



BRIHANMUMBAI MAHANAGARPALIKA

Section 4 Manuals as per provision of RTI Act 2005 of 'T' Ward

ASSISTANT ENGINEER WATER WORK DEPARTMENT 'T' WARD

Address - 'T' Ward B.M.C. Office, 2nd Floor, Room No. 46, Devidayal Road, Paanch Rasta, Mulund (West), Mumbai – 400 080.

BRIHANMUMBAI MUNICIPAL CORPORATION

Hydraulic Engineer's Department

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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, Water Works, '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 (Water Works), 'T' Ward whose office is situated at 'T' Ward M.C.G.M. Office, 2nd Floor, Room No. 46, Devidayal Road, Mulund (West), Mumbai – 400 080. The procedure and fee structure for getting information is as per the provisions of RTI Act, 2005.

Hydraulics is a branch of Engineering science that deals with water storage and supply and 'Hydraulic Engineer' of MCGM is in-charge of water supply to Mumbai. Hydraulic Engineer is a Statutory Post and being head of the department; his department is known as Hydraulic Engineer's Department.

He is empowered by relevant sections of MMC Act 1888(as amended) & power is delegated to him through DMC(SE). All Dy H.E./E.E.W.W./A.E.W.W.'s work under him & he has overall control to ensure sufficient, wholesome & equated water supply to various water supply zones and to collect water charges.

Assistant Engineer water work 'T' Ward is a head of department at ward level in the Hydraulic Engineer's Department. Assistant Engineer water work 'T' Ward is under administrative control of Assistant Commissioner 'T' Ward.

Assistant Engineer water work 'T' Ward is assisted by Junior Engineer (Water works) Dist. / Sub Engineer (Water works) Dist. and Junior Engineer (Water works) Maint. / Sub Engineer (Water works) Maint. Each Junior Engineer (Water works) Dist. / Sub Engineer (Water works) Dist. is given two Electoral ward (two beats) to perform the duties pertaining to Distribution of water and one Junior Engineer / Sub Engineer to perform the duties pertaining to maintenance of water main section in 'T' Ward.

Assistant Engineer water work 'T' Ward's overall control in ward level to ensure to distribute equal & potable water supply to consumer and collect water charges from consumer.

Definitions (Please provide definitions of various terms used in the hand book)

I. Potable Water: The water which is brought from the outside city and treated at Treatment Plant and brought to the consumers' tap and safe for drinking purpose.

II. Distribution: Supply of water from reservoir to consumers' tap through feeder and distributory mains with static head.

III. Consumers Tap: The point of discharge of water supplied at consumers' premises, which is permitted by following the norms prescribed by Hydraulic Engineer's Department.

IV. Revenue: Bills of quantity of the water received by the consumer through meter at his premises as per the tariff as approved by the Standing Committee / Municipal Corporation.

As per Central Right to Information Act 2005, Assistant Engineer water work 'T' Ward is appointed as Public Information Officer for Water works department and as per Maharashtra Public Records Act-2005 and Maharashtra Public Records Act Rules -2007, he is designated as Record Officer for Water Works Dept. of 'T' Ward.

(Shri Laxmikant D. Borse)
Assistant Engineer (Water Works)
'T' Ward

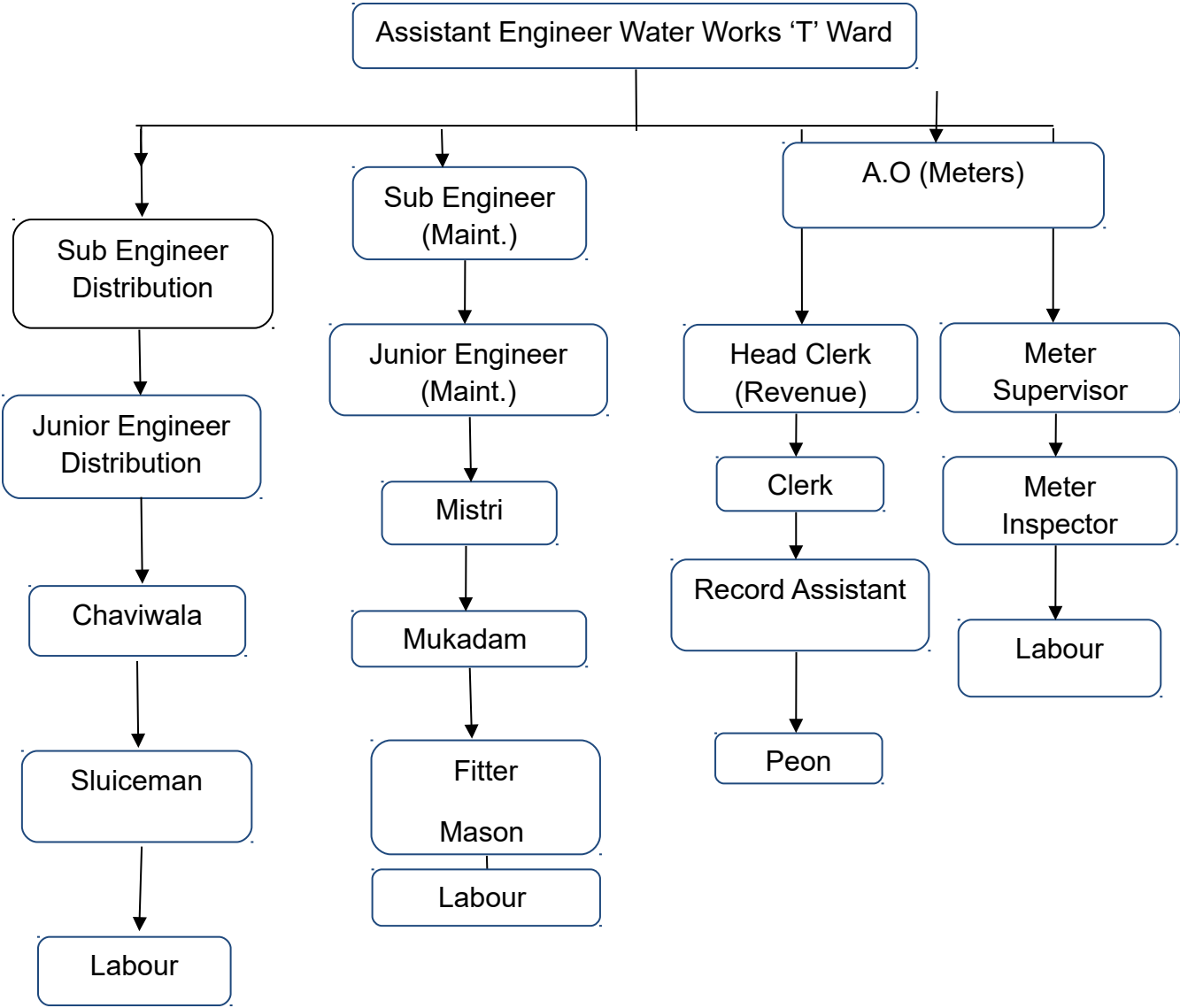
Section 4 (1) (b) (i)

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

1	Name of the Section	Office of Assistant Engineer, Water Works 'T' Ward.
2	Address	'T' Ward B.M.C. Office, 2 nd Floor, Room No. 46, Devidayal Road, Mulund (West), Mumbai – 400 080.
3	Head of the office	Assistant Engineer Water Works 'T' Ward.
4	Parent Government Department	Hydraulic Engineer's Department.
5	Reporting to which office	1) Assistant Commissioner, 'T' Ward, 2) Office of Deputy Hydraulic Engineer (Eastern Suburbs), Ghatkopar Yard, Ghatkopar.
6	Jurisdiction Geographical	'T' Ward is bounded by Thane Creek on East side, Mulund Goregaon Link Road on South side, Hilly region of S.G.N.P. on West side and Boundary Nalla i.e. boundary between Thane and Mumbai City, on North side
7	Mission	"To provide adequate, safe and equitable water to the consumers in 'T' Ward's jurisdiction"
8	Vision	"To control on leakages, wastage & theft of water."
9	Objectives	"Distribution of potable water to the consumers in 'T' Ward's area." 1) To attend short supply complaint of consumers. 2) To attend leakage of water main up to 250 mm dia. 3) To attend contamination complaints. 4) To inspect unauthorized Water connections.
10	Functions	Control over Distribution of potable water to the consumers in 'T' Ward's area. 1) To control and supervise daily water supply valves. 2) To issue permission form for water connections. 3) To recovery of water charge bills from consumers.
11	Details of services provided (In Brief)	"Supply of potable water within 'T' Ward's area."
12	Physical assets / Tools (Statement of lands & Buildings and other Assets)	Tools
13	Organization's structural Chart	As per separate sheet attached at page no. 07.

14	Tel. Nos. & office timings	<p>Telephone no : 02225645291 to 94 Extn : 350 to 354.</p> <p>Email : aeest.he@mcgm.gov.in</p> <p>Website : portal.mcgm.gov.in</p> <p>Office timing : (A) For Engineering Staff</p> <p>For Junior Engineer :</p> <p>8.00 a.m. to 16.00 (Monday to Friday).</p> <p>8.00 a.m. to 12.00 (Saturday).</p> <p>For Assistant & Sub Engineer :</p> <p>9.00 a.m. to 17.00 (Monday to Friday).</p> <p>9.00 a.m. to 13.00 (Saturday).</p> <p>Office timing : (B) For Billing Staff :-</p> <p>10:00 to 18:00 (Monday to Friday)</p> <p>(C) For Meter Section :-</p> <p>09:00 to 17:00 (Monday to Friday)</p> <p>Visiting Hours : 03.00 p.m. to 05.00 p.m. (Monday to Friday).</p>
15	Weekly Holidays	<p>For Engineering Staff, all Sundays & half day on Saturdays</p> <p>For other staff, all Saturday's & Sunday's.</p>

Organization’s Structural Chart (Organogram) :



Vacancy Report of A.E.W.W. ‘T’ Ward for the Month Febuary – 2025.

Designation	Department	Total Post		Charged Post		Vacant Post	
		Schedule	Non Schedule	Schedule	Non Schedule	Schedule	Non Schedule
1	2	3-A	3-B	4-A	4-B	5-A	5-B
Assitt. Engg	T Ward	1	0	1	0	0	0
Sub Engg.		1	2	1	2	0	0
Jr. Engg		2	3	2	2	0	1
Head Clerk		1	0	1	0	0	0
Meter supervisor		2	0	2	0	0	0
Meter Inspector		7	0	4	0	3	0
Clerk		9	0	8	0	1	0
Record Attendant		1	0	1	0	0	0
Clerk cum Typist		1	0	1	0	0	0
Peon		2	0	1	0	1	0
Total		27	5	22	4	5	1

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Designation	Department	Total Post		Charged Post		Vacant Post	
		Schedule	Non Schedule	Schedule	Non Schedule	Schedule	Non Schedule
1	2	3-A	3-B	4-A	4-B	5-A	5-B
Chawivala	'T' Ward	1	4	1	4	0	0
Mistry (II)		1	1	1	1	0	0
Fitter (II)		3	7	1	3	2	4
Fitter (II)		1	0	0	0	1	0
Mazan (II)		1	0	1	0	0	0
Sluice Man		10	6	9	0	1	6
Mukadam		2	3	2	3	0	0
Labour		27	52	27	50	0	2
Total		46	73	42	61	4	12

Section 4 (1) (b) (ii)

The powers of officers and employees in the office of Assistant Engineer Water works 'T' Ward.

A

Sr.No.	Designation	Power- Financial	Under which legislation / rules / order / GRs	Remarks
1.	Assistant Engineer Water works	1. Power to incur expenditure-office contingencies Rs.7000/- in case of dead stock articles upto Rs.50/- per item and to make the payments of the bills therefore.	MMC Act 1988	
		2. (a) Power to purchase without prior post-audit upto Rs.25/-		
		(b) Without pre-audit but with post audit Above Rs.25/- but upto 200/-		
		(c) With pre-audit Above Rs.200/- but upto Rs.500/-		
		3. Power to sign payment and adjustment vouchers against the previous sanction of the competent authorities to limit of the Rs.15,000/-		
		4. Signing all indents for purchases of stores and material required for execution of sanctioned works, provided funds are available.		
		5. Power to enter upon or carry materials through any land for inspection or repairs or execution of Municipal works.	263 (1), 278 (1)	
2.	Administrative Officer (Meters)	NIL		
3.	Sub Engineer Distribution	NIL		
4.	Sub Engineer (Manit.)	NIL		
5.	Junior Engineer Distribution	NIL		
6.	Junior Engineer (Manit.)	NIL		
7.	Head Clark	NIL		
8.	Meter Supervisor	NIL		

B

Sr. No.	Designation	Power- Administrative	Under which legislation / rules / order / GRs	Remarks
1.	Assistant Engineer Water works	1. Power to sanction increments in the time scale promotions to the labour staff in accordance to rules in force.	MMC Act 1988	
		2. Power to grant casual leaves to subordinate staff upto the rank of Sub-Engineers accordance with the MC's orders on the subject that application form staff.		
		3. Powers to grant leaves including maternity and injury leave to the lab our staff in accordance to the MC's orders on the subject .		
		4. Power to sign unclaimed wages refund certificates of the staff working under him.		
		5. Power to allow renewal of Railway season Tickets.		
		6. Power to sanction overtime allowance when necessary to the member of the inferior service of the sanctioned scales and in case of those whom the factory.		
		7. To authorize (1) employees to renew subscription to Provident Fund (Rule 16-d of provident fund (2) to grant advance (Rule 24) & (3)to sanction refund of Municipal Contribution in ordinary cases and the recovery in respect of Municipal claims.		
2.	Administrative Officer (Meters)	NIL		
3.	Sub Engineer Distribution	NIL		
4.	Sub Engineer (Manit.)	NIL		
5.	Junior Engineer Distribution	NIL		
6.	Junior Engineer (Manit.)	NIL		
7.	Head Clark	NIL		
8	Meter Supervisor	NIL		

C

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

D

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

E

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

The duties of officers and employees in the office of Assistant Engineer Water works ‘T’ Ward.

A

Sr. No.	Designation	Duties - Financial	Under which legislation / rules / order / GRs	Remarks
1.	Assistant Engineer Water works	NIL	-	
2.	Administrative Officer (Meters)	NIL	-	
3.	Sub Engineer Distribution	NIL	-	
4.	Sub Engineer (Manit.)	NIL	-	
5.	Junior Engineer Distribution	NIL	-	
6.	Junior Engineer (Manit.)	NIL	-	
7.	Head Clark	NIL	-	
8.	Meter Supervisor	NIL	-	

B

Sr. No.	Designation	Duties - Administrative	Under which legislation / rules / order / GRs	Remarks
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1.	Assistant Engineer Water works	1. To maintain normal day to day supply with the help of available resources such as man, material and machinery.	MMC Act 1988, u/s.169, 92, 263(1), 278(1), 350, 488	
		2. Repairs & maintenance of water mains upto 300mm and get rest of the work done by coordinating with other agencies.		
		3. Initiate proposals for laying of new water mains for replacement of old pipelines and to overcome short supply problem, contamination etc. for sanction of competent authority.		
		4. Attending short supply complaints, contamination leakages in private and municipal unit and disconnection of connections to generate demands of water / sewerage charges, recovery of bills etc.		
		5. To attend the meetings of zonal D.M.C., Dept. heads and other meetings such as public grievances and comply the matters.		
		6. To issue necessary permissions for availing the water connections allowing fittings etc. after obtaining necessary sanction from competent authority, Resolving of disputes regarding water charges bills with sanction of competent authority.		
		7. In case of emergency arising out of breakdowns, maintenance of water mains, inform the public and public representatives for change in water timings etc. with available resources.		
		8. Any other duties assigned by the higher authorities.		
		9. Sanction of domestic connections upto 15 mm dia., certification of dry fittings upto 25mm dia. and new buildings upto 4th floor.	1)HE/15/Cir/HC (Gen.) of 29.10.2005	
		10. Recovery of additional sewerage charges for already sanctioned proposals.	Water bay laws, Water charges rules.	
		11. Sanction of Stand Post water connection up to 50 mm dia.	HE/17/Cir of 9/12/2013	
		12. Approvals of water charges bills & Amended bills in Aqua billing system.	EE (Mts) Rev / 1706-A / Cir dated 08/12/2014.	
2.	Administrative Officer (Meter)	1. To assist AEWW in the work related to metering & billing section.		
		2. To supervise the work of Meter section & Billing section.		
		3. supervise and exercise Demand & Recovery of water charges bills.		

		4. To guide for settle gaps where meter reading is not available or not reliable. So that there is no loss of revenue or burden of excess billing to the consumer.		
		5. To prepare various reports related to demand & recovery of water dept.		
		6. To scrutinize the dispute, refund & restoration proposals.	EE (Mts) Rev / 1706-A / Cir dated 08/12/2014.	
		7. Approval of water charges bills in Aqua billing system.	EE (Mts) Rev / 1706-A / Cir dated 08/12/2014.	
3.	Sub Engineer Distribution	1. To maintain normal day to day supply with the help of available resources such as man, material and machinery.		
		2. To initiate proposals for laying new water main for improvement of pressure in the area.		
		3. To look after complaints of shortage, leakages, contamination etc.		
		4. To prepare/scrutinize proposal for applications for water connections & other fittings.		
		5. To overall control on distribution staff and issue instructions for specific work.		
		6. Certification of pipes & fittings, 15 mm dia & 20 mm dia connection and consumers pipes & fitting and premises up to Ground + 4 th upper floors.	1)HE/15/Cir/HC (Gen.) of 29.10.2005	
4.	Sub Engineer (Manit.)	1. To carry out fieldwork such as repairs, maintenance of water main upto 250 mm dia.		
		2. Overall control on maintenance labour staff, to carry out the above repair work.		
		3. To carry out work of making new connections upto 50mm dia.		
		4. Execution of disconnection orders for nonpayment of water charges & Sewerage charges bills, wastages etc.		
		5. To maintain various records of new water connections, meters, preparation of O.T. of maintenance staff.		
5.	Junior Engineer Distribution	1. To maintain normal day to day supply with the help of available resources such as man, material and machinery.		
		2. To initiate proposals for laying new water main for improvement of pressure in the area.		
		3. To look after complaints of shortage, leakages, contamination etc.		

		4. To prepare/scrutinize proposal for applications for water connections & other fittings.		
		5. To overall control on distribution staff and issue instructions for specific work.		
6.	Junior Engineer (Maint.)	1. To carry out fieldwork such as repairs, maintenance of water main upto 250 mm dia.		
		2. Overall control on maintenance labour staff, to carry out the above repair work.		
		3. To carry out work of making new connections upto 50mm dia.		
		4. Execution of disconnection orders for non payment of water charges & Sewerage charges bills, wastages etc.		
		5. To maintain various records of new water connections, meters, preparation of O.T. of maintenance staff.		
7.	Head Clerk	1. To assist AEWW & AO (Meters) in all matters regarding water charges bills and day to day office duties.		
		2. To supervise and exercise control over working of all billing clerks and verify single line bills.		
		3. To supervise work of billing clerks in preparing monthly and quarterly bills.		
		4. To maintain necessary registers and to prepare periodical reports and submission of the same to the higher authority.		
		5. To initiate refund proposals and adjustments.		
		6. To put up draft reply to audit notes.		
		7. To issue notices to consumer for recovery & report to the higher authority accordingly.		
8.	Clerk	1. To assist H.C. (Billing) in day to day works.		
		2. To enter the meter data for preparing the water charges bills.		
		3. To prepare challans for payments other than water charges bills		
		4. To maintain register regularly and taking day to day entries.		
		5. To issue duplicate bills.		
		6. To issue notices to consumer for recovery & report to the higher authority accordingly.		
9.	Meter Supervisor	3. To assist AEWW & AO (Meters) in the work metering section.		
		4. To supervise the work of Meter Inspector.		
		5. To check Meter Reading Book entries on random after visiting sites.		
		6. To report unauthorised water connections and misuse of municipal water.		

		7. To issue notices to consumer for replacement of non working meters.		
		8. To maintain dispute registers and stolen meter register.		
		9. To verify consumption and rates for preparation of water bills prior to approval by A.E.W.W.		
		10. To settle gaps where meter reading is not available or not reliable. So that there is no loss of revenue or burden of excess billing to the consumer.		
		11. To feed regularly necessary data to computer.		
		12. To observe scheduled program of meter reading.		
		13. To prepare various reports related to water dept.		
		14. Approval of water charges bills in Aqua billing system.	EE (Mts) Rev / 1706-A / Cir dated 08/12/2014.	
10.	Meter Inspector	1. To assist meter supervisor in his day to day working.		
		2. To take meter reading of water connections in the ward.		
		3. To maintain entries of new metered water connection in meter reading book.		
		4. To keep check on disconnected connections for various reasons & report accordingly.		
		5. To detect and report unauthorized water connection and misuse of water.		
		6. To give required information to higher authority if any.		
11.	Record Assistant	1. To receive, register and dispatch papers.		
		2. To maintain record of connection files and furnish whenever required.		
		3. To maintain inward and outward register.		
		4. To attach the relevant papers to the concerned files.		
12.	Mistry	1. To assist the J.E.(maint.) and follow his instructions.		
		2. To mark muster of labour.		
		3. To allot works related to complaints and report the same to J.E.		
		4. To guide and control fitters and labours to carry out the work.		
		5. To maintain the record of complaint.		
13.	Mukadam	1. To assist the J.E.(Maint.)		
		2. To keep record of Municipal /Private meter taken for testing and re-fixing of the same.		
		3. To take DCO action as per order.		
		4. To restore connection after recovery of outstanding dues.		
14.	Fitter	1. To attend the leakages and repairs of water main upto 250 mm dia. water main.		
		2. To attend contamination complaint.		
		3. To make new water connections and		

		cutting of connections as per order of higher authority.		
		4. To removal and fixing of meters of the connections.		
15.	Chaviwala	1. To assist to S.E. & J.E. (Distribution) for Valve operation		
		2. To supervise to sluice man and labour for valve operation.		
		3. To operate the valves on water main at the specified time and to the specified limits as per order of higher authority.		
		4. To maintain operation register if required.		
		5. To report about non-working and damaged valve.		
		6. To report leakages.		
		7. To attend the short supply complaint and report to higher authority.		
		8. To attend the site of fire calls.		
16.	Sluice man	1. To operate the valves on water main at the specified time and to the specified limits as per order of higher authority.		
		2. To report about non-working and damaged valve.		
		3. To maintain operation register if required.		
		4. To report leakages.		
		5. To attend the site of fire calls.		
		6. To attend the short supply complaint and report to higher authority.		

C

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

D

Sr. No.	Designation	Duties - Quasi Judicial	Under which legislation / rules / order / GRs	Remarks
		N.A.		

E

Sr. No.	Designation	Duties – Judicial	Under which legislation / rules / order / GRs	Remarks
		N.A.		

Section 4 (1) (b) (iii)

Procedure followed in Decision Making Process, including channels of supervision and accountability in the office of Assistant Engineer Water Works 'T' Ward.

What is the procedure followed to take a decision for various matters?

Proposal of every kind are generally put up for approvals / sanctions of competent authority – through proper channel i.e. initiating department / Account Department / Competent authority.

Water Connection Application.

Standard application forms are available in the Wards & MCGM portal website. The applicant has to fill up this form, attach references, requisite documents and submit the papers in the respective Wards through Licensed Plumber. On payment of scrutiny fee, the application is scrutinized.

Depending on the powers vested in Assistant Engineer, Executive Engineer, Dy. Hydraulic Engineer and Hydraulic Engineer, D.M.C. (S.E.), the approval to the request of new / additional / enlargement water connections are given.

On receipt of approval of Competent Authority, the applicant is informed about the same by issuing Permission Form, which enlists various approvals and conditions. After compliance of the conditions of the "P" form, the water connection is released to the applicant.

Public Complaints.

Complaints of various natures regarding water supply can be registered with Complaint Officer of respective Ward Office written or telephonic and also can be registered with Water Control Office in Eastern Suburbs.

The documents procedures.

A. Connection for granting stand post water connections to the slum dwellers.

The applicant should submit minimum 2 proofs of residence in the structure from the following

1. Their stay prior to 2000 or from Government Notification from time to time...

2. Ration Card – showing the address of applicant. (Compulsory)
3. Aadhar Card.

One of the following proof prior to 1.1.1995

1. Copy of Election Roll showing applicants name and address.
2. Copy of Election Card.
3. Copy of Assessment bill.
4. Copy of Census Photo Passes.

B. Water connection to the tolerable structure (prior to 1.4.1962 for Commercial Premises & prior to 17.4.1962 for residential Premises).

1. Copy of Assessment Bill of the structure
2. Copy of Ration Card.
3. Copy of Rent receipt.
4. N.O.C. of the owner of the premises.

C. Water connections to planned building.

1. NOC from H.E. Department.
2. Copy of approved plans by the Planning Authority.
3. Copy of I.O.D./Amended Plans /C.C.
4. Copy of Occupation Certificate/ Building Completion Certificate.
5. Copy of the NOC wherever applicable.

D. Water connection on Humanitarian ground.

1. NOC from H.E. Department.
2. Copy of approved plans by the Planning Authority.
3. Copy of I.O.D./Amended Plans.
4. Copy of Commencement Certificate
5. Application from occupants of the building.

E. Water connection for commercial use

1. Copy of rent receipt in case applicant is tenant.
2. Copy of Assessment Bill.
3. Copy of valid licenses to run the trade, issued by the MCGM.
4. Nature of activity and staff engaged in establishment.
5. NOC from Owner / Society if applicant is not owner of the premises.
6. Permission from respective authority according to the nature of activity, if required.

F. Water Connection for construction purpose (Unmetered connection) for Labour drinking purpose

1. Copy of approved plans by the Planning Authority.
2. NOC from H.E. Department.
3. Details of existing connections fed to premises.
4. Copy of I.O.D. / Plans.

Intimation letter or Permission Form.

Permission form is issued by the AEWW of the Ward after approval from competent Authority.

Sr. No	Activity	Steps Involved	Time Limit	Authority role and responsibility of the employee/ officer in connection with each activity. (mention designation)	Remarks
	Granting Water Connection	Scrutiny of Application.	15 days	JE/SE (Distribution)	
		Letter to Party	2 days	JE/SE (Distribution)	
		Compliance of Dhakka letter by party with scrutiny fee.	30 days	Party	
		After compliance of Dhakka letter site visit report	7 days	JE/SE (Distribution)	
		After site visit put up proposal to higher authority for sanction.	15 days	JE/SE (Distribution)	
		Reject or approve/ Forwards it to higher competent authority for approval	5 days	AEWW	
		Preparation of Meter Card to proposal	2 days	Meter Supervisor / Meter Inspector	
		On the recommendation of AEWW, competent higher authority approves or rejects the water connection	7 days each level	EEWW/Dy HE /HE/DMC	
		Preparation of Permission Form (P Form)/ Rejection Letter	7 days	JE/SE (Distribution)	
		Sing on Permission Form (P Form)/ Rejection Letter	7 days	AEWW	
		P form issue along with connection form(C form) to plumber/Applicant	2 days	Record Assistant	
		Compliance to P-form and C-form	With in one year	Plumber/Applicant	
		Road Opening permit	15 days	AE(Maint)	
		Physical connection of water meter	7 days	S.E(Maint) J E (Maint)	
		Generation of CCN Number and Updating of Meter Reading Card.	10 days	S.E(Maint) /S E (D). / M.S.	
	Meter Reading	Taking meter reading and updating MRB.	Monthly / Quarterly	Meter Inspector	
	Disconnection of water connection	Prepare defaulter list and disconnection of water connection	Monthly	H.C / M.S / SE(M) / JE(M).	
	Water Connection	After payment of pending bills by party and additional	4 days	H.C / M.S / SE(M) / JE(M)	

	Restoration.	security deposit, if any and cutting making charges			
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Section 4 (1) (b) (iv)

Norms set for discharge of its functions in the office of Assistant Engineer Water works ‘T’ Ward.
Organisational Targets (Annual)

Sr. No.	Designation	Activity	Units to be covered	Financial Targets in Rs.	Time Limit	Remarks
1.	Assistant Engineer Water Works	As mentioned in Section 4 (1) (b) (iii)		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.	Sub Engineer/ Junior Engineer	As mentioned in Section 4 (1) (b) (iii)		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)	
3.	Administrative Officer (Meters)	As mentioned in Section 4 (1) (b) (iii)		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 related with functions in the office of Assistant Engineer Water works 'T' Ward.

Sr. No.	Subject	G.R./Circular/Office order. Rule no. notification etc. date.	Remarks if any
1.	Sanction of Water connection	MMC Act 1888u/s 169, 92. & Cir. No. HE/15/CIR/HC(Gen) of 29/10/2005, HE/17/Cir of 9/12/2013 .	
2.	Recovery of Water Charges	Manual of Water Charges Rules.	Available with PRO department on payment of fees
3.	Guidelines for connections	Manual of Water Bye-Laws for water connections.	Available with PRO department on payment of fees
4.	Circular regarding Water department.	Various Circulars issued time to time.	

Section 4 (1) (a) (vi)

Statement of Categories of documents held in the office of Assistant Engineer Water works 'T' Ward.

Sr. no.	Subject	Type of Document file or register	File no. or Register no.	Particulars	Periodicity of preservation
'A' Class Record					
1.	Case file of Water connection	File		Details of application for water connection	Permanent
2.	Fitting register	Register		Details of Certification as per permission form	Permanent
3.	Connection Register	Register		Details of water connection	Permanent
4.	Meter Reading Book	Register		Details of Meter readings	Permanent
'C' Class Record					
1.	R.T.I Register			Details of application received under R.T.I. Act	5 Years
2	RTI application & their reply (Except appeal cases)			Details of application received under RTI Act & reply given to the same.	01 year
3	First & second appeal made under RTI Act			Details of First & second appeal made by applicant under RTI Act by the applicant against reply of Public Information Officer and/or order passed by First Appellate Authority	01 year
4	Log sheets	Inward papers		Details of Applications/ complaints/ other documents received by department	01 Year
5	Outward Register (Internal departments)	Outward papers		Details of Applications/ complaints/ other documents forwarded to Internal departments of 'T' Ward.	01 Year
6	Outward Register (External correspondence)	Outward papers		Details of Applications/ complaints/ other documents forwarded to external departments of MCGM/ Other Govt. authorities and correspondence with applicants/ complainants /citizens etc.	01 Year
7	Complaint Register	Register		Orally complaint registered.	01 year

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 Assistant Engineer Water works 'T' Ward.

-- NOT APPLICABLE --

Section 4 (1) (b) (viii)

Statement of Boards, Councils, Committees or Other bodies in the office of Assistant Engineer Water works 'T' Ward.

---Nil--

Section 4 (1) (b) (ix)

Dictionary of the officer and employees in the office Assistant Engineer Water Works T Ward

Sr. No.	Position No.	Name of Employee	Designation	Pay	Date of Joining	Date of Joining in 'T' ward	Contact Details Ph/Fax/ E-mail
1	30159673	BORSE LAXMIKANT DEVIDAS	Assistant Engineer (water) T ward	M31-56100-177500	24.01.2008	09.07.2021	9930260440 Phone No. 022- 25645291 to 94. Extn. 350 to 351
2	30160363	Shrikant vishwas khairnar	Sub Engineer	M25-44900-142400	16.04.2013	15.03.2023	Phone No. 022- 25645291 to 94. Extn. 350 to 351
3	30159681	Sadhana Tanaji Naik	Sub Engineer	M25-44900-142400	20.09.2019	16.05.2023	Phone No. 022- 25645291 to 94. Extn. 350 to 351
4	30160362	BAHARWAL ANIRUDDHA TRAMBAK	Sub Engineer	M25-44900-142400	17.09.2013	30.05.2022	Phone No. 022- 25645291 to 94. Extn. 350 to 351
5	30160347	DONGE BHAGYASHRI	Sub Engineer	M25-44900-142400	08.12.2015	30.11.2019	Phone No. 022- 25645291 to 94. Extn. 350 to 351
6	30159726	BHIOGADE DEEPALI VASANTRAO	Junior Engineer	M23-41800-132300	08.12.2015	06.01.2020	Phone No. 022- 25645291 to 94. Extn. 350 to 351
7	30159725	RASIKA PRABHUDASAI	Junior Engineer	M23-41800-132300	08.12.2015	01.03.2021	Phone No. 022- 25645291 to 94. Extn. 350 to 351
8	30160346	PURVA ANIL BORSE	Junior Engineer	M23-41800-132300	03.08.2020	25.07.2024	Phone No. 022- 25645291 to 94. Extn. 350 to 351
9	30159710	ALKA RAJESH MOKAL	Meter Supervisor	M23-41800-132300	25.08.2008	13.02.2023	Phone No. 022- 25645291 to 94. Extn. 350

							to 351
10	30159856	MORVEKAR AJIT MARUTI	Meter Inspector	M15-25500-81100	21.03.2005	03.05.2018	Phone No. 022- 25645291 to 94. Extn. 350 to 351
11	30159832	Pooja Surve	Meter Inspector	M15-25500-81100	18.04.2012	12.08.2024	Phone No. 022- 25645291 to 94. Extn. 350 to 351
12	30159835	Yogesh Rawte	Meter Inspector	M15-25500-81100	30.12.2008	12.08.2024	Phone No. 022- 25645291 to 94. Extn. 350 to 351
13	30159699	Vaidehi Niti Jangam	Head Clerk	M23-41800-132300	08.07.2008	12.01.2023	Phone No. 022- 25645291 to 94. Extn. 350 to 351
15	30159779	RATHOD NITIN MEGHARAJ	Clerk	M15-25500-81100	03.02.2007	18.07.2019	Phone No. 022- 25645291 to 94. Extn. 350 to 351
16	30159772	Priya Bhavesh Gore	Clerk	M15-25500-81100	04.08.2008	22.06.2023	Phone No. 022- 25645291 to 94. Extn. 350 to 351
17	30159775	GULVI NAYAN KISAN	Clerk	M15-25500-81100	15/02/2022	15.02.2022	Phone No. 022- 25645291 to 94. Extn. 350 to 351
18	30159776	KUPEKAR ARCHANA AJAY	Clerk	M15-25500-81100	17/04/2010	25.02.2022	Phone No. 022- 25645291 to 94. Extn. 350 to 351
19	30159773	Jadhav Yadnya Yogesh	Clerk	M15-25500-81100	19.07.2022	19.07.2022	Phone No. 022- 25645291 to 94. Extn. 350 to 351
20	30159774	Jadhav Kalpana Sanjay	Clerk	M15-25500-81100	29.05.2018	12.11.2022	Phone No. 022- 25645291 to 94. Extn. 350 to 351

21	30159777	KASIM ABDUL KADIR BAIG	Clerk	M15-25500-81100	13.07.2018	18.03.2024	Phone No. 022- 25645291 to 94. Extn. 350 to 351
22	30159917	Bhavari Balkrishna R.	Record Attendant	M11-19900-63200	17.10.1994	04.12.2014	Phone No. 022- 25645291 to 94. Extn. 350 to 351
23	30160002	Nilofar Jafar Kureshi	Peon	M10-18900-60200	25.11.2016	30.06.2022	Phone No. 022- 25645291 to 94. Extn. 350 to 351

Section 4 (1) (b) (x)

Details of remuneration of officer and employees in the office Assistant Engineer Water Works ‘T’ Ward

Sr. No.	Position No.	Name of Employee	Designation	Pay	Date of Joining	Date of Joining in 'T' ward
1	30159673	BORSE LAXMIKANT DEVIDAS	Assistant Engineer (water) T ward	M31-56100-177500	24.01.2008	09.07.2021
2	30160363	Shrikant vishwas khairnar	Sub Engineer	M25-44900-142400	16.04.2013	15.03.2023
3	30159681	Sadhana Tanaji Naik	Sub Engineer	M25-44900-142400	20.09.2019	16.05.2023
4	30160362	BAHARWAL ANIRUDDHA TRAMBAK	Sub Engineer	M25-44900-142400	17.09.2013	30.05.2022
5	30160347	DONGE BHAGYASHRI	Sub Engineer	M25-44900-142400	08.12.2015	30.11.2019
6	30159726	BHIOGADE DEEPALI VASANTRAO	Junior Engineer	M23-41800-132300	08.12.2015	06.01.2020
7	30159725	RASIKA PRABHUDASAI	Junior Engineer	M23-41800-132300	08.12.2015	01.03.2021
8	30160346	PURVA ANIL BORSE	Junior Engineer	M23-41800-132300	03.08.2020	25.07.2024
9	30159710	ALKA RAJESH MOKAL	Meter Supervisor	M23-41800-132300	25.08.2008	13.02.2023
10	30159856	MORVEKAR AJIT MARUTI	Meter Inspector	M15-25500-81100	21.03.2005	03.05.2018
11	30159832	Pooja Surve	Meter Inspector	M15-25500-81100	18.04.2012	12.08.2024
12	30159835	Yogesh Rawte	Meter Inspector	M15-25500-81100	30.12.2008	12.08.2024
13	30159699	Vaidehi Niti Jangam	Head Clerk	M23-41800-132300	08.07.2008	12.01.2023
15	30159779	RATHOD NITIN MEGHARAJ	Clerk	M15-25500-81100	03.02.2007	18.07.2019
16	30159772	Priya Bhavesh Gore	Clerk	M15-25500-81100	04.08.2008	22.06.2023
17	30159775	GULVI NAYAN KISAN	Clerk	M15-25500-81100	15/02/2022	15.02.2022
18	30159776	KUPEKAR ARCHANA AJAY	Clerk	M15-25500-81100	17/04/2010	25.02.2022
19	30159773	Jadhav Yadnya Yogesh	Clerk	M15-25500-81100	19.07.2022	19.07.2022
20	30159774	Jadhav Kalpana Sanjay	Clerk	M15-25500-81100	29.05.2018	12.11.2022
21	30159777	KASIM ABDUL KADIR BAIG	Clerk	M15-25500-81100	13.07.2018	18.03.2024

22	30159917	Bhavari Balkrishna R.	Record Attendant	M11-19900-63200	17.10.1994	04.12.2014
23	30160002	Nilofar Jafar Kureshi	Peon	M10-18900-60200	25.11.2016	30.06.2022

Section 4 (1) (b) (xi)

Details of allocation of budget and disbursement made in the office of Assistant Engineer Water Works at ‘T’ Ward for the year 2016-2017 (As per Budget Consumption Report generated on 21/12/2016).

Fund / Group : 40

Budget head description : 4060490000 ‘T’ Ward – H.E.

Functional Area / Group : 55102000000

Current Budget : Rs. 7721.86 (in Thousand)

Consumable Budget : Rs. 6488 (in Thousand)

Section 4 (1) (b) (xii)

Manner of execution of subsidy program in the office of Assistant Engineer Water Works at ‘T’ Ward.

-----Nil-----

Section 4 (1) (b) (xiii)

Particulars of recipients of concessions, permits or authorizations granted in the office of Assistant Engineer Water Works at ‘T’ Ward.

-----Nil-----

Section 4 (1) (b) (xiv)

Details of information available in electronic form in the office of Assistant Engineer Water Works at ‘T’ Ward.

Sr.No.	Type of Documents file/Register	Sub Topic	In which Electronic Format it is kept	Person in Charge
	Nil	Nil	Nil	

Section 4 (1) (b) (xv)

Particulars of facilities available for citizen for obtaining information in the office of Assistant Engineer Water Works at ‘T’ Ward.

Types of facilities-

- Information about facilities for inspection of record.

Sr. No.	Type of Facility	Timings	Procedure	Location	Person in Charge
1.	Inspection of Record as per RTI Act.	3.00 p.m. to 5.00 p.m on Tuesday and Thursday (except holidays)	For inspection of records no fee for first hour will be charged, however	Office of Asstt. Engineer, Water Works Department, ‘T’	Asstt. Engineer, Water Works ‘T’ Ward.

				Water Works 'T' Ward. 'T' Ward B.M.C. Office, 2 nd floor, Room No. 46, Devidayal Road, Paanch Rasta, Mulund (West), Mumbai – 400 080. Ph.022-25645291 to 94 Ex.350 to 354.		Executive Engineer 'T' Ward, 'T' Ward M.C.G.M. Office, 1 st floor, Room No. 25, Devidayal Road, Paanch Rasta, Mulund (West), Mumbai – 400 080. Ph.022-25645291 to 94 Ex. 325.
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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.	Shri Sandeep Deshpande	Executive Engineer/c	'T' Ward	A.E.W.W. 'T'	ee.t@mcgm.gov.in

Section 4 (1) (b) (xvii)

Manual – 17

-NIL-