enter into or upon buildings or and with or without Assistant or workment (1) for the purpose of exercising performing or discharging, the powers, duties or functions hereinabove delegated with reference to the sections above specified. The delegation of powers of entry under Section 488 is to be subject in each case to strict observance of and compliance with the provisions and conditions prescribed by Clauses (a), (b), (c) and (d) so far as applicable.
489	To take measures & execute work etc. On failure of compliance with requisition or order under provision of the Act.
491	To recover expenses payable on demand & if not paid on demand may be recovered as an arrears of property tax.

Under the power vested in me under Section152 of the MRTTP 1966

DELEGATION OF POWERS TO JUNIOR ENGINEER /SUB ENGINEER

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

Under the power vested in me under Section152 of the MRTTP 1966

DELEGATION OF POWERS TO ASSISTANT ENGINEER

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

Delegatin of powrs to J.E. /Sub Engineer

SECTIONS	NATURE OF POWER, DUTIES FUNCTIONS DELEGATED
84 & 85 (1)	a) Grant Casual Leave to the interior staff working under him upto the limit allowed by rules for the time being in force. b) Grant Leave without pay admissible under the rules to the labour staff. c) To point when necessary, person to act in place of employee who are absent on leave.
222(1) & (2)	To cause to be served a notice of demand
228	To Grant Permission and Prescribed condition as to communication with Municipal drains.
231	To enforce drainage of un - drained premises situate within hundred feet of a Municipal drains
234	Determining details of drains and drainage fitting or cesspools for new buildings
243(2)	Making requisition in respect of taps, covering and means of ventilation for drain and cesspools
244(1)	To power affix pipes for ventilation of drains
244(4)	To erect shafts or pipes for ventilation drains and cesspools
246-A	To permit the construction of water closets and privies
247	Prescribing water closet and other accommodation in buildings newly created or re-erected.
248(1)(a)(b)(c)	Requisition to enforce provision of water closet privy or urinal or bathing or washing places etc.
251	Determining details regarding water closets under clauses (a)(d) and (e).
251(B)	To determine use of places of bathing or washing clothes or domestic utensils.
253	.Inspecting and examining drains etc not belonging to the Corporation
254	Opening ground etc. for inspection and examination under Section 253.
255	Reinstating the ground etc. opened for purpose of inspection.
257	Making requisition on owner of premises as provided in Sub-Section(1) for doing the work mentioned Sub-Section (2).
258(a)(B)(C)	Prohibition of acts, contravening the provisionsundr Chapter IX of the MMC Act.
259-A	Requiring any person to employ a Licensed plumber to execute a work to furnish the name of a plumber and to put upto to completion certificate by the licensed plumber.

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

1. Asstt. Engineer (SWM) will report to Asstt. Commissioner of T Ward.
2. Day to day operations and maintenance works of SWM Section along with Improvement schemes introduced time to time.
3. Remedial work / improvement of SWM section in ward
4. Enforcements of various section related to SWM Drainage and SWD system and as per various section i.e. 61 (a),227,228,229, 257,260,368,372 of M.M.C Act
5. Maintenance of Electrical & Mechanical equipment and installation of Municipal properties, tenements in ward.
6. AE(SWM) in ward shall approve estimate upto Rs 3lacs and execute the work of SWM related on Sanction of Competent Authority. For the work beyond Rs 3 lakh , the proposal will be scrutinized by E.E (SWM) for SWM works in wards
7. Co-ordination with various department viz. Ch.E.(SWM), Ch.E.(M&E).& other dept in T ward.
8. A.E. (SWM) shall scrutinize the proposal in respect of P.S.C. blocks on Pay & Use basis and maintained by the N.G.O. The periodical inspection enforcement of action against the N.G.O. found not maintaining the P.S.C. blocks in proper manner.

Duties of Sub-Engineer (SWM) in Wards

1. Assist A.E. (SWM) to Plan and Supervise the day-to-day operations related to solid waste management in close coordination with the AHS
 - a. Optimizing route-plans (routes, timing and frequency of collection vehicles) to improve effectiveness of collection and ensure elimination of open dumps and overflowing bins, in coordination with E.E. (Transport)
 - b. Up-gradation, beautification and maintenance of refuse collection spots and open dumps.
 - c. Co-ordination with dattak-vasti yojana, SMPA (Swachhcha Mumbai Prabhodan Abhiyan) Yojana, Vasti swachchhata yojana in slums.
 - d. Minimize un-authorized debris dumping in coordination with A.E. (B&F) and A.E. (Maintenance) and collection of un-authorized debris dumps.
 - e. Regulate allotment maintenance and operations of "Pay-And-Use" public sanitary conveniences, slum sanitation, public sanitary conveniences and municipal toilet blocks.
2. Planning, controlling executing & monitoring outsourcing of assigned Solid Waste Management works and activities with the help of Engineers and staff down the line.
3. Plan and Implementation of increased door-to-door collection and other targets under MSW 2000 rules and section 368 and 372 of the Mumbai Municipal Act.
4. Evaluate the performance of municipal labour, junior overseers and supervisors. Evaluate the performance of Private contractors in various SWM related activities.
5. Coordinate with municipal officers (OSD-ALMs, CBOs) Corporator and public representatives, citizen groups, ALMs and NGOs to spread public awareness on following points.
 - a. Waste-minimization and 'segregation' of refuse, House-to-House collection.
 - b. Bell based collection system in slum pockets.
 - c. Appropriate disposal of construction and demolition debris as per prevailing C & D waste rules
6. Lead the Nuisance Detectors for enforcement of MSW 2000 rules, section 368 and 372 of the Mumbai Municipal Act and other environment related by laws.
7. Assist the SWM department contracting & procurement team for following:
 - a. Requirement of tools and implements for municipal labour.
 - b. Requirement of refuse bins and litter bins.
 - c. Waste collection demand at various spots for refuse collection contracts.
 - d. New public sanitary conveniences.
8. To submit proposal & to take follow up regarding new garbage sheds, garbage bins, mustering chowky, stores Hand carts & store items.
9. To submit proposal for addition grant especially for lifting garbage / debris & store items. To keep watch on expenses done from budget head.
10. Any such duties assigned by higher authorities from time to time.

ADMINISTRATIVE OFFICER S.W.M.'T' WARD

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

Establishment (Superior)
Establishment (Labour)
Service Record section

Qualifications and appointment :-

1. 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.
2. The Administrative work of A.O. is done through

- A) Establishment (Superior)
- B) Establishment (Labour)
- C) S.R.Section

With the help of 2- Head clerks and 5-Clerks and establishment under the supervision and guidance of Assistant Engineer (S.W.M.)T Ward

Work Procedure :-

8. 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.

- a. 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.
- b. Employee is getting his monthly payment through his respective bank account .
- c. The monthly pay bills of Suspended employees, are being prepared manually by the Establishment Staff of Ward..

- d. 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.
- e. To maintain service record of the respective staff and get the same audited as and when required.
- f. To work out claim under Workman Compensation Act as and when required.
- g. To make correspondence with Laborer Officer whenever required.

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.

S.R. Section

To maintain Service Record and relevant papers. Keep S.R. updated. To prepare final claims of the employee such as Superannuation Pension Claim, Voluntary Retirement Claim, Death case, Unfit case Provident Fund Claim to get necessary payment to the ex- employee as early as possible.

To prepare and process proposals for Time Bound Promotion, Continuation beyond 55 yrs.,

Duties of AHS (Ward)

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

Duties of Motor Loading Junior Overseers

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

Duties and Responsibilities of Supervisors

1. It shall be the duty of a Supervisor on taking charge of a Ward to make himself acquainted with (a) the boundaries and working section of the ward, (b) the distribution of staff in each section and different operations in his ward, (c) the places of special sanitary importance such as Dust- bin, sheds, refuse trailor, stands and to ascertain the history of all lands and buildings that are in charge of Conservancy Branch.
2. To maintain property register for Conservancy properties in his ward.
3. To put up in a conspicuous place of the ward office a statement with a map of the ward and a chart showing sections and sub-sections with labour staff dust bin stands, refuse trailors places, public sanitary conveniences etc.
4. To maintain a correct and up-to-date register of roads, house gullies etc., in the ward giving length in km. and areas etc.
5. Supervisor shall regularly and systematically examine registers, to be maintained by the outdoor staff, periodically and shall be responsible for such being kept in proper order.
6. He is to arrange for conservancy work in all its aspects in his respective ward. He shall make special inspections and give surprise checks to ascertain that the ward staff commence work punctually and properly and works full time. The inspections and checks should be so arranged that every portion of ward is visited not less than once in a fortnight.
7. It is the duty of the Supervisor to inspect the ward office premises to see that it is kept clean and properly attended to.
8. To check the articles of stores once in 3 months at the Ward Offices with a view of preventing over-stocking and seeing that the balances shown in the ledger tallies with the actuals and to initial with date and time of check in token of having done so in wards where the stores is not centralized.
9. He is to see that the complaints received are properly recorded, disposed of expeditiously and relief given to complainants.
10. He is to make arrangements for meeting emergency that may arise so far as his ward is concerned.
11. He is to arrange substitutes in the leave vacancies, permanent vacancies and in accordance with the rules in that behalf . He has also to arrange and regularize the appointments of daily recruits in casual absentees. He has to maintain the Seniority Register of recruits in Scavengers, Halalkhors, Additional Temporary Posts and Motor Loaders. To make monthly recruitments/internal transfers of labour staff.
12. He will listen to the complaints of the labour staff once in a week, according to prescribed procedure.
13. Any order which a Supervisor may give in the execution of his duty, is to be promptly obeyed by the Ward Staff and in the event of any one of the ward staff refusing to obey or carry out such orders it is the duty of ward supervisor to at once take proper action and report the matter to the Assistant Head Supervisor. In the event of act of gross negligence with the approval of Chief Engineer (SWM)/ concerned D.M.C.

14. Supervisor should make especially acquainted with the Municipal Act and Bye-laws related to public Health and Conservancy.
15. The Supervisor should hold, in the ward office, weekly meetings of Junior Overseers and monthly of Mukadams giving them necessary instructions and guidance and solving their difficulties to obtain monthly absentee report and to send it to A.O. for further action. He is to see specially that the refuse collection from his ward is daily sent to Dumping Ground for disposal after arranging for all necessary transport and staff for the same.
16. Supervisor is responsible for temporary collection of refuse sites under his charge and will see that they are at all times kept in proper condition.
17. To arrange for speedy removal of carcasses from public streets during the day.
18. To make immediate reports to the nearest Police Station of any thefts of articles in his charge sending a copy of such intimation to the higher authorities for information.
19. In case a number of workers combine to strike work, Supervisor is to send immediate report of the same by special arrangement to Assistant Head Supervisor, concerned A.E.(SWM)ward, concerned Dy.H.S., Asstt. commissioner/ Dy.Ch.Engr.(SWM) and in the meantime to take such actions as he considers best to deal with the workers threatening to strike work or refusing to perform duty.
20. He shall report on the matters likely to affect the health of the city to A.H.S./Dy.H.S.
21. He has to get the survey done of all trading concerns in his ward and ascertain the quantity of refuse they generate. To get assured that trading concerns taking municipal services for said refuse disposal are paying Trade Refuse Charges and to take action against those who are not paying the same.
22. To co-operate cleanliness campaign fully.
23. Supervisors will attend the office of the Dy.H.S./Head Supervisor once in a month, or as and when called.
24. He is to take part in labours' co-operative credit societies and other work in ex-officio capacity (This work is required to be done after office hours).
25. He has to attend monthly meetings which are held in the Ward Officer's Office to represent Conservancy Branch.
26. Any other work /activity related to SWM that may be entrusted by the higher authorities of ward activity.

Duties of Junior Supervisor (Section Work)

1. To keep correct muster book of the Labour Staff and to initial the same twice a day.
2. To look after and supervise the work of clealing and sweeping of roads and foot-paths, house gullies, open spaces.
3. To look after removal of faecal matters from roads, foot-paths, house gullies and open spaces.
4. To arrange removal of animal carcasses and unclaimed carcasses.
5. To arrange removal of dumps of earth and debris, if negligible, departmentally or through Assistant Engineer (Maintenance) of the ward.
6. To attend to complaints and requirements of the Section and report them to the Ward Supervisor.
7. To recover bills received from the Ward Supervisors.
8. To supervise the work of Mukadams and the Sweepers, Labourer
9. To take necessary precautions to prevent fouling of public streets, gullies.
10. To report the other Departments' defects such as leakage of service pipes, storage, tanks, chocks, chokes in waste water pipes and soil pipes, Debris and earth in the street, branches or logs of trees unclaimed laying at road side i.e. those defects affecting conservancy work.
11. To help the Ward Supervisors in respect of activities such as Health, Cleansing Weeks or fighting epidemics during emergencies.
12. To do clerical work in the Ward Office for issuing memo regarding defects, notice, during the day and to attend to correspondence pertaining to the sections. To maintain registers such as Complaint, Trade Refuse, Worksheet, Back log.
13. To check the lorries, Refuse collection sites in his section.

Duties of Nuisance Detector

1. After appointment as nuisance detector in sub division of ward he should understand all noon & corner of his area of Jurisdiction.
2. After his muster is over he should take round in field in systematic manner in his area should pay attention at spots where public nuisance is observed.
3. He should maintain his field book & it should have details of all accused whom he has caught based on that he should submit monthly report to AHS of the ward.
4. We should uniform provided to him.
5. He should behave in courtesy with citizens & should carry police authority & authority issued by Municipal Commissioners.³
6. He should inform AHS & nearest police station if apposed by citizens in discharging his duties.
7. It is expected from him that under police section (sub section 115) he will register maximum cases will try to achieve average target set.
8. To avoid complaints from zonal police officials every nuisance detector will visit local police station of his area & will check whether his any warrant is pending that needs execution.
9. He should be in touch with local police station & must appear in person in court as & when called by Hon' Magistrate.
10. He should discover maximum cases under section 372 (E) of MMC act 1888.
11. He should work as per instruction given to him by his seniors with respect to his duties, work place & time required to prepare cases.
12. Designated work assigned to him by supervisors, he should complete & execute it in time.

Duties of Safai Mukadam

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

Duties of Motor Loader

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

Section 4 (1) (b) (iii)

The Procedure followed in the decision- making process, including channels of supervision and accountability in the office of Assistant Engineer (SWM)

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

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

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

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)	Remark
1	Removal of Silt	1. Section J.O report the silt removed from SMPA , MCGM Labour, Mahabali unauthorised etc. to M.L.J.O 2. M.L.J.O prepare the programme, arrange vehicle from deputed contractor by giving him Indent,M.L.J.O lifts the Silt by deploying the mukadam on Silt Vehicles 3.Check the VTMS, unloading of Silt at designated place, Verify the weightment of Silt 4.M.L.J.O will keep all records & will report to SUP, AHS daily	Within 24 Hours	Designation : Junior overseer / Supervisor	
2	Removal of Debris	1. Section J.O inspect the location under theirs section, inform the M.L.J.O & lift it by making Panchnama or through “Debris on Call” scheme. 2. M.L.J.O prepare the programme, arrange vehicle from deputed contractor by giving him Indent,M.L.J.O lifts the debris by deploying the mukadam on debris It Vehicles 3.Check the VTMS, unloading of debris at designated place, Verify the weightment of debris. 4.M.L.J.O will keep all records & will report to SUP, AHS daily	Within 24 Hours	Designation : Junior overseer / Supervisor	

Section 4 (1) (b) (iv)

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

Organizational targets (Annual) = Nil

Sr. No.	Designation	Activity	Financial Targets in Rs.	Time Limit	Remarks
1.	AE (SWM)	As mentioned in section 4 (1) b (ii)	There are no financial targets set for this department. As mentioned earlier the work is carried out on day to day basis.	Time limit for each activity is as mentioned in section 4 (1) (b) (iii)	
2.	A.H.S. & Supervisor	As mentioned in section 4 (1) b (ii)	There are no financial targets set for this department. As mentioned earlier the work is carried out on day to day basis	Time limit for each activity is as mentioned in section 4 (1) (b) (iii)	

Section 4(1) (b)(V)

The rules regulation,manuala and records used by the employees for discharging departmental functions

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

Section 4 (1) (b) (vi)

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

Sr. No.	Subject	Type of Document file or register	File No. or Register No.	Particulars	Periodicity of Preservation
1	-	A	2430	Personal File,LTA & effective registrar, Pension Claim etc.	Permanent
2	-	B	1205	NCPF Claim, Original Paysheet, etc	30Years
3	-	C2	-		15Years
4	-	C1	259	Muster, IT file , Pay Fixation, etc	10Years
5	-	C	281	Continuation papars, Duplicate pay sheet, Insurance claim, etc.	5Years
6	-	D	2	O/c file	1Year

Section 4 (1) (b) (vii)

Particulars of any arrangement that exists for consultation with the members of public in relation to the formulation of policy and implementation in the office Assistant Engineer (SWM)

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

Section 4 (1) (b) (viii)

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

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

Section 4 (1) (b) (ix)

Directory of the officers and employees

Sr. No.	Designation	Name of the Officers/ Employees	Cadre	Contact Details ph/ fax/ email
1	Assistant Engineer (SWM)	Shri. Sorte Rahul Diwakar		aeswm.t@mcgm.gov.in Mob. - 9833849316 Land Line no. 02225670456
2	Sub Engineer	Shri. Manoj Ramkarant Gadge (Working arrangement)		Se01swm.t@mcgm.gov.in
3	Asst.Head Supervisor	Shri.Praveen Kisan Waghmare		9920207578
3	Supervisor	Shri. Avhad Rajaram Pandurang		
4	Supervisor	VACANT		
5	Administrative officer	Smt. Jadhav Shubhangini Sudhir		
6	Head Clerk	Shri..Lokegaonkar Shrikant Madhav		
7.	Head Clerk	Shri.Kurvale M Salim B.		
8	Clerk	Shri. Choudhary Dhanraj B.		
9	<u>Clerk</u>	Smt. Sneha Prakash Varvatkar		
10	Clerk	Shri. Jadhav Shivaji Prabhakar		
11	Clerk	VACANT		
12	Clerk	VACANT		
13	Peon	Smt. R.R. Parsekar		
14	R.B.	Shri. Kharat Santosh		

Details of perks for Assistant Engineer

- d) Rental Car for Office use.
- e) Mobile Allowances – upto 1200/-

Section 4 (1) (b) (x)

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

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

Section 4 (1) (b) (xi)

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

Sr. No.	Name of the license	License no.	Issued on	Valid up to	General Conditions	Details of the license
-	Nil	-	-	-	-	

Section 4 (1) (b) (xii)

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

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

Section 4 (1) (b) (xiii)

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

Sr. No.	Type of Facility	Timings	Procedure	Location	Person In Charge
1	Inspection of Record as per to RTI	11.00 A.M. To 1.00 P.M. Wednesday (except holiday) With prior appointment only	RTI Payment pay previous day	Office of:- A.E.(SWM) T-Ward Gr . Floor Lala Devi Dayal Road, Panch Rasta, Mulund (W).Mum- 80	Asstt.Engineer (SWM)T
2	Library and Reading Room	Not Available	Not Available	Not Available	Not Available

Section 4 (1) (b) (xiv)

The names, designations and other particulars of the Public Information Officers PIO

Sr. No	Name of PIO	Desig	Jurisdiction as PIO under RTI	Address / Ph. No.	E mail id for purpose of RTI	Appellate authority
1.	Shri. Sorte Rahul Diwakar	A.E. (SWM)	T- Ward	9921665114 0225645289- 94 Ext No .309	aeswm.t@mcgm.gov.in	Ward E.E.of T- Ward. 2 nd floor T ward bldg,La la Devi Dayal road, Mulund (W). Mumbai-80
2.	Smt. Jadhav Shubhangin i Sudhir	A.O (SWM)	T- Ward	0225645289-94 Ext No .306	adminofficer01swm.t@mcgm.gov.in	

APIO

Sr. No.	Name of APIO	Designation	Jurisdiction as APIO under RTI	Address / Ph no.
1	Shri. N.T. Telgote	Sub Engineer	T- Ward	0225645289-94 Extension No :- 370,307,308
2	Shri.P. K. Waghmare	A.H.S	T- Ward	
3	Shri. R.P. Avhad	Supervisor	T- Ward	
4	Shri. Lokegaonkar Shrikant Madhav	Head Clerk	T- Ward	
5	Shri. Kurwale M. Salim B.	Head Clerk	T- Ward	

Appellate Authority

Sr. No.	Name of Appellate Authority	Designation	Jurisdiction as Appellate authority	PIO Reporting	E mail id for purpose of RTI
1.	Shri.Sandeep Deshpande	E.E. I/c	T-Ward	E.E.	aemaint01.t@mcgm.gov.in