



BRIHANMUMBAI MAHANAGARPALIKA

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

Administrative Officer (School) 'T' Ward

Address- Office of Assistant Commissioner,
2nd Floor, Room No. 42, 'T' Ward,
Lala Devidayal Road, Near Paanch Rasta,
Mulund (West), Mumbai – 400 080.

Year-2025-26

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Section4 (1)(B)(i)

Manual No.1

Year2025-26

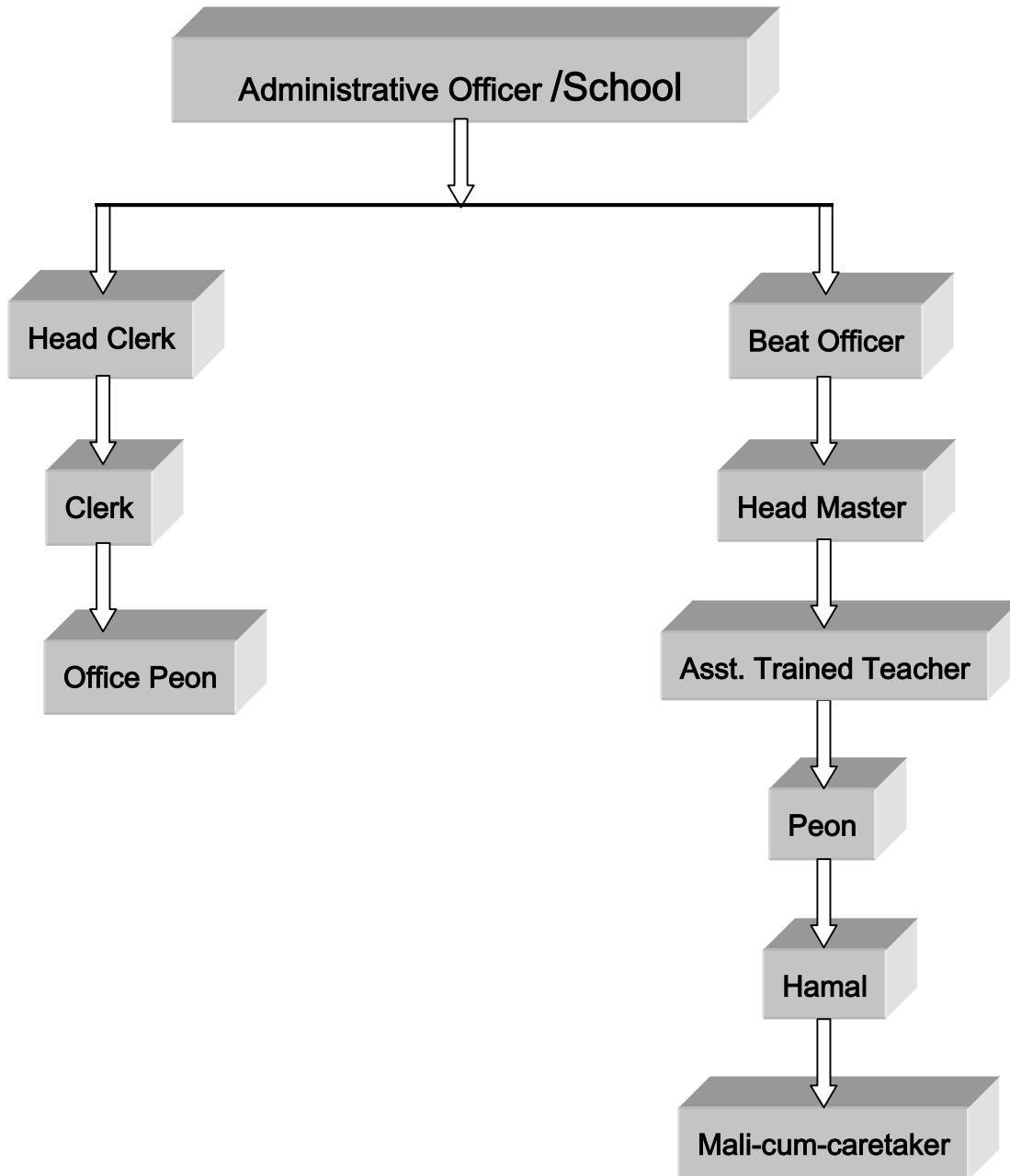
Information of Duties & Delegation of Powers of Administrative Officer(School) T-Ward

1	Name of the Department	Administrative Officer (School) T-Ward
2	Address	T-Ward Office, Brihanmumbai Mahanagarpalika, 2 nd floor, Room No.42, Five Roads, Mulund (West), Mumbai-400 080.
3	Name of the Head of Office	Shri. Kailashchandra M. Arya Administrative Officer (School) T-Ward
4	Office time, Phone No. & E-mail for urgent work	Monday to Friday: 10.00 am to 06.00 pm (Lunch Time1.30 to 2.00 pm) Saturday & Sunday, holiday Phno.022-25645291 Ext.338,339 Email: aosch.t@mcgm.gov.in
5	Head of the Department	Education Officer
6	Reporting office	Dy.Education Officer (Zone-6)
7	Geographical Jurisdiction	T-Ward is bounded by the Goregaon Mulund Link Road in South, Mulund Check Naka (boundry Nala) in North-Side, Mumbai Airoli Check Naka / Hariom Nagar in East side and Sanjay Gandhi National Park in West Side.
8	Vision	Establishment and progressive functioning and effective management of all the schools of Education Department of Municipal Corporation of Greater Mumbai as per RTE Act-2009.
9	Mission	Effective and progressive functioning and management of all the schools of Education Department of Municipal Corporation of Greater Mumbai as per the RTE Act-2009.
10	Aims and objectives	

11	Functions	To give visit to the schools and keep check on the functioning and management of schools smooth day to day operations and maintenance of school buildings.
12	Section Duties	<ul style="list-style-type: none"> • To supervise and Control over the work of Employees of the office of Administrative Officer (Schools) –T Ward. • To inspect the attendance of the employees. • Check all office related records. • To Keep checks on important papers, documents received from Honorable Municipal commissioner, Honorable Additional Municipal commissioner and Deputy Municipal commissioner. • To Keep & updates records of audit note made by auditors and clear the audit note. • Maintain office discipline. • To give the answers to the questions raised by various unions. • To guide the employees and grant their leaves. • To provide information and give answers to the letters received under RTI Act-2005. • To conduct regular visits, as and whenever required in all MCGM Schools
10	Details of Services provided to Public (in brief)	To grant permission to use Municipal School Halls and class rooms for Social & Educational programs on rental basis as per the guidelines provided by MCGM Education Department
11		Office time 10.00 a.m. to 06.00 p.m. PhoneNo.–022-25645291Ext. 338/339 E-mail- " aosch.t@mcgm.gov.in "
12	Weekly Holidays	Saturday, Sunday

Section 4 (1) (B) (i)
MANUAL No. 1 – Chapter 2
YEAR 2022-23

PARTICULARS OF ORGANIZATIONAL FUNCTIONS



Section 4 (1)(B)(ii)

Manual 2

Year 2025-26

**Powers of the employees under the office of the Administrative Officer
(Schools) T-ward**

Sr. No.	Designation	Powers	Under related law/act/rule/order /G.R.	Remarks
1.	Administrative Officer	1. Financial Powers to Sanction the bills upto Rs.Five Thousand Only.	Municipal Service Rules- 1989	
		2.Administrative Powers: <u>Administrative Officer (school)</u> <ul style="list-style-type: none">• To approve/grant the leaves of the employees of the A.O. (Schools).• To sanction their financial demands• Take information compliance made by staff.• To check the portfolios of the employees under this office.• To set the primary/departmental inquiries against employee if it is necessary.• To sanction the pay sheets, Effective, and contingencies and other bills of the schools working under this office.	Municipal Service Regulation Act 1989	

		<ul style="list-style-type: none"> • To transfer or depute Peon and Hamal in the schools running under this office. • To expedite the matter of physical facilities of schools such as getting the repairs done to municipal Owned, rented, rent free school buildings. • To communicate / correspondence with various bodies of the government, semi- government and with public. • To issue the salary and service certificates to the employees. • To finalize and approve the school contingency amount. • To place indent with the controller of Stores for annual requirements, Clothing, Water-proof Coats etc.& to place indent with the Stores articles to schools and school staff • To certify pay bills, effective certificates and contingencies bills and other bills pertaining schools. • To sanction changes in the names of employees and changes in the names, caste, birth dates of pupils. • To sanction advance out of P.F. • To allow staff to subscribe to N.C.P.F. • To sanction provident fund final claims and sanction non refundable provident fund advance to school staff 	<p>Municipal Service Regulation Act 1989</p>	
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		<ul style="list-style-type: none"> • Maintenance of establishment records pertaining to all employees in the ward including seniority list, etc. • Preparation & submission of superannuation list of the school staff. • Counter signing school leaving certificates. • To pay educational visits to schools • To write the confidential history sheets of employee working under him • To issue purchase orders, and to certified the bills etc. <p><u>Inspector Of School:</u></p> <ul style="list-style-type: none"> • To pay one surprise visit to one of the schools in the Beat during a week and to pay educational visit regularly and give educational guidance to teachers. • To conduct inspection of teachers and class work. • Checking of lesson notes, assignments, pupils, progress record, and sample checking of correction work done by teachers. • Helping and guiding schools in organizing educational as well as co-curricular and cultural activities. • To guide and supervise over the effective use of teachers and students libraries. • To organize seminars, elocution competitions, demonstration lessons, orientation of teachers 		
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		<p>etc. for the best.</p> <ul style="list-style-type: none"> • To write confidential history sheets of Head Teachers and Teachers • Checking of dead stock and other school registers. • Verify and Checking School G.R. • Recommending teachers for 'Teachers' Awards"/State Award/National Award. • To make adjustment of teachers and send the requirements of teachers • To give educational guidance to Head Teachers and teachers by holding periodical meetings. • To check/verify charge reports and fix responsibility for the shortage, deficit etc. • To check monthly returns of schools, to consolidate the information and prepare readjustment statement for the Beat. • To motivate the teaching staff to be up-to-date in their knowledge, to be efficient in their duties and to raise the standard of education. 		
		3. Magisterial rights:-----Nil----		
		4. Quasi-Judicial Rights:-----Nil----		
		5. Judicial Rights:-----Nil-----		

Section4 (1)(B)(iii)

Manual-3

Year 2025-26

The procedure followed in the decision-making process, including channels of supervision and accountability in the office of the Administrative officer (Schools)T Ward.

Administrative Officer (Schools) T-Ward does not take any decision in public affairs.

1. Nature of the work:-
2. provisions
3. Related laws / Act:
4. Rules:
5. Government Resolutions:
6. Circulars:
7. Office orders:

Sr.no.	Nature of the work	Steps involved	Time limit	The role and responsibilities of the officers and employees with respect to given work	Remark
-	-	-	-	-	-

Section 4(1)(B)(iv)

Manual-4

Year 2025-26

**Financial and physical aims / objectives set for discharge of its functions in
the office of the Administrative Officer (schools) T ward**

Monthly / Quarterly / Half yearly Objectives / targets:--Nil--

Sr.No.	Designation	Work	Physical Aims	Financial Aims	Period	Remarks
1.	Administrative Officer	Administrative work	NIL	NIL	NIL	NIL

Section 4(1)(B)

(v) Manual-5

Year 2025-26

The General Rules & Regulations held by it or under its control or used by the employees while discharging duties.

1 Administrative officer (Schools)

Sr.no.	Subject	GR /circulars/office orders/Rules/ No- tifications issued wide no and date	Remark
1.		1. Municipal Service Rules 2. Provident Fund Act 3. Pension Act 4. Industrial Dispute Act 5. Right to Information Act.	

1) Expenditure

Sr.no.	Subject	GR/circulars/office orders/Rules/ Notifica- tions issued wide no and date	Remark
1	To sign on bills	To sign on certificates & bills which are sent from the department of City Engineer	
2	Renewal of railway passes of employees	Obtain permission of Hon. Commissioner to renewal of railway pass	
3	To conduct final / annual examination & to declare results		

2) Revenue

Sr.no.	Subject	G.R./circulars/office orders/Rules/ No-tifications issued wide no and date	Remark

3) Inward-Outward

Sr.no.	Subject	G.R./circulars/office orders/Rules/ No-tifications issued wide no and date	Remark

4) Citizen Facilitation centre

Sr.no.	Subject	G.R./circulars/office orders/Rules/ No-tifications issued wide no and date	Remark

Section 4 (1)(B)(vi)

Manual No.6

Year 2025-26

Statement of categories of documents that are held and under the control of the office of the Administrative officer (schools) at the office of the Assistant commissioner-T Ward

1. Education Department

Sr. No.	Subject	Type of Document/File/ Register	File No./ Register No.	Particulars Record Class	Period/ Duration of preservation
1)	1. Employee's attendance Muster & Paysheets 2. Confidential Report 3. Authorization Letters 4. Service Seniority List 5. Service books of employees	Documents			
2)	1 Bills and claims (Leave Encashment, Exgretia, provident fund claims, Appointments/Transfer/Promotions/Confirmation	Documents Files			
3)	1. Leave applications 2. Overtime Allowances Register 3. Correspondence with employees	Documents			
4)	1.Documents of Enquiry 2 Documents of Disciplinary actions taken 3.IncomeTax Register 4. Advance Loan from Provident fund	Documents Files			
5)	1. Temporary Appointment	Documents			
6)	1.Leave applications 2.Complaints and others	Documents			

2. Expenditure

Sr.No.	Subject	Type of Document/File/ Register	File No. / RegisterNo.	Particulars Record Class	Period/ Duration of preservation

3. Revenue

Sr.No.	Subject	Type of Document/File/ Register	File No. / RegisterNo.	Particulars Record Class	Period/ Duration of preservation

4. Inward-Outward

Sr.No.	Subject	Type of Document/File/ Register	File No. / RegisterNo.	Particulars Record Class	Period/ Duration of preservation

5. Citizen Facilitation center

Sr.No.	Subject	Type of Document/File/ Register	File No. / RegisterNo.	Particulars Record Class	Period/ Duration of preservation

Categories of documents that are held by Education Department are as under

Class	Duration
A	Permanent
B	30 Years
C2	15 Years
C1	10 Years
C	5 Years
D	1 Years

The details of the above classification of record are available in Education Department,
Curry Road Office, Mumbai – 400 013

Section 4 (1)(B)(VII)

Manual. VII

Year 2025-26

Particulars of any arrangement that exists for consolation with the members of public in relation to the formulation of policy and implementation of the office of the Administrative officer (schools) T- Ward.

No decision has been taken regarding the policy making in the office of the Administrative Officer (Schools) T-ward. Therefore question does not arise for the same.

Section4 (1)(B)(VIII)

Manual No.VIII

Year 2025-26

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

1 M.C.G.M. has created a prabhag samiti(ward committee) to address grievances of citizens, to provide basic services at T-ward as below:

Sr. N	Name of the committee/board/council/other bodies	Composition of committee/board/council/other bodies	Objectives / purpose of committee/board/council	Frequency of meeting	Whether meeting open to public or not	Whether minutes of meeting are available for public or not	Minutes available at
1	T Ward Prabhag Committee	Councilors in T ward	To see the working	Once in a month or on notice of President	No	Yes.	Asst. Munl. Secretary of T Ward

1. Meetings are held to resolves the complaints of sexual harassment

Sr.No.	Name of the committee/ board/council/ other bodies	Composition of committee /board/councils/ other bodies	Objectives/purpose of committee / board/ council	Frequency of meeting	Whether meeting open to public or not	Whether Mi- nutes of meeting are available for public or not	Minutes available at
1	Committee for the prevention of sexual harassment	MCGM School Level Ward Level Zone Level	To stop/prevent the sexual harassment at schools / office / work place	Monthly or as per the directive of the chair- man of the committee		Yes	

Section 4(1)(B)(IX)

Manual- IX

Year 2025-26

Directory of officers and employees at the office of the Administrative officer

(Schools) T-Ward

The details of the Employees , their contact no. Pay and Pay Scales

Sr. No.	Designation	Name of the Officer/Employees	Class	Date of joining the service	Contact No.	Basic Pay	D.A.
1	Administrative Officer (Schools)	Shri. Kailashchandra M. Arya	BII	02.02.2009	022-25645291Ext 338/339, email id. Aosch.t@mcgm.gov.in	77300	40969
2	School Inspector	Shri. Ramesh Adgale	CIII	03.02.1992	022-25645291Ext 338/339	75500	40015
3		Smt. Reoo Sabale	CIII	15.07.1997	022-25645291Ext 338/339	69900	37047
4	Head Clerk	Shri. Jaywant Sawant	CIII	25.09.1990	022-25645291Ext 338/339	65100	34503
5	Clerk	Shri. Naresh Sureshrao Tekale	CIII	16.04.2012	022-25645291Ext 338/339	37500	19875
6		Smt. Priti Ashok Garud	CIII	01.06.2015	022-25645291Ext 338/339	34300	18179
7	Office Peon	Smt. Vanita Patil	D	08.05.2006	022-25645291Ext 338/339	35000	18550

Section 4 (1)(B)(X)

Manual- X

Year 2025-26

Pay, Pay Scale and allowances of Employees and officers at the office of the Administrative Officer (Schools) T-ward

The detail information of Pay, Pay Scales and Allowances are given Section 4 (1)(B) (IX), Manual-IX

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Section 4(1)(B)(XI)

Manual- XI

Year 2025-26

The budget allocated to the office of the Administrative officer (Schools) T-Ward at the Hon. Assistant Commissioner T-ward indicating the particulars of all allocation and expenses amount for the period of 01.04.2025 to 31.03.2026

Details of administrative officer (School) 'T' ward.

Format A current year 2025-26

SR.NO	Budget Head Description	Consumable Budg	Consumed Budget	Remarks
1	'E' Budget (pri +mps)			

Format B Previous year 2024-25

SR.NO	Budget Head Description	Consumable Budg	Consumed Budget	Result
1	'E' Budget (pri +mps)	405,842,758.00		

Section 4 (1)(B)(XII)

Manual- XII

Year 2025-26

**The system for the disbursement at the office of Administrative Officer (Schools) T-
Ward at the Assistant Commissioner T-ward**

-----NIL-----

Section 4(1)(B)(XIII)

Manual- XIII

Year 2025-26

The particulars of recipients of concession, permits or authorizations granted by the office of Administrative officer (Schools) at the Assistant Commissioner T- ward

From the office of the administrative officer (schools) at the Assistant commissioner T-ward, No concessions, permissions or authorization letters has been issued to any citizen. The detail is **Nil**.

Section 4(1)(B)(XIV)

Manual- XIV

Year 2025-26

Details with respect to the information available/held/reduced in an Electronic form.

1.)

Sr. No.	Type of Documents/File/ Register	Sub Topic	In which electronic format it is kept	Person in-charge
1	Nil	Nil	<div><div>1 Tape</div><div>2 Photo fith (Film)</div><div>3 CD</div><div>4 Floppy</div><div>5 Others</div></div> <div>As above any information is not in Record</div>	

2. Expenses

3. Revenue

4. Inward-outward

5. Civic Facilities

Section 4(1)(B)(XV)

Manual- XV

Year 2025-26

सहाय्यक आयुक्त टी विभाग येथील प्रशासकीय अधिकारी (शाळा) विभाग या सार्वजनिक प्राधिकरणात उपलब्ध असणारी माहिती नागरिकांना पुरविण्यासाठी उपलब्ध असलेल्या सुविधा

1. Visiting days/hours for public	Tuesday & Friday during Office hours
2. Information of website	
3. Information of Call centre	NIL
4. Information regarding checking of records	Time 10.00 a.m. to 6.00 p.m.
5. Information regarding checking of works	Time 10.00 a.m. to 6.00 p.m.
6. To get the forms and formats	Time 10.00 a.m. to 6.00 p.m.
7. Information regarding Notice Board	Available at display board at the office of the Administrative Officer (Schools) T- Ward
8. Information about Library	9869751241, 9819397942
9. Information about Enquiry/Reception	NA
10. Information regarding contact nos. after office hours	Mobile No.-9833272699, 9699892252
11. Information regarding Emergency Contact Phone No.	Phone No.-022-25645291 Ext.338/339

Section 4(1)(B)(XVI)

Manual- XVI

Year 2025-26

**Information of Public Information Officer, Assistant Public Information Officer &
First Appellate Officer for the office Administration Officer (School)/T-Ward at
the office of Assistant Commissioner T-ward**

Format "C"

Sr. No.	Name of Public Information Officer	Designation	Jurisdiction as PIO under RTI	Address & Phone No.	E mail ID	First Appellate Officer
1	Shri. Kailashchandra M. Arya	Administrative Officer (School) T ward	Administrative Officer (School) T ward	Office of Assistant Commissioner, 2 nd Floor, 'T' Ward, Lala Devidayal Road, Near Paanch Rasta, Mulund(West), Mumbai – 400 080., Contact No.022-25645291 Ext.338/339	Aosch.t@mcgm.gov.in	Shri. Ajay Kusum Rambhau Patane Asst. Munl. Commissioner T Ward

Format“D”

First Appellate Officer

Sr. No.	Name of the First Appellate Officer	Designation	Jurisdiction of First Appellate Officer	Address & Phone Nos.
1	Shri. Ajay kusum Rambhau Patane	Asstt. Munl. Commissioner T Ward	Office of the Assistant Com- missioner T- ward	Office of Assistant Commission- er, 1 st Floor, 'T' Ward, Lala Devidayal Road, Near Paanch Rasta, Mulund (West), Mumbai – 400 080. Phone No. 022-25645291

Section 4(1)(B)(XVII)

Manual- XVII

Year 2025-26

Such other information as may be prescribed at the office of Administrative Officer (Schools) at the Assistant Commissioner T-ward

Other information as may be prescribed at the office of Administrative Officer (Schools) at the Assistant Commissioner T- ward is **Nil**