

BRIHANMUMBAI MAHANAGARPALIKA

Senior Facilitator (Shops & Establishment) T-Ward

Room No. 31, 1ST
Floor, T-Ward Office,
Devidayal Road, Mulund (West),
Mumbai – 400 080

Right to Information Act, 2005

The information published under Section 4(1)(B) of
Right to Information Act, 2005

1. Organisation, Functions and Duties

1	Name of the Public Authority	BrihanMumbai Municipal Corporation Shops & Establishment Department, T-Ward.
2	Full Address	Room No. 31, 1 ST Floor, T-Ward Office,Devidayal Road, Mulund (West),Mumbai – 400 080
3	Head of the Section	Senior Faciliator
4	Under which Department	Chief Officer (Shops & Establishment) Department
5	To whom the reports of daily work is submitted	Assistant Commissioner (T-Ward) and Chief Officer (Shops & Establishment)
6	Geographical jurisdiction	T-Ward
7	Commitment	Effective implementation of Labour Laws for Welfare of the labourers.
8	Aim and Policy	Implementation of provisions under different labour laws as per directives of the Municipal Commissioner and Labour Commissioner
9	Achievement	To protect interest of employees while implementation of Labour Laws
10	Actual Work	To implement labour laws in the jurisdiction of Municipal Corporation of Greater Mumbai and to act as a mediator between Employer and Employee
11	Description of Services to the citizen	1) Issue new Registration Certificate(to establishments having 10 or more employees)-A/Form 2) Issue Intimations receipts (to establishments having 00 to 09 employees)-F/Form 3) Changes in A/forms issued –I /form. 4) Cancellation of Registration Certificate - Form J 5) Cancellation of Intimations receipts-Form-K
12	Immovable property	Not applicable
13	Organizational Chart of Authority	<p style="text-align: center;">Senior Facilitator (1)</p> <div style="text-align: center;"> <pre> graph TD SFS[Senior Facilitator (1)] --- H[] H --- F2[Facilitator(2)] H --- SA2[Shop Attenant (2)] H --- F2 style H width:0px,height:0px </pre> </div>
14	Office Timing	Time of Work 10.00am to 06.00 pm

	Telephone Number	Telephone No. 022- 5645290-94 Ext No. 342 Fax 5645290 Email id srinspt01.se@mcgm.gov.in
15	Weekly Holiday	All Saturday and Sunday

2. Powers and Duties of Officers and Employees

Sr.No.	Designation of Officer	Powers and Duties
1	Senior Facilitator	<p>Head of the Shops & Establishment Department in the Ward office and to see the administrative work and having responsibility of implementation of following Labour Laws.</p> <ol style="list-style-type: none"> 1. Maharashtra Shops & Establishment (Regulation of employment & Condition of Service) Act, 2017 2. Payment of Wages Act, 1936 3. Minimum Wages Act, 1948 4. Maternity Benefit Act, 1961 5. Workman compensation Act, 1923 6. Industrial Employment (Standing Order) act, 1946 7. Child Labour (Prohibition and Regulation) Act, 1986 8. Industrial Dispute Act, 1947
2	Facilitator	<p>To implement the following Labour Laws.</p> <ol style="list-style-type: none"> 1) Maharashtra Shops & Establishment (Regulation of employment & Condition of Service) Act, 2017 2 Payment of Wages Act, 1936 3 Minimum Wages Act, 1948 4 Maternity Benefit Act, 1961 5 Workman compensation Act, 1923 6 Industrial Employment(Standng Order) act, 1946 7 Child Labour (Prohibition and Regulation) Act, 1986 8 Industrial Dispute Act, 1947 9 To attend complaints subject to permission of A.C. T/Ward 10 To maintain court register, prepare summons ,
3	Shop Attendant	<p>The duties are as under –</p> <ol style="list-style-type: none"> 1 To arrange the Forms of registered establishment as per categories and to kept the same serially. 2 To attend field work along with Facilitator for implementation of the Act. 3 To attend the Court along with the Facilitator and to submit the required proof and witnesses in respect of the work 4 To serve summons and warrant 5 To carry out the other work entrusted by the Seniors from time to time

3. The Method of Decision Making as well as supervision and system of responsibility

Any administrative decision is not taken at Ward level. The information in this respect is available on the site of MCGM - www.portal.mcgm.gov.in and departmental manual of Chief Officer Shops & Establishment under Right to Information Act.

4. Norms fixed for performing self duties

Sr. No.	Nature of Work	Steps of Work	Expected Period	Role & responsibility of employees and officers for work and each step	Remarks (if any)
1	Minimum Visits	Not yet decided by Administration	For a month	Facilitator should work as per the norms fixed and to get the work done as per the norms is the responsibility of the Sr. Facilitator and Dy. Chief Facilitator	Norms not yet decided
2	Mass Raid	Not yet decided by Administration	For a Month	As per direction of State Govt. and Municipal Administration, implement the norms / policies declared.	Norms not yet decided
3	Court Cases	Not yet decided by Administration	For a Month	To get the work done as per the norms is the responsibility of the Sr. Facilitator and Dy. Chief Facilitator is responsible for supervision.	Norms not yet decided

5. Rules, Regulations, Suggestions, Booklet of Rules and record used by the employees for performing the duties

Sr. No.	Subject	No. and date of respective Govt. Resolution/Office Order/Rule / Gazette
1	1 Maharashtra Shops & Establishment (Regulation of employment & Condition of Service) Act, 2017 2 Payment of Wages Act, 1936 3 Minimum Wages Act, 1948 4 Maternity Benefit Act, 1961 5 Workman compensation Act, 1923 6 Industrial Employment (Standng Order) act, 1946 7 Child Labour (Prohibition and Regulation) Act, 1986 8 Industrial Dispute Act, 1947	Reference – MAHBIL/2009/31747

The above papers are available in the office of Senior Facilitator Shops & Establishment and Chief Officer Shops & Establishment. The additional information is available on the website of portal.mcgm.gov.in and departmental manual of Chief Officer Shops & Establishment under Right to Information Act.

6. Classification of Record

Sr.No.	Name of the Record	Category	Period of Preservation
1	Form A of Existing Establishment	A	Permanent
2	Form B of Existing Establishment	A	Permanent
3	C-Register prescribed under Maharashtra Shops & Establishment Act, 1948	A	Permanent
4	Certificate in form D – Middle & Office Copy	A	Permanent
5	Verified Form E	A	Permanent
6	Form A of Establishment Closed Down	B	30 Years
7	Form B of Establishment Closed Down	B	30 Years
8	Receipt Book	C-1	10 Years
9	Fees Remittance Book	C-1	10 Years
10	Offence Sheet	C	5 Years
11	Complaints	C	5 Years
12	Abstract of Facilitators	D	1 Year
13	Correspondence with Party	D	1 Year
14	Decided Cases vide Circular No. SL/6 Year 1966-67 dated 09.04.1966	D	2 Years
15	Rejected Form A and Form E	D	1 Year
16	G Diary or Field Book	D	1 Year
17	Correspondence received	D	1 Year

7 The system Available for discussion with public and submission of representation in respect of framing of policy and implimentation of the same

No System is used in Ward Office. So far as Shops & Establishment Act is concerned the Government of Maharashtra is appropriate Authority. Hence, the detail of this point is not available in this office.

- 8. A Statement of the Boards, Councils, Committees and other bodies consisting of two or more persons constituted as part of the department or for the purpose of its advice and as to whether meeting of these Boards are open to the public or the minutes of such meetings are accessible for public.**

No Board or Council is appointed for advice so far Shops and Establishments Department is concerned.

1. List of Officers and Employees

Sr.No.	Name of the Employee	Designation	Telephone No.
1	Vinayak B. Deollikar	Senior Facilitator	022-5645290
2	Madhav A. Bhangare	Facilitator	022-5645290
3	Sanjay L. Shelar	Facilitator	022-5645290
4	Vinay T. Kochrekar	Shop Attendant	022-5645290
5	Smt. Nanda N. Patole	Shop Attendant	022-5645290

10 Monthly wages of Officers and Employees as well as procedure for payment Of compensation as per provision in Rules of the Authority.

Sr.No.	Name of the Employee	Designation	Monthly Wages (as on 01.01.2025)
1	Vinayak B. Deolika	Senior Facilitator	
2	Madhav A. Bhangare	Facilitator	
3	Sanjay L. Shelar	Facilitator	
4	Vinay T. Kochrekar	Shop Attendant	
5	Smt. Nanda N. Patole	Shop Attendant	

The procedure for payment of compensation is prescribed as per Mumbai Municipal Service Rules 1999 (amended).

11. The Budget allocated to each of its agency indicating the particulars of all plans, proposed expenditure and reports on disbursement made.

The duties of this department are not related to any specific Plan of the Corporation. During the financial year 2014-2015 the following provisions are made for Shops & Establishment, S-Ward.

Sr.No.	Financial Head of Estimate	Financial Provision	Amount Utilised	Unutilised amount refunded
1	Contingency	-	-	-
2	Postage			

12. The procedure for implementation of program of financial assistant as well as amount disbursed and details of beneficiaries of such program

This department has not been assigned any program of financial assistant.

13. The details of persons to those facilities, permits or authorities are given

This department has not been given any facilities, permits or authorities.

14. The details of the information available in electronic system.

Computerized C-Register/H-register are available in Electronic System in Shops & Establishment Department T-Ward office.

15. The particulars of facilities available to citizens for obtaining information including the working hours of library or reading room, if maintained for public use.

Sr. No.	Available Facility	Timing	Procedure	Place	Responsible Person
1	Visiting Hours	Office Hours 10.00am & 02.30pm	Guidance of Official work and redressal of complaints and Grievances	T-Ward Office	Senior Facilitator
2	Website	Portal.mcgm.gov.in			
3	Information regarding available facilities for inspection of record	During Office Hours between 10.00am & 02.30pm	As per section 4(1)(B) of Right to Information Act, 2005	T-Ward Office	Senior Facilitator
4	The information regarding available facilities for inspection of work	During Office Hours between 10.00am & 02.30pm	Personal Visit	T-Ward Office	Senior Facilitator
5	The information regarding available facilities for obtaining samples	No necessity to obtained samples in this office record	-	-	-
6	Information of Library	No facility of Library	-	-	-
7	Facility available for obtaining information of enquiry counter/ window or reception.	Enquiry Counter/ Window or reception are not available	-	-	-
8	Information regarding contact facility after office hours	No contact facility is available after office hours but may be contacted email	-	-	-
9	Call centre	No facility of Call Centre	-	-	-
10	Information regarding disaster contacts	Disaster Section Telephone No. 022 25954000	Direct or Telephone	T-Ward	Assistant Commissioner
11	Information of Notice board	During Office Hours between 10.00am & 06.00 pm	-	T-Ward Office	Senior Facilitator

No library or reading room is maintained by this department. However, citizen can obtain required information by simple application to this department or by personal visit.

16. Names and designations of Public Information Officers and other details

Sr. No.	Name of the Public Information Officer	Designation	Jurisdiction as Public Information Officer	Full Address and Telephone No.	Email Id (For this Act)	Appellate Authority
1	Shri Vinayak B. Deollikar	Senior Facilitator	T-Ward	Room No. 31 first Floor,T-Ward Office, Devidayal Marg, Mulund(W), Mumbai-400 080.	Srinspt01.se@mcmgm.gov.in	Assistant Commissioner

17. Other information which is prescribed –

All information is available on the Website of Municipal Corporation of Greater Mumbai at portal.mcgm.gov.in and departmental manual of Chief Officer Shops & Establishment under Right to Information Act.