



BRIHANMUMBAI MAHANAGARPALIKA

Section 4 Manuals as per provision of RTI Act 2005 of 'S' Ward

ASSISTANT ENGINEER WATER WORK DEPARTMENT 'S' WARD

Address - 'S' Ward M.C.G.M. Office, 3rd Floor, Room No. 304, Near Mangatram Petrol Pump, L. B. S. Road, Bhandup (West), Mumbai – 400 078.

MUNICIPAL CORPORATION OF GREATER MUMBAI

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, 'S' 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), 'S' Ward whose office is situated at 'S' Ward M.C.G.M. Office 3rd Floor, Room No. 304, Near Mangatram Petrol Pump, L. B. S. Road, Bhandup (West), Mumbai – 400 078. 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 'S' Ward is a head of department at ward level in the Hydraulic Engineer's Department. Assistant Engineer water work 'S' Ward is under administrative control of Assistant Commissioner 'S' Ward.

Assistant Engineer water work 'S' 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 'S' Ward.

Assistant Engineer water work 'S' 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 'S' 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 'S' Ward.

(Shri. Subhash S. Shinde)
Assistant Engineer (Water Works)
'S' Ward (In Charge)

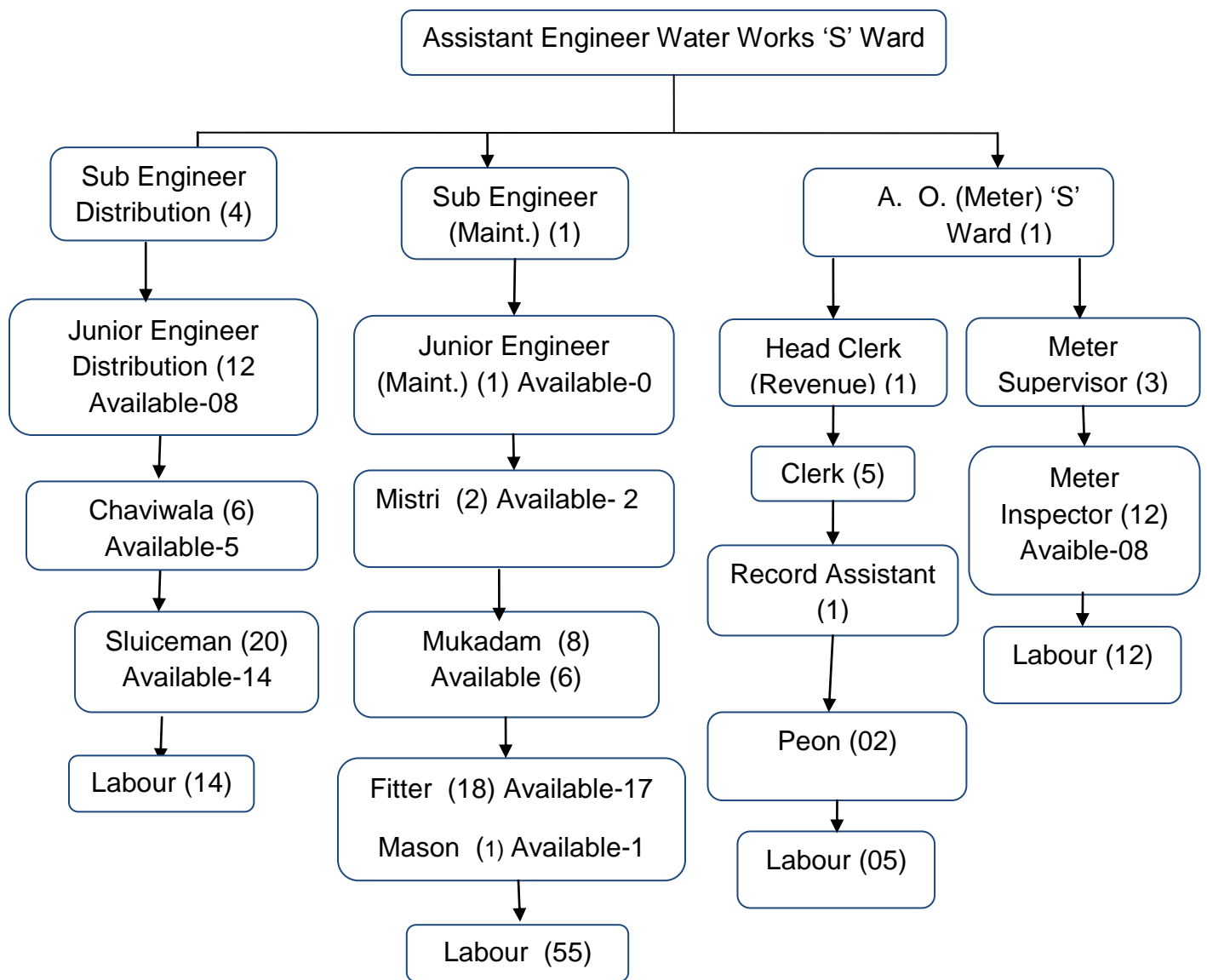
Section 4 (1) (b) (i)

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

1	Name of the Section	Office of Assistant Engineer, Water Works 'S' Ward.
2	Address	'S' Ward M.C.G.M. Office, 3 rd Floor, Room No. 304, Near Mangatram Petrol Pump, L. B. S. Road, Bhandup (West), Mumbai – 400 078.
3	Head of the office	Assistant Engineer Water Works 'S' Ward.
4	Parent Government Department	Hydraulic Engineer's Department.
5	Reporting to which office	1) Assistant Commissioner, 'S' Ward, 2) Office of Deputy Hydraulic Engineer (Eastern Suburbs), Ghatkopar Yard, Ghatkopar.
6	Jurisdiction Geographical	'S' Ward is bounded by East: National Park (Forest Deptt.and 'T' Ward office Boundry) West: Arabic Sea bank, North: R/South Ward office Boundry-Nursing Lane-Kranti Nagar-App Pada- Gandhi Nagar, South: P/South Ward Office Boundry- Chincholi Bunder Road-Upper Govind Nagar-Gen. Arunkumar Baidya Marg-East side of Film City.
7	Mission	"To provide adequate, safe and equitable water to the consumers in 'S' Ward's jurisdiction"
8	Vision	"To control on leakages, wastage & theft of water."
9	Objectives	"Distribution of potable water to the consumers in 'S' 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 'S' 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 'S' 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._____.
14	Tel. Nos. & office timings	Telephone no : 022-25947570 Extn : 275 Email : swardaeww@gmail.com / ae01ww.s@mcgm.gov.in Website : portal.mcgm.gov.in Office timing : (A) For Engineering Staff 8.00 a.m. to 12.00 noon & 2.30 p.m. to 5.30 p.m. (Monday to Friday). 08.00am to 12.00 p.m on Saturday. (B) For Billing Staff :-

		<p>10:30 a.m. to 05:30 p.m. (Monday to Friday and all Saturdays except 2nd & 4th Saturday)</p> <p>Lunch Hour : 01:30 p.m. to 02:00 p.m.</p> <p>(C) For Meter Section :-</p> <p>09:30 a.m. to 04:30 p.m. (Monday to Friday and all Saturdays except 2nd & 4th Saturday)</p> <p>Lunch Hour : 01:00 p.m. to 01:30 p.m.</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 Sundays and 2nd & 4th Saturday of each Month.</p>

Organisation's Structural Chart (Orgonogram):



Sr. No	Designation	Total Post			Charged Post			Vacant Post		
		Schedule	Non Schedule	Total	Schedule	Non Schedule	Total	Schedule	Non Schedule	Total
1	Assitt. Engg	1	NIL	1	1	NIL	1	NIL	NIL	NIL
2	Sub Engg.	3	2	5	3	2	5	1	NIL	1
3	Jr. Engg	1	11	12	0	8	5	1	3	4
4	Meter supervisor	3	NIL	3	3	NIL	3	NIL	NIL	NIL
5	Head Clerk	1	NIL	1	1	NIL	1	NIL	NIL	NIL
6	Clerk cum Typist	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL
7	Clerk	5	NIL	5	5	NIL	5	NIL	NIL	NIL
8	Meter Inspector	12	NIL	12	8	NIL	8	4	NIL	4
9	Peon	2	NIL	2	2	NIL	2	NIL	NIL	NIL
10	Record Attendant	1	NIL	1	1	NIL	1	NIL	NIL	NIL
11	Chaviwala	4	2	6	4	1	5	NIL	1	1
12	Sluice man	10	10	20	10	4	17	NIL	6	6
13	Pumber-II	1	1	2	1	1	2	NIL	NIL	NIL
14	Mason-II	1	NIL	1	1	NIL	1	NIL	NIL	NIL
15	Mistry-II	1	1	2	1	1	2	NIL	NIL	NIL
16	Fitter-II	7	11	18	7	10	17	NIL	1	1
17	Mukadam	4	4	8	4	2	6	NIL	2	2
18	Labour	53	65	118	27	59	86	26	16	39

Section 4 (1) (b) (ii)

The powers of officers and employees in the office of Assistant Engineer Water works 'S' 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.	Sub Engineer Distribution	NIL.		
3.	Sub Engineer (Manit.)	NIL.		
4.	Junior Engineer Distribution	NIL.		
5.	Junior Engineer (Manit.)	NIL.		
6.	Head Clark	NIL.		
7.	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 labour 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.	Sub Engineer Distribution	Nil.		
3.	Sub Engineer (Manit.)	Nil.		
4.	Junior Engineer Distribution	Nil.		
5.	Junior Engineer (Manit.)	Nil.		
6.	Head Clark	Nil.		
7.	Meter Supervisor	Nil.		

C

Sr. No.	Designation	Power- Magisterial	Under which legislation / rules / order / GRs	Remarks
		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 'S' Ward.

A

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

B

Sr. No.	Designation	Duties - Administrative	Under which legislation / rules / order / GRs	Remarks
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 20mm dia., certification of dry fittings upto 25mm dia. and new buildings upto 4th floor.	1)EE Mts (Rev.) /2553 / Circular dtd 1.01.2002 2)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.		
2.	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.		
3.	Sub Engineer (Manit.)	1. To carry out fieldwork such as repairs, maintenance of water main upto 300mm 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.		

4.	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.		
5.	Junior Engineer (Maint.)	1. To carry out fieldwork such as repairs, maintenance of water main upto 300mm 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.		
6.	Head Clerk	1. To assist AEWW 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.		
7.	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.		
8.	Meter Supervisor	1. To assist AEWW in the work metering section.		
		2. To supervise the work of Meter Inspector.		
		3. To check Meter Reading Book entries on random after visiting sites.		
		4. To report unauthorized water connections and misuse of municipal water.		
		5. To issue notices to consumer for replacement of non working meters.		
		6. To maintain dispute registers and stolen meter register.		
		7. To verify consumption and rates for preparation of water bills prior to approval by A.E.W.W.		
		8. 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.		
		9. To feed regularly necessary data to computer.		
		10. To observe scheduled program of meter reading.		
		11. To prepare various reports related to water dept.		
9.	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.		
10.	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.		
11.	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.		
12.	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.		
13.	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.		
14.	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.		
15.	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 'S' 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. 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. Electricity bill
4. Aadhaar 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 AEWV 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	AEVV	
		Preparation of Meter Card to proposal	2 days	Meter Supervisor / Meter Inspector	
		On the recommendation of AEWV, competent higher authority approves or rejects the water connection	7 days each level	EEVV/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	AEVV	
		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	10 days	S.E(Maint) /S E (D). / M.S.	

		Meter Reading Card.			
	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 Restoration.	After payment of pending bills by party and additional security deposit, if any and cutting making charges	4 days	H.C / M.S / SE(M) / JE(M)	

Section 4 (1) (b) (iv)

Norms set for discharge of its functions in the office of Assistant Engineer Water works 'S' 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)	

Section 4 (1) (b) (v)

The rules/ regulation related with functions in the office of Assistant Engineer Water works 'S' 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 / / Cir.	
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 'S'

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 'S' 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 'S' Ward.

-- NOT APPLICABLE --

Section 4 (1) (b) (viii)

Statement of Boards, Councils, Committees or Other bodies in the office of Assistant Engineer
Water works 'S' Ward.

---Nil--

G Budget Section 4 (1) (b) (ix)

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

SR. NO.	Designation	Name of the Officers/ Employees	Cadre	Dt. Of Joining the post	Dt. Of Joining in 'S' Ward	Contact Details Ph/Fax/ E-mail
1	ASST.ENGINEER	SHINDE SUBHASH S.	B	20.01.1992	15.07.2015	9930260438
2	SUB ENGINEER	THORAT AMOL ANAND	C	10.12.2008	20.01.2014	9773755386
3	SUB ENGINEER	CHOUDHARI PRADEEP KISAN	C	12.03.2007	03.08.2010	7798837665
4	SUB ENGINEER	ZANKAR RAVI MANOHAR	C	09.03.2009	21.02.2013	9619397343
5	SUB ENGINEER	YADAV LALASAHEB SOPAN	C	15.10.2007	31.08.2013	9819489359
6	JR. ENGINEER	PANDHARE SAHAJI ANANDA	C	04.06.2008	20.06.2014	7045348850
7	JR. ENGINEER	KAWALE SHITAL PARMESHWAR	C	09.01.2012	09.01.2012	9820308551
8	JR.ENGINEER	DHARBALE PRIYANKA NIVRUTI	C	10.02.2011	13.06.2014	9930899226
9	JR.ENGINEER	DESHAMUKH AMOL PANDITRAO	C	16.12.2013	16.12.2013	9930905185
10	JR.ENGINEER	SACHIN HANUMANT NEVASE	C	08.12.2015	11.12.2015	7276005134
11	JR.ENGINEER	KOMAL JAGDISH NARAYANKAR	C	05.12.2015	22.12.2015	9423475904
12	JR.ENGINEER	TUSHAR SHIVAJI PATIL	C	19.12.2016	02.01.2016	9773394653
13	JR.ENGINEER	PUSHKAR DILIP PATIL	C	22.06.2016	01.07.2016	8879841117

Section 4 (1) (b) (x)

Details of remuneration of officer and employees in the office Assistant Engineer Water Works 'S' Ward

'G' BUDGET PAYSHEET

PAYSHEET NO:- 4573 SALARY AS ON November, 2016.

Sr.No.	Designation	Name	Gr. Cd.	Date of Appointment in mcgm	Date of Appointment in s ward	PAY+GRP	DA	WC	CA	TA	HRA	TOTAL SALARY
1	A.E.	SHINDE SUBHASH SHREERANG	A	20.01.1992	15.07.2015	25220+5400	38275		463	1600	9186	80144
2	S.E. (Non Sch)	CHAUDHARI PRADIP KISAN	B	12.03.2007	04.08.2010	15890+4600	25613		463	1200	6147	53913
3	S.E. (Non Sch)	YADAV LALASAHEB SOPAN	B	15.10.2007	02.09.2013	15140+4600	24675		463	1200	5922	52000
4	S.E. (Sch)	VACANT	B									
5	S.E. (Sch)	THORAT AMOL ANANDA	B	10.12.2008	27.10.2014	14560+4600	23950		463	1200	5748	50521
6	S.E. (Sch)	ZANKAR RAVI MANOHAR	B	09.03.2009	11.11.2014	14010+4600	23263		463	1200	0	43536
7	M.S.	KADAM SUNIL RAMCHANDRA	C	15.04.1985	09.03.2015	18960+4200	28950		463	600	6948	60121
8	M.S.	SATAM SUNIL MANOHAR	C	12.04.1993	09.03.2015	16270+4200	25588		463	600	6141	53262
9	M.S.	MAYDEO SMITA CHANDRASHEKHAR	C	03.05.1989	30.12.2015	18800+4200	28750		463	600	6900	59713
10	HEAD CLERK	TAWARE SUSHMA PARAG	C	08.01.1990	22.12.2008	21280+4200	31850		0	600	7644	65574
11	CLERK	WADGE MADHAV SITARAM	C	03.07.2008	16.05.2012	9090+2000	13863		0	600	3327	28880
12	CLERK	GHUGE GAJANAN RANGNATH	C	18.04.2012	18.04.2012	7540+2000	11925		0	600	2862	24927
13	CLERK	BENDKOLI ANIL MARUTI	C	01.02.2007	31.01.2013	8540+2000	13175		0	600	3162	27477
14	CLERK	CHORGE JAYASHRI LAHURAJ	C	09.07.2008	14.01.2013	9780+2000	14725		0	600	3534	30639
15	CLERK	SHINDE SHRADDHA ANANT	C	01.06.2015	23.06.2015	6720+2000	10900		0	600	2616	22836
16	M.I.	GOHIL ANIL MAVJI	C	04.11.1986	29.06.2011	18110+2000	25138		463	600	6033	52344
17	M.I.	MOHANSINGH PADAMSINGH	C	14.11.1991	07.10.2016	15670+2000	22088		463	600	5301	46122

18	M.I.	DUBHELE BHAGVAN KACHARU	C	23.11.1998	08.03.2013	13380+2000	19225		463	600	4614	40282
19	M.I.	VIGHNE JALINDER BHAGWAT	C	05.08.2009	28.01.2015	8440+2000	13050		463	600	3132	27685
20	M.I.	SAWANT JAYWANT BALU	C	21.12.1988	17.10.2016	17390+2400	24738		463	600	5937	51528
21	M.I.	MHATRE MAHENDRA WAMAN	C	10.05.1993	29.04.2010	14810+2000	21013		463	600	5043	43929
22	M.I.	MORVEKAR AJIT MARUTI	C	21.03.2005	30.05.2016	10280+2000	15350		463	600	3684	32377
23	M.I.	PATIL DADASAHEB KRISHNA	C	04.05.1984	10.03.2011	14620+2000	20775		463	600	4986	43444
24	M.I.	VACANT	C									
25	M.I.	VACANT	C									
26	M.I.	VACANT	C									
27	M.I.	VACANT	C									
28	J.E. (Sch)	VACANT	C									
29	J.E.(Non Sch)	PANDHARE SHAHAJI ANANDA	C	22.11.2008	07.06.2014	10990+4300	19113		463	600	4587	40053
30	J.E.(Non Sch)	NEVASE SACHIN HANUMANT	C	08.12.2015	11.12.2015	10540+4300	18550		463	600	4452	38905
31	J.E.(Non Sch)	DESHMUKH AMOL PANDITRAO	C	16.12.2013	16.12.2013	11450+4300	19688		463	600	4725	41226
32	J.E.(Non Sch)	KAWALE SHITAL PARMESHWAR	C	07.01.2012	07.01.2012	11930+4300	20288		463	600	0	37581
33	J.E.(Non Sch)	DHARBALE PRIYANKA NIVRUTTI	C	10.02.2011	13.06.2014							
34	J.E.(Non Sch)	PATIL PUSHKAR DILIP	C	22.06.2016	01.07.2016	10100+4300	18000		463	600	4320	37783
35	J.E.(Non Sch)	NARAYANKAR KOMAL JAGDISH	C	05.12.2015	22.12.2015	10540+4300	18550		463	600	4452	38905
36	J.E.(Non Sch)	PATIL TUSHAR SHIVAJI	C	19.12.2016	02.01.2016	10540+4300	18550		463	600	4452	38905
37	J.E.(Non Sch)	Vacant	C									
38	J.E.(Non Sch)	Vacant	C									
39	J.E.(Non Sch)	Vacant	C									
42	RECORD ATTD	GOSAVI HARISHCHANDRA G	C	02.06.1993	10.12.2014	12190+1900	17613	115		600	320	32738
43	PEON	SHELAR SHIVAJI CHANDAR	C	10.01.1996	23.08.2012	11130+1850	16225	115		600	3894	33814
44	PEON	SINGH BHARTI CHANDRABHAN	C	10.08.2015	10.05.2015	5720+1850	9463			600	2271	19904

PAYSHEET NO:- 4574 SALARY AS ON November, 2016.

Sr. No.	DESGCP	NAME	EC No.	GRD	Date of Appointment in MCGM	Date of Appointment in 'S' Ward	Basic	GRP	DA	WC	SPA+R D2	TA	MMA	HRA	Total Salary
1	CHAVIWALA (Non Sch)	Vacant													
2	CHAVIWALA (Non Sch)	KENE SURESH SHREEPAT	1279720	D	10.05.2009	10.05.2009	11030	1950	16225	--		600		3894	33699
3	CHAVIWALA	SALVI ANIL SAKHARAM	1521427	D	02.03.1988	02.03.1988	12810	1950	18450	--		600		4428	38238
4	CHAVIWALA	VENGURLEKAR DILIP TUKARAM	1628403	D	14.06.1988	14.06.1988	11560	1950	16888	--		600		4053	35051
5	Chaviwala	KHADE VISHNU HARI	1277247	D	13.02.1996	13.02.1996	12050	1950	17500	--		600		--	32100
6	PLUMBER II	JADHAV VISHNU RAMCHANDRA	1217317	D	02.03.1988	02.03.1988	12710	1900	18263	115		600		4383	37971
7	MASON II	SARFARE SURENDRA SHIVRAM	1525218	D	09.01.1995	09.01.1995	11480	1900	16725	--		600		4014	34719
8	FITTER II (Non Sch)	BHAGAT RAVINDRA BABU	1047769	D	01.06.1995	01.06.1995	11480	1900	16725	115		600		4014	34834
9	FITTER II (Non Sch)	DUDAM SANTOSH PANDURANG	1126372	D	07.06.1995	07.06.1995	11480	1900	16725	115		600		4014	34834
10	FITTER II (Non Sch)	GURAV GANPATI BABU	1175235	D	18.01.1991	18.01.1991	12310	1900	17763	115		600		4263	36951
11	FITTER II (Non Sch)	LUTE PUNDALIK RAMCHANDRA	1332106	D	01.06.1995	01.06.1995	11480	1900	16725	115		600		4014	34834
12	FITTER II (Non Sch)	MORE SACHIN VIJAY	1369379	D	01.06.1995	01.06.1995	11480	1900	16725	115		600		4014	34834
13	FITTER II (Non Sch)	PAWAR SUNIL GOVIND	1453647	D	01.06.1995	01.06.1995	11480	1900	16725	115		600		4014	34834
14	FITTER II (Non Sch)	SASANE AJINATH NATHA	1526738	D	01.01.1994	01.01.1994	11840	1900	17175	115		600		4122	35752
15	FITTER II (Non Sch)	YADAV CHANDRAKANT D	1657159	D	01.06.1995	01.06.1995	11480	1900	16725	115		600		4014	34834
16	FITTER II (Non Sch)	SHELAR RAVINDRA GANPAT	1665549	D	01.02.1996	01.02.1996	11370	1900	16558	115		600		3981	34554

17	FITTER II (Non Sch)	BAMNE NITIN YASHWANT	1673465	D	22.12.1997	22.12.1997	11480	1900	16725	115		600		4014	34834
18	FITTER II	CHOUDHARI VIJAY RAMU	1090190	D	01.11.1992	01.11.1992	11970	1900	17338	115		600		4161	36084
19	FITTER II	GULVI SADANAND BARKU	1172995	D	14.06.1988	14.06.1988	13150	1900	18813	115		600		4515	39093
20	FITTER II	PATIL ANANT RAMCHANDRA	1441538	D	17.11.1980	17.11.1980	13560	1950	19388	115		600		4653	40266
21	FITTER II	SONAWANE VIJAY LAXMAN	1560802	D	02.03.1988	02.03.1988	12570	1900	18088	115		600		4341	37614
22	FITTER II	DHARAWANE ANKUSH BABAN	1665556	D	01.02.1996	01.02.1996	11370	1900	16588	115		600		3981	34554
23	SLUICEMAN (Non Sch)	GAWADE HEMANT GAJANAN	1157037	D	24.06.1995	24.06.1995	11370	1900	16588	--		600		3981	34439
24	SLUICEMAN (Non Sch)	MORE AJAY DINKAR	1673472	D	22.12.1997	22.12.1997	11480	1900	16725	115		600		4014	34834
25	SLUICEMAN (Non Sch)	GAIKAR SANDIP KESHAV	1678288	D	01.09.1999	01.09.1999	11170	1900	16338	115		600		3921	34044
26	SLUICEMAN (Non Sch)	DESALE PRAMOD PADMAN	1680043	D	01.07.2000	01.07.2000	9370	1900	14088	115		600		3381	29454
27	SLUICEMAN	BHOIR KHANDU LADKU	1057917	D	10.05.1990	10.05.1990	12310	1900	17763	115		600		4263	36951
28	SLUICEMAN	KENE MOTIRAM MAHADU	1279531	D	02.03.1988	02.03.1988	13010	1950	18700	115		600		4488	38863
29	SLUICEMAN	MALUNGE PANDURANG MAHADU	1346523	D	02.03.1988	02.03.1988	12140	1900	17550	115		600		4212	36517
30	CHAVIWALA	PARAB DEODATTA MANOHAR	1432006	D	10.05.1990	10.05.1990	12670	1950	18275	115		600		4386	37881
31	MUKADAM (Non Sch)	DALVI BALU BABU	1102185	D	20.05.1990	20.05.1990	12440	1850	17863	115		600		4287	37155
32	MUKADAM (Non Sch)	DESAI VISHWANATH RAJARAM	1110362	D	01.02.1991	01.02.1991	12300	1850	17688	115		600		313	32866
33	MUKADAM (Non Sch)	DHOND RAJENDRA MOHAN	1117950	D	16.01.1995	16.01.1995	11480	1850	16663	115		600		3999	34707
34	MUKADAM (Non Sch)	PATIL BHAAU SHIVRAM	1448755	D	01.02.1991	01.02.1991	12290	1850	17675	115		600		4242	36772
35	MUKADAM	CHOUDHARI VINOD BUDHAJI	1093540	D	01.06.1995	01.06.1995	11480	1850	16663	115		600		3999	34707
36	MUKADAM	KENE LAXMAN MUKUND	1279634	D	14.06.1988	14.06.1988	12270	1850	17650	115		600		4236	36721

37	MUKADAM	VACANT													
38	MUKADAM	VACANT													
39	LABOURER	VACANT													
40	LABOURER	DOGI KANKAPPA BALAPPA	1123575	D	10.05.1990	10.05.1990	11880	1800	17100	115		600		4104	35599
41	LABOURER	VACANT													
42	LABOURER	GILATAR NARESH DUDA	1164392	D	01.06.1995	01.06.1995	11480	1850	16663	115		600		3999	34707
43	LABOURER	KAMBLE ASHOK LAXMAN	1271306	D	07.06.1995	07.06.1995	11090	1800	16113	115		600		3867	33585
44	LABOURER	KAJANIYA RAMU RAMKISHN	1251450	D	11.11.1993	11.11.1993	10840	1800	15800	115		600		3792	32947
45	LABOURER	RAJGURU VISHWAS MARKAS	1480542	D	01.06.1995	01.06.1995	11480	1850	16663	115		600		--	30708
46	LABOURER	SANGNOR SANJIV KRISHNA	1523481	D	15.02.1996	15.02.1996	9290	1800	13863	115		600		3327	28995
47	LABOURER	TAPASE SURESH TUKARAM	1595334	D	01.06.1995	01.06.1995	11510	1850	16700	115		600		4008	34783
48	LABOURER	KAMBLE NARESH SHIVRAM	1665563	D	01.02.1996	01.02.1996	10560	1800	15450	115		600		3708	32233
49	LABOURER	BHAGAT WALU BUDHA	1665570	D	01.02.1996	01.02.1996	10930	1800	15913	115		600		3819	33177
50	LABOURER	KHARWA RAVI GOVIND	1666210	D	23.02.1996	23.02.1996	10810	1850	15825	115		600		3798	32998
51	LABOURER	GHODGEKAR VIKAS KRISHNA	1685581	D	01.04.2005	01.04.2005	9900	1800	14625	115		600		3510	30550
52	LABOURER	MHATRE CHANDRAKANT GANPAT	1685598	D	01.04.2005	01.04.2005	9900	1800	14625	115		600		3510	30550
53	LABOURER	VACANT													
54	LABOURER	GHOLAP KAILAS ULHAS	1685615	D	01.04.2005	01.04.2005	9900	1800	14625	115		600		3510	30550

55	LABOURER	VACANT													
56	LABOURER	VACANT													
57	LABOURER	VACANT													
58	LABOURER	TAMBE BHAGESH BABAN	1694226	D	01.09.2007	01.09.2007	7370	1800	11463	115		600	--	21348	
59	LABOURER	JAGTAP MANOJ CHANDRAKANT	1694233	D	01.09.2007	01.09.2007	6330	1800	10163	115		600	2439	21447	
60	LABOURER	JADHAV DEEPAK KRISHNA	1694240	D	01.09.2007	01.09.2007	7370	1800	11463	115		600	2751	24099	
61	LABOURER	VACANT													
62	LABOURER	VACANT													
63	LABOURER	VACANT													
64	LABOURER	JADHAV PRAKASH RAJARAM	1666911	D	02.05.1996	02.05.1996	8130	1800	11817	115		600	2979	25401	
65	LABOURER	PATIL MILAN CHANDRAKANT	1707810	D	30.12.2008	30.12.2008	7100	1800	11125	115		600	2670	23410	
66	LABOURER	GAVIT MAHESH LAXMAN	1714759	D	17.02.2010	17.02.2010	6580	1800	10475	115		1200	2514	22684	
67	LABOURER	MHATRE SHRAVAN BABAN	1717130	D	03.08.2011	03.08.2011	6330	1800	10163	115		600	2439	21447	
68	LABOURER	TEMKAR DEEPAK MADHUKAR	1719204	D	27.09.2011	27.09.2011	5380	1300	8350	115		600	--	15745	
69	LABOURER	NAVGHARE VIRENDRA GOVIND	1719273	D	01.10.2011	01.10.2011	6330	1800	10163	115		600	2439	21447	
70	LABOURER	PALVE DATTATRAY DNYANDEO	1719321	D	28.09.2011	28.09.2011	6330	1800	10163	115		600	2439	21447	
71	LABOURER (Non Sch)	TEMBHE BALARAM VAMAN	1719015	D	15.09.2011	15.09.2011	6090	1800	9863	115		600	2367	20835	
72	LABOURER (Non Sch)	GUJELA VINOD PANDIT	1719022	D	15.09.2011	15.09.2011	6330	1800	10163	115		600	2439	21447	

73	LABOURER (Non Sch)	HAGWANE ANIL KASHINATH	1719039	D	15.09.2011	15.09.2011	6330	1800	10163	115		600		2439	21447
74	LABOURER (Non Sch)	TIWAR HARICHANDRA GOVIND	1719046	D	15.09.2011	15.09.2011	6090	1800	9863	115		600		2367	20835
75	LABOURER (Non Sch)	PAWAR RAJESH SITARAM	1719053	D	21.09.2011	21.09.2011	5380	1300	8350	115		600		2004	17749
76	LABOURER (Non Sch)	SHINDE BANDU WAGHU	1719060	D	21.09.2011	21.09.2011	5380	1300	8350	115		600		2004	17749
77	LABOURER (Non Sch)	JAGARE CHETAN DATTATRAY	1719077	D	21.09.2011	21.09.2011	6330	1800	10163	115		600		2439	21447
78	LABOURER (Non Sch)	HARAD SURESH VIJAY	1719084	D	21.09.2011	21.09.2011	6330	1800	10163	115		600		2439	21447
79	LABOURER (Non Sch)	GULVI PREMNATH BARKU	1719091	D	21.09.2011	21.09.2011	6330	1800	10163	115		600		2439	21447
80	LABOURER (Non Sch)	PATIL SANDEEP MANGAL	1719101	D	22.09.2011	22.09.2011	6330	1800	10163	115		600		2439	21447
81	LABOURER (Non Sch)	SHELAR SACHIN SHIVRAM	1719118	D	22.09.2011	22.09.2011	6840	1800	10800	115		600		2592	22747
82	LABOURER (Non Sch)	GHANEKAR VISHWANATH ARJUN	1719125	D	22.09.2011	22.09.2011	6330	1800	10163	115		600		2439	21447
83	LABOURER (Non Sch)	DUPARE RAMDAS KRISHNA	1719132	D	22.09.2011	22.09.2011	6090	1800	9863	115		600		2367	20835
84	LABOURER (Non Sch)	SANKPAL RAHUL GANPAT	1719149	D	22.09.2011	22.09.2011	6330	1800	10163	115		1200		2439	22047
85	LABOURER (Non Sch)	MAHALE KAILAS UTTAMRAO	1719156	D	22.09.2011	22.09.2011	6330	1800	10163	115		1200		--	19493
86	LABOURER (Non Sch)	DESHMUKH PRAKASH R	1719163	D	22.09.2011	22.09.2011	5380	1300	8350	115		600		2004	17749
87	LABOURER (Non Sch)	GOVARI PRADIP GANPAT	1719170	D	22.09.2011	22.09.2011	5380	1300	8350	115		600		2004	17749
88	LABOURER (Non Sch)	DAGALE RAMESH GANPAT	1719187	D	22.09.2011	22.09.2011	6330	1800	10163	115		600		2439	21447
89	LABOURER (Non Sch)	PAShte AVINASH PUNDLIK	1719194	D	27.09.2011	27.09.2011	5380	1300	8350	115		600		2004	17749
90	LABOURER (Non Sch)	ROTHe SAKHARAM AMBO	1719211	D	27.09.2011	27.09.2011	6330	1800	10163	115		600		2439	21447

91	LABOURER (Non Sch)	MORE PRABHAT JANU	1719228	D	28.09.2011	28.09.2011	5380	1300	8350	115		600		2004	17749
92	LABOURER (Non Sch)	PARDESHI RITESH SURESH	1719235	D	27.09.2011	27.09.2011	6330	1800	10163	115		600		2439	21447
93	LABOURER (Non Sch)	DHANWATE GAJANAN ANAND	1719242	D	28.09.2011	28.09.2011	5380	1300	8350	115		600		2004	17749
94	LABOURER (Non Sch)	MISALE MAHENDRA POPAT	1719259	D	01.10.2011	01.10.2011	6330	1800	10163	115		600		2439	21447
95	LABOURER (Non Sch)	DATE DNYANDEO RAGHUNATH	1719266	D	27.09.2011	27.09.2011	6330	1800	10163	115		600		2439	21447
96	LABOURER (Non Sch)	BHOI DILIP SURESH	1719280	D	01.10.2011	01.10.2011	6330	1800	10163	115		600		--	19008
97	LABOURER (Non Sch)	KANASE DATTAYRAY SUDAM	1719297	D	01.10.2011	01.10.2011	6090	1800	9863	115		600		2367	20835
98	LABOURER (Non Sch)	MAHALE ANIL VIJAYSING	1719307	D	01.10.2011	01.10.2011	6840	1800	10800	115		600		2514	22747
99	LABOURER (Non Sch)	MALI CHUNILAL HIMMATRAO	1719314	D	27.09.2011	27.09.2011	6330	1800	10163	115		600		2439	21447
100	LABOURER (Non Sch)	PATIL YOGESH KRUSHNA	1719338	D	01.10.2011	01.10.2011	6330	1800	10163	115		600		2439	21447
101	LABOURER (Non Sch)	BHABAD KHANDERAO EKNATH	1719345	D	15.09.2011	15.09.2011	6330	1800	10163	115		600		2439	21447
102	LABOURER (Non Sch)	BHOIR JAGDISH BABAN	1719352	D	01.10.2011	01.10.2011	6330	1800	10163	115		600		2439	21447
103	LABOURER (Non Sch)	PADIR ANIL BABU	1719369	D	01.10.2011	01.10.2011	5380	1300	8350	115		600		2004	17749
104	LABOURER (Non Sch)	RATHOD ARJUN GOKUL	1719376	D	01.10.2011	01.10.2011	6330	1800	10163	115		600		2439	21447
105	LABOURER (Non Sch)	PATIL NILESH PUNDLIK	1719383	D	15.09.2011	15.09.2011	6090	1800	9863	115		600		2367	20835
106	LABOURER (Non Sch)	LONE PRAVIN ATMARAM	1719390	D	15.09.2011	15.09.2011	6330	1800	10163	115		600		2439	21447
107	LABOURER (Non Sch)	MANE AJINATH VITTHAL	1719400	D	15.09.2011	15.09.2011	6330	1800	10163	115		600		2439	21447
108	LABOURER (Non Sch)	DOKE BHASKAR MAHADU	1722682	D	28.09.2011	28.09.2011	6090	1800	9863	115		600		2367	20835

109	LABOURER (Non Sch)	DESHMUKH UMESH RAJARAM	1722699	D	27.09.2011	27.09.2011	6090	1800	9863	--		600		--	18353
110	LABOURER (Non Sch)	DESALE ISHWAR DAYARAM	1722709	D	27.09.2011	27.09.2011	6330	1800	10163	--		600		--	18893
111	LABOURER (Non Sch)	GONDHALI MANOHAR BABAN	1722716	D	22.09.2011	22.09.2011	5630	1800	9288	115		600		2229	19662
112	LABOURER (Non Sch)	PATIL RAMDAS SHANTARAM	1722723	D	01.11.2011	01.11.2011	5380	1300	8350	115		600		2004	17749
113	LABOURER (Non Sch)	DHAMKE SHARAD KASHINATH	1722730	D	25.10.2011	25.10.2011	6090	1800	9863	115		600		2367	20835
114	LABOURER (Non Sch)	GITE KHUSHALRAO BABASAHEB	1722747	D	12.10.2011	12.10.2011	6330	1800	10163	115		600		2439	21447
115	LABOURER (Non Sch)	BHOIR SUNIL SHANTARAM	1722754	D	01.10.2011	01.10.2011	5630	1800	9288	115		600		2229	19662
116	LABOURER (Non Sch)	BHOI MITHUN PRABHULAL	1722761	D	12.10.2011	12.10.2011	5380	1300	8350	115		600		2004	17749
117	LABOURER (Non Sch)	RATHOD ISHWAR BHIKARI	1722778	D	01.10.2011	01.10.2011	6330	1800	10163	115		600		2439	21447
118	LABOURER (Non Sch)	PATIL RUPESH ASHOK	1722785	D	11.10.2011	11.10.2011	6330	1800	10163	115		600		2439	21447
119	LABOURER (Non Sch)	SARUKATE EKNATH PUNJA	1722792	D	01.10.2011	01.10.2011	5380	1300	8350	115		600		2004	17749
120	LABOURER (Non Sch)	CHAVAN SUDAMRAO UTTAM	1722802	D	18.10.2011	18.10.2011	6330	1800	10163	115		600		2439	21447
121	LABOURER (Non Sch)	RATHOD AJIT PRALHAD	1722819	D	14.10.2011	14.10.2011	6330	1800	10163	115		600		2439	21447
122	LABOURER (Non Sch)	KARALE SANTOSH SUDAM	1722826	D	08.11.2011	08.11.2011	5380	1300	8350	115		600		2004	17749
123	LABOURER (Non Sch)	VARKUTE JAYWANT DHARMA	1722833	D	05.11.2011	05.11.2011	6330	1800	10163	115		600		2439	21447
124	LABOURER (Non Sch)	PATIL AJAY BHAGWAN	1723652	D	05.11.2011	05.11.2011	5860	1800	9575	115		600		2298	20248
125	LABOURER (Non Sch)	MHASKE JITENDRA KRISHNA	1723669	D	25.10.2011	25.10.2011	6330	1800	10163	115		600		2439	21447
126	LABOURER (Non Sch)	THOSAR MANOJ ANANDRAO	1723676	D	11.10.2011	11.10.2011	6330	1800	10163	115		600		2439	21447

127	LABOURER (Non Sch)	RAUT RAVINDRA SHANKAR	1727058	D	16.11.2011	16.11.2011	5380	1300	8350	115		600		2004	17749
128	LABOURER (Non Sch)	MALUNGE KIRAN LAXMAN	1727065	D	16.11.2011	16.11.2011	6330	1800	10163	115		600		2439	21447
129	LABOURER (Non Sch)	SORE SHREERAM MARUTI	1727072	D	05.12.2011	05.12.2011	6840	1800	10800	115		600		2592	22747
130	LABOURER (Non Sch)	BAGUL SANTOSH RATAN	1727089	D	05.12.2011	05.12.2011	6330	1800	10163	115		600		2439	21447
131	LABOURER (Non Sch)	BHOIR SADANAND EKNATH	1727096	D	14.11.2011	14.11.2011	5380	1300	8350	115		600		2004	17749
132	LABOURER (Non Sch)	TRIVEDI MANOJ BHAGWANDAS	1731310	D	20.12.2011	20.12.2011	5380	1300	8350	115		600		2004	17749
133	LABOURER (Non Sch)	PATIL SANTOSH YASHWANT	1736717	D	01.09.2012	01.09.2012	6090	1800	9863	115		600		2367	20835
134	Chavivala	Vacant													
135	Mistry II	NARE SHANTARAM H	1403398	D	18.11.1980	18.11.1980	13180	1900	18850	115		600		4524	39169
136	Mistry II	ZENDE PRAKASH VISHNU	1663994	D	18.11.1980	18.11.1980	12850	1900	18438	115		600		4425	38328
137	Mistry II	Vacant													
138	Mistry II	Vacant													
139	Fitter II	RATHOD CHUNILAL D.	1700507	D	26.06.2008	26.06.2008	7370	1900	11588	115		600		2781	24354
140	Fitter II	CHAPATE BACCHU HARIBHAU	1702341	D	18.07.2008	18.07.2008	7370	1900	11588	115		600		2781	24354
141	Fitter II	Vacant													
142	Fitter II	Vacant													
143	Fitter II	Vacant													
144	Fitter II	Vacant													
145	Fitter II	Vacant													
146	Fitter II	Vacant													
147	Fitter II	Vacant													
148	Fitter II	Vacant													
149	Fitter II	Vacant													

150	Fitter II	Vacant												
151	Fitter II	Vacant												
152	Fitter II	Vacant												
153	Sluiceman	KASABE PRAKASH DADA	1114531	D	01.02.1991	01.02.1991	12300	1900	17750	115		600	313	32978
154	Sluiceman	DONGARE SANJAY MANGALU	1124442	D	01.06.1995	01.06.1995	11480	1900	16725	115		600	4014	34834
155	Sluiceman	UBALE PRASHANT DNYANDEO	1694202	D	01.09.2007	01.09.2007	7650	1900	11938	115		600	--	22203
156	Sluiceman	TAMBE VINOD PRAKASH	1694219	D	01.09.2007	01.09.2007	7650	1900	11938	115		600	2865	25068
157	Sluiceman	SARAK ASHOK SHIVAJI	1700497	D	05.11.2008	05.11.2008	7370	1900	11588	115		600	--	21573
158	Sluiceman	GODE SHASHIKANT GANGARAM	1685608	D	01.04.2005	01.04.2005	10260	1900	15200	115		600	3648	31723
159	Sluiceman	DONGARKAR NILESH GUNAJI	1694192	D	01.09.2007	01.09.2007	7650	1900	11938	115		600	2865	25068
160	Sluiceman	Vacant												
161	Mukadam	Vacant												
162	Mukadam	Vacant												
163	Labour	Vacant												
164	Labour	Vacant												
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188	Labour	Vacant													
189	Labour	Vacant													
190	Labour	Vacant													

Section 4 (1) (b) (xi)

Details of allocation of budget and disbursement made in the office of Assistant Engineer Water Works at
'S' Ward for the year 2015-2016.

Publish Copy of the budget Rs. 10,05,19,000.00

Publish Copy of grant distribution _____

Format A for current year 2015 - 2016

Sr. No.	Budget head description	Grants received	Planned use (Give details area wise or work wise in a separate form)	Remarks
1.	55102000000 'S' Ward-H.E.	Rs. 10,05,19,000.00	Rs. 3,20,86,923.57	

Format B for previous year 2014 - 2015

Sr. No.	Budget Head	Grants received	Grants utilized	Grants Surrendered	Results
1.	55102000000 'S' Ward-H.E.	Rs. 10,48,09,000.00	Rs. 7,68,97,423.50	Rs. 2,79,11,576.50	

Section 4 (1) (b) (xii)

Manner of execution of subsidy program in the office of Assistant Engineer Water Works at 'S'
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 'S' Ward.

-----Nil-----

Section 4 (1) (b) (xiv)

Details of information available in electronic form in the office of Assistant Engineer Water Works at 'S' 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 'S' Ward.

Types of facilities-

- Information about facilities for inspection of record.

Sr. No.	Type of Facility	Timings	Procedure	Location	Peron 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) 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 Asstt. Engineer, Water Works Department, 'S' Ward M.C.G.M. Office, 3 rd Floor, Room No. 304, Near Mangatram Petrol Pump, L. B. S. Road, Bhandup (West), Mumbai – 400 078	Asstt. Engineer, Water Works 'S' Ward.

- Interactive website – portal.mcgm.gov.in
Facilitation center - Facilitation center is available at the ground floor of ward office Building. Working Hours – 09.00 a.m. to 8:00 p.m
- Notice board - Displayed in the office of Assistant Engineer (Water Works)
- Inspection of work & inspection of samples – N.A.
- Facilities for library, Inquiry window & reception – Not available.

Section 4 (1) (b) (xvi)

Details of Public Information Officer/APIOs/Appellate authority in the jurisdiction of (public authority) in the office of Assistant Engineer Water Works at 'S' Ward.

PIO A

Sr. No.	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address Ph. No.	E-mail id for purpose of RTI	Appellate authority
1.	Shri D.B. Kadam.	A.E.W.W. 'S' (In Charge)	'S' Ward	Office of the Assistant Engineer Water Works 'S' Ward. 'S' Ward M.C.G.M. Office, 3 rd Floor, Room No. 304, Near Mangatram Petrol Pump, L. B. S. Road, Bhandup (West), Mumbai – 400 078. Ph.022-25947570 ext.- 275	swardaeww@gmail.com	Shri. Arun Kadam Executive Engineer 'S' Ward, 'S' Ward M.C.G.M. Office, 3 rd Floor, Room No. 304, Near Mangatram Petrol Pump, L. B. S. Road, Bhandup (West), Mumbai – 400 078. Ph.022-25947570 Ext. 275.

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 Arun Kadam.	Executive Engineer	'S' Ward	A.E.W.W. 'S'	

Section 4 (1) (b) (xvii)

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-NIL-