



BRIHANMUMBAI MAHANAGARPALIKA

Section 4 (1) (b) Manuals Act as per provision of RTI
Act, 2005 of T Ward

ENCROACHMENT DEPARTMENT

Address Office of Senior Inspector
(Encroachment) T Ward
2nd Floor, Room No. 56,
Lala Devi Dayal Marg,
Mulund (W) Mumbai- 400 080.

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PREAMBLE

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 gave 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 Sr. Inspector (Encroachment), "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 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 citizen & 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 Senior Inspector (Encroachment), "T" ward whose office is situated at "T" ward office, Room No. 43, 2nd floor, Lala Devi Dayal Road, Mulund (W), Mumbai 80. The procedure and fee structure for getting information is as per the provisions of RTI Act, 2005.

Senior Inspector (Encroachment),
"T" ward

Sr, No.	Section 4 (1) B Sub Clauses	Description of the Chapter's Contents	Page No.
		Introduction	4
1	4 (1) (b) (i)	Particulars of Organization, Function and Duties	5-8
2	4 (1) (b) (ii)	Powers and Duties of Officers and Employees	9-13
3	4 (1) (b) (iii)	Procedure followed in Decision Making Process including Channels of supervision and accountability	14-15
4	4 (1) (b) (iv)	Norms set for discharge of its functions	16
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	17
6	4 (1) (b) (vi)	Statement of categories of documents that are held and under the control of the office of Senior Inspector (Encroachment)T/ ward.	18
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.	19
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 far 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.	20
9	4 (1) (b) (ix)	Directory of the officers and employees	21
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.	22-23
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.	24-25
12	4 (1) (b) (xii)	The manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programs.	26
13	4 (1) (b) (xiii)	The particulars of recipients of concession, permits or authorizations granted by department.	27
14	4 (1) (b) (xiv)	Details in respect of the information available to or held by it, reduced in an electronic form.	28
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	29
16	4 (1) (b) (xvi)	The names, designations and other particulars of the Public Information Officers	30-32
17	4 (1) (b) (xvii)	Such other information as may be prescribed.	33

INTRODUCTION

Upto 1970 hawkers' licences were granted under section 313 (A) / 313 (B) of Mumbai Municipal Corporation Act 1888. Licences were granted for hawkers hawking on roads and footpaths, licences for Cobblers and P.C.O. Booths for blind / handicapped persons were liberally granted up to the judgment date i.e. 30th July, 2004 of Hon'ble Supreme Court. However as per the orders of Hon'ble Supreme Court dated 30th July 2004 MCGM. is restrained from issuing any new licence to any person for doing any activity. While hearing the petition on the scheme of the "Hawking and Non Hawking Zones", the Hon'ble Supreme Court vide their order dated 12th February 2007, directed the State Government of Maharashtra to frame the Policy for hawkers based on the National Policy on Urban Street Vendors up to 31st May 2007. Accordingly, the State Govt. of Maharashtra formulated "Model Bye-laws" as per Government Resolution No.309 of 02.03.2009 and MCGM. was asked to formulate its own Bye-laws based on said "Model Bye-laws" for regulation of hawker in the City of Mumbai. Accordingly, the Municipal Corporation of Greater Mumbai has formulated Hawkers Bye-laws 2009 for which Corporation has accorded sanction vide C.R.No.1192 on 26.02.2010. As per the procedure laid down in "Model Bye-laws" of the State Govt. suggestions / objections on Bye-laws have been invited from the citizens of Mumbai, Hawkers Unions other Institutes and other concerned by giving Press Note and the scrutiny thereof is completed. Hearing on suggestions / objections is to be accorded by the Hon'ble Mayor and necessary changes will be incorporated in the Bye-laws after hearing the suggestions / objections and will be placed again before the Corporation for sanction. On receipt of the Corporation's sanction, these bye-laws will be submitted to the State Govt. for final approval. On receipt of approval from State Govt., the same will be implemented by the MCGM in the Greater Mumbai. However, State Govt. vide letter dated 25.06.2010 has informed the MCGM. that the suitable provision in M.M.C. Act is under consideration of the Govt. and on suitable provision in M.M.C. Act is made, the Hawkers should be finalized. Presently removal actions are being taken under section 314 (c) of Mumbai Municipal Corporation Act against unauthorized hawkers squatting on Municipal footpath / roads, even though the aforesaid procedure is going on.

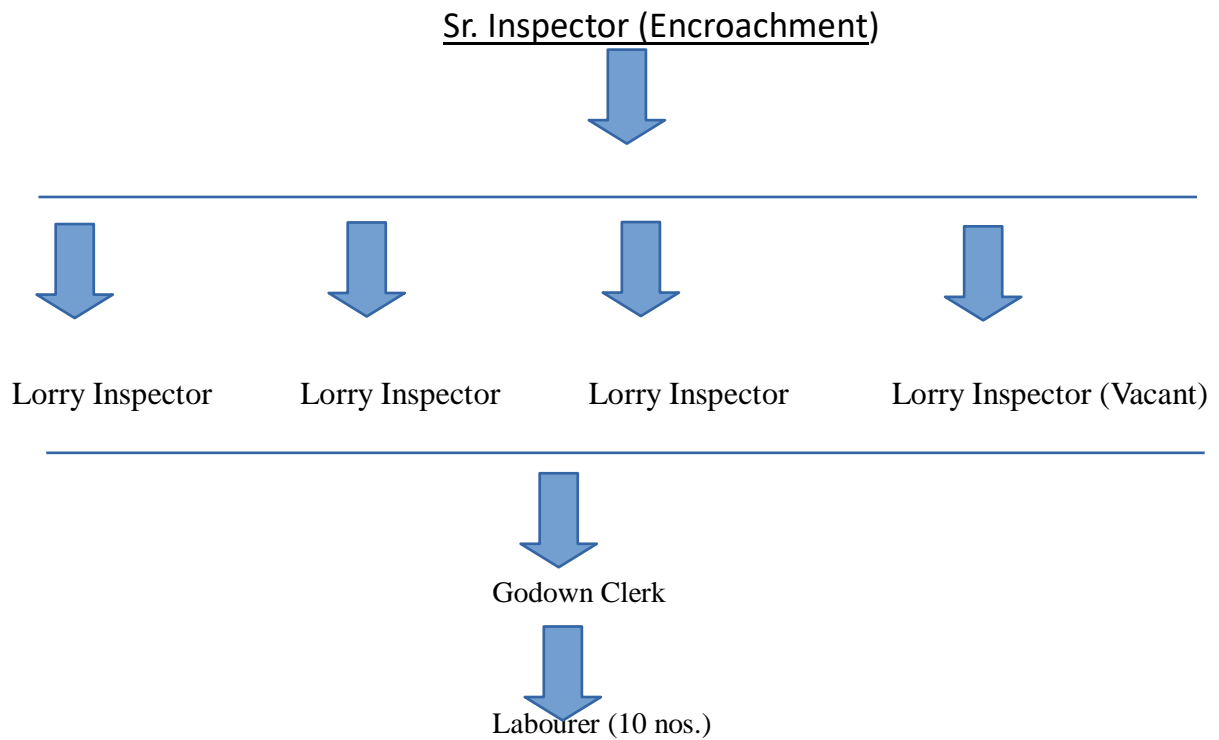
Section 4 (i) (b) (I)

The particulars of functions & duties of the public authority:-

1.	Name of Public Authority	Sr. Inspector (Encroachment)
2.	Address	R.No.56, 2nd floor, T Ward office Bldg, Lala Devi Dayal Road, Mulund (W), Mumbai:- 400080.
3.	Head of the Office	Sr.Inspector (Encroachment)
4.	Parent Govt. Deptt.	Superintendent of Licences
5.	Reporting to which Office	Assistant Commissioner T
6.	Jurisdiction Geographical	T Ward is bounded by the Thane Check Naka To Airoli on the East, Mulund Goregaon Link Road, Sonapur Junction to Mulund Check Naka on West side.
7.	Mission	1.To removed encroachment u/a hawkers on Footpath, Gutters, Roads, Streets. 2.Remove u/a eatable hawkers
8.	Vision	1. To keep Roads, Footpaths free form u/a hawkers 2. To keep areas like Hospitals, Railway Station, Schools, Religious Places free from u/a hawkers. 3. Prepare Hawking & Non-Hawking Zones & shift the hawkers according in the area where the hawking zones are provided by the three members committee.
9.	Objectives	To keep Roads, Footpath hawkers free. Maintain the hawking & non hawking zones as prescribed by the three members committee
10.	Functions	1. To take encroachment removal action against u/a hawkers 2. To keep Roads, Streets, footpaths around near Hospitals, Schools, Railway Station, Religious Place hawkers free. 3. To carry out the Public Auction Sale of unclaimed non perishable goods within specific time limit. 4. To remit the redemption amount daily in CFC. 5. Keep the records of plastic carry bags below 50 microns deposited in godown by several authorities i.e. Security Dept., Lic. Dept., S&E dept. 6. To deposit the gas LPG cylinders seized during the ER action.

		<p>7. To keep track record of Banners, Posters, Boards, Glow Signed Boards etc. removed / seized during the removal action.</p> <p>8. Submit reports of Handcarts sized removal of Eatable Hawkers, Tobacco selling actions near educational Institutes, complaint received & disposal during the week & month.</p> <p>9. Reply to all MCL / C, MCL /A/ B Complaints from Municipal Commissioner Office.</p> <p>10. Reply to all RTI applications.</p>
11.	Details of Services Provided	To keep Roads & Footpaths free from hawkers for pedestrians.
12.	Physical Assets	NIL
13.	Organization's Structural Chart	NIL
14.	Tel. No. & Office Timing	<p>Tel No:- 25645289-94/ 25617410 Ext:- 334</p> <p>Office Timing:- 10:30 AM to 5:30 PM (Monday to Friday) & 10:30 AM to 2:00 PM Saturdays</p>
15.	Weekly Holidays	Sunday & Public Holidays

Organization's Structural Chart



Section 4 (i) (b) (ii)

**The powers of officers and employees in the office of Sr. Inspector
(Encroachment):**

Sr No	Designation	Powers Financial	Under which legislation/rules/ orders/ & Rs.	Remarks
1.	Sr. Inspector (Encroachment)	Nil		
2.	Lorry Inspector	Nil		

Powers and Duties of Officers and Employees

The administrative powers, the financial powers and duties, etc. of officers and employees are as detailed below: -

DUTIES OF SR. INSPECTOR (ENCROACHMENT)

(Taking encroachment removal action against unauthorized hawkers.)

1. Except specific duties regarding licences under sections, other general duties prescribed above are vis-à-vis applicable to the Senior Inspectors in charge of encroachment removal.
2. They should check all the reserved areas by surprise and ensure regular payment of fees and compliance with the license conditions.
3. For unauthorized encroachments, hawkers, Senior Inspector is expected to take rigorous actions.
4. They are responsible for proper arrangements of vehicles, equipment on Roads/ footpath etc. and regular marking of muster rolls of labour staff under them.
5. They are responsible for prompt removal of unauthorized encroachments from Public Street by supervising the encroachment removal work of the Lorry Inspectors.
6. They are fully responsible to prepare reports required for hawking / non hawking zone scheme as per Hon'ble Supreme Court's judgments under Special Leave Petition No. 4156-4157 of 2002.
7. They have to follow instructions / directions as per Hon'ble Supreme Court's judgments dated 9.12.2003, 30.7.2004, 1.4.2005 and orders of S.L. / D.M.C. / A.M.C. (City).
8. To reply to the applications received under Right To Information Act 2005.

Duties of Lorry Inspector (Encroachment Removal)

1. He should attend to complaints promptly and report compliance within 24 hours to the Sr. Inspectors.
2. He should remove unauthorized banners, posters, board, etc. daily with the help of Advertisement Inspector of respective ward.
3. He should take vigorous actions against unauthorized hawkers and keep the areas under his jurisdiction clean. His fieldwork should be of active, extensive and driving with a view to preventing nuisance of unauthorized hawkers on Municipal Roads and Footpaths.
4. He should see that all the goods seized by encroachments removal action are properly weighed and entered into the registered before the redemption.
5. He should attend to auctions sales.
6. He should see that the Labour staff under him work properly and attend to the duties regularly.
7. To maintain separate register to enter complaints received regarding encroachment of unauthorized hawkers and to take removal action.
8. He should keep field book of day-to-day work of encroachment removal action.

DELEGATION OF POWERS TO SR. INSPECTOR (ENCROACHMENT)

Under Section 68 of the Mumbai Municipal Corporation Act 1888 Sr. Inspector (Encroachment) 'T' ward is hereby empowered to exercise, perform and discharge under the control and subject to the revision of the Commissioner, the several powers, duties and functions conferred or imposed upon or vested in the Commissioner by the several Sections, Sub-Sections and Clauses of the said Act herein below mentioned :-

EXPLANATION :- The entries in the second column of the below table headed 'Nature of powers' etc. are not intended as definitely described in Sections, Sub-Sections and Clauses mentioned in the first column or even as abstracts of those sections, sub-sections and clauses, the numbers of which are given in the first column.

Sr. No	Nature of Powers, Duties and Functions delegated
1	Except specific duties regarding licenses under section, other general duties prescribed above are vis-à-vis applicable to the Senior Inspectors in charge of encroachment removal.
2	They should check all the reserved areas by surprise and ensure regular payment of fees and compliance with the license conditions.
3	For unauthorized encroachment, hawkers, Senior Inspector is expected to take rigorous actions.
4	They are responsible for proper arrangements of vehicles, equipments on Roads/ footpath etc and regular marking of muster rolls of labour staff under them.
5	They are responsible for prompt removal of unauthorized encroachments from Public Street by supervising the encroachment removal work of the Lorry Inspectors.
6	They are fully responsible to prepare reports required for hawking/ non hawking zone scheme as per Hon' ble Supreme Court" s judgments under Special Leave Petition No. 4156-4157 of 2002.
7	To reply to the applications received under Right To Information Act 2005.
8	They have to follow instructions /direction as per Hon' ble Supreme Court" s judgments dated 9.12.2003, 30.7.2004, 1.4.2005 and order of SL/DMC/AMC (City.).

Section 4 (1) (b) (iii)

The Procedure followed in the decision- making process, including channels of supervision and accountability in the office of Sr. Inspector (ENCROACHMENT)

NAME OF ACTIVITY - Action against unauthorized Hawkers

Related Provisions - Under section 314 of MMC Act.

Name of the Acts/Acts - MMC Act 1888

Rules -

Govt. Resolutions -

Circulars -

Office Order - Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/ officer in connection with each activity. (mention designation)	Remarks
1	Action against unauthorized Hawkers	1) To make arrangement of proper vehicle. Tools, equipment for Encroachment Removal action on roads & footpaths 2) Arrange sufficient staff for E/R action 3) Arrange joint actions with other deptt. if necessary regarding ER action 9) To keep record of plastic carry bags	1to3 days 1to3 days	Sr. Inspector (ENCROACHMENT)	

2	Removal of Advt. Boards/ banners	1) To remove unauthorized boards/banners etc. daily with help of advt. inspector 2) To keep all record of removal unauthorized boards/banners in redemption register & report the same to SL Office daily	Within 24 Hours	Lorry Inspector
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Section 4(i)(b)(iv)

Norms set for discharge of its functions in the office of Sr. Inspector

(Encroachment) at 'T' ward

Organizational Targets (Annual)

Sr. No.	Designation	Activity	Financial Targets (in Rs.)	Time Limit	Remarks
1	N I L	N I L	N I L	N I L	N I L

Section 4 (1) (b) (v)

The rules / regulation related with the functions of Sr. Insp. (Encroachment)

Sr. No.	Subject	G.R. /Circular / Office order. Rule no. Notification etc. date.	Remarks if any
1	Redemption charges	SL/ 10 of 2011-12	
2	Auction sale	SL/ 44 of 1991-92 SL/26 of 2001-02 SL/09 of 2003-04 SL/2367/Acct dated 15/05/2012	
3	Private vehicle tender	AMC/City/6041 dated 5/7/2013	

Section 4 (1) (b) (vi)

Statement of Categories of documents held in the office of

Sr. Inspector (Encroachment), T Ward Sr. No	Subject	Type of Document/ file or register	File No. or Register No.	Particulars	Periodicity of Preservation
1	Redemption Register	register	Entries of seized goods with redemption charges		Permanent
2	Auction sale file	File	Public auction sale of Non perishable unclaimed goods		Permanent
3	Receipt book	Book	Redemption charges taken		Permanent
4	Remittance book	Book	Particulars of payment		10 years
5	Remittance receipt	File	Acknowledgment of remittance charges		10 years
6	Audit Note	File	Short recovery of redemption charges		10 years
7	R T I Register	Register	Reply to party		10 years
8	Complaints register	Register	Written complaints		5 years
9	Muster Roll & Effective report	Register and File	Daily & Monthly attendance		Permanent
10	Private vehicle tender file	File	Periodical tender of Pvt. Vehicle for Encroachment		5 years
11	Plastic seized report book	File	Plastic carry bags report		5 years
12	Establishment file	File	Employees leave record & transfer order		5 years

Section 4(i)(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 Sr. Inspector (Encroachment) at T ward

Sr. No.	Consultation for	Details of the mechanism	Under which Act / Rule / Circular	Periodicity
N I L	N I L	N I L	N I L	

Section 4(i)(b)(viii)

Statement of Boards, Councils, Committees or Other bodies							
Sr. No.	Name of the Committee Board / Council / Other bodies	Composition of Committee Board / Council / Other bodies	Purchase 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
	NIL	NIL	NIL	NIL	NIL	NIL	

Section 4(i)(b)(ix)

Directory of the officers and employees						
Sr. No.	Designation	Name of the officer / employee	Cadre	Date of joining the post	Date of joining in T Ward	Contact details (Phone / Fax / Email)
1	Sr. Inspector	Mr. Santoshkumar R. Pal	B	18.08.1995	11.10.2024	022-25645291
2	Lorry Inspector	Mr. Sagar Mahadu Hatkar	C	17.04.2012	08.10.2024	022-25645291
3	Lorry Inspector	Mrs. Neha Tushar Wagh	C	03.10.2016	08.10.2024	022-25645291
4	Lorry Inspector	Mrs. Dhanashree Gurdatta Shetty	C	13.04.2012	08.10.2024	022-25645291
5	Godown Clerk	Mr. Dashrath Kisan Zakhere	C	25.11.1993	31.12.2020	022-25645291
6	Labour	Mr. Rajesh Y. Shejwal	D	01.05.1995	03.07.2023	022-25645291
7	Labour	Mr. Chandrakant L. Kamble	D	15.05.1995	02.08.2023	022-25645291
8	Labour	Mr. Subhash D. Patil	D	29.03.2005	08.11.2024	022-25645291
9	Labour	Mr. Dipak A. Chouthmal	D	11.09.2017	09.11.2024	022-25645291
10	Labour	Mr. Baban Adhal	D	30.04.2005	26.11.2024	022-25645291
11	Labour	Mr. Ravindra L. Lakhan	D	03.04.1991	10.12.2024	022-25645291
12	Labour	Mr. Chandrakant V. Kakad	D	01.09.1995	23.10.2024	022-25645291
13	Labour	Mr. Sahebrao P. Pawar	D	10.10.2011	07.11.2024	022-25645291
14	Labour	Mr. Kailash S. Shinde	D	02.09.2011	15.10.2024	022-25645291
15	Labour	Mr. Siddharth D. Gholap	D	27.07.2000	27.07.2022	022-25645291

Section 4(i)(b)(x)

Details of remuneration of Officers and Employees in the office of Licenses

Department

Sr. No.	Name of the officer / employee	Designation
1	Sr. Inspector	Mr. Santoshkumar R. Pal
2	Lorry Inspector	Mr. Sagar Mahadu Hatkar
3	Lorry Inspector	Mrs. Neha Tushar Wagh
4	Lorry Inspector	Mrs. Dhanashree Gurdatta Shetty
5	Godown Clerk	Mr. Dashrath Kisan Zakhere
6	Labour	Mr. Rajesh Y. Shejwal
7	Labour	Mr. Chandrakant L. kamble
8	Labour	Mr. Subhash D. Patil
9	Labour	Mr. Dipak A. Chouthmal
10	Labour	Mr. Baban Adhal
11	Labour	Mr. Ravindra L. Lakhan
12	Labour	Mr. Chandrakant V. kakad
13	Labour	Mr. Sahebrao P. Pawar
14	Labour	Mr. Kailash S. Shinde
15	Labour	Mr. Siddharth D. Gholap

Section 4(i)(b)(xi)

Details of allocation of budget and disbursement made in the office of
_____ at _____ for the year _____

* Publish copy of the budget (in Rs.)

* Publish copy of grant distribution

Format A for current year

Sr. No.	Budget Head Description	Grant received	Planned use (Give details area-wise or work-wise in a separate form)	Remarks
	NIL	NIL	NIL	NIL

Details of allocation of budget and disbursement made in the office of
 _____ at _____ for the year _____

* Publish copy of the budget (in Rs.)

* Publish copy of grant distribution

Format B for previous year

Sr. No.	Budget Head	Grant received	Grants utilized	Grants surrendered	Results
	NIL	NIL	NIL	NIL	NIL

Section 4(i)(b)(xii)

Details of beneficiaries of subsidy programme in the office of _____

Name of the Scheme / Programme

For the year _____

Sr. No.	Name & Address of Beneficiary	Amount of subsidy / concession sanctioned
	N I L	N I L

Section 4(i)(b)(xiii)

Particulars of recipients of concessions, permits or authorizations granted in the office
of _____ at _____

Type of Licenses / Permission / Concession :

Sr. No.	Name of the Licensee	Licenses No.	Issued on	Valid up to	General Conditions	Details of the Licenses
This information is available on MCGM's website - www.mcgm.gov.in						

Section 4(i)(b)(xiv)

Details of information available in Electronic Form in the office of _____

Sr. No.	Type of Document / File / Register	Sub-Topic	In which electronic format it is kept	Person in charge
			1) i tape 2) Film 3) C.D. 4) Floppy 5) Any other	N I L

Section 4(i)(b)(xv)

**Particulars of the facilities available for citizens for obtaining information in the office
of “T” Ward.**

Sr. No.	Type of facility	Timings	Procedure	Location	Person In charge
1	Inspection of record under R.T.I.	3.00 p.m. to 5.00 p.m. on Tuesday & Thursday (Except Holidays) with prior appointment only	For inspection of records no fee for first hour will be charged. However, fee of Rs.5/- for each 15 minutes or fraction thereof will be charged thereafter.	Office of the Senior Inspector (Encroachment) “T” Ward Office Building, Room No.56, 2nd Floor, Lala Devi Dayal Rd, Mulund (W), Mumbai 80.	Senior Inspector (Encroachment), “T” Ward

Section 4(i)(b)(xvi)

Details of Public Information Officers in the jurisdiction of (Public Authority) in the office of Assistant Commissioner T ward

Public Information Officer (P.I.O.)

A

Sr. No.	Name of P.I.O.	Designation	Jurisdiction as PIO under RTI	Address / Phone No.	Email id for purpose of RTI	Appellate Authority
1	Shri. SantoshKumar R. Pal	Senior Inspector (Encroachment)	T Ward	Office of the Senior Inspector (Encroachment) "T" Ward Office Building, Room No.56, 2 nd Floor, Lala Devi Dayal Road,Mulund (W) Mumbai 400080.	-	Assistant Municipal Commissioner T Ward

Details of Public Information Officers in the jurisdiction of (Public Authority) in the office Assistant Commissioner T ward

A.P.I.O.

B

Sr. No.	Name of A.P.I.O.	Designation	Jurisdiction as PIO under RTI	Address / Phone No.
-	-	-	-	-

Details of Public Information Officers in the jurisdiction of (Public Authority) in the office of Assistant Commissioner T ward

Appellate Authority

C

Sr. No.	Name of Appellate Authority	Designation	Jurisdiction as PIO under RTI	P.I.O. reporting	Email id for purpose of RTI
1	Mr.Ajay Kusum Rambhau Patne	Assistant Municipal Commissioner "T" Ward	"T" Ward	Senior Inspector (Encroachment), "T" Ward	ac.t@mcgm.gov.in

Section 4(i)(b)(xvii)

Any other information of Public use

N I L
