



BRIHANMUMBAI MAHANAGARPALIKA

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

ASSISTANT WATER WORK DEPARTMENT

Address - Office of Assistant Engineer (WW) 'C' ward Municipal office, 5th floor, 76, Shrikant Palekar Marg, Chandanwadi Mumbai - 400 002

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, "C" 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 “C” ward Municipal office, 5th floor, 121, Shrikant Palekar Marg, Chandanwadi, Mumbai - 400 002. The procedure and fee structure for getting information is as per the provisions of RTI Act, 2005.

Assistant Engineer (Water Works)

“C” ward

INDEX

<u>Chapter</u>	<u>Description of the Chapter's Contents</u>	<u>Page No.</u>
1	Introduction	4
2	Particulars of Organization, Function and Duties	6
3	Powers and Duties of Officers and Employees	8
4	Procedure followed in Decision Making Process	21
5	Norms set for discharge of its functions	25
6	The rules / regulations related with the functions	26
7	Statement of categories of documents held in the office of "A.E.W.W.B"	27
8	Particulars of any arrangement that exists for consultation with the members of the public in relation to the formulation of its policy and implementation	29
9	Statement of Boards, Councils, Committees or Other bodies	
10	Directory of the officers and employees	
11	Details of remuneration of officers and employees	
12	Details of allocation of budget and disbursement made	29
13	Manner of execution of subsidy program	30
14	Particulars of recipients of concessions, permits or authorizations granted	30
15	Details of information available in electronic form	30
16	Particulars of facilities available for citizen for obtaining information	31
17	Details of Public Information Officer/APIOs/Appellate authority in the jurisdiction of (public authority)	32
18	Other	33-46

MUNICIPAL CORPORATION OF GREATER MUMBAI

Hydraulic Engineer's Department

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 is 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 C ward is a head of department at ward level in the Hydraulic Engineer's Department. Assistant Engineer water work C ward is under administrative control of Assistant Commissioner.

Assistant Engineer water work C ward is assisted by 3 Sub Engineers (Water works) Dist. / 3 Junior Engineer (Water works) Dist. and 1 Sub Engineer (Water works) Maint. / 1 Junior Engineer (Water works) Maintenance. The Junior Engineer and Sub Engineer (Water works) Dist. are looking after the Electoral ward to perform the duties pertaining to Distribution of water and one Junior Engineer / Sub Engineer to perform the duties pertaining to maintenance of water connections and water mains in C ward.

Assistant Engineer water work C 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 C 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 C ward.

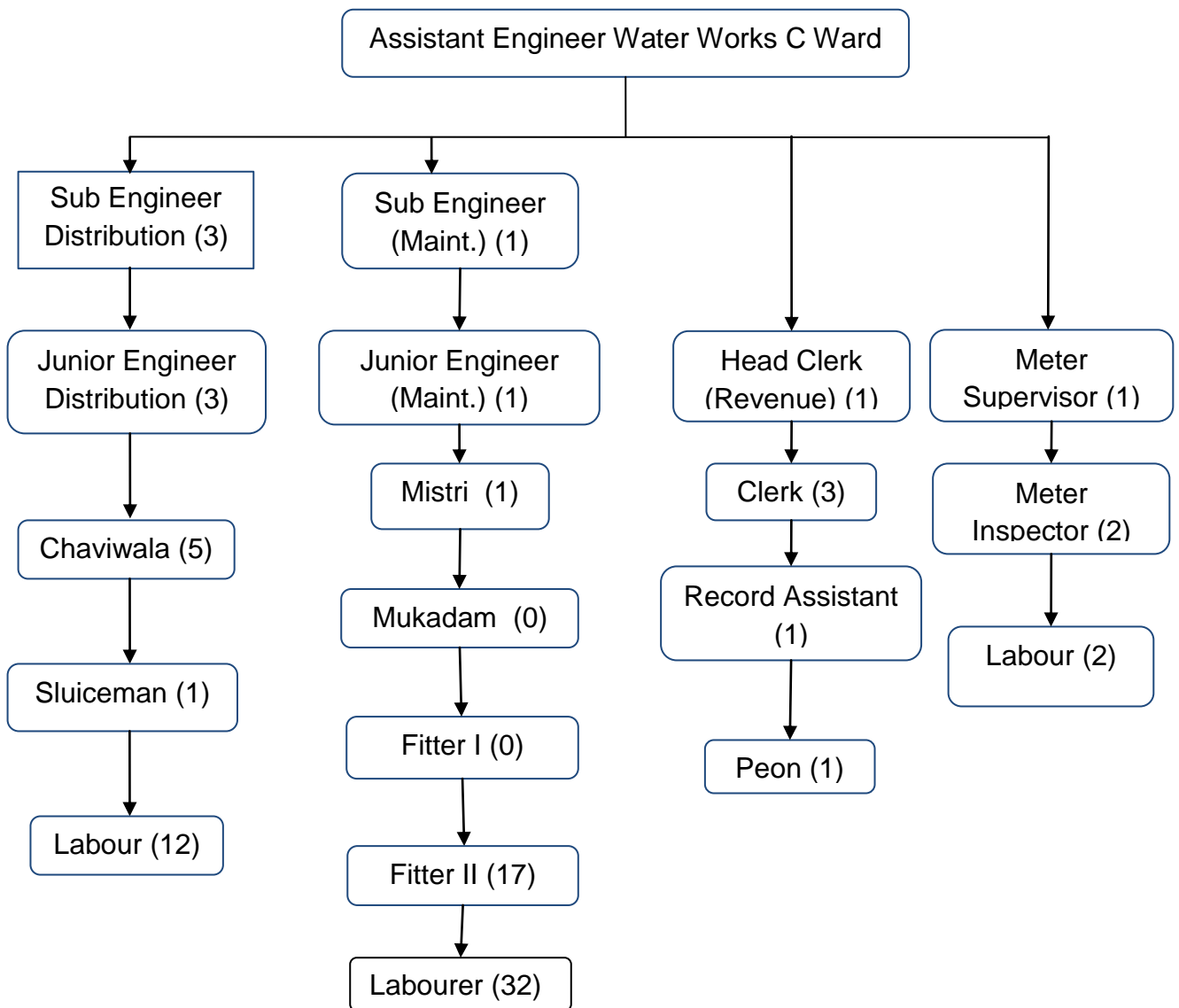
Section 4(1) (b) (i)

The particulars of functions & duties of the public authority

1	Name of the public authority	Shri. Suresh B. Sagar
2	Address	Office of Asstt Engr Water Works, C ward Municipal Office, 76, Shrikant Palekar Marg, 5 th Floor, Chandanwadi, Mumbai- 400002.
3	Head of the office	Assistant Engineer Water Works
4	Parent Government Department	Hydraulic Department.
5	Reporting to which office	1) Assistant Commissioner, C 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	C ward is bounded by the Arabian Sea on the West, Ibrahim Rehamtulla Road, Abdul Rehman Road on East M. S. Ali Road on North and Anandilal Potdar Marg And L.T. Road on South side.
7	Mission / Vision	“To provide adequate, safe and equitable water to the consumers in C ward’s area.”
8	Objectives	“Distribution of potable water to the consumers in C 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 C 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 C ward's area."
12	Physical assets (Statement of lands & Buildings and other Assets)	NIL
13	Organization's structural Chart	As per separate sheet attached at page no._____.
14	Tel. No.s & office timings	Telephone no : 22014022 Extn : 210 Email : suresh.sagarc@gmail.com Office timing : 8.00 a.m. to 12.00 noon and 2.30 P.M. to 5.30 p.m.(Monday to Friday) 08.00am to 12.00 noon on Saturdays Visiting Hours : 03.00 p.m. to 05.00 p.m. (Monday to Friday)
15	Weekly Holidays	Sunday and Public Holidays.

Organization's Structural Chart (Orgonogram):



Section 4(1) (b) (ii)

The powers of officers and employees in the office of Assistant Engineer Water works C ward.

A

Sr. No.	Designation	Power- Financial	Under which legislation / rules / order / GRs	Remarks
1.	Assistant Engineer Water works	<p>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.</p> <p>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/-</p> <p>3. Power to sign payment and adjustment vouchers against the previous sanction of the competent authorities to limit of the Rs.15,000/-</p> <p>4. Signing all indents for purchases of stores and material required for execution of sanctioned works, provided funds are available.</p> <p>5. Power to enter upon or carry materials through any land for inspection or repairs or execution of Municipal works.</p>	MMC Act 1988 263 (1), 278 (1)	
2.	Sub Engineer Distribution	NIL.		
3.	Sub Engineer	NIL.		

	(Manit.)	
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. 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	MMC Act 1988	

		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 C 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. 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	MMC Act 1988, u/s.169, 92, 263(1), 278(1), 350, 488	

		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 15 mm dia., certification of dry fittings upto 25mm dia. and new buildings	1)EE Mts (Rev.) /2553 / Circular dtd 1.01.2002	

		upto 4th floor.	2)HE/15/C ir/HC(Gen.) of 29.10.2005	
		10. Recovery of additional sewerage charges for already sanctioned proposals.	Water bay laws, Water charges rules.	
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	<ol style="list-style-type: none"> 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 (Manit.)	<ol style="list-style-type: none"> 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. 		

6.	Head Clark	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.	Clark	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 chalans 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	1. To assist AEW in the work		

	Supervisor	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 unauthorised 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 refixing of the same.		
		3. To take DCO action as per order.		
		4. To restore connection after		

		recovery of outstanding dues.		
13.	Fitter	<ol style="list-style-type: none"> 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	<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 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	<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 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 C 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 application forms are available in the Wards (now on line application can be made). 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 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 2 proofs of residence in the structure from the following of their stay prior to 1.1.95 or from Government Notification from time to time...
2. Ration Card – showing the address of applicant. (Compulsory)
3. Electricity bill

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.

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
1	Granting Water Connection	Scrutiny of Application, Site report, proposal, Approval, etc	Seven days (per scrutiny level) for all other applications	The Water Connection process grants permission to the prospective consumers to avail water supplied by MCGM. Each ward is allocated some area under its control and they accept application pertaining to their jurisdiction only. Consumer make request for new water connection at their premises through standard	

			<p>from the date of submission of valid application along with required documents. (Difficult to complete within 7 days. Some application takes beyond 6 months.)</p>	<p>Application Form available at MCGM ward office from Head Clerk Billing at nominal fee of INR 12 in cash. The consumer has to indicate the name of the licensed plumber through which the internal water piping works will be conducted (responsibility of consumer). The allotted time frame for the New Connection Application by MCGM is one month from the date of receiving the application provided all documentations are proper.</p> <p>The consumer through a licensed plumber submits standard Application Form duly filled in to Central Dispatch clerk. This application also contains the name and signature of licensed plumber.</p> <p>The following are the steps of Application process for New Connection (Domestic/Commercial / Industrial):</p>	
				<p>a) Application for water Connection</p> <ul style="list-style-type: none"> • Upon Citizen Enquiry to engineering staff in water distribution section, Citizen is provided consultation for water connection and is informed about the required documents to be attached (enclosed at annexure -) with the application form. On request, he is also provided with a list of licensed plumbers from which he can choose a plumber. • Citizen with help of plumber fills the application form and gets the signature of plumber for internal 	

			<p>piping works.</p> <ul style="list-style-type: none"> • The entire process of water connection thereafter is completed by plumber/applicant. • Plumber submits the form at Dispatch. At dispatch normal receipt number is provided to the application form. Acknowledgement is provided to plumber on the photocopy of the form. • Dispatch clerk forwards the application form to Record Assistant, Water Works. Record Assistant, Water Works enters into Water Connection application form register and provide serial number to the application form. The application form converted into a file is forwarded to Assistant Engineer, Water Works for further processing. <p>b) Payment of Scrutiny fee</p> <ul style="list-style-type: none"> • Assistant Engineer, Water Works forwards the form to Sub-Engineer (Distribution) to process the file. Sub-Engineer (Distribution) allocates the work to Junior Engineer (Distribution). • Junior Engineer (Distribution) informs Plumber/Applicant through letter under Assistant Engineer, Water Works signature / telephone / in person within 15 days to pay scrutiny fee of INR 200 and forwards the file to Head Clerk (Billing). • Head Clerk (Billing) assigns the work to Clerk (Billing). Clerk (Billing) prepares Challan and enters the detail into AQUA Billing System. IDN number is created in AQUA Billing System. IDN number is used for further reference of the application. Challan is handed over to Plumber/Applicant. 	
--	--	--	--	--

			<ul style="list-style-type: none"> • Plumber/Applicant pays INR 200/- as scrutiny fee at CFC. • Plumber/Applicant submits the scrutiny fee receipt to Head Clerk (Billing) who make a note of amount received and IDN number issued in the application form and forwards the same to Junior Engineer (Distribution)/ Sub-Engineer (Distribution) for scrutiny of the application. <p>c) Application Scrutiny / approval</p> <ul style="list-style-type: none"> • Junior Engineer (Distribution) scrutinizes all documents, visits site, obtains remarks from Meter Supervisor, Meter Section (existing/ cutoff/ nearby connection details/ misuse of existing connection) and prepares the report. This report mentions all details pertaining to the water connection like residential / commercial property, ferrule size required, connection size required and meter size requirement. The report with recommendation is submitted to Sub-Engineer (Distribution). • Sub-Engineer (Distribution) verifies the report, visits site and submits recommendation to Assistant Engineer (Water Works). • Based on the recommendation of Sub-Engineer (Distribution), Assistant Engineer (Water Works) takes a decision to consider or to reject the request for water connection with reasons for rejection or approves / forwards it to higher competent authority for approval. • On the recommendation of Assistant Engineer (Water Works), competent higher authority approves 	
--	--	--	--	--

			<p>or rejects the water connection and returns the file to Assistant Engineer (Water Works).</p> <ul style="list-style-type: none"> • Assistant Engineer (Water Works) forwards the file to Sub-Engineer (Distribution) / Junior Engineer (Distribution) for preparation for Permission Form (P Form) / Rejection letter. • Junior Engineer (Distribution) prepares the Permission Form / Rejection letter and submits to Assistant Engineer (Water Works) through Sub-Engineer (Distribution) for signature. Assistant Engineer (Water Works) after signing sends the file to Record Assistant (Water Works) for entry into application form register. Record Assistant (Water Works) issue permission form along with connection form(C-Form) to Plumber/Applicant with due acknowledgement. • Record Assistant (Water Works) maintains the status of the application form. <p>d) Compliance to P-Form and C-Form obligations</p> <ul style="list-style-type: none"> • P-Form is a Permission Form with conditions (Connection size along with related fittings and storages, meter size, details of payment to be made, etc.). Certification Form(C-Form) (Signature of applicant / owner & license plumber etc, Clearance from Assessment department, Building proposal clearance, drainage clearance from Assistant Engineer (Maintenance) and certification of Competent authority of Hydraulic Engineer Department) is issued for obtaining required NOC from various 	
--	--	--	---	--

			<p>departments.</p> <ul style="list-style-type: none"> • The Plumber/Applicant has to comply with all the conditions mentioned in P-Form and C-Form. • The plumber reports to Assistant Engineer (Water Works) the compliance of the conditions in P-form and C-Form. The plumber has to get the pipes and fitting certified by the competent authority and obtain certification endorsed by competent authority. • Plumber reports to Sub-Engineer (Distribution). Sub-Engineer (Distribution) prepares the charges payable towards making water connection and other charges (water connection charges within municipal limit upto 1 mts, security deposits, meter fixing charges, etc) on the C-Form. Sub-Engineer (Distribution) takes approval of the charges from Assistant Engineer (Water Works) and hands over the C-Form to Plumber/Applicant to make payment of the charges. • Plumber/Applicant reports to Head Clerk (Billing). Head Clerk (Billing) instruct Clerk (Billing) to prepare Challan. Challan is handed over to Plumber/Applicant. • Plumber makes payment at CFC by DD or Cash only. He submits the receipt to Head Clerk (Billing). Head Clerk (Billing) confirms the payment in AQUA Billing System, makes entry on C-Form and forwards C-Form to Sub-Engineer (Distribution). <p>e) Road Opening Permission</p> <ul style="list-style-type: none"> • Sub-Engineer (Distribution) prepares road opening sketch showing the size of trench, etc with a 	
--	--	--	--	--

			<p>note to Assistant Engineer (Maintenance) of ward for issue of road opening permit. The road opening form is handed over to Plumber/Applicant.</p> <ul style="list-style-type: none"> • Plumber/Applicant submits the road opening form to Assistant Engineer (Maintenance). • Assistant Engineer (Maintenance) forwards the road opening form to Sub-Engineer (Trench). Sub-Engineer (Trench) forwards to Junior Engineer (Trench). • Junior Engineer (Trench) verifies the feasibility and works out road re-instatement charges. After approval from Assistant Engineer (Maintenance) / Competent Authority, the Memo is issued to Plumber / Applicant for payment. • Plumber reports to Head Clerk (Revenue). Clerk (Revenue) will prepare the Challan. • Plumber/Applicant makes the payment at CFC. Plumber/Applicant reports to Head Clerk (Revenue) for confirmation of payment. Payment details are mentioned on form by Head Clerk (Revenue). • Plumber reports to Junior Engineer (Trench) after payment. Assistant Engineer (Maintenance) issue road opening permission. • Plumber submits road opening permit to Sub-Engineer (Distribution). • Sub-Engineer (Distribution) instructs Record Assistant (Water Works) to submit the respective water connection file. Sub-Engineer (Distribution) files the following documents in the file. <p>- C- Form</p>	
--	--	--	---	--

				<ul style="list-style-type: none"> - Road Opening Permission Form - Undertaking from applicant - Documents as per P-Form • In case of private meter to be fixed, Plumber is informed to submit the approved make tested meter along with valid manufacturer's test certificate to Sub-Engineer (Distribution), if the connection size is upto 25 mm. For Meter beyond 25 mm approved make meter must be tested by MCGM Meter testing lab before installation. • The file is forwarded to Meter Supervisor (Meter Section) for preparation of Meter Reading Card. <p>f) Preparation of Meter Reading Card.</p> <ul style="list-style-type: none"> • Meter Supervisor (Meter Section) forwards the file to Meter Inspector (Meter Section) for preparation of Meter Reading Card. • Meter Inspector (Meter Section) prepares the Meter Reading Card and returns the file to Meter Supervisor (Meter Section). Meter Supervisor (Meter Section) forwards the file to Sub-Engineer (Distribution). <p>g) Physical Connection of Water Meter</p> <ul style="list-style-type: none"> • Sub-Engineer (Distribution) fills up the details in C- form of connection to be made such as location of connection (sketch), Size of connection, size of water main, meter number / make / size, section. • AQ2 (Form 32) is filled up by Sub-Engineer (Distribution) with required water distribution 	
--	--	--	--	---	--

			<p>information such as Name of Consumer, Mobile number, site address, discharge and requirement of connection, portion of premises water connection sanctioned, size of connection, size of meter, MMC Act section, Deposits, number of flats, supply zone, purpose of connection, property SAC number etc. AQ2 is attached to file.</p> <ul style="list-style-type: none"> • Sub-Engineer (Distribution) makes entry into fitting register and submits file to Assistant Engineer (Water Works) for approval of C-Form. The file is forwarded to Sub-Engineer (Maintenance) for making connection after approval of C-Form and signing of AQ2 form. • File Number (Case Number) is allocated by Sub-Engineer (Maintenance)/Junior Engineer (Maintenance). Ferrule connection is made along with meter by Sub-Engineer (Maintenance)/Junior Engineer (Maintenance) as per C-Form. • If the length of the connection increases than the charges recovered, the connection is plugged and intimation is given to Sub-Engineer (Distribution) for recovering additional connection charges and road permit charges. • On payment of the additional charges, Meter will be fixed and connection will be restored by Sub-Engineer (Maintenance)/Junior Engineer (Maintenance). • Sub-Engineer (Maintenance)/Junior Engineer (Maintenance) make entry into following form/ file. • Connection Register: Detail of the water connection and other relevant details of AQ2 (Meter size, 	
--	--	--	---	--

			<p>make and number, Initial Reading of Meter, size of water connection, date of connection, location of meter, etc.)</p> <ul style="list-style-type: none"> • Daily diary: Name of fitter. • AQ8 containing details such as Meter size, make and number, Initial Reading of Meter, size of water connection, date of connection, etc is prepared by Sub-Engineer (Maintenance)/Junior Engineer (Maintenance) and sends copy to Meter Supervisor (Meter Section) and Head Clerk (Billing). • Sub-Engineer (Maintenance)/ Junior Engineer (Maintenance) returns the file to Sub-Engineer (Distribution) for generation of CCN code. <p>h) Generation of CCN Number and Updation of Meter Reading Card.</p> <ul style="list-style-type: none"> • Sub-Engineer (Distribution) / Junior Engineer (Distribution) generates CCN code and enters the CCN code in Meter Reading Card and sends the file to Meter Supervisor (Meter Section). • Meter Supervisor (Meter Section) enters the relevant details in Meter Reading Card, detaches Meter Reading Card and forwarded to Meter Inspector (Meter Section) to place in Binder Book. Meter Supervisor (Meter Section) also enters CCN number etc on the C-Form. • File is returned to Sub-Engineer (Maintenance) • Sub-Engineer (Maintenance) updates Connection register and returns file to Sub-Engineer (Distribution) for sending AQ2 (Form32) to assessment department. 	
--	--	--	---	--

				<ul style="list-style-type: none"> • Sub-Engineer (Distribution) prepares certificate under 270(A) of MMC Act, where ever applicable and gets approval of Assistant Engineer (Water Works). • Four copies of 270(A) certificate are issued each for Building Proposal Department, License Plumber and Applicant and Office Copy is retained in file. • The file is sent to Record Assistant (Water Works) for record. 	
2	Meter Reading	Taking meter reading and updating MRB.	Monthly	<ul style="list-style-type: none"> • AMR and Non AMR Meters reading are taken by Meter Inspector (Meter Section) manually as per the schedule mentioned on Meter Reading Book. • Meter Readings are taken either monthly or quarterly based on the billing cycle (M; every month, A; 1st month every quarter, B; 2nd month every quarter, C; 3rd month every quarter). • For AMR meters reading are taken monthly by the agency nominated for this purpose with help of Hand Held Unit (HHU). Meter Inspector (Meter Section) also reads the AMR meter manually but as per the billing cycle i.e. monthly or once in a quarter. • Status of the meter is also noted by the Meter Inspector (Meter Section). In case the meter is not functioning or he cannot take/read the data, Meter Inspector (Meter Section) records the status of the meter or the reason for which he cannot take meter reading. • Meter Inspector (Meter Section) submits the data to Meter Supervisor (Meter Section). Meter Supervisor (Meter Section) checks the data collected by Meter Inspector 	

				<p>(Meter Section).</p> <ul style="list-style-type: none"> • For any missing data or doubtful or abnormal reading observed by Meter Supervisor (Meter Section), Meter Inspector (Meter Section) is directed to take or confirm the meter reading again and modifies the same if required. • In case water consumption is observed to be abnormal then high consumption card is issued to consumer. 	
3	Disconnection of water connection	Prepare defaulter list and disconnection of water connection		<p>If consumer does not pay his bill within the due date, his water connection becomes liable for disconnection. The department does not send notice to the consumer. The bill itself is a notice.</p> <p>The process flow for disconnection is as follows:</p> <ul style="list-style-type: none"> • Head Clerk (Billing) generates the list of “Connections liable to be disconnected (CLD)” report from AQUA Billing System and forwards to Meter Supervisor (Meter Section) for verification. • Meter Supervisor (Meter Section) provides clearance to Sub-Engineer (Maintenance)/ Junior Engineer (Maintenance) after verification. • Sub-Engineer (Maintenance)/Junior Engineer (Maintenance) disconnects the connection and fills up AQ8 form manually for the Disconnection Order (DCO). • Initially connection is disconnected on meter. • Sub-Engineer (Maintenance)/ Junior Engineer (Maintenance) submits the AQ8 to Head Clerk 	

				<p>(Billing) and Meter Supervisor (Meter Section).</p> <ul style="list-style-type: none"> • Meter Supervisor (Meter Section) enters the details into the Meter Reading Book (MRB). • Head Clerk (Billing) enters AQ8 form in the AQUA Billing System. • In case the payment is not received within one month of the meter disconnection then Sub-Engineer (Maintenance)/Junior Engineer (Maintenance) disconnects the connection on ferrule i.e. mains. • Sub-Engineer (Maintenance)/Junior Engineer (Maintenance) fills up AQ8 form manually submits the AQ8 to Head Clerk (Billing) for information and to Meter Supervisor (Meter Section) to enter the details into Meter Reading Book (MRB). • On disconnection of water connection intimation is sent by Meter Supervisor (Meter Section) under signature of Assistant Engineer (Water Works) to Assessment and Collection department after one month to levy Water Tax and /or Sewerage Tax <p>Disconnection can also be carried out; if consumer applies for closing the water connection for which formal approval of Assistant Engineer (Water Works) is required.</p>	
4	Water Connection Restoration			<p>Water Connection Restoration is carried out after payment of all outstanding dues, additional Security Deposit, past water used charges (if any) and cutting as well as restoration charges.</p> <ul style="list-style-type: none"> • The consumer submits application addressed to Assistant 	

			<p>Engineer (Water Works) at dispatch to the ward he belongs to.</p> <ul style="list-style-type: none"> • Dispatch Clerk forwards the application to Record Assistant (Water Works) who forwards the same to Assistant Engineer (Water Works). • Assistant Engineer (Water Works) forwards the application to Junior Engineer (Maintenance) /Sub-Engineer (Maintenance), who informs the disconnection details to Meter Supervisor (Meter Section). • Based on disconnection date the Meter Supervisor (Meter Section) will levy the charges and forwards the application to Clerk (Billing). • Clerk (Billing) prepares AQ3 form in the system and generates a Challan. • Consumer pays charges for reconnection at CFC Counter as per the Challan received by him. • Consumer submits receipt of payment to Head Clerk (Billing). • Head Clerk (Billing) issues the restoration Memo and sends it to Assistant Engineer (Water Works). • Assistant Engineer (Water Works) approves the restoration memo and forwards, it to Junior Engineer (Maintenance)/Sub-Engineer (Maintenance). • JE Junior Engineer (Maintenance)/Sub-Engineer (Maintenance) does the actual restoration and prepares the AQ8 form and enters in AQUA System. He sends the information to Meter supervisor and Head Clerk. • Meter Supervisor (Meter Section) enters the restoration details in CCN folio/binder. <p>An AQ8 form is filled for every</p>	
--	--	--	---	--

				restoration process. This form can be the same if disconnection and restoration is done at the same time for cases like shifting of the connection, change in connection size, replacing meters. Additional Security deposit is charged.	
--	--	--	--	--	--

Section 4(1) (b) (iv)

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

Sr. No.	Subject	G.R./Circular/Office order. Rule no. notification etc. date.	Remarks if any
1.	Sanction of Water connection	MMC Act 1888 u/s 169, 92. & Cir. No. HE/15/CIR/HC(Gen) of 29/10/2005.	
2.	Recovery of Water Charges	Water Charges Rules.	
3.	Guidelines for connections	Water Bye-Laws for water connections.	
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 C 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.	Log sheets	Inward papers		Details of Applications/ complaints/ other documents received by department	01 Year
3.	Outward Register(Internal departments)	Outward papers		Details of Applications/ complaints/	01 Year

				other documents forwarded to Internal departments of C ward.	
4.	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
5.	Complaint Register	Register		Orally complaint registered.	01 year
6.	RTI application & their reply (Except appeal cases)			Details of application received under RTI Act & reply given to the same.	01 year
7.	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

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 C ward.

-- NOT APPLICABLE --

Section 4(1)(b)(viii)

Statement of Boards, Councils, Committees or Other bodies in the office of Assistant Engineer Water works C ward.

---Nil---

Section 4 (1) (b) ix

Directory of the officer and employees in the office Assistant Engineer Water Works
C Ward

Sr. No.	Designation	Name of the Officers/ Employees	Carde	Dt. Of Joining the post	Dt. Of Joining in C Ward	Contact Details Ph/Fax/ E-mail
1	ASST. ENGINEER	SAGAR SURESH BALAWANT	B	27.06.1996	05.12.2008	22014022
2	SUB. ENGINEER	URKUDE RAHUL MANOHAR	B	17.04.2013	17.04.2013	22014022
3	SUB. ENGINEER	GAIKWAD RAVINDRA TUKARAM	B	14.05.2013	14.05.2013	22014022
4	SUB. ENGINEER	PRASHANT PRABHAKAR LOHARE	B	06.02.2016	10.02.2016	22014022
5	JR. ENGINEER	JADHAV RAHUL TUKARAM	C	25.11.2011	25.11.2011	22014022
6	JR. ENGINEER	GAIKWAD GAJANAN D.	C	05.11.2012	05.11.2012	22014022
7	JR. ENGINEER	RANJIT RAMESH ANCHALKAR	C	21.12.2015	02.01.2016	22014022
8	JR. ENGINEER	SAURABH RAMESHRAO AWACHAT	C	19.12.2015	31.12.2015	22014022
9	CLERK	NARE DIGAMBAR MAROTRAO	C	07.03.2009	07.03.2009	22014022
10	CLERK	JADHAV SANDESH SHANKAR	C	27.10.2009	27.10.2009	22014022
11	CLERK	GURAV EKNATH SHIVRAM	C	11.11.1993	22.09.2011	22014022
12	CLERK	PATHAN VASIM KHAN	C	10.04.2012	10.04.2012	22014022
13	METER INSPECTOR	BHAT NIKHIL PRAMOD	C	10.08.1993	25.05.2012	22014022
14	METER INSPECTOR	KHANVILKAR SACHIN	C	07.12.1993	21.10.2010	22014022

15	PEON	KAMAT VIVEKANAND VASUDEO	D	11.07.1985	11.06.2012	22014022
16	PEON	KHANEKAR RESHMA RAMESH	D	06.11.2012	06.11.2012	22014022
17	FITTER I	ADKURE NARAYAN APPA	D	17.01.1983	17.01.1983	22014022
18	MISTRY-1	JADHAV PRAVIN GOPINATH	D	27.05.2000	27.05.2000	22014022
19	FITTER II	KOLI VINAYAK KISAN	D	01.11.1994	01.11.1994	22014022
20	FITTER II	NARESH NAGAPPA K.	D	14.09.1994	14.09.1994	22014022
21	FITTER II	LODIKHAN PRADEEP K.	D	01.11.1994	01.11.1994	22014022
22	FITTER II	PAWAR BHARAT BENDYE	D	19.02.1992	19.02.1992	22014022
23	FITTER II	RAJPUT NAROTTAM MANGAL	D	10.06.1989	10.06.1989	22014022
24	FITTER II	JADHAV ARVIND BAPU	D	01.12.1997	01.12.1997	22014022
25	FITTER II	CHINPPAYYA S. RAJENDRAN	D	02.09.1996	02.09.1996	22014022
26	FITTER II	SOLANKI GOVIND PUNJA	D	23.05.2000	23.05.2000	22014022
27	FITTER II	PENKAR ASHISH MAHADEO	D	23.05.2000	23.05.2000	22014022
28	FITTER II	SAWANT RAJESH BABLYA	D	23.05.2000	23.05.2000	22014022
29	FITTER II	SURVE MANOJ MAHENDRA	D	23.05.2000	23.05.2000	22014022
30	FITTER II	KADAM CHANDRASHEKHAR R.	D	07.07.2000	07.07.2000	22014022
31	FITTER II	HANGEKAR DHANANJAY B.	D	16.03.2005	16.03.2005	22014022
32	FITTER II	CHAVAN SUNIL ANKUSH	D	16.09.2005	16.09.2005	22014022
33	FITTER II	SAWANT JAYWANT TUKARAM	D	12.05.2006	12.05.2006	22014022
34	LABOURER	FUTAK BALU TANU	D	17.10.1994	17.10.1994	22014022

35	LABOURER	VINJUDA HARISH ARJUN	D	02.05.1998	02.05.1998	22014022
36	LABOURER	SAGATHIA JITENDRA PITHA	D	23.05.2000	23.05.2000	22014022
37	LABOURER	JADHAV SUBHASH PRATAP	D	23.05.2000	23.05.2000	22014022
38	LABOURER	DEULKAR ANAND SADASHIV	D	23.05.2000	23.05.2000	22014022
39	LABOURER	BHADRIKE ANAND SAKHARAM	D	23.05.2000	23.05.2000	22014022
40	LABOURER	MURUGAN VEERAN SIDTHAN	D	26.05.2000	26.05.2000	22014022
41	LABOURER	GAIKWAD JIVAN UTTAM	D	07.06.2000	07.06.2000	22014022
42	LABOURER	MHATRE PRAVIN H.	D	19.03.2005	19.03.2005	22014022
43	LABOURER	SHENGAL BHASKAR LAXMAN	D	09.07.2008	09.07.2008	22014022
44	LABOURER	PADOLKAR BHARAT P	D	06.06.2008	06.06.2008	22014022
45	LABOURER	NAVARKHELE SHYAM BALAJI	D	18.07.2008	18.07.2008	22014022
46	LABOURER	CHAUDHARY DIGAMBAR T.	D	23.10.2008	23.10.2008	22014022
47	LABOURER	DIVKAR JAYENDRA MUKUND	D	23.11.2009	23.11.2009	22014022
48	LABOURER	KANDARKAR AMIT SADASHIV	D	01.10.2011	01.10.2011	22014022
49	LABOURER	BANGAR SAMEER TUKARAM	D	01.10.2011	01.10.2011	22014022
50	LABOURER	DONGARE SANTOSH BALU	D	20.10.2011	20.10.2011	22014022
51	LABOURER	KADAM VISHAL RAMCHANDRA	D	20.10.2011	20.10.2011	22014022
52	LABOURER	MORE CHANDRAKANT ARVIND	D	07.10.2011	07.10.2011	22014022
53	LABOURER	PATIL SAMBHAJI TUKARAM	D	20.10.2011	20.10.2011	22014022
54	LABOURER	KHADE MARUTI CHANDER	D	14.11.2011	14.11.2011	22014022
55	LABOURER	JAKHERE NIVRUTTI DEVARAM	D	14.11.2011	14.11.2011	22014022

56	LABOURER	DHUMAL SANTOSH DATTARAM	D	14.11.2011	14.11.2011	22014022
57	LABOURER	BORKAR NILESH DEEPAK	D	23.11.2011	23.11.2011	22014022
58	LABOURER	BHOYAR SUBHASH DAGADU	D	23.11.2011	23.11.2011	22014022
59	LABOURER	GURAV ARUN NAMDEV	D	23.11.2011	23.11.2011	22014022
60	LABOURER	PALANDE SACHIN C.	D	20.10.2011	20.10.2011	22014022
61	LABOURER	PATHAN GULABKHAN J.	D	23.11.2011	23.11.2011	22014022
62	LABOURER	MARGAJE RAMCHANDRA MAHADE	D	07.12.2011	07.12.2011	22014022
63	LABOURER	PATADE NITESH BALKRISHNA	D	08.12.2011	08.12.2011	22014022
64	LABOURER	CHAVAN SANJAN SHALIGRAM	D	10.12.2011	10.12.2011	22014022
65	LABOURER	CHAUGHULE SANTOSH R.	D	27.12.2011	27.12.2011	22014022
66	LABOURER	CHAUDHARY KASHINATH N.	D	29.12.2011	29.12.2011	22014022
67	LABOURER	KORVI MAHESH YANKAPPA	D	02.04.2012	02.04.2012	22014022
68	CHAVIWALA	CHOWGHULE VISHNU TUKARAM	D	19.12.1980	19.12.1980	22014022
69	SLUICEMAN	CHAWAN PRAKASH BABAN	D	03.12.1985	03.12.1985	22014022
70	SLUICEMAN	DALVI PUNDLIK BAJI	D	09.01.1981	09.01.1981	22014022
71	SLUICEMAN	GOSAVI SHAMSUNDER WAMAN	D	03.12.1985	03.12.1985	22014022
72	SLUICEMAN	RANE JANARDHAN RAMCHANDRA	D	01.05.1980	01.05.1980	22014022
73	SLUICEMAN	SUPE MANDHAR CHINDU	D	07.06.1995	07.06.1995	22014022
74	SLUICEMAN	THIK SURESH RAMCHANDRA	D	16.07.1981	16.07.1981	22014022
75	LABOUR	JADHAV NARENDRA VITHOO	D	01.06.1996	01.06.1996	22014022

76	LABOUR	THOKAL LAHU THAKA	D	07.12.1995	28.08.2008	22014022
77	LABOUR	BARGE NITIN DINKAR	D	01.10.2011	01.10.2011	22014022
78	LABOUR	NIJAI NITIN MORESHWAR	D	18.11.2011	18.11.2011	22014022
79	LABOUR	KSHIRSAGAR PARAG KAMLAKAR	D	07.10.2011	07.10.2011	22014022
80	LABOUR	NAIK ASHRAF MAHAMAD	D	07.10.2011	07.10.2011	22014022
81	LABOUR	VIRKAR NITIN NAMDEV	D	07.12.2011	07.12.2011	22014022
82	LABOUR	KADAM RAVINDRA MAHADEV	D	27.12.2011	27.12.2011	22014022
83	LABOUR	DAMSE NILKANTH RAGHU	D	11.10.2012	11.10.2012	22014022
84	LABOUR	PARASNAIK VIDYANAND SHASHIKANT	D	01.03.2012	01.03.2012	22014022
85	LABOUR	MANDAVKAR PRABHAKAR PANDURANG	D	10.03.2012	10.03.2012	22014022
86	LABOUR	MANCHEKAR JITENDRA P.	D	16.09.1992	07.08.2007	22014022
87	LABOUR	KASBE NILESH GOKUL	D	01.08.2007	01.08.2007	22014022
88	LABOUR	WARANG JAYENDRA BHIKU	D	07.07.2007	03.12.2011	22014022

Section 4 (1) (b) x**Details of remuneration of officer and employees in the office Assistant Engineer Water Works C Ward**

SR. NO.	DESIGNATION	EMPLOYEE NAME	EMPLOYEE CODE	Basic + GRP	DA	WC	CA	SPA	TA	MMA	HRA	TOTAL SALARY
1	ASST. ENGINEER	SAGAR SURESH BALAWANT	3879555	25470+5400	30870	-	1400		1600	200	9261	74201
2	SUB. ENGINEER	URKUDE RAHUL MANOHAR	1738159	13060+4600	17660	-	463		1200	200	5298	42481
3	SUB. ENGINEER	GAIKWAD RAVINDRA TUKARAM	1738520	13060+4600	17660	-	463		1200	200	5298	42481
4	SUB. ENGINEER	PRASHANT PRABHAKAR LOHARE	1745641	13060+4600	17660	-	463	-	1200	200	5298	42481
5	JR. ENGINEER	JADHAV RAHUL TUKARAM	1726459	11450+4300	15750	-	463	-	600	200	4725	37488
6	JR. ENGINEER	GAIKWAD GAJANAN D.	1737213	10990+4300	15290	-	463	-	1200	200	4587	37030
7	JR. ENGINEER	RANJIT RAMESH ANCHALKAR	1744729	10100+4300	17136	-	463	-	600	200	4320	37119
8	JR. ENGINEER	SAURABH RAMESHRAO AWACHAT	1744712	10100+4300	17136	-	463	-	600	200	4320	37119
9	CLERK	NARE DIGAMBAR MAROTRAO	1702949	8130+2000	10130	-			600	200	3039	24099

10	CLERK	JADHAV SANDESH SHANKAR	1713758	7830+2000	9830	-			600	200	2949	23409
11	CLERK	GURAV EKNATH SHIVRAM	3756548	11240+2000	13240	-			600	200	3972	31252
12	CLERK	PATHAN VASIM KHAN	1734674	6990+2000	8990	-			600	200	2697	21477
13	METER INSPECTOR	BHAT NIKHIL PRAMOD	1051069	14650+2000	16650	-	463		600	200	4995	39558
14	METER INSPECTOR	KHANVILKAR SACHIN	3760374	13980+2000	15980	-	463		600	200	-	33223
15	PEON	KAMAT VIVEKANAND VASUDEO	1255368	12000+1900	13900	115	-	-	600	200	4170	32885
16	PEON	KHANEKAR RESHMA RAMESH	1737127	4800+1350	6150	-	-	-	600	200	1845	14945
17	FITTER I	ADKURE NARAYAN APPA	1003918	12660+1950	14610	115	-	-	600	200	4383	34518
18	MISTRY-1	JADHAV PRAVIN GOPINATH	1679959	10420+1950	12370	115	-	-	600	200	3711	29905
19	FITTER II	KOLI VINAYAK KISAN	1292363	11100+1900	13000	115	-	-	600	200	3900	30815
20	FITTER II	NARESH NAGAPPA K.	1297739	11090+1900	12990	115	-	-	600	200	3897	32522
21	FITTER II	LODIKHAN PRADEEP K.	1329326	10470+1900	12370	115	-		600	200	3711	29366
22	FITTER II	PAWAR BHARAT BENDYE	1449127	10610+1900	12510	115	-	-	600	200	3753	29688

23	FITTER II	RAJPUT NAROTTAM MANGAL	1480793	12090+1900	13990	115	-	-	600	200	4197	33671
24	FITTER II	JADHAV ARVIND BAPU	1673355	10710+1900	12610	115	-	-	600	200	3783	29910
25	FITTER-II	CHINPPAYYA S. RAJENDRAN	1669309	10810+1900	12710	115	-	-	600	200	3813	30148
26	FITTER-II	SOLANKI GOVIND PUNJA	1679863	10420+1900	12320	115	-	-	600	200	3696	29251
27	FITTER-II	PENKAR ASHISH MAHADEO	1679870	10420+1900	12320	115	-	-	600	200	3696	29251
28	FITTER-II	SAWANT RAJESH BABLYA	1679887	10420+1900	12320	115	-	-	600	200	3696	29251
29	FITTER-II	SURVE MANOJ MAHENDRA	1679894	10420+1900	12320	115	-	-	600	200	3696	29251
30	FITTER-II	KADAM CHANDRASHEKHAR R.	1680153	10420+1900	12320	115	-	-	600	200	3696	29251
31	FITTER-II	HANGEKAR DHANANJAY B.	1681972	9560+1900	11460	115	-	-	600	200	3438	27273
32	FITTER-II	CHAVAN SUNIL ANKUSH	1685646	7650+1900	9550	115	-	-	600	200	2865	22880
33	FITTER-II	SAWANT JAYWANT TUKARAM	1687844	7370+1900	9270	115	-	-	600	200	2781	22236
34	LABOURER	FUTAK BALU TANU	1145485	10710+1850	12560	115	-	-	600	200	3768	29803
35	LABOURER	VINJUDA HARISH ARJUN	1630983	-	-	-	-	-	-	-	-	-
36	LABOURER	SAGATHIA JITENDRA PITHA	1679856	9970+1800	11770	115	-	-	600	200	3531	27986

37	LABOURER	JADHAV SUBHASH PRATAP	1679911	-	-	-	-	-	-	-	-	-
38	LABOURER	DEULKAR ANAND SADASHIV	1679928	8030+1800	8847	115	-	-	600	200	2949	22541
39	LABOURER	BHADRIKE ANAND SAKHARAM	1679935	-	-	-	-	-	-	-	-	-
40	LABOURER	MURUGAN VEERAN SIDTHAN	1679942	-	-	-	-	-	-	-	-	-
41	LABOURER	GAIKWAD JIVAN UTTAM	1679966	-	-	-	-	-	-	-	-	-
42	LABOURER	MHATRE PRAVIN H.	1681965	8270+1800	10070	115	-	905	600	200	3021	24981
43	LABOURER	SHENGAL BHASKAR LAXMAN	1699874	6580+1800	8380	115	-	-	600	200	2541	20189
44	LABOURER	PADOLKAR BHARAT P	1699898	5860+1800	7660	115	-	-	600	200	2298	18533
45	LABOURER	NAVARKHELE SHYAM BALAJI	1701577	6840+1900	8740	115	-	-	600	200	2622	21017
46	LABOURER	CHAUDHARY DIGAMBAR T.	1706369	6830+1300	8130	115	-	-	600	200	2439	19614
47	LABOURER	DIVKAR JAYENDRA MUKUND	1714333	6330+1800	8130	115	-	-	600	200	2439	19614
48	LABOURER	KANDARKAR AMIT SADASHIV	1719486	4990+1300	6290	115	-	-	600	200	1887	15382
49	LABOURER	BANGAR SAMEER TUKARAM	1719493	4990+1300	6290	115	-	-	600	200	1887	15382
50	LABOURER	DONGARE SANTOSH BALU	1726435	4990+1300	6290	115	-	-	600	200	1887	15382

51	LABOURER	KADAM VISHAL RAMCHANDRA	1726466	5860+1800	7660	115	-	-	600	200	2298	18533
52	LABOURER	MORE CHANDRAKANT ARVIND	1726480	4990+1300	6290	115	-	-	600	200	1887	15382
53	LABOURER	PATIL SAMBHAJI TUKARAM	1726507	5860+1800	7660	115	-	-	600	200	2298	18533
54	LABOURER	KHADE MARUTI CHANDER	1726514	4990+1300	6290	115	-	-	600	200	1887	15382
55	LABOURER	JAKHERE NIVRUTTI DEVARAM	1726521	4990+1300	6290	115	-	-	600	200	1887	15382
56	LABOURER	DHUMAL SANTOSH DATTARAM	1726538	5410+1800	7210	115	-	-	600	200	2163	17498
57	LABOURER	BORKAR NILESH DEEPAK	1726545	5860+1800	7660	115	-	-	600	200	2298	18533
58	LABOURER	BHOYAR SUBHASH DAGADU	1726552	4990+1300	6290	115	-	-	600	200	1887	15382
59	LABOURER	GURAV ARUN NAMDEV	1726569	5860+1800	7660	115	-	-	600	200	2298	18533
60	LABOURER	PALANDE SACHIN C.	1726576	5860+1800	7660	115	-	-	600	200	2298	18533
61	LABOURER	PATHAN GULABKHAN J.	1729971	5860+1800	7660	115	-	-	600	200	2298	18533
62	LABOURER	MARGAJE RAMCHANDRA MAHADE	1732706	4990+1300	6290	115	-	-	600	200	1887	15382
63	LABOURER	PATADE NITESH BALKRISHNA	1732713	4990+1300	6290	115	-	-	600	200	1887	15382

64	LABOURER	CHAVAN SANJAN SHALIGRAM	1732720	5860+1800	7660	115	-	-	600	200	2298	18533
65	LABOURER	CHAUGHULE SANTOSH R.	1732737	4990+1300	6290	115	-	-	600	200	1887	15382
66	LABOURER	CHAUDHARY KASHINATH N.	1733202	5860+1800	7660	115	-	-	600	200	2298	18533
67	LABOURER	KORVI MAHESH YANKAPPA	1734650	4990+1300	6290	-	-	-	600	200	1887	15382
68	CHAVIWALA	CHOWGHULE VISHNU TUKARAM	1093375	12190+1950	14140	115	-	-	600	200	4242	33437
69	SLUICEMAN	CHAWAN PRAKASH BABAN	1089893	11540+1900	13440	115	-	-	600	200	523	28318
70	SLUICEMAN	DALVI PUNDLIK BAJI	1101861	12410+1950	14360	115	-	-	600	200	-	29635
71	SLUICEMAN	GOSAVI SHAMSUNDER WAMAN	1169940	12140+1950	14090	115	-	-	600	200	833	29928
72	SLUICEMAN	RANE JANARDHAN RAMCHANDRA	1489534	12270+1900	14220	115	-	-	600	200	827	30182
73	SLUICEMAN	SUPE MANDHAR CHINDU	1565584	10530+1900	12430	115	-	-	600	200	710	26485
74	SLUICEMAN	THIK SURESH RAMCHANDRA	1600906	12270+1950	14220	115	-	-	600	200	4266	33621
75	LABOUR	JADHAV NARENDRA VITHOO	1667613	10620+1850	12470	115	-	-	600	200	710	26565
76	LABOUR	THOKAL LAHU THAKA	1683125	10960+1850	12810	115	-	-	600	200	3843	30378
77	LABOUR	BARGE NITIN DINKAR	1719503	4990+1300	6290	115	-	-	600	200	-	13495

78	LABOUR	NIJAI NITIN MORESHWAR	1726442	4990+1300	6290	115	-	-	600	200	1887	15382
79	LABOUR	KSHIRSAGAR PARAG KAMLAKAR	1726473	4990+1300	6290	115	-	-	600	200	1887	15382
80	LABOUR	NAIK ASHRAF MAHAMAD	1726497	5860+1800	7660	115	-	-	600	200	2298	18530
81	LABOUR	VIRKAR NITIN NAMDEV	1729964	4990+1300	6290	115	-	-	600	200	1887	15382
82	LABOUR	KADAM RAVINDRA MAHADEV	1732744	5860+1800	7660	115	-	-	600	200	2298	18530
83	LABOUR	DAMSE NILKANTH RAGHU	1733367	5630+1800	7430	-	-	-	600	200	2229	17889
84	LABOUR	PARASNAIK VIDYANAND SHASHIKANT	1733941	4800+1300	6110	-	-	-	600	200	1830	14830
85	LABOUR	MANDAVKAR PRABHAKAR PANDURANG	1733958	4800+1300	6110	-	-	-	600	200	1830	14830
86	LABOUR	MANCHEKAR JITENDRA P.	3539132	11160+1850	13010	115	-	-	600	200	2903	30838
87	LABOUR	KASBE NILESH GOKUL	4061715	6840+1800	8640	115	-	-	600	200	-	18195
88	LABOUR	WARANG JAYENDRA BHIKU	4068853	6840+1800	8640	115	-	-	600	200	-	18195

Section 4(1)(b)(xi)

There are various allocated fund codes in which the required amount is proposed for the day to day working of water works office i.e. payment of bills of vendors appointed by purchase authority, stationery requirement, labour oriented items etc.

Format A for current year 2015 - 16

Sr. No.	Budget head description	Grants received	Planned use (Give details area wise or work wise in a separate form)	Remarks
1.	4030490000 'C' Ward -H.E.	Rs. 5,92,47,000	Rs.1,89,54,552.35	--

Format B for previous year 2014 - 2015

Sr. No.	Budget Head	Grants received	Grants utilized	Grants Surrendered	Results
1.	4030490000 'C' Ward -H.E.	Rs.6,83,05,000	Rs.3,82,61,935.99	Rs.3,43,064.01	--

Section 4(1)(b)(xii)

Manner of execution of subsidy program in the office of Assistant Engineer Water Works at_C 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 C Ward.

-----Nil-----

Section 4(1)(b)(xiv)

Details of information available in electronic form in the office of Assistant Engineer Water Works C 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 C Ward.

Types of facilities-

- Information about facilities for inspection of record.

Sr.No.	Type of Facility	Timings	Procedure	Location	Person 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, C ward. Municipal Office, 76, Shrikant Palekar Marg, 5 th Floor, Chandanwadi, Mumbai-400002.	Asstt. Engineer, Water Works C Ward.

- Interactive website – mcgm.gov.in
- Facilitation center - Facilitation center is available at the ground floor of ward office Building. Working Hours – 8 am to 8 pm
- Notice board - Displayed in the office of Asstt. 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 C Ward.

PIO

A

Sr No	Name of PIO	Designa tion	Jurisdic tion as PIO under RTI	Address Ph. No.	E-mail id for purpos e of RTI	Appellate authority
1.	Shri. Suresh Sagar	A.E.W.W .C	C Ward	Office of the Assistant Engineer Water Works C Ward, Municipal Office, 76, Shrikant Palekar Marg, 5 th Floor, Chandanwadi, Mumbai- 400002 Ph.022- 22014022 Ex.210 022-22014022 Ex.234 Ph.	suresh .sagarc @gmail .com	Office of the Executive Engineer C Ward, Municipal Office, 76, Shrikant Palekar Marg, 2nd Floor, Chandanwadi, Mumbai- 400002

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 . Jivak Ghegadmal	Executive Engineer	C Ward	A.E.W.W.C	

Section 4(1)(b)(xvii)**Other****NIL**