



BRIHANMUMBAI MAHANAGARPALIKA

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

Shri.Santoshkumar S. Dhonde

Assistant Commissioner

ASSTT.ENG.WATER WORK DEPARTMENT

Address - Office of Assistant Engineer
(WW) 'B' wardMunicipal
office,Room no.34, 3rd floor,
121, Ramchandra Bhatt
Marg, Mumbai - 400 009

Public Information officer- Shri. Brandom Patel - AEWV.

First Appellate Authority – Shri.Suryakant Chaudhari - Ex. Eng. (B Ward)

MUNICIPAL CORPORATION OF GREATER MUMBAI

Hydraulic Engineer's Department

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 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, "B" 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), "B" ward whose office is situated at "B" ward Municipal office, Room no.34, 3rd floor, 121, Ramchandra Bhatt Marg, Mumbai - 400 009. The procedure

and fee structure for getting information is as per the provisions of RTI Act, 2005.

Assistant Engineer (Water Works)
“B” ward

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Introduction

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 "B"ward is a head of department at ward level in the Hydraulic Engineer's Department. Assistant Engineer Water Works "B"ward is under administrative control of Assistant Commissioner of "B" Ward.

Assistant Engineer Water Works "B"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 one Electoral ward (one beat) 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 "B" ward.

Assistant Engineer Water Works "B" ward controls all over 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 handbook)

- 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 distributary 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 Works "B" Ward is appointed as Public Information Officer (Water Works) 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 "B" ward.

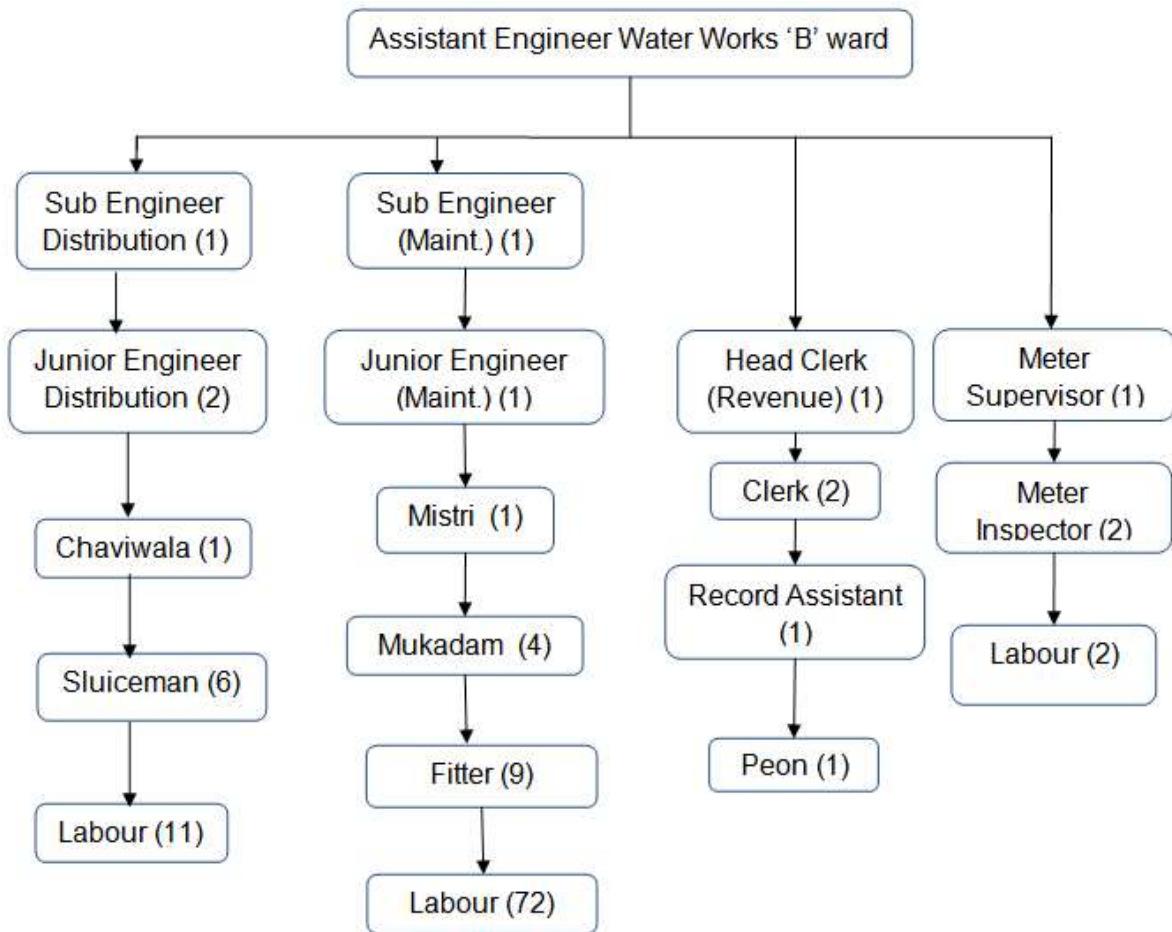
Section 4(1) (b) (i)

The particulars of Organization, Functions & Duties of the Public Authority -

1	Name of Public Authority	Shri. Brendon Barnard Patel
2	Address	“B” ward Municipal office, Room no. 34, 3 rd floor, 121, Ramchandra Bhatt Marg, Mumbai - 400 009.
3	Head of the Office	Assistant Engineer Water Works
4	Parent Government Department	Hydraulic Department.
5	Reporting to which office	1) Assistant Commissioner, “B” Ward 2) Office of Deputy Hydraulic Engineer (City), Compound of A.E.W.W.(Maint) City, Opp. 'S' Bridge, 566, N.M. Joshi Marg, Byculla, Mumbai - 400 011
6	Jurisdiction (Geographical)	East - Upto P.D' Mello Road. West - Upto Ibrahim Rehmatulla Road and Abdul Rehman Street. North - Upto Jinabhai Mulaji Rathod Road, Shivdas Champsai Road and Ramchandra Bhatt Marg. South - Upto Lokmanya Tilak Marg.
7	Mission / Vision	“To provide adequate, safe and equitable water to the consumers in “B” ward area.”
8	Objectives	Distribution of potable water to the consumers in “B” 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.
9	Functions	Control over Distribution of potable water to the consumers in “B” 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.

10	Details of services provided (in Brief)	“Supply of potable water within “B” ward’s area.”
11	Physical assets (Statement of lands & Buildings and other Assets)	NIL
12	Organization’s structural Chart	As per separate sheet attached at page no. _____.
13	Tel. No’s & Office timings	<p>Telephone no :022 23736622 Extn : 137/138 Email : aeww.b@mcgm.gov.in Office timing :</p> <p>a) For Office Staff: 09:00am to 05:00pm (Monday to Friday)</p> <p style="text-align: center;">and</p> <p style="text-align: center;">09:00am to 01:00pm (Saturday)</p> <p>b) For Labours: 08:00am to 04:00pm (Monday to Friday)</p> <p style="text-align: center;">and</p> <p style="text-align: center;">08.00am to 12.00am (Saturday)</p> <p>Visiting Hours : 03:00pm to 05:00pm (Monday to Friday)</p>
14	Weekly Holidays	Sunday and Public Holidays

Organization's Structural Chart (Orgonogram):



	Supervisor		
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B

Sr. No.	Designation	Power- Administrative	Under which legislation/ rules/order/ GRs	Remarks
1	Assistant Engineer (Water works)	<ol style="list-style-type: none"> 1. Power to sanction increments in time scale promotions to labour staff in accordance to rules in force. 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. 7. To authorize - <ol style="list-style-type: none"> (a) Employees to renew subscription to Provident Fund (Rule 16-d of provident fund. (b) To grant advance (Rule 24) (c) To sanction refund of Municipal Contribution ordinary cases and recovery in respect of Municipal claims. 	MMC Act 1988	
2	Sub Engineer (Distribution)	NIL		
3	Sub Engineer (Maintenance)	NIL		
4	Junior Engineer (Distribution)	NIL		
5	Junior Engineer (Maintenance)	NIL		
6	Head Clerk	NIL		
7	Meter Supervisor	NIL		

C

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

D

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

E

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

The duties of officers and employees in the office of Assistant Engineer
Water works "B" ward.

A

Sr. No.	Designation	Power- Financial	Under which legislation/ rules/order/ GRs	Remarks
1	Assistant Engineer (Water Works)	NIL	-	-
2	Sub Engineer (Distribution)	NIL	-	-
3	Sub Engineer (Maintenance)	NIL	-	-
4	Junior Engineer (Distribution)	NIL	-	-
5	Junior Engineer (Maintenance)	NIL	-	-
6	Head Clerk	NIL	-	-
7	Meter Supervisor	NIL	-	-

B

Sr. No.	Designation	Power - Administrative	Under which legislation/ rules/order/ GRs	Remarks
1	Assistant Engineer (Waterworks)	<ol style="list-style-type: none"> 1. To maintain normal day to daysupply with the help of availableresources such as man, material&machinery. 2. Repairs & maintenance of watermains up-to 300mm and get restof the work done by coordinatingwith other agencies. 3. Initiate proposals for laying ofnew water mains for replacementof old pipelines and to overcome short supplycontamination etc. for sanction ofcompetent authority. 4.Attending short supply complaints,contamination Leakages in private and municipal unit and disconnection ofconnections to generate demands of water / seweragecharges, recovery of bills etc. 5. To attend the meetings of zonal D.M.C.,dept.heads and othermeetings such as publicgrievances and comply thematters. 6. To issue necessary permissionsfor availing the water connections allowing fittings etc. after obtaining necessary sanction from competent authority, Resolving of disputes regardingwater charges bills with sanction of competent authority. <p>...contd</p>	MMC Act 1988 u/s 169, 92, 236(1), 278(1), 350, 488	

		<p>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.</p> <p>8. Any other duties assigned by the higher authorities.</p> <p>9. Sanction of domestic connections up-to 20mm dia., certification of dry fittings up-to 25mm dia. and new buildings up-to 4th floor.</p> <p>10. Recovery of additional sewerage charges for already sanctioned proposals.</p>	<p>1)EE Mts (Rev.)/2553/ Circular dated 01.01.2002 2)HE/15/Cir/ HC(Gen.) of 29.10.2005</p> <p>Water by-laws, Water charges rules.</p>	
2	SubEngineer (Distribution)	<p>1. To maintain normal day to day Distribution supply with the help of available resources such as man, material and machinery.</p> <p>2. To initiate proposals for laying new water main for improvement of pressure in the area.</p> <p>3. To look after complaints of shortage, leakages, contamination etc.</p> <p>4. To prepare/scrutinize proposal for applications for water connections & other fittings.</p> <p>5. To overall control on distribution staff and issue instructions for specific work.</p>		

3	Sub Engineer (Maintenance)	<ol style="list-style-type: none"> 1. To carry out field work such as repairs, maintenance of water main up-to 250 mm dia. 2. Overall control on maintenancelabour staff, to carry out theabove repair work. 3. To carry out work of making newconnections up-to 50mm dia. 4. Execution of disconnectionorders for non-payment of water charges & Sewerage charges bills, wastage. 5. To maintain various records of new water connections, meters, preparation of O.T. ofmaintenance staff. 		
4	Junior-Engineer (Distribution)	<ol style="list-style-type: none"> 1. To maintain normal day to day supply with the help of availableresources such as man, material and machinery. 2. To initiate proposals for layingnew water main for improvement of pressure in the area. 3. To look aftercomplaintsofshortage, leakages,contamination etc. 4. To prepare/scrutinize proposalfor applications for waterconnections & other fittings. 5. To have overall control on distribution staff and issue instructions for specific work. 		
5	Junior Engineer (Maintenance)	<ol style="list-style-type: none"> 1. To carry out fieldwork such as repairs, maintenanceof water main up-to 250 mm dia. 2. Overall control on maintenancelabour staff, to 		

		<p>carry out the above repair work.</p> <ol style="list-style-type: none"> 3. To carry out work of making new connections up-to 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	<ol style="list-style-type: none"> 1. To assist AEW 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	<ol style="list-style-type: none"> 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 		

		<p>regularly and taking day to day entries.</p> <p>5. To issue duplicate bills.</p> <p>6. To issue notices to consumer for recovery & report to the higher authority accordingly.</p>		
8	Meter Supervisor	<ol style="list-style-type: none"> 1. To assist AEW 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. 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 programme of meter reading. 11. To prepare various Reports related to water dept. 		
9	Meter Inspector	<ol style="list-style-type: none"> 1. To assist meter supervisor in his day to day working. 2. To take meter reading of water connections in ward. 3. To maintain entries of new metered water 		

		<p>connection in meter reading book.</p> <p>4. To keep check on disconnected connections for various reasons & report accordingly.</p> <p>5. To detect & report unauthorized water connections & misuse of water.</p> <p>6. To give required information to higher authority if any.</p>		
10	Record Assistant	<p>1. To receive, register and dispatch papers.</p> <p>2. To maintain record of connection files and furnish whenever required.</p> <p>3. To maintain inward and outward register.</p> <p>4. To attach the relevant papers to the concerned files.</p>		
11	Mistry	<p>1. To assist the J.E. (Maint.) and follow his instructions.</p> <p>2. To mark muster of labour.</p> <p>3. To allot works related to complaints and report the same to J.E.</p> <p>4. To guide and control fitters and labours to carry out the work.</p> <p>5. To maintain the record of complaint.</p>		
12	Mukadam	<p>1. To assist the J.E. (Maint.)</p> <p>2. To keep record of Municipal/Private meter taken for testing and re-fixing of the same.</p> <p>3. To take DCO action as per order.</p> <p>4. To restore connection after recovery of outstanding</p>		

		dues.		
13	Fitter	<ol style="list-style-type: none"> 1. To attend the leakages and repairs of water main up-to 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	<ol style="list-style-type: none"> 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 watermain 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	<ol style="list-style-type: none"> 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 & damaged valve. 3. To maintain operation register if required. 4. To report leakages. 5. To attend site of fire calls. 		

		6. To attend the short supply complaint and report to higher authority.		
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C

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

D

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

E

Sr. No.	Designation	Power- Judicial	Under which legislation/ rules/order/ GRs	Remarks
1		- 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 "B" ward.

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

(A reference to Secretant Manual and Rule of Business Manual and other rules / regulations etc. can be made).

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 online application procedure as per the norms of MCGM is available on MCGM Portal; <https://portal.mcgm.gov.in>. The applicant has to fill up this form in online format only, 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 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 and also can be registered with Water Control Office in City.

The documents procedures -

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

1. The applicant should submit minimum two proofs of residence in the structure from the following of their stay prior to 01.01.1995 or from Government Notification from time to time...
2. Ration Card – showing the address of applicant. (Compulsory)
3. Electricity bill

One of the following proofs prior to 01.01.1995

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 01.04.1962

for Commercial Premises & prior to 17.04.1962 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.

Intimation letter or Permission Form.

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

Sr. No	Activity	Steps Involved	Time Limit	Authority role and responsibility of the employee/ officer in connection with each activity. (mention designation)	Remarks
1	Granting Water Connection	Scrutiny of Application.	15 days	JE/SE (Distribution)	
		Letter to Party	2 days	JE/SE (Distribution)	
		Compliance of Dhakka letter by party with scrutiny fee.	30 days	Party	
		After compliance of Dhakka letter site visit report	7 days	JE/SE (Distribution)	
		After site visit put up proposal to higher authority for sanction.	15 days	JE/SE (Distribution)	
		Reject or approve/ Forwards it to higher competent authority for approval	5 days	AEWW	
		On the recommendation of AEWW, competent higher authority approves or rejects the water connection	7 days each level	EEWW/Dy HE /HE/ DMC	
		Preparation of Permission Form (P Form)/ Rejection	7 days	JE/SE (Distribution)	

		Letter			
		Sing on Permission Form (P Form)/ Rejection Letter	7 days	AEWW	
		P form issue along with connection form(C form) to plumber/Applicant	2 days	Record Assistant	
		Compliance to P-form and C-form	Within one year	Plumber/Applicant	
		Road Opening permit	15 days	AE(Maintenance)	
		Preparation of Meter Card	10 days	Meter Inspector, Meter Supervisor	
		Physical connection of water meter	7 days	SE(Maint) JE(Maint)	
		Generation of CCN Number and Updating of Meter Reading Card.	10 days	SE(Maint) /S E(D).	
2	Meter Reading	Taking meter reading and updating MRB.	Monthly	Meter Inspector	
3	Disconnecti on of water connection	Prepare defaulter list and disconnection of water connection	Monthly	H.C / M.S / SE(M)	
4	Water Connection Restoration	After payment of pending bills by party and additional security deposit and cutting making charges	4 days	H.C / M.S / SE(M)	

Section 4(1) (b) (iv)

Norms set for discharge of its functions in the office of Assistant Engineer
Water works 'B' ward.

Organizational 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 'B' 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.	-
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 Circular issued time to time.	-

Section 4(1)(a)(vi)

Statement of Categories of documents held in the office of Assistant Engineer Water Works 'B' 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	-	-	Details of Meter reading	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	01 year

				reply of Public Information Officer and/or order passed by First Appellate Authority	
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 'B' 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 'B' ward.

- NOT APPLICABLE -

Section 4(1)(b)(viii)

Statement of Boards, Councils, Committees or Other bodies in the office of Assistant Engineer Water Works 'B' ward.

---Nil--

Section 4 (1) (b) ix

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

Sr. No.	Designation	Name of the Officers/ Employees	Cadre	Dt. Of Joining the post	Dt. Of Joining in 'B' Ward	Contact Details Ph/Fax/ E-mail
1	ASST.ENGINEER	BRENDON BARNARD PATEL	B	01.01.2022	01.01.2022	022-23736622
2	SUB ENGINEER	UGHADE DEVENDRA MADHUKARRAO	B	27.01.2011	07.04.2022	022-23736622
3	JR. ENGINEER	DONGARKAR SHUBHAM SUNIL	B	07.01.2021	07.01.2021	022-23736622
4	JR. ENGINEER	RAKESH SOMA SAGATHIYA	B	20.08.2015	09.06.2022	022-23736622
5	JR. ENGINEER	VACANT	B	-	-	022-23736622
6	METER SUPERVISOR	BHALERAO SUPRIYA	C	01.02.2019	01.02.2019	022-23736622
7	HEAD CLERK	BENDRE ARJUN SHANTARAM	C	29.04.2000	07.01.2008	022-23736622
8	METER INSPECTOR	SHAIKH SUJUDDIN PACHULAL	C	21.09.2011	07.10.2021	022-23736622
9	CLERK	KHAN BASHIR NASIR	C	14.09.2012	14.09.2012	022-23736622
10	PEON	VACANT	D	-	-	022-23736622
11	RECORD ATTD	KHAN SHAZIYA ABDUL R.	D	27.11.2007	22.12.2022	022-23736622
MAINTENANCE STAFF						
12	MISTRYII	JOSHI SEVANAND MAHADEV	D	21.02.2014	01.06.1992	022-23736622
13	FITTER II	CHINCHWALKAR ANANTJANU	D	01.07.2010	11.05.1992	022-23736622
14	FITTER II	GAIKUDE MARUTI SHIVAJI	D	02.05.2014	07.04.1994	022-23736622
15	FITTER II	VACANT	D	09.11.2004	01.08.1986	022-23736622
16	FITTER II	SAKHARE RAJESH NARAYAN	D	19.11.2004	02.05.1992	022-23736622
17	FITTER II	VACANT	D	01.01.2010	01.08.1986	022-23736622
18	FITTER II	MOHD SHAHAJAD SHER MOHD	D	02.05.2014	02.06.2006	022-23736622
19	FITTER II	GHODE SHRAVANA KUSHABA	D	02.05.2014	03.07.2008	022-23736622
20	FITTER II	VACANT	D	-	-	022-23736622
21	MUKADAM	RANE UDAY PANDURANG	D	02.05.2014	03.05.1994	022-23736622
22	MUKADAM	PATIL SANDESH HIRACHANDRA	D	02.05.2014	17.08.1999	022-23736622
23	MUKADAM	KALE SANTOSH LAXAM	D	02.05.2014	02.06.2006	022-23736622

24	MUKADAM	ZORE BABAN VITTHAL	D	02.05.2014	06.06.2008	022-23736622
25	LABOURER	NAMSALE SHIVAJI ZHULU	D	03.06.1992	03.06.1992	022-23736622
26	LABOURER	DHUMAL SHRIKANT JANBA	D	16.11.2009	16.11.2009	022-23736622
27	LABOURER	SURYVANSHI RAJESH HARIBHAU	D	27.09.2011	27.09.2011	022-23736622
28	LABOURER	JADHAV KAKASAHEB DATTATRAY	D	18.10.2011	18.10.2011	022-23736622
29	LABOURER	MORYE SACHIN SAKHARAM	D	01.10.2011	01.10.2011	022-23736622
30	LABOURER	SING SANTOSHKUMAR MUSAFIR	D	01.10.2011	01.10.2011	022-23736622
31	LABOURER	VACANT	D	-	-	022-23736622
32	LABOURER	KADAM GANESH RAGHUNATH	D	10.10.2011	10.10.2011	022-23736622
33	LABOURER	SHAIKH NAJIMUDDIN ABDUL KADAR	D	10.10.2011	10.10.2011	022-23736622
34	LABOURER	MANDHARE VIJAY PANDURANG	D	10.10.2011	10.10.2011	022-23736622
35	LABOURER	JAGTAP AVINASH HARISHCHANDRA	D	10.10.2011	10.10.2011	022-23736622
36	LABOURER	ADE EKNATH SOMA	D	10.10.2011	10.10.2011	022-23736622
37	LABOURER	ILAG SAHEBRAO KASHINATH	D	10.10.2011	10.10.2011	022-23736622
38	LABOURER	KADAM DATTARAM SADANAND	D	18.10.2011	18.10.2011	022-23736622
39	LABOURER	GHOKSHE SANTOSH SIDHARTH	D	18.10.2011	18.10.2011	022-23736622
40	LABOURER	VACANT	D	-	-	022-23736622
41	LABOURER	PENDKALKAR SACHIN MANOHAR	D	24.10.2011	24.10.2011	022-23736622
42	LABOURER	DABHOLKAR RAMCHANDRA SHANKAR	D	09.11.2011	09.11.2011	022-23736622
43	LABOURER	MOHITE TULSIDAS SAKHARAM	D	09.11.2011	09.11.2011	022-23736622
44	LABOURER	TAMBE NAINIKANT RAMAKANT	D	09.11.2011	09.11.2011	022-23736622
45	LABOURER	KHARAT RAVINDRA SHANKAR	D	09.11.2011	09.11.2011	022-23736622
46	LABOURER	CHAVAN SANDEEP RAMCHANDRA	D	11.11.2011	11.11.2011	022-23736622
47	LABOURER	PARDALE MANGESH GOPAL	D	11.11.2011	11.11.2011	022-23736622
48	LABOURER	RANE AJIT MADHUKAR	D	11.11.2011	11.11.2011	022-23736622
49	LABOURER	GHAG ASHISH SUBHASH	D	11.11.2011	11.11.2011	022-23736622
50	LABOURER	TADVI HABIB BALDAR	D	11.11.2011	11.11.2011	022-23736622
51	LABOURER	SHINDE VINOD RAMCHANDRA	D	11.11.2011	11.11.2011	022-23736622
52	LABOURER	GHADI PRASHANT RAJARAM	D	14.11.2011	14.11.2011	022-23736622
53	LABOURER	WARANG ATUL SUDHAKAR	D	14.11.2011	14.11.2011	022-23736622

54	LABOURER	BHAYDE SACHIN BHANJI	D	15.11.2011	15.11.2011	022-23736622
55	LABOURER	JADHAV SATISH SHIVAJI	D	05.12.2011	05.12.2011	022-23736622
56	LABOURER	GAWANDE SHIVRAM SANTU	D	11.11.2011	11.11.2011	022-23736622
57	LABOURER	CHAVAN SANTOSH MAHADEV	D	01.12.2011	01.12.2011	022-23736622
58	LABOURER	MAGAR BHASKAR LAXMAN	D	13.12.2011	13.12.2011	022-23736622
59	LABOURER	NAIK RAJIV LAXMAN	D	13.12.2011	13.12.2011	022-23736622
60	LABOURER	BOBHATE SHASHIKANT R	D	13.12.2011	13.12.2011	022-23736622
61	LABOURER	KHETAL DIGAMBAR VASANT	D	05.12.2011	05.12.2011	022-23736622
62	LABOURER	HALDANKAR SUNIL VINAYAK	D	10.01.2012	10.01.2012	022-23736622
63	LABOURER	KATE SUNIL DHONDU	D	07.01.2012	07.01.2012	022-23736622
64	LABOURER	SHINDE NAGESH TUKARAM	D	02.04.2013	02.04.2013	022-23736622
65	LABOURER	YADAV SUNIL SURYABALI	D	01.11.2014	01.11.2014	022-23736622
66	LABOURER	BENDKE SAYALI SURESH	D	23.08.2017	23.08.2017	022-23736622
67	LABOURER	BHALERAO NIKHIL ULHAS	D	11.09.2017	11.09.2017	022-23736622
68	LABOURER	MALI NANDKUMAR SHRIPATI	D	10.01.2019	10.01.2019	022-23736622
69	LABOURER	MAHANGARE SUNITA RAMCHANDRA	D	10.07.2019	10.07.2019	022-23736622
DISTRIBUTION STAFF						
70	CHAVIWALA	SHINDE SANJAY RAMCHANDRA	D	16.03.2015	16.03.2015	022-23736622
71	CHAVIWALA	VACANT		-	-	022-23736622
72	CHAVIWALA	VACANT		-	-	022-23736622
73	CHAVIWALA	VACANT		-	-	022-23736622
74	SLUICEMAN	PATIL SATISH SITARAM	D	01.02.2013	01.02.2013	022-23736622
75	SLUICEMAN	VACANT	D	-	-	022-23736622
76	SLUICEMAN	SHIRWALE SUNIL KARBHARI	D	06.04.2017	06.04.2000	022-23736622
77	SLUICEMAN	KAMBLE RAVINDRA DAYAL	D	06.04.2017	01.12.2011	022-23736622
78	SLUICEMAN	BHANGRE NAMDEO BHAGA	D	06.04.2017	23.07.2008	022-23736622
79	SLUICEMAN	CHAVAN TULASHIRAM FAKIRA	D	06.04.2017	06.04.2017	022-23736622
80	SLUICEMAN	MECHKAR KISHOR JAYRAM	D	06.04.2017	23.07.2008	022-23736622
81	SLUICEMAN	VACANT	D	-	-	022-23736622
82	SLUICEMAN	RAJENDRAN SILVARAJ NAIDU	D	06.04.2017	03.05.2018	022-23736622
83	SLUICEMAN	VACANT	D	-	-	022-23736622
84	SLUICEMAN	VACANT	D	-	-	022-23736622

85	SLUICEMAN	MAKWANA MADAN NATHU	D	06.04.2017	04.11.2008	022-23736622
86	LABOUR	MHATRE MANGESH BHAGWAN	D	01.10.2011	01.10.2011	022-23736622
87	LABOUR	SANDIP DATTARAM SHIRKE	D	18.10.2011	18.10.2011	022-23736622
88	LABOUR	PALEKAR MAHENDRA BALKRISHNA	D	18.10.2011	18.10.2011	022-23736622
89	LABOUR	MARU DINESH NARSINH	D	01.12.2011	01.12.2011	022-23736622
90	LABOUR	SANE KRISHNA BABURAO	D	18.10.2011	18.10.2011	022-23736622
91	LABOUR	MARATHE SATISH SUDHAKAR	D	18.10.2011	18.10.2011	022-23736622
92	LABOUR	GAJANAN RAMESH RATHOD	D	14.03.2019	14.03.2019	022-23736622
93	LABOUR	RAKSHIKAR PRASHANT PRABHUDAS	D	18.07.2019	18.07.2019	022-23736622
94	LABOUR	KOLHE SUNIL GANPAT	D	14.03.2019	14.03.2019	022-23736622
95	LABOUR	PACHPUTE EKNATH MADHAV	D	28.08.2017	28.08.2017	022-23736622
96	LABOUR	JADHAV NILESH SHIVAJI	D	19.07.2019	19.07.2019	022-23736622
97	LABOUR	BABA ASHIKALI PATEL	D	18.10.2011	18.10.2011	022-23736622
98	LABOUR	PANDURANG SHRIRANG GAIKWAD	D	18.10.2011	18.10.2011	022-23736622
99	LABOUR	DINESH DHONDU BUDAR	D	09.11.2011	09.11.2011	022-23736622
100	LABOUR	UTTAM PRABHAKAR CHANDRAMORE	D	09.11.2011	09.11.2011	022-23736622
101	LABOUR	MAHESH KHANDU HULE	D	09.11.2011	09.11.2011	022-23736622

Section 4 (1) (b) x

**Details of remuneration of officer and employees in the office Assistant Engineer
Water Works B Ward**

Sr. No	Designation	Name of the Officers/ Employees	GRD	Basic + GRP	DA	WC	CA	SPA	TA	MMA	HRA	TOTAL SALARY
1	ASST.ENGINEER	BRENDON BARNARD PATEL	B									
2	SUB ENGINEER	UGHADE DEVENDRA MADHUKARRAO	B									
3	JR. ENGINEER	DONGARKAR SHUBHAM SUNIL	B									
4	JR. ENGINEER	RAKESH SOMA SAGATHIYA	B									
5	JR. ENGINEER	VACANT	B									
5	METER SUPERVISOR	BHALERAO SUPRIYA	C									
6	HEAD CLERK	BENDRE ARJUN SHANTARAM	C									
7	METER INSPECTOR	SHAIKH SUJUDDIN PACHULAL	C									
8	CLERK	KHAN BASHIR NASIR	C									
9	PEON	VACANT	D									
10	RECORD ATTD	KHAN SHAZIYA ABDUL R.	D									
MAINTENANCE STAFF												
11	MISTRYII	JOSHI SEVANAND MAHADEV	D									
12	FITTER II	CHINCHWALKAR ANANTJANU	D									
13	FITTER II	GAIKUDE MARUTI SHIVAJI	D									
14	FITTER II	VACANT	D									
15	FITTER II	SAKHARE RAJESH NARAYAN										
16	FITTER II	VACANT	D									
17	FITTER II	MOHD SHAHAJAD SHER MOHD	D									

18	FITTER II	GHODE SHRAVANA KUSHABA	D																
19	FITTER II	DHONGDE NIVRUTTI KHANDU	D																
20	MUKADAM	RANE UDAY PANDURANG	D																
21	MUKADAM	PATIL SANDESH HIRACHANDRA	D																
22	MUKADAM	KALE SANTOSH LAXAM	D																
23	MUKADAM	ZORE BABAN VITTHAL	D																
24	LABOURER	NAMSALE SHIVAJI ZHULU	D																
25	LABOURER	DHUMAL SHRIKANT JANBA	D																
26	LABOURER	SURYVANSHI RAJESH HARIBHAU	D																
27	LABOURER	JADHAV KAKASAHEB DATTATRAY	D																
28	LABOURER	MORYE SACHIN SAKHARAM	D																
29	LABOURER	SING SANTOSHKUMAR MUSAFIR	D																
30	LABOURER	SHIRKE SANDEEP DATTARAM	D																
31	LABOURER	KADAM GANESH RAGHUNATH	D																
32	LABOURER	SHAIKH NAJIMUDDIN ABDUL KADAR	D																
33	LABOURER	MANDHARE VIJAY PANDURANG	D																
34	LABOURER	JAGTAP AVINASH HARISHCHANDRA	D																
35	LABOURER	ADE EKNATH SOMA	D																
36	LABOURER	ILAG SAHEBRAO KASHINATH	D																
37	LABOURER	KADAM DATTARAM SADANAND	D																

38	LABOURER	GHOKSHE SANTOSH SIDHARTH	D																
39	LABOURER	THAVLE GANPAT VITTHAL	D																
40	LABOURER	PENDKALKAR SACHIN MANOHAR	D																
41	LABOURER	DABHOLKAR RAMCHANDRA SHANKAR	D																
42	LABOURER	MOHITE TULSIDAS SAKHARAM	D																
43	LABOURER	TAMBE NAINIKANT RAMAKANT	D																
44	LABOURER	KHARAT RAVINDRA SHANKAR	D																
45	LABOURER	CHAVAN SANDEEP RAMCHANDRA	D																
46	LABOURER	PARDALE MANGESH GOPAL	D																
47	LABOURER	RANE AJIT MADHUKAR	D																
48	LABOURER	GHAG ASHISH SUBHASH	D																
49	LABOURER	TADVI HABIB BALDAR	D																
50	LABOURER	SHINDE VINOD RAMCHANDRA	D																
51	LABOURER	GHADI PRASHANT RAJARAM	D																
52	LABOURER	WARANG ATUL SUDHAKAR	D																
53	LABOURER	BHAYDE SACHIN BHANJI	D																
54	LABOURER	JADHAV SATISH SHIVAJI	D																
55	LABOURER	GAWANDE SHIVRAM SANTU	D																
56	LABOURER	CHAVAN SANTOSH MAHADEV	D																
57	LABOURER	MAGAR BHASKAR LAXMAN	D																

58	LABOURER	NAIK RAJIV LAXMAN	D																
59	LABOURER	BOBHATE SHASHIKANT R	D																
60	LABOURER	KHETAL DIGAMBAR VASANT	D																
61	LABOURER	HALDANKAR SUNIL VINAYAK	D																
62	LABOURER	KATE SUNIL DHONDU	D																
63	LABOURER	SHINDE NAGESH TUKARAM	D																
64	LABOURER	YADAV SUNIL SURYABALI	D																
65	LABOURER	BENDKE SAYALI SURESH	D																
66	LABOURER	BHALERAO NIKHIL ULHAS	D																
67	LABOURER	MALI NANDKUMAR SHRIPATI	D																
68	LABOURER	MAHANGARE SUNITA RAMCHANDRA																	
DISTRIBUTION STAFF																			
68	CHAVIWALA	SHINDE SANJAY RAMCHANDRA	D																
69	SLUICEMAN	PATIL SATISH SITARAM	D																
70	SLUICEMAN	KAMBLE VIJAY PANDURANG	D																
71	SLUICEMAN	SHIRWALE SUNIL KARBHARI	D																
72	SLUICEMAN	KAMBLE RAVINDRA DAYAL	D																
73	SLUICEMAN	BHANGRE NAMDEO BHAGA	D																
74	SLUICEMAN	CHAVAN TULASHIRAM FAKIRA	D																
75	SLUICEMAN	MECHKAR KISHOR JAYRAM	D																
76	SLUICEMAN	KAMBLE RAVINDRA DAYAL	D																
77	SLUICEMAN	SHIRWALE SUNIL KARBHARI	D																
78	SLUICEMAN	KAMBLE VIJAY	D																

		PANDURANG												
79	SLUICEMAN	BHANGRE NAMDEV BHAGA	D											
80	SLUICEMAN	MECHKAR KISHOR JAYRAM	D											
81	SLUICEMAN	CHAVAN TULSIRAM FAKIRA	D											
82	SLUICEMAN	MAKWANA MADAN NATHU	D											
83	LABOUR	MHATRE MANGESH BHAGWAN	D											
84	LABOUR	TEMKAR MAHESH BABAN	D											
85	LABOUR	PALEKAR MAHENDRA BALKRISHNA	D											
86	LABOUR	MARU DINESH NARSINH	D											
87	LABOUR	SANE KRISHNA BABURAO	D											
88	LABOUR	MARATHE SATISH SUDHAKAR	D											
89	LABOUR	GAJANAN RATHOD												
90	LABOUR	RAKSHIKAR PRASHANT												
91	LABOUR	KOLHE SUNIL												
92	LABOUR	PACHPUTE EKNATH												

Section 4(1)(b)(xi)

Details of allocation of budget and disbursement made in the office of Assistant Engineer Water Works at 'B' ward for the year 2023-2024.

Publish Copy of the budget Rs.89,844,000.00

Publish Copy of grant distribution_____

Format A for current year 2022 - 23

Sr. No.	Budget head description	Grants received	Planned use (Give details area wise or work wise in a separate form)	Remarks
1.	4020490000 'B' Ward –H.E.	Rs.3,64,95,000.00		Till half FY

Format B for previous year 2023 - 2024

Sr. No.	Budget Head	Grants received	Grants utilized	Grants Surrendered	Results
1.	4020490000 'B' Ward – H.E.	Rs.3,72,49,000.00	Rs.1,97,54,084.00	-	

Section 4(1)(b)(xii)

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

-----Nil-----

Section 4(1)(b)(xiv)

Details of information available in electronic form in the office of Assistant Engineer Water Works at 'B' 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 'B' 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 pm to 5:00 pm 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, Room no.34, 3 rd Floor, 'B' ward office, Dongri, Mumbai- 400 009	Asstt. Engineer, Water Works 'B' Ward.

- Interactive website -<https://portal.mcgm.gov.in>
- Facilitation center -Facilitation center is available at the ground floor of ward office Building.

Working Hours – 10:00am to 4:30pm

- 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 'B' 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.B.B. Patel	A.E.W.W. 'B'	'B' Ward	Office of the Assistant Engineer Water Works "B" ward Municipal office, Room no.34, 3 rd floor, 121, Ramchandra Bhatt Marg, Mumbai - 400 009. Ph.022-2376622 Ex.137, 138	aeww.b@mcgm.gov.in	Shri. Vishal Mhaiskar Executive Engineer 'B' Ward, Room no.22, 2 nd floor, 121, Ramchandra Bhatt Marg, Mumbai - 400 009. Ph.022-2376622 Ex. 161

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. Suryakant Chaudhary	Executive Engineer	'B'Ward	A.E.W.W.'B'	

Section 4(1)(b)(xvii)

Manual – 17