



BRIHANMUMBAI MAHANAGARPALIKA

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

TOWN PLANING (IMPLEMENTATION) DEPARTMENT **G/NORTH & G/SOUTH WARD**

Address - Office of the Assistant Engineer,
Town Planing(I) Deptt.
G/North Ward Office Building,
Room no. 36, 1st floor,
Harishchandra Yelve Marg,
Dadar (W), Mumbai – 400 028.

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Introduction

Assistant Engineer Town Planning(I)

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, Town Planning (I), G/North & 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, and 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, Town Planning (I), G/North & G/South ward whose office is situated at G/North ward office, Room No. 36, 1st floor, Harishchandra Yelve Marg, Dadar (W), Mumbai-400028. The procedure and fee structure for getting information is as per the provisions of RTI Act, 2005.

The Municipal Corporation of Greater Mumbai has decentralized most of the main departments and placed the relevant sections of these Departments under the Assistant Commissioner at ward level. Assistant Engineer, Town Planning (I), is under administrative control of Assistant Commissioner. Assistant Engineer, Town Planning (I) is separately delegated powers u/s 68 of MMC Act 1888 and u/s 152 (1) of MRTP Act 1966 to function effectively.

The Assistant Engineer, Town Planning (I) is the sectional Head of Town Planning (I) department who exercises supervisory control over Town Planning (I) buildings and Premises. He has to take action under appropriate provisions of MMC Act/MRTP Act to implement TP Scheme.

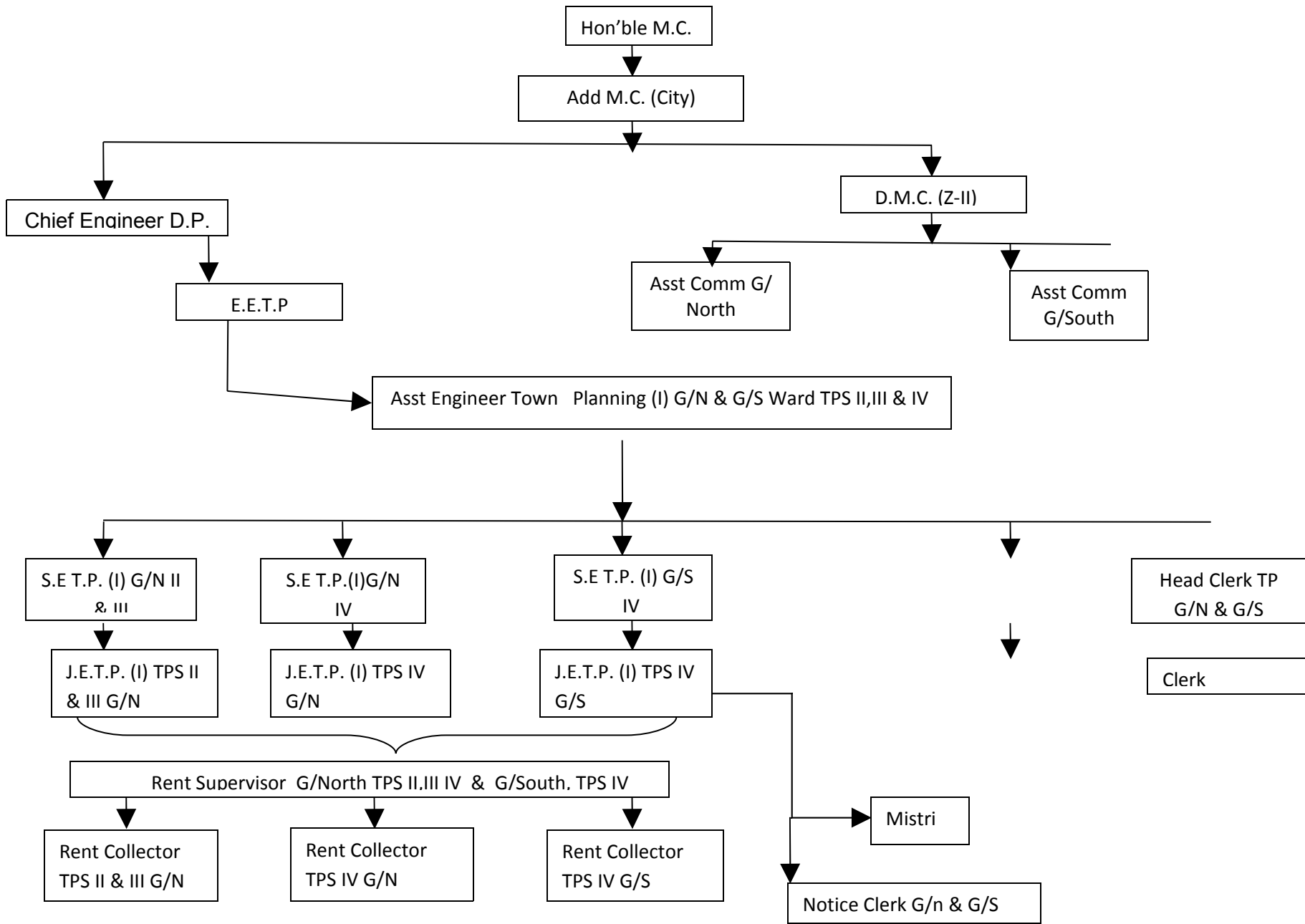
Assistant Engineer, Town Planning (I) is assisted by Sub Engineer Town Planning (I) Junior Engineer Town Planning (I) G/N & G/S Ward respectively. Each Sub Engineer Town Planning (I) Junior Engineer Town Planning (I) is given TPS II, III, IV to perform the duties pertaining to T.P. (I) G/North Ward.

SECTION 4 (1) (b) (i)

**The particulars of functions & duties of the office of
Assistant Engineer (Town Planning (I)) G/North & G/South Ward**

1	Name of the Department	Assistant Engineer, Town Planning (I)
2	Address	Room No. 36, 1 st floor, G/North ward office Building, Harishchandra Yelve Marg, Dadar(W), Mumbai- 400 028
3	Head of the Office	Assistant Engineer, Town Planning (I)
4	Parent Department	1.Chief Engineer (D.P.) & Executive Engineer Town Planning 2.Assistant Commissioner G/North & G/South (for Technical matters at Ward level)
5	Reporting to which office	Assistant Commissioner, G/North & G/South Ward
6	Jurisdiction -Geographical	G/South Ward is bounded by Arabian Sea on west, Kakasaheb Gadgil marg on north, Central Railway Line on East & Keshavrao Khade marg, and Santh Gadge Maharaj Chowk on south side.
7	Mission	1. To prevent unauthorized activities on TP Plot & Properties. 2. To regulate & Implement Town Planning Scheme of mahim division II,III,IV of Mahim Division
8	Vision	Development of city in planned manner as per sanctioned Development Plan by removing & Clear Contravening and Affected Structures & hutment sub to Rehabilitation for Roads, Reservation of Garden ,School other infrastructural facilities to Citizen
9	Objectives	1. To Implementation of Town Planning Scheme
10	Functions	(1) To supervision of TP Plot & Properties (2) To Collect Rent from Tenant (2) To take action against unauthorized Construction activities on TP Plot (3) To grant repair permission on TP Plot & Properties to TP Tenants (4) To issue Notice for unauthorized occupants. on TP Plot & Properties (5) To take survey of private plot if contravening structures being affected in final plot (6) To take action on TP Plot, Properties & Contravening Structure of section 33 ,38 & sec 89,90 and section 488 MRTP , MMC Slum Act Respectively

11	Details of Services provided (In Brief)	<ol style="list-style-type: none"> 1. Implementation of Town Planning Scheme by removing contravening structures, contravening to the scheme as per M.R. & T.P. Act 1966. 2. To implement Town planning schemes, Roads, Reservations etc. by removing contravening Structure. 3. To provide permanent alternative accommodation to the eligible occupants of contravening structures as per Corporation / Govt. Policies & D.C. Regulations. 4. To issue N.O.C in the form of Annexure-II on the plots which are reserved in T.P. Schemes and owned by Corporation but encumbered with hutments, on its merits which are to be developed under S.R.Scheme. 5. To attorn the occupants of contravening structures on T.P. record as per Corporation policy 6. To recover occupational charges from the occupants attorned on T.P. records. 7. To effect the transfer cases of attorned occupnats as per the Corporation policy. 8. To remove / demolish unauthorized structures on reserved plots in the T P Schemes. 9. To take actions against non consenting members in S.R. Schemes as per Slum Act 1971. 10. To attend Court Cases in court of Law wherever actions & duties of Town Planning (Implementation) department are challenged. 11. To re-habilitate the eligible persons coming in the alignment of proposed TP roads or residing in contravening structures as per DC rule 33(15). 12. To reply the applications of Right to Information Act, 2005 related to this office.
13	Organization's structural Chart	As per separate sheet attached at Pg. 6
14	Tel. No.s & Office Timings	Telephone no : 24397882/24397880 Office timing :For Rent Collector 9.00 a.m. to 1.00 noon and 2.30 P.M. to 5.30 P.M. :For Other Staff 1:30 am to 1:00 noon & 1:30 pm to 5:30 P.M.
15	Weekly Holidays	Second & Forth Saturday, Sunday and on Public Holidays.



As per Actual Working arrangement Not on pay sheet

	<u>Total Posts</u>	<u>Posts filled</u>	<u>Posts vacant</u>
A.E	01	00	01
S.E.	02	02	00
J.E.	03	02	01
Mistri	01	01	00
Notice Clerk	01	01	00

SECTION 4 (1) (b) (ii)**The powers of officers and employees in the office of Assistant Engineer Town Planning
(implementation)****A – Financial Powers**

Sr. No	Designation	Powers-Financial	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Engineer Town Planning (Implementation)	Rs.3000/-	As per the circular no: CA/FRD//48, dated : 31/01/2013	
2	Sub Engineer / Junior Engineer Town Planning (Implementation)	NIL	N.A	

SECTION 4 (1) (b) (ii) ...continued**The powers of officers and employees in the office of Assistant Engineer Town Planning
(implementation)****B - Administrative Powers**

Sr. No.	Designation	Powers -Administrative	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Engineer Town Planning (Implementation)	Please refer to Delegation of powers to Assistant Engineer at Pg. 18 to 22.	1. MMC Act 1888 2. MRTP Act 1966 3. Government Notification no: उपआयुक्त/अ.नि./010 दि. 4/4/2013 4. Slum Act 1971	
2	Sub Engineer / Junior Engineer Town Planning (Implementation)	Please refer to Delegation of powers to Sub Engineer / Junior Engineer at Pg. 23 to 25.	1. MMC Act 1888 2. MRTP Act 1966 As per section 68 of MMC Act and as per section 152 (1) of MRTP Act.	

SECTION 4 (1) (b) (ii)...continued**The powers of officers and employees in the office of Assistant Engineer Town Planning
(implementation)****C – Magisterial Powers**

Sr. No.	Designation	Powers -Magisterial	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Engineer Town Planning (Implementation)	NIL	N.A	
2	Sub Engineer / Junior Engineer Town Planning (Implementation)	NIL	N.A	

SECTION 4 (1) (b) (ii)...continued**The powers of officers and employees in the office of Assistant Engineer Town Planning
(implementation)****D - Quasi Judicial Powers**

Sr. No.	Designation	Powers- Quasi Judicial	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Engineer Town Planning (Implementation)	1.Appointed as Public Information Officer under RTI Act,2005	Circular No. MOM/8957 dtd: 02.01.2006	Refer Pg- 367 of Annexure
2	Sub Engineer / Junior Engineer Town Planning (Implementation)	NIL	N.A	

SECTION 4 (1) (b) (ii)...continued

**The powers of officers and employees in the office of Assistant Engineer Town Planning
(Implementation)**

E – Judicial Powers

Sr. No.	Designation	Powers -Judicial	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Engineer Town Planning (Implementation)	NIL	N.A	
2	Sub Engineer / Junior Engineer Town Planning (Implementation)	NIL	N.A	

Section 4 (1) (b) (ii)...continued

The duties of officers and employees in the office of Assistant Engineer Town Planning (implementation)

Assistant Engineer Town Planning (Implementation) of the ward works as per Mumbai Municipal Corporation Act, 1888, Maharashtra Regional & Town Planning Act, 1966, Maharashtra Slum Act 1971 and Development Control Rules 1991. His work includes collecting Rent from T P Tenants, Remove Contravening Structure or huts on Roads & plots to carry out structural audit of attorned properties

Powers are delegated to Assistant Engineer Town Planning (Implementation) of the ward to perform his duties as per section 68 of Mumbai Municipal Corporation Act, 1888 and section 152 of MRTTP Act 1966.

Assistant Engineer Town Planning (Implementation) of the ward has to report to Assistant Commissioner of the Ward and Zonal Dy. Municipal Commissioner for day-to-day work of the department in respect of administrative and policy work. He is also responsible to Executive Engineer Town planning in respect of technical matters.

Assistant Engineer Town Planning (Implementation) of the ward is assisted by Sub-Engineers & Junior Engineers Town Planning (Implementation) and Sub-Engineer Town Planning (Implementation) to execute daily work. Respective Sub-Engineers & Junior Engineers of the department. Assistant Engineer Town Planning (Implementation) of the ward executes following duties/works with the help of the staff working under his control :-

1. Implementation of Town Planning Scheme by removing contravening structures, contravening to the scheme as per M.R. & T.P. Act 1966.
2. To implement Town planning schemes, Roads, Reservations etc. by removing contravening Structure.
3. To provide permanent alternative accommodation to the eligible occupants of contravening structures as per Corporation / Govt. Policies & D.C. Regulations.
4. To issue N.O.C in the form of Annexure-II on the plots which are reserved in T.P. Schemes and owned by Corporation but encumbered with hutments, on its merits which are to be developed under S.R. Scheme.
5. To attorn the occupants of contravening structures on T.P. record as per Corporation policy
6. To recover occupational charges from the occupants attorned on T.P. records.
7. To effect the transfer cases of attorned occupants as per the Corporation policy.
8. To remove / demolish unauthorized structures on reserved plots in the T P Schemes.
9. To take actions against non consenting members in S.R. Schemes as per Slum Act 1971.
10. To attend Court Cases in court of Law wherever actions & duties of Town Planning (Implementation) department are challenged.
11. To re-habilitate the eligible persons coming in the alignment of proposed TP roads or residing in contravening structures as per DC rule 33(15).
12. To reply the applications of Right to Information Act, 2005 related to this office.

Section 4 (1) (b) (ii)...continued The duties of officers and employees in the office of Assistant Engineer town planning (implementation)

DUTIES OF JUNIOR ENGINEER TOWN PLANNING (IMPLEMENTATION)

- 1) He shall be subordinate to the Sub Engineer and Assistant Engineer shall carry out their orders in general.
- 2) He shall draft notices after inspections for contravening structure for which the Notice Clerk has brought to him information or which he finds on his inspection rounds and also for works falling within the purview of the division.
- 3) He shall pursue actions under Sections for which he issues notices till the notices are complied with.
- 4) He shall take action against the contravening structure M.R.T.P. Act and as per the policy guidelines issued by time to times by the administration.
- 5) He shall also serve notices personally for pulling down dangerous parts of the Bldg. and for propping them. , as per the structural audit report of the MCGM Property
- 6) He shall attend collapses in case of emergency and get the dangerous part of the building vacated with the help of the police.
- 7) He shall draft complaints to be lodged in Courts.
- 8) He shall attend the Courts as and when required for giving evidence helping the Sub Engineer and Assistant Engineer in conduction cases etc.
- 9) He shall draft replies to the complaints or references received in his section.
- 10) He shall maintain in proper order Registers of Notices, Complaints, NOC's issued etc.

Section 4 (1) (b) (ii)...continued the duties of officers and employees in the office of Assistant Engineer town planning (implementation)

DUTIES OF SUB ENGINEER TOWN PLANNING (IMPLEMENTATION)

- 1.** He shall be subordinate to the Sub Engineer and Assistant Engineer shall carry out their orders in general.
2. He shall draft notices in assistance of J E after inspections for contravening structures for which the Notice Clerk has brought to him information or which he finds on his inspection rounds and also for works falling within the purview of the department.
3. He shall pursue actions under Sections for which he issues notices till the notices are complied with.
4. He shall supervise action against the contravening structure M.M.C.Act and M.R.T.P.Act and as per the policy guidelines issued by time to times by the administration.
5. He shall attend collapses in case of emergency and get the dangerous part of the building vacated with the help of the police.
6. He shall draft complaints to be lodged in Courts.
7. He shall attend the Courts as and when required for giving evidence helping the Assistant Engineer in conduction cases etc.
8. He shall draft replies to the complaints or references received in his section.
9. He shall supervise the Registers of Notices, Complaints, NOC's issued etc. maintained by JE

MUNICIPAL CORPORATION OF GREATER MUMBAI**DELEGATION OF POWERS**

Under the powers Vested in me under Section 152 (1) of the Maharashtra Regional and Town Planning Act 1966, I **Sitaram J. Kunte, Municipal Commissioner** do hereby appoint **Shri Pramod Diliprao Bhosale Sub- Engineer, Town Planning, (Implementation), G/N Ward** Municipal Corporation of Brihan Mumbai under section 152 (1) of the Maharashtra Regional and Town Planning Act, 1966 to exercise and perform the powers and functions of the planning Authority throughout Greater Mumbai under the following sections of the Act.

EXPLANATION :- The entries in the 2nd column of the below table are not intended and definitions described in the section, Sub- section and clauses but are inserted merely as reference to the subject of the Sections, Sub-Sections and clauses, the number of which are given in the first column.

Section	BRIEF DESCRIPTION OF THE POWERS AND FUNCTIONS TO BE EXERCISED AND PERFORMED
135	To enter with or without assistance into or upon any land and for the purposes enumerated in section 135 (1) (a) to (e) of this Act.
136	To serve notices and orders

Dated this day of 2014



(Sitaram J. Kunte)
Municipal Commissioner

Power vested under Section 152 of the MRTP 1966

DELEGATION OF POWERS TO SUB ENGINEER/JUNIOR 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.

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 Town Planning (Implementation)

NAME OF ACTIVITY - Action against Contravening structures on receipt of complaint.

Related Provisions - under section 89 & 90 of MRTP act 1966

Name of the Acts/Acts - MRTP act 1966 Rules -

Govt. Resolutions -

Circulars

Office Orders -

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity.	Remark
1	Issue notice U/s 89	Survey / inventory to the structure holders	30 days	ACGS	
2	Issue notice U/s 90	After hearing of the structure holders	30 days	ACGS	
3	Issue notice U/s 488	Before Demolition or removing the structure	48 Hours	ACGS/AETP(I)	

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 Town Planning (Implementation)

NAME OF ACTIVITY - Action against illegal occupants in SRA tenements On TP Plot Or TP Roads

Related Provisions - Under Section 33 & 38 of SRA Act

Name of the Acts/Acts - SRA Act 1971

Rules -

Govt. Resolutions -

Circulars - Competent authority AC G/S Circular no.

Office Orders -

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity.	Remark
1	Issue notice U/s 33	Survey / inventory to the structure holders	30 days	ACGS as a competent Authority.	
2	Issue notice U/s 38	After hearing of the structure holders	30 days	ACGS as a competent Authority	

Section 4 (1) (b) (iv)**Norms set for discharge of its functions in the office of Assistant Engineer Town Planning
(Implementation)****Organizational Targets (Annual)**

Sr No.	Designation	Activity	Financial Targets in Rs.	Time Limit	Remarks
1	Assistant Engineer T.P.(I)	As mentioned in section 4 (1)(b)(ii) at pg 09	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)at pg 21 to 39	
2	Sub Engineer T.P.(I)	As mentioned in section 4 (1)(b)(ii) at pg 10	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)at pg 21 to 39	
3	Junior Engineer T.P.(I)	As mentioned in section 4 (1)(b)(ii) at pg 11	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)at pg 21 to 39	

Section 4 (1) (b) (v) Town Planning (Implementation)**The rules / regulation related with the functions**

Note: Please refer **Annexure** for G.R. /Circular / Office order Rule no/. Notification etc. mentioned below.

Sr. No.	Subject	G.R. /Circular / Office order. Rule no. Notification etc. date.	Page No.
	Increase in rent of municipal tenements constructed/acquired under different schemes residential & commercial.	MDD/2749 of 30.04.2003 AC/Estates/19703/A.O.(A/c)of 28.01.2014	
	Attornment of occupants of structures/huts/chawls on municipal land plot as per the policies Estate Department	AC/Estate/2184/A/c of 10.02.2010	
	Delegation of powers to sanction the transfer proposals of residential/ commercial and industrial tenements allotted to the General public	Est/1205/Gen of 27.04.89	
	Transfer of tenements in the name of actual occupants from the name of P T	Est/6160/Gen of 31.07.90	
	Transfer of Municipal Tenements shops and industrial galas allotted to the public .	Estates/Gen/69 of 08.11.2000	
	Transfer of tenements on the plots vesting in Municipal Corporation as per T.P. Scheme provisions in greater Mumbai	CE/DP/816/TPS/M of 09.07.1999	
	Structural audit of Municipal Properties A) Structures having life more than 30 years. B) Structures appearing in distress condition less than 30 years	Ch.E/8653/PD/II/04.10.13	

Section 4 (1) (b) (vi)
Statement of Categories of documents held in the office of Assistant Engineer (Town Planning) (I) G/North & G/South Ward

Note : Classification of record and periodicity of preservation is as proposed by this office vide letter under no. FS/26601/BF/OS, Dated : 08/11/2012 (at Pg 365 of Annexure) and subject to approval from the office of City Engineer.

Sr No	Subject	Type of Document/ file or register	File No. or Register No.	Particulars	Periodicity of Preservation (Proposed)
'A' Class Record					
1	Scheme Book	Scheme book	Tps II,III,IV	All details of reservation of the plot with FP OP no.	
2	Demand Register 1962-63	D R	DR No.1 to 3 as tps II,III,IV	All Rent Demand Regular payment record or any changes of tenants	
3	Compensation Book	CB	tps II,III,IV	Compensation of plots road set back	
4	Attornment & Transfer files	A& T files	tps II,III,IV	Details of tenants & plots	
'C2' Class Record					
1	Service Record of Employees year 1970-80	SR Book	TP SR	Service details of employees Any promotion any memo Any salary increment	
'C1' Class Record					
3	Service Record of Employee year 1980-90	SR Book	TP SR	Service details of employees Any promotion any memo Any salary increment	
4	TP Plot details as FP OP Numbers in nasti files	TP Plot files	TP Plot files	Total details of TP plot with map &	
5	Notices	Notice nasti files	Notice files	All notices 89,90 & 488, 33,38,105b,354	
'C' Class Record					
1	Dispatch book	SA 141		Details of papers, files numbers in short	
2	S R NO Book	SA 195		New no of outward papers files	
3	Dark Sheet of Despatch	Box files		Details of papers, files no in short with no	
4	RTI Register			Details of RTI applicant name address	
5	Pay sheet book			Paysheet details of employee	
6	Duplicate book			Employee details service Joining & holidays ,Leaves	
7	Paysheet			Paysheet details of employee	
8	OC files			All establishment papers	
9	Audit Book			Audit details with no & Amt	
10	Rent Register			Each tenant wef details of rent & balance amt of fees	
11	Demand register			Each tenant wef details of rent & balance amt of fees	
12	Daily cash Remittance Book A /B/C statement			Daily collection of rent, any transfer fee, Adhoc deposit, vat, service tax, outsider charges, transaction	

13	RTI Files			All RTI applicant answer oc papers	
14	Service Record Book			All details of employees in whole service promotion	
15	Receipt Book			Rent,vat,fees,details receipt no.	
16	Service Tax OC files			Service tax challan cheque details oc report	
17	VAT OC files			VAT oc report files	
18	Betterment papers			Details of plots betterment papers as setback & compensation as NOC	
19	Nasty files of transfer cases			Details of Nasty files of transfer cases of Tanents	
20	Semi stiff files of Atonement cases			Details of Semi stiff files of Atonement of transfer cases of new Tanents	
21	Small internal ward /outward dispatch book	SA 141		Details of Details of papers, files no in short wirh no	
22	MCL Book			Details of MCL applicant	
23	MCL Files			Details of MCL applicant oc copy	
24	Star Question papers Files			Details of Star Question papers Files	
25	LAQ OC Files			Details of LAQ OC	
26	Point of Order papers OC files			Details of Point of Order papers	
27	Circular OC files			Details of Circular OC papers	
28	Daily Cash Collection monthly report,performance montly report,Audit report,Retirement report,FPP report,oc papers files			Details of Daily Cash Collection monthly report,performance montly report,Audit report,Retirement report,FPP report,oc papers files	
29	Personal Files of employee			Details of Personal record of employee	
30	Second Appeal papers Files			Details of Second Appeal papers	
31	Abstract Files			ABC statement daily collection details transaction	
32	Computer receipt files			Collection report receipt details	

'D' Class Record

1	Current Dispatch book			Details of papers, files no in short	
2	Current S R NO Book			New no of outward papers files	
3	Current Dark Sheet of Dispatch			Details of papers, files no in short wirh no	
4	Current RTI Register			Details of RTI applicant name address	
5	Current Pay sheet book			Paysheet details of employee	
6	Current_Duplicate book			Employee details service Joining & holidays ,Leaves	

7	Current_Pay sheet			Paysheet details of employee	
8	Current_OC files			All establishment papers	
9	Current_Audit Book			Audit details with no & Amt	
10	Current_Rent Register			Each tenent wef details of rent & balance amt of fees	
11	Current_Demand register			Each tenent wef details of rent & balance amt of fees	
12	Current_Daily cash Remittance Book A BC statement			Daily collection of rent, any transfer fee, Adhoc deposit, vat, service tax, outsider charges, transaction	
13	Current_RTI Files			All RTI applicant answer oc papers	
14	Current Service Record Book			All details of employees in whole service promotion	
15	Current Receipt Book			Rent,vat,fees,details receipt no.	
16	Current Service Tax OC files			Service tax challan cheque details oc report	
17	Current Vat OC files			Vat oc report files	
18	Current Betterment papers			Details of plots betterment papers as setback & compensation as NOC	
19	Nasty files of transfer cases			Details of Nasty files of transfer cases of Tanents	
20	Current Semi stiff files of Atonement cases			Details of Semi stiff files of Atonement of transfer cases of new Tanents	
21	Current Small internal ward /outward dispatch book			Details of Details of papers, files no in short wirh no	
22	Current MCL Book			Details of MCL applicant	
23	Current MCL Files			Details of MCL applicant oc copy	
24	Current Star Question papers Files			Details of Star Question papers Files	
25	Current LAQ OC Files			Details of LAQ OC	
26	Current Point of Order papers OC files			Details of Point of Order papers	
27	Current Circular OC files			Details of Circular OC papers	
28	Current Daily Cash Collection monthly report,performance montly report,Audit report,Retirement report,FPP report,oc papers files			Details of Daily Cash Collection monthly report,performance montly report,Audit report,Retirement report,FPP report,oc papers files	
29	Current Personal Files of employee			Details of Personal record of employee	
30	Current Second Appeal papers Files			Details of Second Appeal papers	
	Current Abstract Files			ABC statement daily	

31				collection details transaction	
32	Current Computer receipt files			Collection report receipt details	

Note : Destruction of record shall be done as per guidelines issued by the office of General Administration vide circular under no. MOM/4107, dated : 27/11/2000. (please refer Pg 363 of Annexure)

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 of Assistant Engineer (Town Planning Implementation)

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

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.
Not Applicable							

Section 4 (1) (b) (ix)

Sr. No.	Designation	Name of the Officers/ Employees	Cadre	Date of joining the post	Date of joining in G/North ward	Contact Details Ph/ fax/ email
1	Assistant Engineer(I/C)	Pramod Diliprao Bhosale	B	08.10.2013	08.10.2013	02224397882
2	Sub Engineer	Harish Balasaheb Chavan	B	23.02.2016	23.02.2016	02224397882
3	Sub Engineer	Sachin Mahajan	B	10.11.2014	10.11.2014	02224397882
4	Junior Engineer	Bhushan Parate (working Arrangement)	B	15.07.2013	15.07.2013	02224397882
5	Junior Engineer	Sujeet Bhojane (working Arrangement)	B	24.11.2011	04.06.2016	02224397882
6	Head Clerk	Seema Bedarkar	C	21.12.2012	15.10.2015	02224397882
7	Rent Supervisor	Vacant	C			02224397882
8	Rent Collector	Rajendra Pakhare	C	09.07.2012	09.07.2012	02224397882
9	Rent Collector	Jayesh Gigabhai Boricha	C	10.03.2016	10.03.2016	02224397882
10	Clerk	Ramesh Wayal	C	31.05.2006	31.05.2006	02224397882
11	Clerk	Maheshwar Nandane	C	16.05.2012	16.05.2012	02224397882
12	Clerk	Nitin Bankar	C	10.04.2012	10.04.2012	02224397882
13	Clerk	Subodh Pawar	C	09.07.2012	09.07.2012	02224397882
14	Clerk	Vacant	C			02224397882
15	Clerk	Vacant	C			02224397882
16	Notice Clerk	Vacant	C			02224397882
17	Tracer	Vacant	C			02224397882
18	Tracer	Vacant	C			02224397882
19	Typist	Vacant	C			02224397882
20	Peon	Shinde Gorakh Agatrao	D	17.07.1992	31.07.2009	02224397882
21	Peon	Prathmaesh Nawale	D	16.03.2015	16.03.2015	02224397882
22	Peon	Suresh Sonu Kotre	D	01.05.1990	03.05.2016	02224397882
23	Peon	Sameer Vengurlekar	D	09.07.2015	09.07.2015	02224397882

Section 4 (1) (b) (x)

Sr. No	Name	Designation Cadre	Basic Pay	DA	HRA	Special Allowance, Transport Allowance, Project Allowance	Total
1	Pramod Diliprao Bhosale	Assistant Engineer / B (I/C)					
2	Harish Balasaheb Chavan	Sub Engineer /B	16510	25121	-----	1663	43294
3	Sachin Mahajan	Sub Engineer /B	13460	21491	5418	1663	42032
4	Seema Bedarkar	Head Clerk/ C	16510	24645	6213	600	47968
5	Rajendra Pakhare	Rent Collector/C	13790	18790	4737	1063	38380
6	Jayesh Boricha	Rent Collector/C	9900	14161	3570	1063	28694
7	Ramesh Wayal	Clerk/C	9090	13197	3327	600	26214
8	Maheshwar Nandane	Clerk/C	7260	11019	2778	600	21657
9	Nitin Bankar	Clerk/C	7260	11019	2778	600	21657
10	Subodh Pawar	Clerk/C	7690	11531		600	19821
11	Shinde Gorakh Agatrao	Peon /D	11950	16482	4155	600	33187
12	Prathmesh Nawale	Peon/D	5200	8390	2115	600	16305
13	Suresh Kotre	Peon/D	12160	16672	4203	600	33635
14	Sameer Vengurlekar	Peon/D	5200	8390	2115	600	16305

Section 4 (1) (b) (xi)

**Details of allocation of budget and disbursement made in the office of Assistant Engineer
(Town Planning Implementation) G/North & G/South Ward for the year 2014-15.**

Sr. No	Budget Head description	Grants received	Planned use (give details area wise or work wise in a separate form)	Remarks
1	Repairs to the properties of TP department	Rs. 70 Lakh	Unplanned	Not utilized

Form B for previous year (2013-14)

Sr. No	Budget Head description	Grants received	Grant utilized	Grant Surrendered	Result
1	Demolition and propping of dangerous/dilapidated buildings	Rs. 70 Lakh	NIL	Rs. 75 Lakh	

Section 4 (1) (b) (xii)

**Manner of execution of subsidy program in the office of
Assistant Engineer Town Planning (Implementation)**

- No subsidy programs are executed by this office.

Section 4 (1) (b) (xii)....continued

**Details of Beneficiaries of subsidy program in the office of
Assistant Engineer Town Planning (Implementation), G/North & G/South Ward**

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

Section 4 (1) (b) (xiii)

Particulars of recipients of concessions, permits or authorizations granted in the office of Assistant Engineer Town Planning (Implementation) G/North & G/South ward.

Sr. No	Name of the license	License no.	Issued on	Valid up to	General Conditions	Details of the license
Not Applicable						

Section 4 (1) (b) (xiv)

Details of information available in electronic form in the office of Assistant Engineer, Town Planning (Implementation), G/North & G/South ward

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

Section 4 (1) (b) (xv)

Particulars of facilities available for citizen for obtaining information in the office of Assistant Engineer Town Planning (Implementation) G/North & G/South ward

Sr. No	Type of Facility	Timings	Procedure	Location	Person In Charge
1	Inspection of Record under RTI Act, 2005	11.00 a.m. to 1.0 p. m on every Wednesday (except holidays) with prior appointment only or on any other optional day provided by this office.	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 , Town Planning (I) 1 st floor, G/North ward office, Dadar (W), Mumbai-28.	Asstt. Engineer , Town Planning (I) G/North & G/South ward.
2	Transfer & Attornment cases	09:00 am to 4:00 pm on all working days Except 2 nd & 4 th Saturday , Sunday & public Holidays	Submit the documents for the proof the occupancy in the case of transfer & attornment sub to site Inspection	do	do
3	Recovery of Rent	09:00 am to 4:00 pm on all working days Except 2 nd & 4 th Saturday , Sunday & public Holidays on site During Working Hours	Door to Door service of tenants Premises as Residential & Commercial Properties	On site	do
4	Recovery of Betterment Charges	10:30 am to 5:30 pm on all working days Except 2 nd & 4 th Saturday , Sunday & public Holidays	On receipt of Application from Developers With all relevant documents subject to calculation of interest as per format	Office of Asstt. Engineer , Town Planning (I) 1 st floor, G/North ward office, Dadar (W), Mumbai-28.	do

- Interactive website – mcgm.gov.in
- Facilitation center - Facilitation center is available at the ground floor of ward office Building. Working Hours –
Notice board - Displayed in the office of Asstt. Engineer Town Planning (Implementation)
- 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 officers / APIO's / appellate authority in the jurisdiction of
(Public authority) in the office of

Assistant Engineer (Town Planning Implementation)

Sr. No.	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address / Ph. No.	E mail id for purpose of RTI	Appellate authority
1	Pramod Diliprao Bhosale	Pramod Diliprao Bhosale	Assistant Engineer Town Planning(l) (i/c)	TPS IV G/S		Assistant Commissioner , G/South Ward

Section 4 (1) (b) (xvi)...continued

Details of public information officers / APIO's / appellate authority in the jurisdiction of the office of Assistant Engineer (Town Planning Implementation) G/North & G/South Ward

Sr. No.	Name of APIO	Name of APIO	Designation	Jurisdiction as APIO under RTI	Address / Ph no.
1	Pramod Diliprao Bhosale	Pramod Diliprao Bhosale	Sub Engineer Town Planning (I)	TPS IV G/S	Room No.25,5th Flr,G/S Ward M.C.G.M. Office,N M.joshi Marg, Elphiston Road,(w)-25

Section 4 (1) (b) (xvi)...continued**Details of public information officers / APIO's / appellate authority in the jurisdiction of the**

Sr. No.	Name of Appellate Authority	Designation	Jurisdiction as Appellate authority	PIO Reporting	E mail id for purpose of RTI
1	Smt Bhagyashri Kapse	Asst Commissioner G/South	G/South Ward TPS IV	A.E.T.P.(I)	ac.gs@mcgm.gov.in

Section 4 (1) (b) (xvii)

परिशिष्ट "क"

विषय : कलम 89 & 90 अन्वये दिलेल्या आदेशान्वये कारवाई (Prosecution) करण्याबाबत माहिती.

वर्ष २०१५-२०१६.

अ. क्र.	विभाग	म.न.पा. कायदा कलम 89 & 90 अन्वये दिलेल्या नोटीसांची संख्या	नोटीस दिल्यानंतर उत्तरासोबत आलेल्या कागदपत्रांची तपासणी चालू असलेल्या नोटीसांची संख्या	कागदपत्रांच्या तपासणीनंतर Hearing Orders दिलेल्या नोटीसांची संख्या	Hearing Orders दिल्यानंतर विहित मुदतीपूर्वी संबंधीताने अनधिकृत बांधकाम काढून / तोडून टाकलेल्या नोटीसांची संख्या	Hearing Orders दिल्यानंतर विहित मुदतीपूर्वी मुंबई शहर दिवाणी न्यायालय/ मुंबई उच्च न्यायालयाकडून स्थगिती . मनाई हुकुम प्राप्त झालेल्या नोटीसांची संख्या	न्यायालयाने शिक्षा / दंड केलेल्या नोटीसांची संख्या	निष्कासन कारवाईचे विवरण			शेरा
								पक्षकारा चे	महापा लिकेने	एकु ण	
1	2	3	4	5	6	7	8				
		30	15	15	2	0	0	0	2	2	

Section 4 (1) (b) (xvii) ...continued

Annexure "D"

Monthly report regarding the detection /demolition of unauthorized works for the Month of _____
(Town Planning (I) Department , G/North & G/South)

Sr. No.	Ward	Complaint Received	Detected by Dept.	Total complaint	No. of cases recorded under section	No. of cases registered under section
1	2	3	4	5	6	7
Nil	Nil	Nil	Nil	Nil	Nil	Nil

**Assistant Commissioner,
G/North ward**

Assistant Commissioner, (R.E.)

Section 4 (1) (b) (xvii)....continued

Sub: List of C-1 Category buildings and water-electricity disconnected buildings

Ref: D.M.C./R.E./1490 dtd. 27.07.2013.

Sr. No .	Name of the building and Locality	Date of notice issued for vacating the building	Date if Vacated	Date if demolished	Date if water / electricity / disconnected	Remarks
1	2	3	4	5	6	7
1	Ismail Manzil, Kapad Bazar TPS III of Mahim Division	09.04.14	No	No	No	Alternate is Offer to all –the 8 Tenants of said bulding As per availability of local police force Demolition of the Said building will be carried out however a letter to DCP Z-V is sent on 17/11/2014 by DMC Z- II
2	Gopi Tank Transist Camp ,TPS III of Mahim Division	03.06.14	No	No	No	The matter is referred to technical advisory committee in view of contradictory structural audit reports & decision is pending.
3	Kukade House , Dadar (W) TPS IV of mahim Division	20.03.15				The Building is safely pulled down
4	Bamboot Chawl , Dadar (w) TPS IV of Mahim Division	10.06.14	No	No	No	The Structural Consultant opined to pull down the said building. However Annex –II is already been issued to developers for the redevelopment under DCR 33(7)
5	Dedhia Mansion	14.07.20 14	No	No	31.07.20 14	The Structural Consultant opined to pull down the said building.
6	Ahemad Manzil	14/05/15	No	No	No	Developer is informed to vacate and demolish said building.
7	Marwadi Chawl	14/05/15	No	No	No	Developer is informed to vacate and demolish said building.

Power vested under Town Planning Dept (Implementation)

DELEGATION OF POWERS TO TOWN PLANING OFFICERS AND STAFF

Power vested under Town Planning Dept (Implementation)

DELEGATION OF POWERS TO TOWN PLANING OFFICERS AND STAFF

Sr. No.	Name of Employee	Post	Delegation of power taken or not	Attached
1	PRAMOD DILIPRAO BHOSALE	Assistant Engineer, Town Planning (I), G/N & G/S (I/c)	Taken	Yes
2	HARISH BALASAHEB CHAVAN	Sub- Engineer	Not Taken	No
3	SUJEET WALMIK BHOJANE	Junior Engineer	Not Taken	No
4	BHUSHAN SURESH PARATE	Junior Engineer	Taken	Yes
5	RAJENDRA SHRIDHAR PAKHARE	Rent Collector	Taken	Yes
6	JAYESH GIGABHAI BORICHA	Rent Collector	Not Taken	No
7	SUBODH RAMDAS PAWAR	Notice Clerk	Taken	Yes