



BRIHANMUMBAI MAHANAGARPALIKA

Section 4 Manuals as per provision of RTI Act
2005 of F/North Ward

ASSISTANT ENGINEER WATER WORK **DEPARTMENT**

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F/North Ward,Room No. 20,

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MUNICIPAL CORPORATION OF GREATER MUMBAI
Hydraulic Engineer's Department

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Introduction

The right to information is implicitly guaranteed by the Constitution. However, with a view to set out a practical regime for securing information, the Indian Parliament enacted the Right to Information Act, 2005 and thus provided a powerful tool to the citizens to get information from the Government as a matter of right. This law is very comprehensive and covers almost all matters of governance and has the widest possible reach, being applicable to Government at all levels- Union, State and Local as well as recipients of government grants.

The basic object of the Right to Information Act is to empower the citizens, promote transparency and accountability in the working of the Government and make our democracy work for the people in real sense. The Act is a big step towards making the citizens informed about the activities of the Government.

The Act requires the Government authority to compile a handbook in easily comprehensible form and to update it from time to time under Section 4(1) b sub clauses i to xvii (17 Manuals). The objective of publishing 17 Manuals is the proactive disclosure of the information/records held by Govt. Authority for the information seekers. The office of Assistant Engineer, Water Works, E 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), E Ward whose office is situated at E Ward office, 2nd floor, 10, Shaikh Hafizuddin Marg, Byculla Mumbai -400 008.

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

Hydraulics is a branch of Engineering science that deals with water storage and supply and 'Hydraulic Engineer' of MCGM is in-charge of water supply to Mumbai. Hydraulic Engineer is a Statutory Post and being head of the department; his department is known as Hydraulic Engineer's Department.

He is empowered by relevant sections of MMC Act 1888(as amended) & power is delegated to him through DMC(SE). All Dy H.E./E.E.W.W./A.E.W.W.'s work under him & he has overall control to ensure sufficient, wholesome & equated water supply to various water supply zones and to collect water charges.

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

Assistant Engineer water work E 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 E Ward.

Assistant Engineer water work E ward overall control in ward level to ensure to distribute equal & potable water supply to consumer and collect water charges from consumer.

Definitions :

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 distributor 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 E 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 E Ward.

(Shri. Subhash Shrirang Shinde)

Assistant Engineer (Water Works)

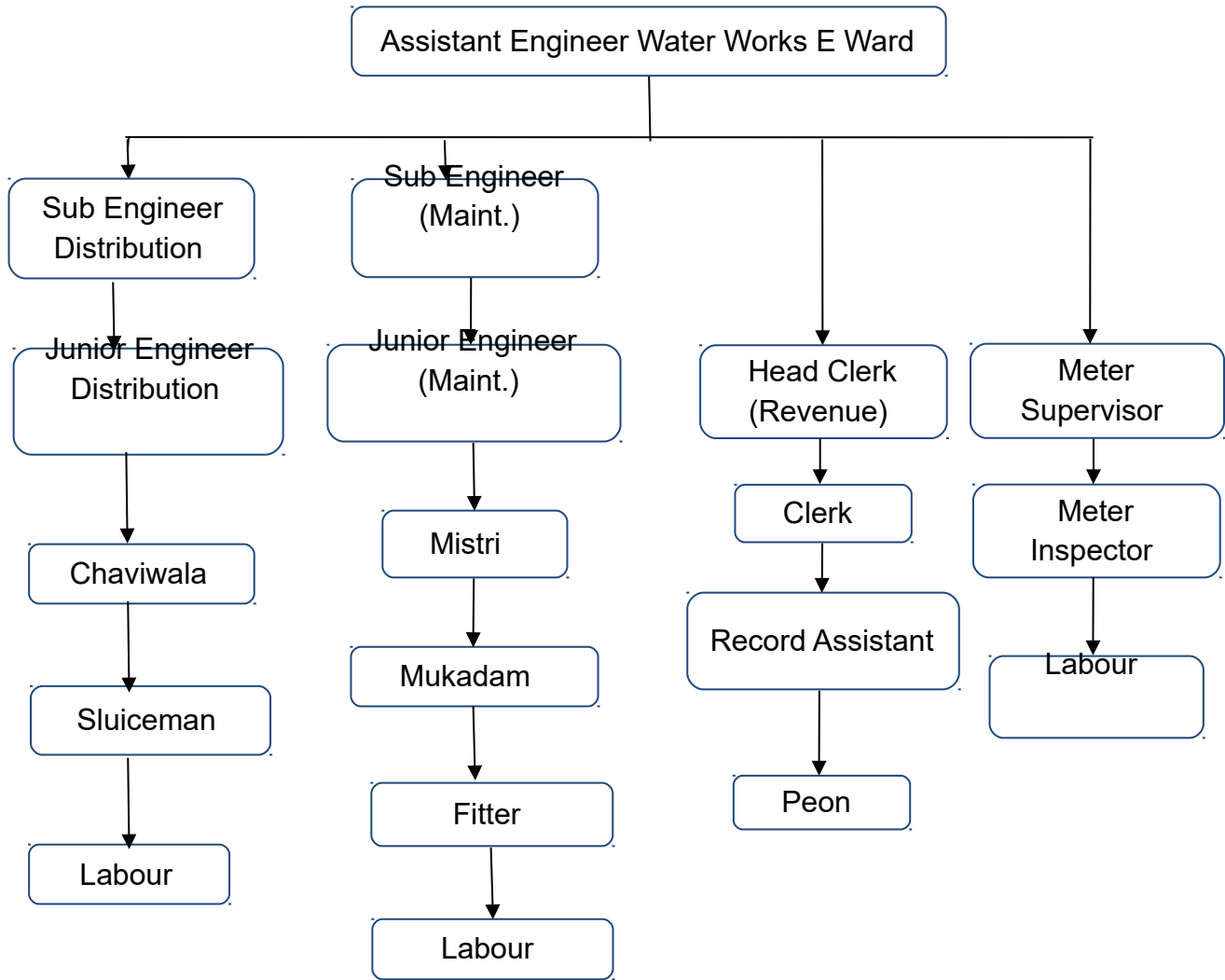
F/ North Ward

Section 4(1) (b) (i)

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

1	Name of the Section	Office of Assistant Engineer, Water Works
2	Address	Office of Assistant Engineer, (Water Work) F/North ward, Room no. 20, F/North Ward building, 96 Bhau Daji Marg, Matunga (E) Mumbai -400 019
3	Head of the office	Assistant Engineer Water Works
4	Parent Government Department	Hydraulic Department.
5	Reporting to which office	1) Assistant Commissioner, F/North 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 Thane Creek, West Central Railway North N. Mankikar Marg, South Mumbai, Marathi Granth Sangrahalaya Marg & Road No. 26 of scheme No.57 of Sion Division
7	Mission	“To provide adequate, safe and equitable water to the consumers / citizens in F/North ward’s area.”
8	Vision	“To control on leakages, wastage & theft of water.”
9	Objectives	“Distribution of potable water to the consumers in F/north Ward’s area.” 1) To attend short supply complaint of consumers. 2) To attend leakage of water main up to 250 mm dia. 3) To attend contamination complaints. 4) To inspect unauthorized Water connections.
10	Functions	Control over Distribution of potable water to the consumers in F/North Ward area. 1) To control and supervise daily water supply valves. 2) To issue permission form for water connections. 3) To recovery of water charge bills from consumers.
11	Details of services provided (In Brief)	“Supply of potable water within F/North Ward area.”
12	Physical assets / Tools (Statement of lands & Buildings and other Assets)	Tools
13	Organization’s structural Chart	As per separate sheet attached at page no. 07
14	Tel. No.& office timings	Telephone no : 24024353 Extn : 140 Email : aeww.fn@mcm.gov.in Office timing : 8.00 a.m. to 12.00 noon and 2.30 P.M. to 5.30 p.m.(Monday to Friday) 09.00 am to 01.00 p.m on Saturdays Visiting Hours : 03.00 p.m. to 05.00 p.m. .(Monday to Friday)
15	Weekly Holidays	Sunday and Public Holidays.

Organisation's Structural Chart (Orgonogram):



Schedule Information

Pay Sheet – G 4214

Sr. No	Designation	Total Post			Charged Post			Vacant Post		
		Schedule	Non Schedule	Total	Schedule	Non Schedule	Total	Schedule	Non Schedule	Total
1	Assitt. Engg	1	0	1	1	0	1	0	0	0
2	Sub Engg.	5	0	5	4	0	4	1	0	1
3	Jr. Engg	8	0	8	3	0	3	5	0	5
4	Meter supervisor	2	0	2	2	0	2	0	0	0
5	Head Clerk	1	0	1	1	0	1	0	0	0
6	Clerk cum Typist	1	0	1	1	0	1	0	0	0
7	Clerk	6	0	6	6	0	6	0	0	0
8	Meter Inspector	6	0	6	3	0	3	3	0	3
9	Peon	2	0	2	2	0	2	0	0	0
10	Record Attendant	1	0	1	0	0	0	1	0	1

Pay Sheet – G 4221

Sr. No	Designation	Total Post			Charged Post			Vacant Post		
		Schedule	Non Schedule	Total	Schedule	Non Schedule	Total	Schedule	Non Schedule	Total
1	Chaviwala	05	0	5	4	0	4	1	0	1
2	Sluice man	12	0	12	10	0	10	2	0	2
3	Labour	31	0	31	16	0	16	15	0	15

Pay Sheet – G 4222

Sr. No	Designation	Total Post			Charged Post			Vacant Post		
		Schedule	Non Schedule	Total	Schedule	Non Schedule	Total	Schedule	Non Schedule	Total
1	Fitter - I	01	0	01	01	0	01	0	0	0
2	Fitter - II	11	0	11	07	0	07	04	0	04
3	Mistry - II	01	0	01	01	0	01	0	0	0
4	Mukadam	09	0	09	09	0	09	0	0	0
5	Labourer	65	0	65	46	0	46	19	0	19

Pay Sheet – G 4247

Sr. No	Designation	Charged Post	Work Location
1	Administrative Officer	1	F/ North & F/ South

Section 4(1) (b) (ii)

The powers of officers and employees in the office of Assistant Engineer Water works E Ward.

A

Sr. No.	Designation	Power- Financial	Under which legislation / rules / order / GRs	Remarks
1.	Assistant Engineer Water works	1. Power to incur expenditure-office contingencies Rs.7000/- in case of dead stock articles upto Rs.50/- per item and to make the payments of the bills therefore.	MMC Act 1988	
		2. (a) Power to purchase without prior post-audit upto Rs.25/-		
		(b) Without pre-audit but with post audit Above Rs.25/- but upto 200/-		
		(c) With pre-audit Above Rs.200/- but upto Rs.500/-		
		3. Power to sign payment and adjustment vouchers against the previous sanction of the competent authorities to limit of the Rs.15,000/-		
		4. Signing all indents for purchases of stores and material required for execution of sanctioned works, provided funds are available.		
		5. Power to enter upon or carry materials through any land for inspection or repairs or execution of Municipal works.	263 (1), 278 (1)	
2.	Sub Engineer Distribution	NIL.		
3.	Sub Engineer (Manit.)	NIL.		
4.	Junior Engineer Distribution	NIL.		
5.	Junior Engineer (Manit.)	NIL.		
6.	Head Clark	NIL.		
7.	Meter Supervisor	NIL.		

B

Sr. No.	Designation	Power- Administrative	Under which legislation / rules / order / GRs	Remarks
1.	Assistant Engineer Water works	1. Power to sanction increments in the time scale promotions to the lab our staff in accordance to rules in force.	MMC Act 1988	
		2. Power to grant casual leaves to subordinate staff upto the rank of Sub-Engineers accordance with the MC's orders on the subject that application form staff.		
		3. Powers to grant leaves including maternity and injury leave to the lab our staff in accordance to the MC's orders on the subject .		
		4. Power to sign unclaimed wages refund certificates of the staff working under him.		
		5. Power to allow renewal of Railway season Tickets.		
		6. Power to sanction overtime allowance when necessary to the member of the inferior service of the sanctioned scales and in case of those whom the factory.		
		7. To authorize (1) employees to renew subscription to Provident Fund (Rule 16-d of provident fund (2) to grant advance (Rule 24) & (3)to sanction refund of Municipal Contribution in ordinary cases and the recovery in respect of Municipal claims.		
2.	Sub Engineer Distribution	Nil.		
3.	Sub Engineer (Manit.)	Nil.		
4.	Junior Engineer Distribution	Nil.		
5.	Junior Engineer (Manit.)	Nil.		
6.	Head Clark	Nil.		
7.	Meter Supervisor	Nil.		

C

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

D

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

E

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

The duties of officers and employees in the office of Assistant Engineer Water works F/north 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	MMC Act 1988, u/s.169, 92,	

		resources such as man, material and machinery.	263(1), 278(1), 350, 488	
		2. Repairs & maintenance of water mains upto 300mm and get rest of the work done by coordinating with other agencies.		
		3. Initiate proposals for laying of new water mains for replacement of old pipelines and to overcome short supply problem, contamination etc. for sanction of competent authority.		
		4. Attending short supply complaints, contamination leakages in private and municipal unit and disconnection of connections to generate demands of water / sewerage charges, recovery of bills etc.		
		5. To attend the meetings of zonal D.M.C., dept. heads and other meetings such as public grievances and comply the matters.		
		6. To issue necessary permissions for availing the water connections allowing fittings etc. after obtaining necessary sanction from competent authority, Resolving of disputes regarding water charges bills with sanction of competent authority.		
		7. In case of emergency arising out of breakdowns, maintenance of water mains, inform the public and public representatives for change in water timings etc. with available resources.		
		8. Any other duties assigned by the higher authorities.		
		9. Sanction of domestic connections upto 20mm dia., certification of dry fittings upto 25mm dia. and new buildings upto 4th floor.	1)EE Mts (Rev.) /2553 / Circular dtd 1.01.2002 2)HE/15/Cir/H C(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	1. To carry out fieldwork such as		

	(Manit.)	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.		
4	Administrative Officer	5. To maintain various records of new water connections, meters, preparation of O.T. of maintenance staff.		
5	Junior Engineer Distribution	1. To maintain normal day to day supply with the help of available resources such as man, material and machinery.		
		2. To initiate proposals for laying new water main for improvement of pressure in the area.		
		3. To look after complaints of shortage, leakages, contamination etc.		
		4. To prepare/scrutinize proposal for applications for water connections & other fittings.		
		5. To overall control on distribution staff and issue instructions for specific work.		
6	Junior 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.		
7	Head Clerk	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.		
8	Clerk	1. To assist H.C. (Billing) in day to day works.		
		2. To enter the meter data for preparing the water charges bills.		
		3. To prepare challans for payments other than water charges bills		
		4. To maintain register regularly and taking day to day entries.		
		5. To issue duplicate bills.		
		6. To issue notices to consumer for recovery & report to the higher authority accordingly.		
9.	Meter Supervisor	1. To assist AEWV in the work metering section.		
		2. To supervise the work of Meter Inspector.		
		3. To check Meter Reading Book entries on random after visiting sites.		
		4. To report unauthorized water connections and misuse of municipal water.		
		5. To issue notices to consumer for replacement of non working meters.		
		6. To maintain dispute registers and stolen meter register.		
		7. To verify consumption and rates for preparation of water bills prior to approval by A.E.W.W.		
		8. To settle gaps where meter reading is not available or not reliable. So that there is no loss of revenue or burden of excess billing to the consumer.		
		9. To feed regularly necessary data to computer.		
		10. To observe scheduled programme of meter reading.		
		11. To prepare various reports related to water dept.		
10.	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.		
11.	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.		
12.	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.		
13.	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.		
14.	Fitter	1. To attend the leakages and repairs of water main upto 250 mm dia. water main.		
		2. To attend contamination complaint.		
		3. To make new water connections and cutting of connections as per order of higher authority.		
		4. To removal and fixing of meters of the connections.		
15.	Chaviwala	1. To assist to S.E. & J.E. (Distribution) for Valve operation		
		2. To supervise to sluice man and labour for valve operation.		
		3. To operate the valves on water main at the specified time and to the specified limits as per order of higher authority.		

		4. To maintain operation register if required.		
		5. To report about non-working and damaged valve.		
		6. To report leakages.		
		7. To attend the short supply complaint and report to higher authority.		
		8. To attend the site of fire calls.		
16.	Sluice man	1. To operate the valves on water main at the specified time and to the specified limits as per order of higher authority.		
		To report about non-working and damaged valve.		
		To maintain operation register if required.		
		To report leakages.		
		To attend the site of fire calls.		
		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 E Ward.

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

Proposal of every kind are generally put up for approvals / sanctions of competent authority – through proper channel i.e. initiating department / Account Department / Competent authority.

Water Connection Application.

Application for granting water connection is required to be made through online process on [http:// portal.mcgm.gov.in](http://portal.mcgm.gov.in). 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.

Instuctions – 1. Minimum 5 eligible members are required for water connection.

2. The applicant should self attest all documents to submitted along with application
3. The documents submitted by any applicant should not have been used for availing water connection previously.

List of documents to be enclosed -

1. Duly Filled in Application form.
2. Any one the following 4 documents showing that applicants hutment existed on or prior to 01.01.2000 (Self attested by the Applicant/Licenced Plumber):-
 - 1) Photo Pass
 - 2) Assessment extract
 - 3) Electrol Roll extract
 - 4) Election Photo Identity Card.
3. Any one of the following 2 documents as proof of residence of applicants (Self attested Applicant/Licenced Plumber)
 - 1) Electricity Consumer no at given address
 - 2) Aadhar card at given address.
4. In the applicant not residing in the hutment prior to 1.1.2000, then it is necessary to submit copies chain of purches aggrement with preivous occupants since 1.1.2000.
5. Appointment letter issued to the licenced plumber.
6. Undertaking by the licened Applicant in prescribed formate.
7. Undertaking by the licened plumber in prescribed formate
8. Receipt of scrutiny fee payment
9. Location sketch showing hutments along with landmark, duly signed by licenced plumber.

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 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
	Granting Water Connection	Scrutiny of Application.	02 days	JE/SE (Distribution)	
		Letter to Party	02 days	JE/SE (Distribution)	
		Compliance of Dakka letter by party with scrutiny fee.	30 days	Party	
		After compliance of Dakka letter site visit report	02 days	JE/SE (Distribution)	
		After site visit put up proposal to higher authority for sanction.	02 days	JE/SE (Distribution)	
		Reject or approve/ Forwards it to higher competent authority for	02 days	AEWW	

		approval			
		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 Letter	02 days	JE/SE (Distribution)	
		Sign on Permission Form (P Form)/ Rejection Letter	02 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	With in one year	Plumber/Applicant	
		Road Opening permit	15 days	AE(Maint)	
		Preparation of Meter Card	01 days	Meter Inspector, Meter Supervisor	
		Physical connection of water meter	02 days	S.E(Maint) J E (Maint)	
		Generation of CCN Number and Updating of Meter Reading Card.	07 days	S.E(Maint) /S E (D).	
	Meter Reading	Taking meter reading and updating MRB.	Monthly / Quarterly	Meter Inspector	
	Disconnection of water connection	Prepare defaulter list and disconnection of water connection	Monthly	H.C / M.S / SE(M)	
	Water Connection Restoration.	After payment of pending bills by party and additional security deposit and cutting making charges	15 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 F/North 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 F/North Ward.

Sr. No.	Subject	G.R./Circular/Office order. Rule no. notification etc. date.	Remarks if any
1.	Sanction of Water connection	MMC Act 1888u/s 169, 92. & Cir. No. HE/15/CIR/HC(Gen) of 29/10/2005. & HE/08/Cir/dt.07.08.2014. & HE/06/Cir/dt. 10.01.2017.	
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 E 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 reply of Public Information Officer and/or order passed by First Appellate Authority	01 year
4	Log sheets	Inward papers		Details of Applications/ complaints/ other documents received by department	01 Year
5	Outward Register(Internal departments)	Outward papers		Details of Applications/ complaints/ other	01 Year

				documents forwarded to Internal departments of E Ward.	
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 E Ward.

-- NOT APPLICABLE --

Section 4(1)(b)(viii)

Statement of Boards, Councils, Committees or Other bodies in the office of Assistant Engineer Water works F/North Ward.

---Nil--

Section 4 (1) (b) ix

Duty Hours of the officer and employees in the office Assistant Engineer Water Works F/ North Ward

Sr.No.	Designation	Grade	Duty Timing	
			In Timing	Out Timing
1	Assistant Engineer	A	9.00 am	5.00 pm
2	Sub – Engineer (Distri.)	B	9.00 am	5.00 pm
3	Sub -Engineers (Maint.)	B	9.00 am	5.00 pm
4	Addmin. Officer (Meter)	B	9.30 am	4.30 pm
5	Junior Engineer	C	8.00 am	4.00 pm
6	Meter Supervisor	C	9.30 am	4.30 pm
7	Meter Inspector	C	9.30 am	4.30 pm
8	Head Clerk	C	10.30 am	5.30 pm
9	Clerk	C	10.30 am	5.30 pm
10	Peon	D	10.00 am	6.00 pm
11	Mistry - II	D	8.00 am	4.00 pm
12	Fitter - II	D	8.00 am	4.00 pm
13	Mukadam	D	8.00 am	4.00 pm
14	Labourer	D	8.00 am	4.00 pm
15	Chaviwala	D	8.00 am 4.00 pm 12.00 am	4.00 pm 12.00 pm 8.00 am
16	Sluiceman	D	8.00 am 4.00 pm 12.00 am	4.00 pm 12.00 pm 8.00 am
17	Labourer	D	8.00 am 4.00 pm 12.00 am	4.00 pm 12.00 pm 8.00 am

Section 4 (1) (b) x

Dictionary of the officer and employees in the office Assistant Engineer Water Works F/North Ward

Pay Sheet – G 4212

SR. NO.	EC No.	Name of the Officers/ Employees	Designation	Grade	Dt. Of Joining the post	Dt. of joining in F/N Ward
1	3691036	Shinde S. Shreerang	Asst Engineer	A	20.01.1992	07.01.2019
2	1685567	Meher S. Manik	Sub Engineer	B	12.09.2005	09.02.2011
3	1692554	Gajbhiye Amit Vinod	Sub Engineer	B	12.03.2007	03.03.2008
4	4292122	Bhagat Harshada Anup	Sub Engineer	B	13.01.2011	11.08.2017
5	4054553	Padwal Manish Hanmantrao	Sub Engineer	B	12.03.2007	06.12.2018
6	1743838	Nikumbh Prashant Dangal	Junior Engineer	C	23.11.2015	23.11.2015
7	1685361	Shridhar S. Ghodakar	Junior Engineer	C	01.01.2005	03.06.2019
8	1744664	Devesh Rajkumar Paradhi	Junior Engineer	C	21.12.2015	21.12.2015
9	3468627	Dhupkar Uday Vinayak	Meter Supervisor	C	23.06.1988	16.07.2018
10	3403747	Joshi Puja Ravindra	Meter Supervisor	C	04.11.1986	13.08.2019
11	1434589	Akshata Santosh Narkar	Head Clerk	C	24.03.1995	01.08.2019
12	1693775	Madane Rohini Abhay	Clerk	C	27.06.2007	27.06.2007
13	1712740	Koli Aditi Chadrashakar	Clerk	C	10.06.2009	10.06.2019
14	1734636	Gharat Sandeep Sitaram	Clerk	C	11.04.2012	11.04.2012
15	1735187	Kharje Deepali Avinash	Clerk	C	20.04.2012	20.04.2012
16	3947490	Lokhande Sanjay Hari	Clerk	C	16.02.2004	01.02.2013
17	3989933	Jadhav Suryoday Maruti	Clerk	C	01.01.2005	20.09.2011
18	4051361	Rathod Niteen Megharaj	Clerk	C	03.02.2007	24.10.2011
19	3794537	Berde Aparna shailesh	Meter inspector	C	17.05.1995	28.08.2018
20	1395558	Nagale Pradip Ramakant	Meter inspector	C	24.08.1987	04.09.2018
21	3915875	Santosh Tukaram Nadkar	Meter inspector	C	08.06.1998	01.02.2017
22	1666650	Jadhav Sandesh Hari	Peon	D	10.04.1996	01.10.2014
23	1690552	Karambale Pravin Bandu	Peon	D	18.07.2006	11.06.2012

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SR. NO.	EC No.	Name of the Officers/ Employees	Designation	Grade	Dt. Of Joining the post	Dt. of joining in F/N Ward
1	1325102	Lange Dhondu Balu	Chaviwala	D	10/11/1989	14/10/2003
2	1089161	Chawda Virji Ramji	Sluiceman	D	18/06/1983	07/02/05
3	1369355	Mosamkar Suresh Sudam	Sluiceman	D	25/04/1987	20/05/96
4	1531338	Sawant Sharad Mahadeo	Chaviwala	D	13/05/1980	01/12/03
5	1675711	Gopale Rajesh Ramnath	Sluiceman	D	05/01/1999	21/10/2008
6	3745021	Jadhav Nivruti Damu	Chaviwala	D	17/08/1993	25/10/2008
7	1623855	Valanju Pradeep Shankar	Labourer	D	02/05/1991	26/03/2009
8	1672581	Ashtivkar Girish Ramakant	Labourer	D	01/08/1997	15/09/2000
9	1672598	Warang Dattaram Bhaskar	Labourer	D	14/08/1997	15/10/2000

10	1677074	Musale Santosh Bhagwan	Labourer	D	18/06/1999	27/05/2002
11	1685756	Singh Mukeshkumar M.	Labourer	D	01/04/05	02/02/12
12	1699049	Rongate Dinkar Kacharu	Labourer	D	18/06/2008	04/06/10
13	1702042	Parab Mahendra Pandurang	Labourer	D	30/07/2008	02/02/12
14	1705832	Bajage Sunil Pandurang	Labourer	D	08/10/2008	08/10/08
15	1731482	Tukaram Gangaram Katkade	Labourer	D	13/12/2011	13/12/2011
16	1731499	Durgadas Dattaram Rathod	Labourer	D	13/12/2011	13/12/2011
17	1731509	Vishwas Gajanan Chawrekar	Labourer	D	13/12/2011	13/12/2011
18	1736937	Joshi Kisan Maruti	Labourer	D	21/09/2012	21/09/2012

Pay Sheet – G 4222

SR. NO.	EC No.	Name of the Officers/ Employees	Designation	Grade	Dt. Of Joining the post	Dt. of joining in F/N Ward
1	3575033	Parab Satish Manohar	Mistry II	D	23/01/1990	23/01/1990
2	1149180	Gaikwad Ravindra Ambu	Fitter II	D	1/2/1986	1/2/1986
3	1162572	Ghoderao Dilip Daulat	Fitter II	D	3/9/1984	3/9/1984
4	1251285	Kadam Vijay Hari	Fitter II	D	1/8/1994	1/8/1994
5	1369197	More Harishchandra Y	Fitter II	D	11/8/1994	11/8/1994
6	1421060	Pable Vinayak Bajirao	Fitter II	D	6/6/1992	6/6/1992
7	1488416	Rane Anant Gajanan	Fitter II	D	2/5/1980	2/5/1980
8	1490271	Rane Prashant H.	Fitter II	D	5/8/1994	5/8/1994
9	1672316	Chavan Narendra Shivram	Fitter II	D	8/7/1997	8/7/1997
10	1676695	Shedekar Ziloo Ganu	Fitter II	D	22/04/1999	22/04/1999
11	1453245	Pawar Pradeep Mahadeo	Mukadam	D	14/10/1994	14/10/1994
12	1522363	Malig Ganesh Ramlu	Labourer	D	2/8/1994	2/8/1994
13	1648373	Walmiki Sonpal Birsing	Labourer	D	1/4/1983	1/4/1983
14	1672323	Panchal Suhas Narayan	Labourer	D	11/7/1997	11/7/1997
15	1674033	Kharwa Rajesh Ashok	Labourer	D	1/4/1998	1/4/1998
16	1683613	Manchekar Ramanand R	Labourer	D	5/4/2005	5/4/2005
17	1686472	Pardhi Namdev Dhondu	Labourer	D	1/4/2005	1/4/2005
18	1686496	Bharmal Balu Namdev	Labourer	D	1/4/2005	1/4/2005
19	1694295	Kadam Mahesh Candrakant	Labourer	D	10/8/2007	10/8/2007
20	1700150	Bhoir Ramchandra Vasant	Labourer	D	4/6/2008	4/6/2008
21	1700167	Rathod Amar Shrikant	Labourer	D	17/06/2008	17/06/2008
22	1700174	Bhoir Hanumant Daji	Labourer	D	7/6/2008	7/6/2008
23	1703768	Randive Shrikant Laxman	Labourer	D	1/8/2008	1/8/2008
24	1704422	Patil Yogesh Vitthal	Labourer	D	20/04/2008	20/04/2008
25	1705825	Shelke Rohidas Ramdas	Labourer	D	3/10/2008	3/10/2008
26	1706792	Moorthy Allagan C.D.	Labourer	D	4/4/2008	4/4/2008
27	1715822	Shaikh Sohel Munir	Labourer	D	7/9/2010	7/9/2010
28	1723463	Hande Mahesh Vilas	Labourer	D	18/10/2011	18/10/2011
29	1723470	Gupta Santosh Munnalal	Labourer	D	18/10/2011	18/10/2011
30	1723487	Tanaji Mohan Lagad	Labourer	D	18/10/2011	18/10/2011
31	1723494	Dabhekar Uttam Vitthal	Labourer	D	18/10/2011	18/10/2011
32	1723504	Thombare Sandeep B.	Labourer	D	18/10/2011	18/10/2011
33	1723511	Jadhav Ravindra Sukhadev	Labourer	D	21/10/2011	21/10/2011

34	1723528	Sawant Mohan Vishram	Labourer	D	18/10/2011	18/10/2011
35	1723535	Manje Sunil Gurunath	Labourer	D	21/10/2011	21/10/2011
36	1723542	Thakare Sunil Valku	Labourer	D	8/11/2011	8/11/2011
37	1723559	Patil Sachin Chango	Labourer	D	21/10/2011	21/10/2011
38	1723566	Yadav Jagannath Mahadev	Labourer	D	18/10/2011	18/10/2011
39	1723573	Pawar Vishal Dnyaneshwar	Labourer	D	18/10/2011	18/10/2011
40	1723580	Patil Anil Kisan	Labourer	D	18/10/2011	18/10/2011
41	1723597	Panchal Amol Pundalik	Labourer	D	18/10/2011	18/10/2011
42	1723607	Chalke Dinesh Chandrakant	Labourer	D	18/10/2011	18/10/2011
43	1723614	Sul Balu Vithoba	Labourer	D	18/10/2011	18/10/2011
44	1723621	Patkar Ajay Arun	Labourer	D	18/10/2011	18/10/2011
45	1723645	Sadgir Nandram Bhika	Labourer	D	2/11/2011	2/11/2011
46	1730247	Patil Vipul Vilas	Labourer	D	22/11/2011	22/11/2011
47	1730254	Salunke Santosh Motiram	Labourer	D	23/11/2011	23/11/2011
48	1730261	Khairnar Manohar Vasant	Labourer	D	1/12/2011	1/12/2011
49	1730285	Gadhve Sumit D.	Labourer	D	6/12/2011	6/12/2011
50	3483963	Jadhav Anil Shankar	Labourer	D	9/11/2011	9/11/2011
51	1730302	Jamdar Santosh Kashiram	Labourer	D	1/12/2011	1/12/2011
52	1730319	Kamble Prakash H.	Labourer	D	6/12/2011	6/12/2011
53	1730326	Paradkar Abhijit S.	Labourer	D	6/12/2011	6/12/2011
54	1730333	Kolekar Dilip Tukaram	Labourer	D	24/11/2011	24/11/2011
55	1730340	Sawant Kishor Hiru	Labourer	D	1/12/2011	1/12/2011
56	1731516	Rupnar Shahaji Kerappa	Labourer	D	22/12/2011	22/12/2011
57	1731523	Gaikwad Rajendra Sitaram	Labourer	D	27/12/2011	27/12/2011
58	1731530	Vaidya Abhay Ramesh	Labourer	D	26/12/2011	26/12/2011
59	1731547	Dagale Devram Keru	Labourer	D	3/1/2012	3/1/2012
60	1731554	Bule Haribhau Laxman	Labourer	D	22/12/2011	22/12/2011
61	1733075	Moraye Mangesh Waman	Labourer	D	18/01/2012	18/01/2012
62	1733082	Lale Manoj Mahadev	Labourer	D	18/01/2012	18/01/2012
63	1733109	Bamble Gulab Umaji	Labourer	D	18/01/2012	18/01/2012
64	1734014	Gangurde Sunil Laxman	Labourer	D	24/02/2012	24/02/2012
65	1734588	Bhoir Jagdish Savalaram	Labourer	D	21/03/2012	21/03/2012
66	1735479	Waghmare Vijay Pralhad	Labourer	D	12/4/2012	12/4/2012
67	1749322	chalke mayuresh r.	Labourer	D	28/09/2017	28/09/2017
68	1749315	Rahul arvind dasalkar	Labourer	D	03/10/2017	03/10/2017

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SR. NO.	EC No.	Name of the Officers/ Employees	Designation	Grade	Dt. Of Joining the post	Dt. of joining in F/N Ward
1	3382354	Anjani Ashwin Khandekar	Administrative officer	B	02.05.1986	14.02.2019

Salary Details of officer and employees in the office Assistant Engineer Water Works F/North Ward

Pay Sheet – G 4212

Sr. No.	EC No.	Name of Employee's	Designation	GRD	Gross Salary
1	3691036	Shinde S. Shirrang	Asst Engineer	A	1,14,055.00
2	1685567	Meher S. Manik	Sub Engineer	B	82,746.00
3	1692554	Gajbhiye Amit Vinod	Sub Engineer	B	85,194.00
4	4292122	Bhagat Harshada Anup	Sub Engineer	B	67,786.00
5	4054553	Padwal Manish Hanmantrao	Sub Engineer	B	82,746.00
6	1743838	Nikumbh Prashant Dangal	Junior Engineer	C	54,929.00
7	1685361	Shridhar S. Ghodakar	Junior Engineer	C	46,840.00
8	1744664	Devesh Rajkumar Paradhi	Junior Engineer	C	54,929.00
9	3468627	Dhupkar Uday Vinayak	Meter Supervisor	C	99,119.00
10	3403747	Joshi Puja Ravindra	Meter Supervisor	C	99,119.00
11	1434589	Akshata Santosh Narkar	Head Clerk	C	80446.00
12	1693775	Madane Rohini Abhay	Clerk cum typist	C	46,840.00
13	1712740	Koli Aditi Chadrashekar	Clerk	C	41,672.00
14	1734636	Gharat Sandeep Sitaram	Clerk	C	37,048.00
15	1735187	Kharje Deepali Avinash	Clerk	C	35,960.00
16	3947490	Lokhande Sanjay Hari	Clerk	C	48,200.00
17	3989933	Jadhav Suryoday Maruti	Clerk	C	52,688.00
18	4051361	Rathod Niteen Megharaj	Clerk	C	44,120.00
19	3794537	Berde Aparna shailesh	Meter inspector	C	65,119.00
20	1395558	Nagale Pradip Ramakant	Meter inspector	C	67,023.00
21	3915875	Santosh Tukaram Nadkar	Meter inspector	C	56,500.00
22	1666650	Jadhav Sandesh Hari	Peon	D	50,083.00
23	1690552	Karambale Pravin Bandu	Peon	D	30,955.00
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Sr. No.	EC No.	Name of Employee's	Designation	GRD	Gross Salary
1	1325102	Lange Dhondu Balu	Chaviwala	D	37818.00
2	1089161	Chawda Virji Ramji	Sluiceman	D	33493.00
3	1369355	Mosamkar Suresh Sudam	Sluiceman	D	37843.00
4	1531338	Sawant Sharad Mahadeo	Sluiceman	D	39195.00
5	1675711	Gopale Rajesh Ramnath	Sluiceman	D	33075.00
6	3745021	Jadhav Nivruti Damu	Sluiceman	D	37843.00
7	1623855	Valanju Pradeep Shankar	Labourer	D	35931.00
8	1672581	Ashtivkar Girish Ramakant	Labourer	D	34834.00
9	1672598	Warang Dattaram Bhaskar	Labourer	D	34834.00

10	1677074	Musale Santosh Bhagwan	Labourer	D	33508.00
11	1685756	Singh Mukeshkumar M.	Labourer	D	30760.00
12	1699049	Rongate Dinkar Kacharu	Labourer	D	23410.00
13	1702042	Parab Mahendra Pandurang	Labourer	D	23410.00
14	1705832	Bajage Sunil Pandurang	Labourer	D	23410.00
15	1731482	Tukaram Gangaram Katkade	Labourer	D	21447.00
16	1731499	Durgadas Dattaram Rathod	Labourer	D	21447.00
17	1731509	Vishwas Gajanan Chawrekar	Labourer	D	20248.00
18	1736937	Joshi Kisan Maruti	Labourer	D	20835.00

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Sr. No.	EC No.	Name of Employee's	Designation	GRD	Gross Salary
1	3575033	Parab Satish Manohar	Mistry II	D	53915.00
2	1149180	Gaikwad Ravindra Ambu	Fitter II	D	53782.00
3	1162572	Ghoderao Dilip Daulat	Fitter II	D	53649.00
4	1251285	Kadam Vijay Hari	Fitter I	D	50856.00
5	1369197	More Harishchandra Y	Fitter II	D	50856.00
6	1421060	Pable Vinayak Bajirao	Fitter II	D	52053.00
7	1490271	Rane Prashant H.	Fitter II	D	50856.00
8	1672316	Chavan Narendra Shivram	Fitter II	D	48329.00
9	1676695	Shedekar Ziloo Ganu	Fitter II	D	47398.00
10	1453245	Pawar Pradeep Mahadeo	Mukadam	D	50590.00
11	1522363	Malig Ganesh Ramlu	Mukadam	D	50590.00
12	1648373	Walmiki Sonpal Birsing	Labourer	D	52186.00
13	1672323	Panchal Suhas Narayan	Mukadam	D	48063.00
14	1683613	Manchekar Ramanand R	Mukadam	D	44738.00
15	1686472	Pardhi Namdev Dhondu	Labourer	D	42560.00
16	1686496	Bharmal Balu Namdev	Labourer	D	43275.00
17	1694275	Kadam Mahesh Candrakant	Mukadam	D	35295.00
18	1700150	Bhoir Ramchandra Vasant	Mukadam	D	34231.00
19	1700167	Rathod Amar Shrikant	Mukadam	D	34231.00
20	1700174	Bhoir Hanumant Daji	Mukadam	D	34231.00
21	1703768	Randive Shrikant Laxman	Mukadam	D	34231.00
22	1705825	Shelke Rohidas Ramdas	Labourer	D	0.00
23	1706792	Moorthy Allagan C.D.	Labourer	D	32103.00
24	1715822	Shaikh Soheli Munir	Labourer	D	31172.00
25	1723463	Hande Mahesh Vilas	Labourer	D	30374.00
26	1723470	Gupta Santosh Munnalal	Labourer	D	25054.00
27	1723487	Tanaji Mohan Lagad	Labourer	D	30374.00
28	1723494	Dabhekar Uttam Vitthal	Labourer	D	25054.00
29	1723504	Thombare Sandeep B.	Labourer	D	30374.00
30	1723511	Jadhav Ravindra Sukhadev	Labourer	D	26118.00
31	1723528	Sawant Mohan Vishram	Labourer	D	30374.00
32	1723535	Manje Sunil Gurunath	Labourer	D	26916.00
33	1723542	Thakare Sunil Valku	Labourer	D	25054.00
34	1723559	Patil Sachin Chango	Labourer	D	30374.00
35	1723566	Yadav Jagannath Mahadev	Labourer	D	30374.00
36	1723573	Pawar Vishal Dnyaneshwar	Labourer	D	25054.00
37	1723580	Patil Anil Kisan	Labourer	D	29443.00
38	1723597	Panchal Amol Pundalik	Labourer	D	27714.00

39	1723607	Chalke Dinesh Chandrakant	Labourer	D	25054.00
40	1723614	Sul Balu Vithoba	Labourer	D	29443.00
41	1723621	Patkar Ajay Arun	Labourer	D	25054.00
42	1723645	Sadgir Nandram Bhika	Labourer	D	25054.00
43	1730247	Patil Vipul Vilas	Labourer	D	25054.00
44	1730254	Salunke Santosh Motiram	Labourer	D	30374.00
45	1730261	Khairnar Manohar Vasant	Labourer	D	30374.00
46	1730285	Gadhav Sumit D.	Labourer	D	30374.00
47	1730292	Jadhav Anil Shankar	Labourer	D	25054.00
48	1730302	Jamdar Santosh Kashiram	Labourer	D	26118.00
49	1730319	Kamble Prakash H.	Labourer	D	25054.00
50	1730326	Paradkar Abhijit S.	Labourer	D	25054.00
51	1730333	Kolekar Dilip Tukaram	Labourer	D	25054.00
52	1730340	Sawant Kishor Hiru	Labourer	D	25054.00
53	1731516	Rupnar Shahaji Kerappa	Labourer	D	30374.00
54	1731523	Gaikwad Rajendra Sitaram	Labourer	D	25054.00
55	1731530	Vaidya Abhay Ramesh	Labourer	D	30374.00
56	1731554	Bule Haribhau Laxman	Labourer	D	30374.00
57	1733075	Moraye Mangesh Waman	Labourer	D	24256.00
58	1733082	Lale Manoj Mahadev	Labourer	D	29443.00
59	1733109	Bamble Gulab Umaji	Labourer	D	24256.00
60	1734014	Gangurde Sunil Laxman	Labourer	D	24256.00
61	1734588	Bhoir Jagdish Savalaram	Labourer	D	29443.00
62	1735479	Waghmare Vijay Pralhad	Labourer	D	27714.00
63	1749322	chalke Mayuresh Ramesh	Labourer	D	25938.00
64	1749315	Dasalkar Rahul Arvind	Labourer	D	25938.00

Pay Sheet - G 4247

Sr. No.	EC No.	Name of Employee's	Designation	GRD	Gross Salary
1	3382354	Anjani Ashwin Khandekar	Administrative officer	B	1,11,632.00

Section 4(1)(b)(xi)

Details of allocation of budget and disbursement made in the office of Assistant Engineer Water Works at F/North ward for the year 2019 - 2020

Format A for current year 2019 - 2020

Sr. No.	Budget head description	Grants received	Planned use (Give details area wise or work wise in a separate form)	Remarks
1.	4070490000	Rs.8,84,43,000.00	13,718,157.81	

Format B for previous year 2018 - 2019

Sr. No.	Budget Head	Grants received	Grants utilized	Grants Surrendered	Results
1.	4070490000	Rs.7,03,74,000.00	Rs.4,71,14,416.04	Rs.2,32,59,583.96	

Section 4(1)(b)(xii)

Manner of execution of subsidy program in the office of Assistant Engineer Water Works at F/North 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 F/North Ward.

-----Nil-----

Section 4(1)(b)(xiv)

Details of information available in electronic form in the office of Assistant Engineer Water Works at F/North 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 F/North 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 Wednesday (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, F/North Ward , Room No.20, 96 Bhau Daji marg, Matunga (East) Mumbai - 400019	Asstt. Engineer, Water Works F/North Ward.

Interactive website – <http://portal.mcgm.gov.in>

Facilitation center - Facilitation center is available at the ground floor of ward office

Building. Working Hours – 10.00 a.m. to 4:30 p.m

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 E 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. Subhash Shirang Shinde	A.E.W.W. F/North ward	F/North Ward	Office of Asstt. Engineer, Water Works Department, F/North Ward , Room No.20, 96 Bhau Daji marg, Matunga (East) Mumbai - 400019 Ph. 022 24024353 Extn. 140	aeww.fn@mcm.gov.in	Shri. Namdev V. Talape Executive Engineer F/North Ward office, 96 Bhau Daji marg, Matunga (East) Mumbai - 400019 Ph. 022 4024353 Extn. 207 E mail - ee01.fn@mcm.gov.in

● **APIO'S** **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. Namdev V. Talape	Executive Engineer	F/north Ward	A.E.W.W. F/North	aeww.fn@mcm.gov.in

Section 4(1)(b)(xvii)

Manual – 17

1) Supply from Trunk Mains:-

Areas in Sion (E) ,Matunga (E), Dadar (E) & Wadala etc.is fed through trunk mains. There are 4 trunk mains (1200 mm dia. Old Tansa , 1200 dia New Tansa, 800 mm dia Vihar & 1800 mm dia Mumbai – II)

2) Supply from Raoli High Hill Reservoir:-

Water Tanks of capacity 80 ml & 5 ml capacity are constructed at Raoli low level & Raoli High level respectively . Areas along S.M.road, C.G.S.Colony , Kokari Agar, Antop hill, BPT etc.is fed from these tanks through outlets of size 600 mm, 750 mm, know as old C.G.S., BPT & new C.G.S. respectively.

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