



BRIHANMUMBAI MAHANAGARPALIKA

Section 4 Manuals as per provision of RTI Act
2005 of G/South Ward

Assistant Engineer (Solid Waste Management) G/South ward

Address - Office of **Assistant Engineer (SWM)**
G/South ward

Office

Asst. Commissioner G/South Ward

2nd floor , Dhanmill Naka,
N.M.Joshi Marg,
Mumbai – 400 013

MUNICIPAL CORPORATION OF GREATER MUMBAI

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, Building & Factory, G /South 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 (SWM), G/South ward whose office is situated at G/South ward office, 2nd floor, N.M.Joshi Road, Dhanmill Naka, Mumbai-400013. The procedure and fee structure for getting information is as per the provisions of RTI Act, 2005.

**Assistant Engineer
(SWM) G/South ward**

Introduction

Assistant Engineer (Solid Waste Management)

The corporation has decentralized most of the main departments functioning at the city central level under Departmental Heads, and placed the relevant sections of these Departments under the Assistant Commissioner. Assistant Engineer (SWM) is under administrative control of Assistant Commissioner.

For SWM department:-

He is assisted by Sub Engineer (SWM) and Asst. Head supervisor, Supervisor, Jr. Overseer, Mukadam .For administrative work he is assisted by Administrative Officer. Head Clerk, Clerk. Each Jr. Overseer is given one beat to perform the duties pertaining to Sweeping and cleaning.

For SWD Department:-

He is assisted by Sub Engineer (SWD), D.A and Mukadam.

For Electric Department:-

He is assisted by Sub Engineer (M&E) and Electrician, Wireman and other staff.

As per Central Right to Information Act 2005, he is appointed as Public Information Officer (SWM) for Dept. and as per Maharashtra Public Records Act-2005 and Maharashtra Public Records Act Rules -2007, he is appointed as designated officer for Record Officer.

SECTION 4 (1) (B) (i)

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

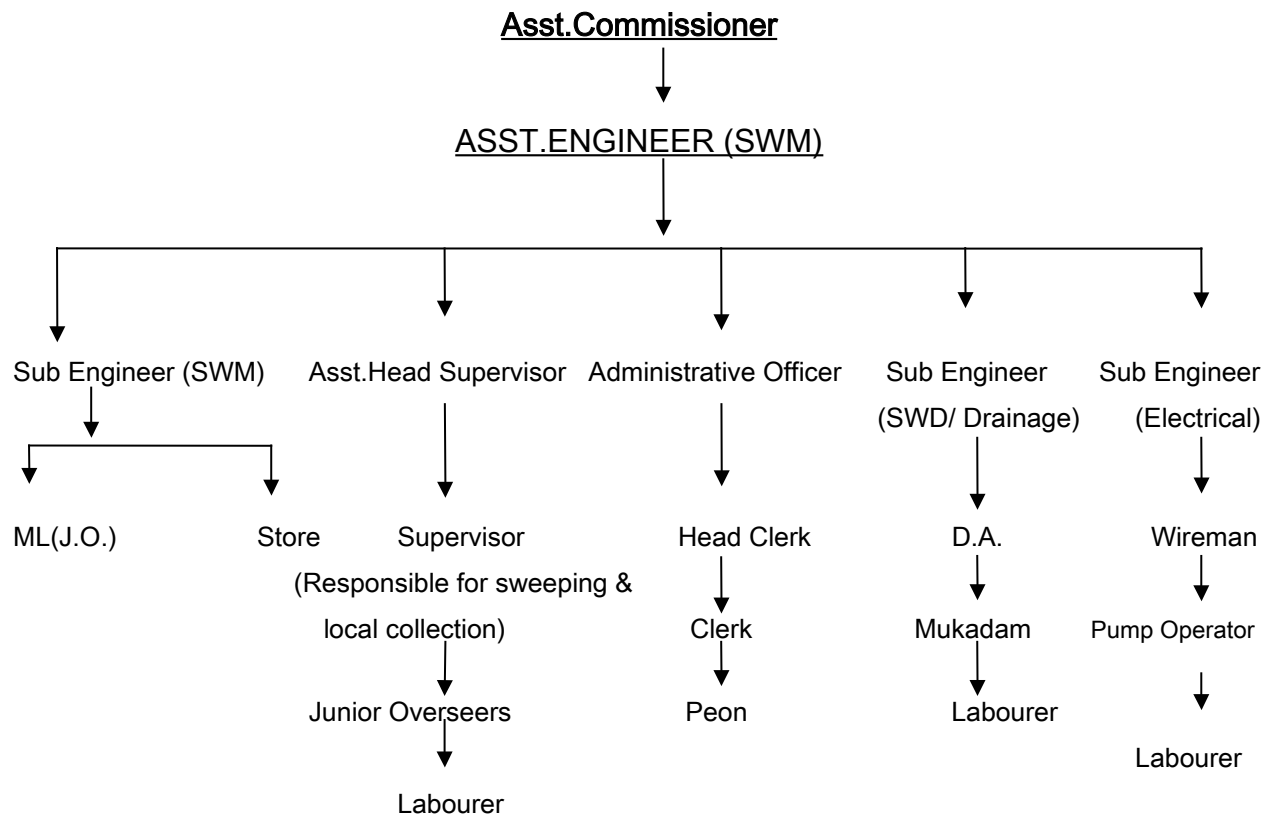
1	Name of the public authority	Designated officer & Assistant Engineer (SWM)
2	Address	G/South ward office, 2nd floor, N.M.Joshi Road, Dhanmill Naka, Mumbai-400013.
3	Head of the office	Assistant Engineer, Solid Waste Management
4	Parent Government Department	Chief Engineer (SWM)
5	Reporting to which office	Assistant Commissioner, G/South Ward

6	Jurisdiction Geographical	<p>O/South ward is bounded by the Centre Railway line on the East, Arabian Sea on West Kakasaheb Gadgil Marg ,Kashinath Dhuru Marg on North and Hajjali,Keshavrao Khade Marg,Sant Gadge Maharaj Chowk on South side covering South Central portion of the city.</p>
7	Mission	To keep the ward garbage free.
8	Vision	To minimize all the garbage collection point on the road/ sub road.
9	Objectives	To keep ward clean and green.
10	Functions	<p>1 Day to day operations and maintenance works of SWM Section along with improvement schemes introduced time to time.</p> <p>2. Periodical cleaning, maintenance and operation of drainage system i.e. sewer lines, and other appurtenances of sewer networks, inspection and identifications of defects in the sewer network affecting its smooth functioning including street connection & other related works.</p> <p>3. A.E. (SWM) shall be responsible for periodical cleaning of SWD lines and other appurtenances of SWD networks, inspection and identification of defects in the S.W.D. networks effecting is smooth functioning including street connection lateral & other related work in city area.</p> <p>4. Enforcements of various sections related to SWM, Drainage and SWD system and as per various sections i.e. 61 (a) 227, 228,229,257,258,260,368, and 372 of M.M.C.Act.</p> <p>5. Remedial work related to sewerage network and repairs, improvement of SWM section in</p>

		<p>respective Ward.</p> <p>6. A.E. (SWM) in ward shall approve estimate upto Rs.3 lacs and execute the work of SWM and sewerage related on sanction of Competent Authority. For the work beyond 3 lacs, the proposal will be scrutinized by E.E. (Main Sewer), E.E.(Civil) S.O. for sewerage work and by E.E. (SWM.) for S.W.M. works in respective wards.</p> <p>7. Day to day maintenance of Electrical & Mechanical equipment and installation of Municipal properties, tenements in ward.</p> <p>8. Co-ordination with various department viz. Ch.E.(SWM), Ch.E.(S.O.), Ch.E.(M.S.D.P.), Ch.E.(SWD), Ch.E.(M&E).</p> <p>9. A.E. (SWM) shall scrutinize the proposal in respect of P.S.C. blocks on Pay & Use basis and maintained by the N.G.O. The periodical inspection enforcement of action against the N.G.O. found not maintaining the P.S.C. blocks in proper manner.</p>
11	Details of services provided (In Brief)	<ol style="list-style-type: none"> 1. SWM- Sweeping / Clearing Removal of Debris / Silt 2. Electrical & Mechanical 3. Drainage
12	Physical assets (Statement of lands & Buildings and other Assets)	<p><u>List of the Chowkies:-</u></p> <ol style="list-style-type: none"> 1. G II M.L.Chowky G South ward office Bldg. 2. G I M.L Chowky ,N.M.Joshi Rd,Cinchpokli 3. Dhobhighat Slum Chowky,Gangaram Sakpal Marg. 4. Slum Chowky.Jijamata Nagar,Worli 5. Slum Chowky,Nariman Bhat Nagar 6. Bengal Chemical,Worli Koliwada section

		<p>chowky at Old Prabhadevi Rd</p> <p>7. Elphinston I chowky Gokhale Rd Near Parel S T Depot.</p> <p>8. Fabricated chowkies</p> <p>a. Elphinstone II chowky Gokhale Rd,Opp. Motilal Oswal Tower</p> <p>b. G II Municipal Depot.</p> <p>c. G I Depot ,N.M.Joshi Rd,Cinchpokali</p> <p>d. Keshavrao Khade Rd near Modern Mills Compound.</p> <p>e. Yadhavrao Chowk,S.B.Road,Lower Parel.</p> <p>f. Worli Naka I,LGP premises near SWM scrap yard.</p>
13	Organization's structural Chart	As per separate sheet attached
14	Tel. No.s & office timings	<p>Telephone no : 24305031 Extn : 124</p> <p>Email : aeswmgs@gmail.com.</p> <p>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 11.30 a.m on Saturdays</p> <p>Visiting Hours : 03.00 p.m. to 05.00 p.m. .(Monday to Friday) :</p>
15	Weekly Holidays	Sunday and Public Holidays.

BRIHANMUMBAI MAHANAGARPALIKA
SOLID WASTE MANAGEMENT,G/South Ward



SECTION 4 (1) (b) (ii)

The powers & duties of officers and employees in the office of Assistant Engineer
(SWM)

Sr. No.	Designation	Powers-Financial	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Engineer (SWM)	Rs.3000/-	As per the circular no: CA/FRD//48, dated : 31/01/2013	
2	Sub Engineer (SWM)	Nil		
3	Asst.head supervisor	Nil		
4	Supervisor	Nil		

B

Sr. No.	Designation	Powers Administrative	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Engineer (SWM)	Nil		
2	Sub Engineer	Nil		
3	Asst.Head supervisor	Nil		
4	Supervisor	Nil		

C

Sr. No.	Designation	Powers -Magisterial	Under which legislation / rules / orders /	Remarks

			GRs	
1	Assistant Engineer (SWM)	Nil		
2	Sub Engineer	Nil		
3	Asst.Head supervisor	Nil		
4	Supervisor	Nil		

D

Sr. No.	Designation	Powers- Quasi Judicial	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Engineer (SWM)	Appointed as Public Information Officer under RTI Act,2005	Circular No. MOM/8957 dtd: 02.01.2006	
2	Sub Engineer	Nil		
3	Asst.Head Supervisor	Nil		
4	Supervisor	Nil		

E

Sr. No.	Designation	Powers -Judicial	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Engineer (SWM)	Nil		
2	Sub Engineer	Nil		
3	Asst.Head Supervisor	Nil		
4	Supervisor	Nil		

The duty list of the Asstt.Engineer (SWM) working in Wards

1. The Asstt. Engineer (SWM) will report to Asstt. Commissioner respective Ward.
2. Day to day operations and maintenance works of SWM Section along with improvement schemes introduced time to time.

3. Periodical cleaning, maintenance and operation of drainage system i.e. sewer lines, and other appurtenances of sewer networks, inspection and identifications of defects in the sewer network affecting its smooth functioning including street connection & other related works.
4. In respect of city wards on Zone-I & II and A.E. (SWM) shall be responsible for periodical cleaning of SWD lines and other appurtenances of SWD networks, inspection and identification of defects in the S.W.D. networks effecting is smooth functioning including street connection lateral & other related work in city area.
5. Enforcements of various section related to SWM, Drainage and SWD system and as per various sections i.e. 61 (a) 227, 228,229,257,258,260,368,372 of M.M.C.Act.
6. Remedial work related to sewerage network and repairs, improvement of SWM section in respective Ward.
7. A.E. (SWM) in ward shall approve estimate upto Rs.3 lacs and execute the work of SWM and sewerage related on sanction of Competent Authority. For the work beyond 3 lacs, the proposal will be scrutinized by E.E. (Main Sewer) E.E.(Civil) S.O. for sewerage work and by E.E. (SWM) for S.W.M. works in respective wards.
8. Day to day maintenance of Electrical & Mechanical equipment and installation of Municipal properties, tenements in ward.
9. Co-ordination with various department viz. Ch.E.(SWM), Ch.E.(S.O.), Ch.E. (M.S.D.P.), Ch.E.(SWD), Ch.E.(M&E).
10. A.E.(SWM) shall scrutinized the proposal in respect of P.S.C. blocks on Pay & Use basis and maintained by the N.G.O. The periodical inspection enforcement of action against the N.G.O. found not maintaining the P.S.C. blocks in proper manner.

Responsibilities of Sub-Engineer (SWM) in Wards

1. Assist A.E. (SWM) and Plan and Supervise the day-to-day operations related to solid waste management in close coordination with the AHS

- a. Optimizing route-plans (routes, timing and frequency of collection vehicles) to improve effectiveness of collection and ensure elimination of open dumps and overflowing bins, in coordination with E.E. (Transport)
 - b. Up-gradation, beautifloation and maintenance of refuse collection spots and open dumps.
 - c. Coordination with dattak-vasti yojanas in slums.
 - d. Minimize un-authorized debris dumping in coordination with A.E. (B&F) and A.E. (Maintenance) and collection of un-authorized debris dumps.
 - e. Regulate allotment maintenance and operations of "Pay-And-Use" public sanitary conveniences, slum sanitation public sanitary conveniences and municipal toilet blocks.
2. Planning, controlling executing & monitoring outsourcing of assigned Solid Waste Management works and activities with the help of Engineers and staff down the line.
3. Plan and Implementation of increased door-to-door collection and other targets under MSW 2000 rules and section 368 and 372 of the Mumbai Municipal Act.
4. Evaluate the performance of municipal labour, junior overseers and supervisors.
5. Evaluate the performance of Private contractors in various SWM related activities.
6. Coordinate with municipal officers (OSD-ALMs, CBOs) Corporator and public representatives, citizen groups, ALMs and NGOs to spread public awareness on following points.
 - a. Waste-minimization and 'segregation' of refuse, House-to-House collection.
 - b. Bell based collection system in slum pockets.
 - c. Appropriate disposal of construction and demolition debris.
7. Lead the Nuisance Detectors for enforcement of MSW 2000 rules, section 368 and 372 of the Mumbai Municipal Act and other environment related by laws.
8. Assist the SWM department contracting & procurement team for following:

- a. Requirement of tools and implements for municipal labour.
 - b. Requirement of refuse bins and litter bins.
 - c. Waste collection demand at various spots for refuse collection contracts.
 - d. New public sanitary conveniences.
9. Any such duties assigned by higher authorities from time to time.

Duties of AHS (Ward)

1. He will be responsible for complete removal of garbage from the ward & will supervise cleaning operation.
2. a. Inspection of work & muster of labours.
b. To visit the muster chowky at presently time & ensure that work is started well in time.
c. To check labour staff in field & instruct them / guide them regarding work.
3. To inform higher authority regarding matters this can pose obstacles in cleaning / removal of garbage.
4. To help Assistant Commissioner of ward & zonal Dy. H.S. regarding removal of garbage.
5. To ensure Garbage / Debris / Sewage etc are filled in vehicles properly to their capacity.
6. To attend councilors meeting of the ward. To remain present during visit of Dy. Municipal Commissioner to attend arranged by D.M.C. & Asst. Commissioner regarding policy matters. To attend meeting of Head supervisor & zonal Dy. Head Supervisor.
7. To attend special meetings arranged in ward in presence of major standing Committee Chairman public Health Committee Chairman, Chairman of works Committee.

8. To remain present for the meetings arranged by any Municipal Commissioner or local / governing body regarding drives to be undertaken under clean Mumbai Campaign, express ways or development of existing roads.
9. To submit proposal & to take follow up regarding new garbage sheds, garbage bins, mustering chowky, stores Hand carts & store items.
10. To submit proposal for addition grant especially for lifting garbage / debris & store items. To keep watch on expenses done from budget head.
11. To instruct & guide ward A.H.S. in their day to day work.
12. To act as an middle men for Assistant Commissioner & Zonal Dy. H.S. & Dy. Zonal Engineer (SWM).
13. To inform ward AHS regarding policy matters received from Ch. Engineer (SWM), Dy. Ch. Engineer (SWM).
14. If sanction is received from competent authority then to arrange for recruitment of new labours as per need of ward.
15. To recommend suitable candidate who are not staying in Municipal quarters but belonging to Pity case / member of Ex – Employee after obtaining family history in decided formats, actual site visit after taking due consideration regarding behavior of Ex – Employee.
16. While disbursement of Salary to labours, to appoint Junior Oversears who can recognize all of them to assist O.S. To Supervise equipments available in ward & labour so that they are utilized in best manner. To know & understand problem / obstacles that may hamper service that is to bring provided & to bring it to the notice of Higher authority. To inform higher authority about irregularity noticed in day to day to work & malpractices if any.
17. To execute work assigned by higher authority.

Duties of Motor Loading Junior Oversears

1. To ensure muster of labour working under him & to counter sign it.

2. ~~To be in touch with beat Junior Overseers & Superior field workers & to confirm~~ with them regarding garbage accumulation in the areas & to arrange for disposal of garbage.
3. To keep of labours utilized & submit the report.
4. To keep record of vehicle utilized & submit the report.
5. To check the bills & to certify the bills of contractors.
6. To provide equipments & uniform to labours & ensure that they use it.
7. To ensure labours & vehicle are fully utilized.
8. To inspect periodically garbage collection points & to co-ordinate with A.H.S for making programme for disposal of garbage.
9. To check log sheets & initiate against defaulters.
10. Depending on the need of day to day to make arrangement for vehicles & to check timings of to & from.
11. If more vehicles are used then to provide additional labours.
12. To maintain & check vehicle trip register & if less trips are made then to submit the report to higher authority.
13. To monitor vehicles used for disposal of garbage closely & ensure that the vehicles are filled to carrying capacity & the garbage is covered.
14. Health, cleansing programme & during emergency of contagious diseases to help concerned Junior Overseers to curtail the disease incidence.
15. To supervise work of motor loader & Mukadam.
16. To carry our clerical work such as to certify noting book, day to day garbage situation & communicate it ot higher authority.

Duties & responsibilities of A.H.S.

1. Before taking charge of ward he should know :-
 - a. Boundary of ward & boundary of each beat.
 - b. Distribution of labours in each beats & type of various works that is going on
 - c. Important places with related to health & garbage removal such as garbage bins / sheds, refuse trailers, stands, public health facilities e.g. Latrines, toilets, bathing bathrooms including land & buildings and history belonging to Solid Waste Management.
2. To certify noting book of SWM having details of properties of SWM.
3. To depict at conspicuous places in the ward boards showing beats in the ward, sub division if any number of labours working in beat total numbers of garbage bins, trailers, public toilets etc.
4. To inspect & scrutinize carefully field diaries of Junior Overseers periodically & to ensure that they are preserved properly.
5. To certify notebooks having details of roads, Galli regarding their length & area.
6. To ensure proper cleaning of beat in his ward, surprise checks & to ensure labours are performing their duty in time, in proper manner & are doing their duty full time. He should ensure at least he is visiting once a fortnight to all beats.
7. To ensure that ward office building in clean & other municipal institutes are clean & to inspect them periodically.
8. The area where store keeper A.E.(M) do not visit A.H.S should ensure that once in three months he will visit & inspect the store & actual equipment available in

~~store & in stock register will be verified if yes he will certify the register with sign, date, name & time.~~

9. He will ensure all complaints are addressed & will satisfy the compliance by his action.
10. To keep preparedness regarding suspects emergency & arrange for all his departmental system to face it.
11. Adhering to establishment norms for scheduled post & due to vacancy to appoint substitute labours in their place, labours who are on CL in their place appoint Khada badly labours to maintain seniority registers.
12. To redress the grievances of labours once a week.
13. To make sure disciplinary action is initiated against defaulters labour for not obeying instructions given by JO and to submit report to A.H.S.
14. To recommend suspension of labours who are neglecting their duties in consultation with Chief Engineer (SWM) & respective DMC.
15. To know & understand rules & section of law pertaining to public health & sanitation.
16. To send report to OS regarding absents of staff by obtaining report & to call meeting of JO once in a week & for Mukadam once in month & to redress their complaints.
17. To arrange for vehicles to transfer garbage collection in ward dumping ground & to arrange for requisition of labours for the same.

Duties of Nuisance Detector

1. After appointment as nuisance detector in sub division of ward he should understand all noon & corner of his area of Jurisdiction.
2. After his muster is over he should take round in field in systematic manner in his area should pay attention at spots where public nuisance is observed.
3. He should maintain his field book & it should have details of all accused whom he has caught based on that he should submit monthly report to AHS of the ward.
4. We should uniform provided to him.
5. He should behave in courtesy with citizens & should carry police authority & authority issued by Municipal Commissioners.³
6. He should inform AHS & nearest police station if apposed by citizens in discharging his duties.
7. It is expected from him that under police section (sub section 115) he will register maximum cases will try to achieve average target set.
8. To avoid complaints from zonal police officials every nuisance detector will visit local police station of his area & will check whether his any warrant is pending that needs execution.

9. He should be in touch with local police station & must appear in person in court as & when called by Hon' Magistrate.
10. He should discover maximum cases under section 372 (E) of MMC act 1888.
11. He should work as per instruction given to him by his seniors with respect to his duties, work place & time required to prepare cases.
12. Designated work assigned to him by supervisors, he should complete & execute it in time.

Duties of Safai Mukadam

1. To get acquainted with his duties & area of work he should meet concerned JO & AHS. JO should show him boundaries of his area of work.
2. He should call muster of labours working under him in presence of JO & those absent should be marked by ink according to given time.
3. He should ensure that labours that are working under him starts work well in time & will work till working hours are over.
4. He will be responsible for full time presence of his labours working under him & work assigned.
5. He should move in the fields as per programme given & must be in a position to tell which labour is working where & supervise their work.
6. He should inform AHS daily about any irregularity, indiscipline, negligence of staff working under him.
7. He will pay attention to make sure that sweeping of public roads, house galli's are done in the morning & at noon & the garbage collected is brought to garbage disposal point.
8. He responsible for disinfectioning & maintain cleanliness at dirty places on public roads & cleanliness at dust bins.
9. He should pay attention that his staff & he himself wears uniform while on duty.
10. He should remain at table / window of salary disbursement & will enable paymaster to recognize the labours.

11. He should take immediate steps for medical assistance to his staff injured while performing his duties & uniform AHS accordingly.
12. He will pay attention to make sure that his staff his equipped with all equipments require to discharge their assigned duties & are using them in proper manner.
13. He will appoint substitute labours in place of other labour who have taken causal leave.
14. Incase of long leave / absence after using all available labours her will appoint other labours (Khadda Badli) for work.

Duties of JO (Motor Loader)

1. He will give instruction to the Mukadam of Motor Loading regarding his duties route to be taken & places points are to be visited for disposal of garbage.
2. He will take labours on duty by taking musters & after grace period is over he will mark them absent in ink and report the same to JO regarding unauthorized absent & will demand Khada Badli labours & will ensure sufficient labours as per sanction are available to work.
3. He will pay attention that work of filling garbage in lorry start immediately & motor loaders are working full time.
4. Before lorry leaves for unloading garbage are dumping he will ensure that garbage in lorry is properly covered.
5. He will be responsible for filling lorry with garbage properly & labours do not take unwarranted time for doing so.
6. He will be responsible for filing log sheets of lorry properly & will handover it driver of vehicle.
7. He will make sure that after filling garbage from every collection points the surrounding of garbage bins is cleared of garbage & no dustbin is left unattended for whom he is responsible.
8. He will report in writing to JO regarding if driver is taking longtime to make trips of lorries or if drivers & sub ordinate staff misbehaves any lacunas in covering garbage in lorry if less trips of lorry is made the reasons behind it.

9. He will pay attention that he himself & his staff wears uniform on duty,
10. He will pay attention to the fact that his staff is fully equipped with equipments & are utilized them completely to discharge their duties.
11. He will make sure that lorry is filled in proper manner with garbage & will note on log sheet any irregularity notice in filling lorry, absence of motor loader while on duty negligence in segregating garbage by motor loader & subordinate staff.
12. He will be present at salary disbursement table on designated day to identify the labours.
13. He will bring to notice of JO regarding conditions of dustbins, missing doors, broken sheets of roof at garbage collection points.
14. He will accompany vehicle (lorry) when it is going for unloading garbage & will make sure vehicle arrival time without wasting any time lapse & is filled properly by garbage.

Section 4 (1) (b) (ii)

The power & duties of officers and employees in the office of Assistant Engineer (SWM)

ASSTT.ENGINEER (SWM)

Asstt.Engineer (SWM) of the ward is responsible to Asstt.Commissioner of the Ward and Zonal Dy.Municipal Commissioner for day-to-day work of the department in respect of Administrational and policy work. He is also responsible to Executive Engineer (SWM) in respect of technical matters.

Asstt.Engineer (SWM) of the ward is assisted by Sub-Engineers (SWM), Sub-Engineer (Drainage/SWD), Sub-Engineer(Electrical) A.H.S, Supervisor, A.O. and these are assisted by respective J.O, Mukadam, Head Clerk, Clerk of the department, to execute daily work.

Asstt.Engineer (SWM) of the Ward executes following duties/works from his staff working under his control:-

1. Day to day operations and maintenance works of SWM Section along with Improvement schemes introduced time to time.
2. Periodical cleaning, maintenance and operation of drainage system i.e. sewer Lines, and other appurtenances of sewer networks, inspection and identifications of defects in the sewer network affecting its smooth functioning including street connection & other related works.
3. A.E. (SWM) shall be responsible for periodical cleaning of SWD lines and other appurtenances of SWD networks, inspection and identification of defects in the S.W.D. networks effecting is smooth functioning including street connection lateral & other related work in city area.
4. Enforcements of various section related to SWM, Drainage and SWD system and as per various sections i.e. 61 (a) 227, 228,229,257,258,260,368,372 of M.M.C.Act.
5. Remedial work related to sewerage network and repairs, improvement of SWM section in respective Ward.
6. A.E.(Env.) in ward shall approve estimate upto Rs.3 lacs and execute the work of SWM and sewerage related on sanction of Competent Authority._For the work beyond 3 lacs, the proposal will be scrutinized by E.E. (Main Sewer)_E.E. (Civil) S.O. for sewerage work and by E.E. (SWM.) for S.W.M. works in_respective wards.
7. Day to day maintenance of Electrical & Mechanical equipment and installation of Municipal properties, tenements in ward.
8. Co-ordination with various department viz. Ch.E.(SWM), Ch.E.(S.O.), Ch.E. (M.S.D.P.), Ch.E.(SWD), Ch.E.(M&E).
9. A.E. (SWM) shall scrutinize the proposal in respect of P.S.C. blocks on Pay & Use basis and maintained by the N.G.O. The periodical inspection enforcement of action against the N.G.O. found not maintaining the P.S.C. blocks in proper manner.

DELEGATION OF POWERS TO ASSISTANT ENGINEER

Sections	Nature of Powers, Duties and Functions delegated
84 & 85(1)	(e) Grant Casual Leave to the inferior staff working under him upto the limit allowed by any rules for the time being in force. (f) Grant leave without pay admissible under the Rules to the Labour staff. To appoint when necessary, persons to act in place of employees who are absent on leave.
112	To receive money in respect of any matter pertaining to the City Engineer's Department.
113(3)	(a) To incur expenditure on office contingencies (except furniture) upto Rs.25/- per item. (b) To make cash purchase and payment of bills out of imprest upto Rs.3000/- and payment of telephone call bills for any amount.
222(1) & (2)	To construct, repair or alter Municipal drains and to enter upon land for the purpose.
228	To grant permission and prescribed conditions as to communications with Municipal drains.
234	Determining details of drains and drainage fittings or cesspools for new buildings.
240	Granting permission for the construction of the drain so as to pass beneath building.
243(2)	Making requisition in respect of taps, covering and means of ventilation for drain and cesspools.
244(1)(4)	To erect shafts or pipes for ventilating drains and cesspools.
246-A	To permit the construction of water closets and privies.
247	Prescribing water closet and other accommodation in building newly created or re-erected.
248(1)(c)	Requisition to enforce provision of water closet or privy or urinal or bathing or washing place etc.
251	Determining details regarding water closets under Clauses (a)(d) and (e).
251(B)	To determine use of places of bathing or washing clothes or domestic utensils.
253	Inspection and examining drains, etc. not belonging to the Corporation.
254	Opening ground etc. for inspection and examination under Section 253.
255	Reinserting the ground etc. opened for purposes of inspection.
257	Making requisition on owners of premises as provided in Sub-Section (1) for doing the work mentioned in Sub-Section (2).
258(a)(b)(c)	Prohibition of acts, contravening the provisions under Chapter IX of the M.M.C.Act.

259-A	Requiring any person to employ a Licensed Plumber to execute a work to furnish the name of a Plumber and to put up completion certificate by the Licensed Plumber.
298(2)	To take possession or and clear the lands under this section.
311	To require owners to alter ground floor doors, etc. opening outward.
313(1)	To grant permission for placing stalls, chairs and benches, boxes, ladder, bales etc. on footpath and streets.
314	To remove obstructions etc. on streets made contrary to section 312 or 313.
317	To permit booths on festivals in certain streets.
321(2)	To prevent removal, etc. without permission of fences etc. erected in the streets, while works are in progress.
322	To prevent opening, etc. of streets unless done with permission and to give such permission.
324	To restore streets opened or broken up when the person responsible fails to do so.
325	To require person permitted to open streets to provide for diversion of traffic etc.
326(2)&(3)	To regulate hoarding etc. in streets.
329	To require and secure adoption of measures to protect and enclose dangerous places.
333(4)	Manner of laying gas pipes.
338	To require certain documents on receipt of Notice under Section 337.
339	To refuse to accept plans, etc. not signed by the Licensed Surveyor.
340	To require, further, particulars and details
342	To receive notices of intentions to make additions etc. to building.
343	To require certain documents and particulars on receipt of Notice under Section 342 and to refuse to accept plans, etc. not signed by Licensed Surveyor.
344-A	Supervision of buildings and work.
345	To intimate approval of work of which notice is received.
346(1) 347(A)(B)& (C)	To intimate disapproved of such work. Prohibiting user of a non-residential buildings or chawl to a residential one and of a residential building or chawl to that of a godown, warehouse, workshop, workplace, factory, stable or a motor garage and prohibiting making or causing any alterations in an existing building originally constructed or authorized to be used for human habitation for the purpose of using it or causing it to be used as a godown, warehouse workshop, workplace, factory, stable or motor garage.
348(1)(a)(b) & (c)	Provision as to buildings, which are to be newly erected.
349	To refuse permission for walls, coverings, etc. of inflammable materials and to require removal of such wall or covering.
350	To inspect buildings in course of erection, alterations, etc
353	To specify any matter in contravention of Act of Bye Law within three months after completion.

353(A)	To grant completion certificate and permission to occupy or use.
368	To require owners to provide receptacles of a size for collection of dust, ashes, refuse, rubbish and trade refuse, etc.
374	To inspect building or premises for the purpose of ascertain sanitary conditions thereof.
375	To require cleansing and lime washing of any building etc.
375-A	To require the owners to remove buildings, materials or debris, etc. accumulated due to house collapse etc.
377(1-A)	To require cleansing, clearing or enclosing any premises over grown with rank vegetation, etc.
377-A	To require the owners of the buildings to abate the nuisance arising from rainwater leaking from the roofs of the building or to prevent its recurrence.
380	To require removal, alteration etc., of unsanitary huts and sheds.
381	To require the owners of the building to abate the nuisance arising out of the defects.
383	To require cutting and looping of hedges, trees, etc. in certain cases and to take measures for protection of public.
394	To prohibit certain articles to be kept and certain trades processes and operation to be carried out without a license to exercise all other powers in respect of the things liable to be seized, destroyed etc, to prevent danger or nuisance.
396 Sub-section (1)	To inspect at any time, by day or by night without notice any premises used for manufacture as mentioned in Section 394 and any premises in which a furnaces employed for the purpose of manufacture and into any bake house to see whether any provision or this Act or any condition of any license is being contravened and as to whether any nuisance is created.
479(5)	To require production of licenses or written permission.
488	To enter into or upon buildings or and with or without Assistant or workment (1) for the purpose of exercising performing or discharging, the powers, duties or functions hereinabove delegated with reference to the sections above specified. The delegation of powers of entry under Section 488 is to be subject in each case to strict observance of and compliance with the provisions and conditions prescribed by Clauses (a), (b), (c) and (d) so far as applicable.
489	To take measures and execute work, etc, failure of compliance with requisitions or orders under provisions of the Act.
492(2)(a)	To call on occupiers to disclose rents for purpose of determining question of liabilities to pay expenses in certain cases.
517(1)(a)	To take or withdraw from proceedings against persons charged with offences against the Act etc. as described in Sub-Clauses (i),(ii) and (iii) of Clause (a).
390 (1) (2) (3)	Regulations of factories, trades, etc.

479(5)	To require production of licenses or written permission.
488	To enter premises with assistants etc. to inspect survey and execute works.

DELEGATION OF POWERS TO JUNIOR ENGINEER/SUB ENGINEER

Sections	Nature of Powers, Duties and Functions delegated
84 & 85(1)	a) Grant Casual Leave to the inferior staff working under him upto the limit allowed by any rules for the time being in force. b) Grant leave without pay admissible under the Rules to the Labour staff. c) To appoint when necessary, persons to act in place of employees who are absent on leave.
112	To receive money payments on account of the Municipal Fund and to lodge them in a bank.
222(1) & (2)	To cause to be served a notice of demand.
228	To grant permission and prescribed conditions as to communications with Municipal drains.
231	To enforce drainage of un-drained premises situate within a hundred feet of a Municipal drains.
234	Determining details of drains and drainage fittings or cesspools for new buildings.
243(2)	Making requisition in respect of taps, covering and means of ventilation for drain and cesspools.
244(1)	To power affix pipes for ventilation of drains.
244(4)	To erect shafts or pipes for ventilating drains and cesspools
246-A	To permit the construction of water closets and privies.
247	Prescribing water closet and other accommodation in buildings newly created or re-erected.
248(1)(a), (b),(c)	Requisition to enforce provision of water closet or privy or urinal or bathing or washing place etc.
251	Determining details regarding water closets under Clauses (a)(d) and (e).
251(B)	To determine use of places of bathing or washing clothes or domestic utensils.
253	Inspecting and examining drains, etc. not belonging to the Corporation.
254	Opening ground etc. for inspection and examination under Section 253.

255	Reinstating the ground etc. opened for purposes of inspection.
257	Making requisition on owners of premises as provided in Sub-Section (1) for doing the work mentioned in Sub-Section (2).
258(a)(b)(c)	Prohibition of acts, contravening the provisions under Chapter IX of the M.M.C.Act.
259-A	Requiring any person to employ a Licensed Plumber to execute a work to furnish the name of a Plumber and to put up completion certificate by the Licensed Plumber.
314 (a), (b), (c)	To remove without notice things placed or deposited upon any place or attached or suspended in contravention of Clause (a) or Clause (c) or Sub-section (1) or Section 313.
317	To permit booths on festivals in certain streets.
322	To prevent opening, etc. of streets unless done with permission and to give such permission. (Except for newly constructed roads or capital roads)
322(3)	To remove without notice any building materials or any scaffolding or any temporary erecting or any posts, bars, rails, boards or other things by way of enclosure which have been deposited or set up in any street without the permission or authority specified in Sub-section (1) or which having been deposited or set up with such permission or authority, have not been removed within the period specified in the notice issued under Section (2).
350	To inspect buildings in course of erection, alterations, etc.
354	To require removal etc. of ruinous or dangerous structures and to temporarily secure etc. repair etc.
354A(1)	To issue a written notice to stop within the specified period the erection of the work unlawfully carried on or commenced upon any premises.
354A(2)	To direct removal of person unlawfully carrying on the erection of buildings or the execution of any such works described in Section 342.
368	To require owners and occupiers to collect and deposit dust etc.
374	To inspect building or premises to ascertain sanitary conditions thereof.
375	To require cleansing and lime washing of any building etc.
375-A	To require the owners to remove buildings, materials or debris, etc. accumulated due to house collapse etc.
377	To make requisition against the owner or occupier for removal of rank vegetation.
377-A	To require the owners of the buildings to abate the nuisance arising from rainwater leaking from the roofs of the building or to prevent its recurrence.
380	To require removal, alteration etc., of unsanitary huts and sheds.
381	To require the owners of the building to abate the nuisance arising out of the

	defects.
383	To require cutting and looping of hedges, trees, etc. in certain cases and to take measures for protection of public.
390 (1) (2) (3)	Regulations of factories, trades, etc.
479(5)	To require production of licenses or written permission.
488	To enter premises with assistants etc. to inspect survey and execute works.

Responsibilities of Sub – Engineer (Drg.) in G/South ward

1. The Sub Engineer (Drg.) will report to Assistant Engineer SWM.
2. Planning and controlling various drainage complaints with co-ordination of D.A's and labour staff.
3. To check & scrutinize various complaints received from local residents, Corporator and head office control and decide the priority of complaints.
4. To visit regular to chowky and check records.
5. Make arrangement of various machineries such as Jetting Machine, Gully Meter and Man Machine from Babula Tank Control according to type of complaints.
6. To prepare monthly Manhole cleaning & desilting program for sewer network and monitoring the same.
7. Co-ordination with local corporator for their complaints.
8. Evaluate the performance of D.A, Mukadam & Labours.
9. Preparation and issuing of notices under section 257 (1) (A) regarding drainage repairing work.
10. To attend court matters related with 257 (1) (A).
11. To attend co-ordination meetings with E.E. SO Civil & E.E. Mechanical SO and reporting to Officers.
12. Identification of defective drainage sewer network for smooth disposal of sewerage.
13. Making proposals for remedial works for improvement of sewerage network.
14. To conduct periodically review meeting with D.A and Mukadam for improvement of work efficiency for solving the complaints.

The Duty list of the Sub Engineer (M&E) working in wards

1. The Sub Engineer (M&E) will report to Asst. Engineer (SWM) of respective ward.
2. Daily manpower management of Electricians, wireman, labourers according to complaint received and planning the execution of work & priorities of the work.

3. Daily visit the Electric chowky and check the reports, complaints, documents of material, attendance sheet, etc.
4. Daily manpower management of water pumps operators at various Municipal properties in the ward.
5. Daily Electrical & Mechanical maintenance of Municipal properties, ward office building, tenements in the ward.
6. Day to day computer hardware maintenance & repairing at ward office building in the ward. Providing SAP network connectivity to various departments in the ward with Antivirus system.
7. Co-ordination with Municipal workshop staff regarding the equipments maintained by workshop like window Air Conditioners, Split Air Conditioners, Lifts, water pumps, Borewells, High mast, Hospitals Electricals & Mechanical equipments, etc.
8. Preparing the estimates regarding Electrical & Mechanical work after proper inspection at the site in the ward.
9. Act as a Nodal Officer for computer Hardware, Software, SAP issues in the ward in co-ordination with ABM staff, Reliance Staff & IT department staff.
10. Inspection with BEST staff regarding street lighting issues (New Street Lighting / Shifting / Improvement / Street Lighting on D.P. Roads) in Municipal properties / area in the ward. Preparing the proposal for sanction of competent authority. Issuing the work order after the sanction of competent authority.
11. Inspection for the site applied for NOC for Electric Meter in Municipal properties. Putting the proposed to Asst. Commissioner of ward if site & documents are valid for sanction and issuing the NOC to the applicant.
12. Maintenance of telephone EPABX system in the ward through appointed contractor. Co-ordination with MTNL staff for direct lines, hot lines in the ward office.
13. Providing, maintaining, repairing & replacement of security equipment like Fire Extinguishers, Fire Buckets, Siren in various departments, main siren in the ward.
14. Co-ordination with BEST customer care for power supply failure in ward office, Municipal properties and tenements in the ward.
15. Providing temporary street lighting arrangement through BEST in co-ordination with BEST staff for Ganapati Festival & Navratri Festival immersion points in the ward.
16. Handling the additional responsibilities like UID, Biometric Machines installation and E-Scanning project in the ward.
17. Electrical Maintenance work in allotted booths of Municipal properties (Election Centres) in case of elections in the ward.
18. Necessary inspection for Electrical & Mechanical work in the ward. Co-ordination with various departments in the ward, Central Agencies of MCGM, BEST street lighting, BEST power supply, MTNL, Reliance, MMRDA, etc. To attend the meetings at IT department, Disaster Cell Head Office, BEST, MMRDA, etc.

Under the power vested in me under Section 152 of the MRTP 1966

DELEGATION OF POWERS TO JUNIOR ENGINEER/SUB ENGINEER

SECTION	BRIEF DESCRIPTION OF THE POWERS AND FUNCTIONS TO BE EXERCISED AND PERFORMED
135	To enter with or without assistant into/or/upon any land or Bldg. for the purpose enumerated to Section 135(1)(a) to (c) of this Act.
136	To serve notices and orders.

Under the power vested in me under Section 152 of the MRTP 1966

DELEGATION OF POWERS TO ASSISTANT ENGINEER

SECTION	BRIEF DESCRIPTION OF THE POWERS AND FUNCTIONS TO BE EXERCISED AND PERFORMED
135	To enter with or without assistant into/or/upon any land or Bldg. for the purpose enumerated to Section 135(1)(a) to (c) of this Act.

Section 4 (1) (b) (v)

The rules / regulation related with the functions of Assistant Engineer (SWM)

Sr. No.	Subject	G.R. /Circular / Office order. Rule no. Notification etc. date.	Remarks if any
1	Office order	DMC/Env. &W.M./4345/ dt.16.03.2006	

Section 4 (1) (b) (vi)

Statement of Categories of documents held in the office of Assistant Engineer (SWM)

Sr. No.	Subject	Type of Document file or register	File No. or Register No.	Particulars	Periodicity of Preservation
		A			Permanent

		B			30Years
		C2			15Years
		C1			10Years
		C			5Years
		D			1Year

Section 4 (1) (b) (vii)

Particulars of any arrangement that exists for consultation with the members of public in relation to the formulation of policy and implementation in the office Assistant Engineer (SWM)

Sr. No.	Consultation for	Details of Mechanism	Under which legislation / rules / orders / GRs	Periodicity
	Nil	Nil	Nil	Nil

Section 4 (1) (b) (viii)

Statement of Boards, Councils, Committees or Other bodies in office of Assistant Engineer SWM

Sr. No.	Name of the committee board / council / other bodies	Composition of committee Board council other bodies	Purpose of the committee Board/ Council/ other bodies	Frequency of meetings	Whether meeting open to public or not	Whether Minutes are available to public or not	Minutes available at.
	Nil	Nil	Nil	Nil	Nil	Nil	Nil

Section 4 (1) (b) (ix)

Sr. No.	Designation	Name of the Officers/ Employees	Cadre	Date of joining the post	Contact Details ph/ fax/ email
1	Assistant	Shri Nanote			

	Engineer (SWM)	Sudhakar			
2	Sub Engineer / SWM/Drainage/ M&E.	Shri.S.A.Thakur		30.03.2010	
3	Asst.Head Supervisor	Vacant			
4	Supervisor G-I	Vacant			
5	Supervisor G-II	Shri. M.G.Shinde		05.06.2014	
6	Administrative Officer	Smt.Anjali Ashwin Khandekar		05.10.2015	
7	Head Clerk	Shri. Babasaheb Chakre		14.07.2015	

Section 4 (1) (b) (xvi)

Details of public information officers / APIO's / appellate authority in the jurisdiction of
(Public authority) in the office of Assistant Engineer (SWM)

PIO

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. Sudhakar Nanote	A.E.(SWM)	G/South Ward	9004445242	aeswmgs@gmail.com	Ward E.E. G/South ward office, 2nd floor, N.M.Joshi Road, Dhanmill Naka, Mumbai-400013

APIOs

Sr. No.	Name of APIO	Designation	Jurisdiction as APIO under RTI	Address / Ph no.
1			NA	

Appellate Authority

Sr. No.	Name of Appellate Authority	Designation	Jurisdiction as Appellate authority	PIO Reporting	E mail id for purpose of RTI
1.	Shri.Rajratna Navghare	E.E.	G/South	E.E.	---

Section 4 (1) (b) (iii)

The Procedure followed in the decision- making process, including channels of supervision and accountability in the office of Assistant Engineer (SWM)

- NAME OF ACTIVITY - Action against ongoing unauthorized construction.
 Related Provisions - Under section 354 (A) of MMC Act.
 Name of the Acts/Acts - MMC Act 1888
 Rules -
 Govt. Resolutions -
 Circulars - DMC(RE)/6618, dt : 15/03/2012
 Office Orders -

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)	Remark
1	Action against ongoing unauthorized construction.	1. Detection of ongoing unauthorized work during usual round of inspection or on receipt of complaint from citizen. 2. Taking photographs of ongoing unauthorized work showing the date and set up of the work. 3. Preparation of inspection report of ongoing work. 4. Taking entry in detection register and preparing notice U/Sec. 354 (A) of the MMC Act.	Within 24 Hours	Designation : Junior Engineer / Sub Engineer	

NAME OF ACTIVITY - Sweeping of roads & Removal of refuse

Related Provisions - Under section 354 (A) of MMC Act.

Name of the Acts/Acts - MMC Act 1888

Rules -

Govt. Resolutions -

Circulars - DMC(RE)/6618, dt : 15/03/2012

Office Orders -

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)	Remark
1	Sweeping of roads & Removal of refuse.	1.Sweeping of the roads & Footpath 2.Collection & Transportation of refuse collects to nearest refuse collection point 3.Refuse vehicle (Compactor) respond to ML Chowky 4. Compactor collects the garbage from refuse collection point as per the schedule	Within 24 Hours	Designation : Junior overseer / Supervisor	

NAME OF ACTIVITY - Removal of Silt & Debris
 Related Provisions - Under section 354 (A) of MMC Act.
 Name of the Acts/Acts - MMC Act 1888
 Rules -
 Govt. Resolutions -
 Circulars - DMC(RE)/6618, dt : 15/03/2012
 Office Orders -

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)	Remark
1	Removal of Silt & Debris	1. Sectional Junior overseer reports the spot of silt & debris (Backlog Register) 2. Dumper reports to ML Chowky as per the Programme given by ML Junior overseer, silt & debris are collected sent to Mulund Dumping for un-loading 3. Nuisance Detector a) Received the complete from citizen b) Verified by N.D. c) Ask the party to rectify the N.D. d) If refuse, Pending by N.D.	Within 24 Hours	Designation : Junior overseer / Supervisor	

Section 4 (1) (b) (x)

Sr. No.	Name	Designation Cadre	Basic Pay	GRP	DA	HRA	TA	Total
1	NANOTE SUDHAKAR	ASST.ENGINEER	22910	5400	25479	8493	1600	63882

2	THAKUR SHASHANK ARVIND	SUB ENGINEER	19170	4600	21393	7131	1200	53494
3	MALI PRAKASH RATAN	A.O. (I.C.)	18430	4200	20367	6789	600	50386
4	VACANT	ASST.HEAD SUPVR	16970	4300	19143	6381	600	47394
5	SHINDE MILIND GANGARAM	SUP.I GRADE	18670	4200	20583	6861	600	50914
6	VACANT	SUP.II GRADE	18670	4200	20583	6861	600	50914
7	CHAKRE BABASAHEB KISAN	HEAD CLERK	18430	4200	20367	6789	600	50386
8	MORE SAHEBRAO JAYSING	CLERK	11440	1900	12006	4002	1140	30488
9	PALSHETKAR SANJOG SHIVAJI	CLERK	7850	1900	8775	2925	1140	22590
10	VACANT	CLERK	7560	1900	8514	2838	1140	21952
11	PARADESHI SUDHIR P	CLERK	7280	1900	8262	2754	1140	21336
12	SARDE VITTHAL CHANDRABHAN	CLERK	7760	1900	8784	2928	600	21972
13	GUMBADE GORAKH LAXMAN	CLERK	7280	1900	8262	2754	600	20796
14	BHOYE PHULJI MOHANYA	CLERK	7280	1900	8262	2754	1140	21336
15	NAIKSATAM SUNIL VASANT	JR.OVERSEER	12240	4200	14796	0	3040	34276
16	SARANG MAHESH MANOHAR	JR.OVERSEER	16130	4200	18297	6099	3040	47766
17	RATHOD GITA NARESH	JR.OVERSEER	9510	4200	10269	3423	1140	28542
18	SALVI SANJAY GOVIND	JR.OVERSEER	11230	4200	13887	4629	3040	36986
19	LATIF FAROQUE ABDUL	JR.OVERSEER	16190	4200	18351	6117	3040	47898
20	KADAM BABAN MADHUKAR	JR.OVERSEER	9460	1900	10224	3408	1140	26132
21	JADHAV SUNIL SAKHARAM	JR.OVERSEER	9430	1900	10197	331	1140	22998
22	RANE UNMESH D	JR.OVERSEER	13190	4200	15651	5217	3040	41298
23	BHONSALE UTTAM SHANKAR	JR.OVERSEER	12340	4200	14886	4962	3040	39428
24	GONBHARE DATTATRAY MAHADEO	JR.OVERSEER	12690	4200	15201	5067	2354	39512
25	INGOLE BHAU KESHAV	JR.OVERSEER	10990	2000	11691	3897	600	29178
26	DABHOLKAR PRAMOD R	JR.OVERSEER	9160	1900	9954	3318	1140	25472
27	NAROTTAM VALJI VEGADA	JR.OVERSEER	7610	1900	8820	0	1140	19470
28	JADHAV AJAY ATMARAM	JR.OVERSEER	9220	1900	10314	0	600	22034
29	GOVARI SNEHAL AMBAJI	JR.OVERSEER	9980	2000	10782	3594	600	26956
30	SAKP[AL SURESH KEROO	JR.OVERSEER	13990	4200	16371	5457	2059	42077
31	MORE ANUJA ANIL	JR.OVERSEER	11630	4200	14247	0	3040	33117
32	KAMBLE RAVINDRA R	JR.OVERSEER	8970	1900	9783	3261	1140	25054
33	PRABHU BHARATI MUKUND	JR.OVERSEER	8960	2000	9864	3288	600	24712
34	JUVATKAR SHARAD HARI	JR.OVERSEER	7350	1900	8577	2859	600	21286
35	BHOIR MILIND TUKARAM	JR.OVERSEER						
36	CHAVDA HARISH NARESH	JR.OVERSEER						
37	JADHAV ASHOK DHONDU	JR.OVERSEER						

The Monthly Remuneration Received by Each of its Officers and Employees Including System of Compensation as Provided in the Regulations.

Nil

Section 4 (1) (b) (xi)

Details of allocation of budget and disbursement made in the office of Assistant Engineer (SWM)

Sr. No.	Budget Head description	Grants received	Planned use (give details area wise or work wise in a separate form)	Remarks
Budget Separate Sheet Attached				

Form B for previous year

Sr. No.	Budget Head description	Grants received	Grant utilized	Grants Surrendered	Result
Budget Separate Sheet Attached					

Section 4 (1) (b) (xii)

Sr. No.	Name and Address of Beneficiary	Amount of Subsidy / Concession Sanctioned
	Nil	Nil

The Manner of Execution of Subsidy Program

Nil

Section 4 (1) (b) (xiii)

Particulars of recipients of concessions, permits or authorizations granted in the office

Assistant Engineer (SWM)

Sr. No.	Name of the license	License no.	Issued on	Valid up to	General Conditions	Details of the license
	Sulabh Toilets 20	----	----	----	----	----

Section 4 (1) (b) (iv)

Norms set for discharge of its functions in the office of Assistant Engineer (SWM)

Organizational targets (Annual) = Nil

Sr. No.	Designation	Activity	Financial Targets in Rs.	Time Limit	Remarks
1.	AE (SWM)	As mentioned in section 4 (1) b (ii)	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.	A.H.S. & Supervisor	As mentioned in section 4 (1) b (ii)	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) (xiv)

Details of information available in electronic form in the office of Assistant Engineer
SWM

Sr. No.	Type of	Sub Topic	In which	Person In Charge
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	Documents File/ Register		Electronic Format it is kept	
	Nil	Nil	Nil	Nil

Section 4 (1) (b) (xv)

Particulars of facilities available for citizen for obtaining information in the office of
Assistant Engineer (SWM)

Sr. No.	Type of Facility	Timings	Procedure	Location	Person In Charge
1	Inspection of Record	3.00 p.m. To 5.00P.m. Tuesday Thursday With prior appointment only	RTI Payment pay previous day	Office of:- A.E.(SWM) G/South ward office, 2nd floor, N.M.Joshi Road, Dhanmill Naka, Mumbai- 400013.	Asstt.Engineer (SWM)G/South

Section 4 (1) (b) (xvii) – Others

Nil

MUNICIPAL CORPORATION OF BRIHAN MUMBAI

NO. DMC/Env.&W.M.I/4345/1 Date ~~30.01.08~~
16.3.08

OFFICE ORDER

The Asstt. Engineer (Environment) have been deputed to work in all Wards in accordance with A.M.C.(City)'s orders u/No. AMC/CITY/1356 dated 23.8.07. These Asstt. Engineers have been deputed in Wards to perform duties relating to SWM Section, Drainage Section and SWD Section. It is, therefore, required to entrust to take charge of all the functions and works carried out by these sections in Ward set up. In the present Ward set up the superior and labour staff presently deputed in above mentioned sections will therefore be working under concerned A.E.(Maintenance) in Ward.

The duty list of the Asstt. Engineer (Env.) working in Wards will be therefore, as under:-

1. The Asstt. Engineer (Environment) will report to Asstt. Commissioner of respective Ward. *For administrative purposes and the Executive Engineer (Environment and Transport) of the Zone for technical purposes.*
2. Day to day operations and maintenance works of SWM Section alongwith improvement schemes introduced time to time.
3. Periodical cleaning, maintenance and operation of drainage system i.e. Sewer lines, and other appurtenances of sewer networks, inspection and identifications of defects in the sewer network affecting its smooth functioning including street connection & other related works.
- 4 (A) : In respect of City Wards of Zone -I & II and A.E.(Env.) shall be responsible for periodical cleaning of SWD lines and other appurtenances of SWD networks, inspection and identification of defects in the S.W.D. networks affecting its smooth functioning including street connection lateral & other related works *except* in City area.
- 4 (B) : In respect of E.S. & W.S. i.e. Zone -III to Z-VI, A.E.(Maint.) Civil shall be responsible for periodical cleaning of SWD lines and other appurtenances of SWD networks, inspection and identification of defects in the S.W.D. networks affecting its smooth functioning including street connection lateral & other related works except in City area.

- 5. Enforcements of various sections related to SWM, Drainage and SWD system and as per various sections i.e. 61(a), 227, 228, 229, 257, 258, 260, 366, 372 of M.M.C.Act.
- 6. Remedial work related to Sewerage network and repairs, improvement of SWM Section in respective Ward.
- 7. A.E.(Env.) in ward shall approve estimate upto Rs.3 lakhs and execute the work of SWM and Sewerage related on sanction of Competent Authority. For the work beyond 3 lakhs, the proposal will be scrutinised by E.E.(Main Sewer) E.E.(Civil) S.O. for Sewerage works and by E.E.(Env.) for S.W.M. works in respective wards.

In respect of City wards of Zone - I and Zone -II, the proposal of S.W.D. works initiated by A.E.(Env.) will be scrutinised by E.E.(O&M) S.O. and the work will be executed by E.E.(Civil) or M.S.W.D.

- 8. Day to day maintenance of Electrical & Mechanical equipment and installation of Municipal properties, tenements in Ward.
 - 9. Co-ordination with various department viz. Ch.E.(SWM), Ch.E.(S.O.), Ch.E.(M.S.D.P.), Ch.E.(SWD), Ch.E.(M&E).
 - 10. A.E.(Env.) shall scrutinise the proposal in respect of P.S.C. blocks on pay & use basis operated and maintained by the N.G.Os. The periodical inspection & enforcement of actions against the N.G.Os. found not maintaining the P.S.C. blocks in proper manner.
- The duties, responsibility and powers allocated to A.E./ Superintending J.O., S.E.(Drainage), S.E.(Elect.) shall remain unchanged and they will work & report to A.E.(Env.) in respective ward.

This Office-Order will supersede earlier office order under No. DMC/Env. and WM/2113 dated 23.10.2005 and will be effective with immediate effect.

Handwritten signature
 5/11/06
 D.M.C. (Env. & W.S.)

Handwritten signature
 12/11/06
 A.M.C.(W.S.) A.M.C.(BHY)

Handwritten signature
 10/11/06
 D.M.C. (Env. & W.S.)

AES/33458/05

527/3/06

COS

Stamp area with text: "D.M.C. (Env. & W.S.)" and other illegible text. Includes a handwritten mark that looks like "E.O.H."

C-15 3

MPS

Responsibilities of Sub-Engineer (SWM) in Wards

1. Assist A.E. (SWM) and Plan and supervise the day-to-day operations related to solid waste management in close coordination with the AHS
 - a. Optimizing route-plans (routes, timing and frequency of collection) to improve effectiveness of collection and ensure elimination of open dumps and overflowing bins, in coordination with E.E. (Transport).
 - b. Up-gradation, beautification and maintenance of refuse collection and open dumps
 - c. Coordination with dattak-vasti yojnas in slums.
 - d. Minimize un-authorized debris dumping in coordination with A.E. (Maintenance) and collection of un-authorized debris dump
 - e. Regulate allotment, maintenance and operations of pay-and-use public sanitary conveniences, slum sanitation public sanitary conveniences and municipal toilet blocks.
2. Planning, controlling, executing & monitoring outsourcing of Solid Waste Management works and activities with the help of Engineers and staff down the line.
3. Plan and implementation of increased door-to-door collection and other targets under MSW 2000 rules and Section 368 and 372 of the Mumbai Municipal Act
4. Evaluate the performance of municipal labour, junior overseers and supervisors
5. Evaluate the performance of private contractors in various SWM related activities.
6. Coordinate with municipal officers (OSD-ALMs, CBOs), corporators and public representatives, citizen groups, ALMs and NGOs to spread public awareness on 'Waste-minimization' and 'Segregation' of refuse, House-to-house collection, Bell-based collection system in slum pockets; Appropriate disposal of construction and demolition debris.
7. Lead the nuisance detectors for enforcement of MSW 2000 rules, section 368 and 372 of the Mumbai Municipal Act and other environment related by-laws
8. Assist the SWM department contracting & procurement team for following:
 - Requirement of tools and implements for municipal labour.
 - Requirement of refuse bins and litter bins.
 - Waste collection demand at various spots for refuse collection contracts.
 - New public sanitary conveniences.
9. Any such duties assigned by higher authorities from time to time.

सत्यप्रत
महाराष्ट्र
कार्यालय अधिसूचना - 27/9
(यव कचरा व्यवस्थापन)
वैराग

Financial Management Area: 43000000 FV Budget Detail: 9

Fiscal Year: 2013 FV Budget Detail: 9

Fund/Group: 11 Zoolocal Assn/Group: 43000000

Fund Center/Component View: Zoolocal Bldg (Current Budget) Available Amount

Fund Center/Component View	Zoolocal Bldg (Current Budget)	Available Amount	Current Budget	Grand Total/Total
200200101 001 0000 -Doe	113,171,000.00	51,400,659.68	133,171,000.00	61,240,814.92
140200101 Security zoolocal	85,790,298.00	37,902,683.10	119,170,000.00	62,238,615.32
140200200 Plant	1,100,000.00	1,100,000.00	1,100,000.00	319,187,000.00
140200202 Care n Plant -RTI Mo	394,000.00	394,000.00	394,000.00	1,100,000.00
140200200 Sale of Tender Foot	300,000.00	300,000.00	300,000.00	294,000.00
140200200 Plant	131,000.00	131,000.00	131,000.00	123,000.00
140200200 Ashes Allemanus Reed	6,614,000.00	6,614,000.00	6,614,000.00	6,314,000.00
140200200 Other Receivables	97,970,000.00	97,970,000.00	97,970,000.00	17,156,000.00
200100201 Basic Pay	6,092,000.00	6,092,000.00	6,092,000.00	6,720,000.00
200100202 Consultant Salary	2,560,000.00	2,560,000.00	2,560,000.00	2,100,000.00
200100211 Petrol For MTD (SUP	13,054,000.00	13,054,000.00	13,054,000.00	2,213,000.00
200100221 Petrol For MTD (Lab	58,951,000.00	58,951,000.00	58,951,000.00	10,188,000.00
200100203 Utilities				
200100203 Benchmark Technology Pa	1,173,000.00	1,173,000.00	1,173,000.00	9,137,000.00
200100204 Other Elements n	4,311,000.00	4,311,000.00	4,311,000.00	9,107,000.00
200100206 Other Charge	917,100.00	917,100.00	917,100.00	2,107,000.00
200100200 Misc Admin Exp	19,000,000.00	19,000,000.00	19,000,000.00	4,341,263.63
200100200 Admin Sal	20,000,000.00	20,000,000.00	20,000,000.00	189,100,000.00
200100200 Chem Reagent/Aliment	349,100.00	349,100.00	349,100.00	250,216,000.00
200100206 Chemical n Glass	249,100.00	249,100.00	249,100.00	969,213.20
200100206 Misc (Admin) n Gas	1,251,000.00	1,251,000.00	1,251,000.00	189,100,000.00
200100200 Misc (Admin)	1,381,000.00	1,381,000.00	1,381,000.00	189,100,000.00
200100200 Chemical n Glass	1,251,000.00	1,251,000.00	1,251,000.00	189,100,000.00
200100200 Chem Reagent	1,251,000.00	1,251,000.00	1,251,000.00	189,100,000.00
200100200 Other Charge	1,251,000.00	1,251,000.00	1,251,000.00	189,100,000.00
200100200 K-Clay/Verhulst/Redu	39,121,000.00	39,121,000.00	39,121,000.00	49,206,720.24
200100200 K-Clay/Verhulst/Redu	1,219,000.00	1,219,000.00	1,219,000.00	1,716,410.00
200100200 Gen Civil Engneer	309,100.00	309,100.00	309,100.00	6,019,100.00
200100200 Remodeling n Repairs	2,690,000.00	2,690,000.00	2,690,000.00	6,019,100.00
200100200 Upgrade/Upgrade Spot	4,431,000.00	4,431,000.00	4,431,000.00	10,100.00
200100200 Misc Admin Sal	201,000.00	201,000.00	201,000.00	6,716,501.00
200100200 Misc Yell Zbroden Avg	5,319,000.00	5,319,000.00	5,319,000.00	6,716,501.00
400100200 Admin Funded Alf Sal	20,681,000.00	20,681,000.00	20,681,000.00	6,716,501.00