

BRIHANMUMBAI MAHANAGARPALIKA

Section 4 Manuals as per provision of
RTI Act, 2005 of H/East Ward

Assistant Engineer Maintenance & Repairs

Address - Office of Assistant Commissioner
H/East Ward, 1st Floor, Plot No. 137
T.P.S.5, Road No.2, Prabhat
Colony, Santacruz(E), Mumbai-55

2016-17

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Introduction

Assistant Engineer (Maintenance & Repair)

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. Maintenance Department is an important department in the Ward Office and it is operated by the Sub Engineers and Junior Engineers working under the Assistant Engineer (Maintenance & Repair) (Under the control of the Assistant Commissioner). The Assistant Engineer (Maintenance & Repair) is the sectional Head of Ward who is responsible for the maintenance & repairs of Municipal roads & properties. He has to take appropriate action on the unauthorized constructions detected on Roads & Municipal Properties.

Beat wise responsibility of the electrol wards rests with the Jr. Engineers. The Jr. Engineers works under the supervision of the Sub Engineer & the control of Assistant Engineer. The preview of this department is quite extensive and the staff such as Mukadam & Labours in Roads & Repair sections, Mistry, Carpenter, Mason, Blacksmith, Plumber etc work in this department.

As per Right to Information Act 2005, he is appointed as Public Information Officer (Maintenance & Repair) for Maintenance & Repair Dept.

Asstt. Engineer (Maint. & Repair)

H/East Ward

SECTION 4 (1) (b) (i)**The particulars of functions & duties of the public authority**

1	Name of the Section	Office of Assistant Engineer (Maintenance & Repair)
2	Address	1 st floor, H/East ward office Building, TPS – 5, Road No. 2, Prabhat Colony, Santacruz (East), Mumbai – 400 055
3	Head of the office	Assistant Engineer, Maintenance & Repair
4	Office Timings	Monday to Friday 8.00 a.m. to 12.00 noon and 2.30 P.M. to 5.30 p.m. Saturdays 08.00am to 11.30 am Visiting Hours - (Monday – Friday) 03.00 p.m. to 05.00 pm
5	Chowky Timings	07:30 am – 2:30 pm
6	Contact Details	Telephone no : 26182217 Extn : 903(AEM—II) & 904(AEM-I).
7	Parent Government Department	City Engineer
8	Reporting to which office	Assistant Commissioner, H/East Ward Ward Ex. Engineer, H/East Ward
9	Jurisdiction Geographical	H/East ward is bounded by the Meethi River & CST Road in the East, Western Railway on the West, Vile Parle Milan Subway on the North, Mahim Causeway, Dharavi Link road on the South.
10	Vision	1. Well maintained Roads 2. Well maintained Municipal Properties
11	Mission	To Repair & Maintain Minor Roads, Footpath & Municipal Properties in Ward.
12	Objectives	To Repair & Maintain Roads and Footpath & Municipal Properties.
13	Functions	(a) Repair & Maintenance of Minor Roads & Footpath in Ward. (b) Repair & Maintenance of Municipal Properties in purview of the Estate Department. (c) To demolish the unauthorized encroachments on footpath, roads & Municipal Plots. (d) Issuance permits to the excavation of trenches on roads to the various utility services & various departments of MCGM. (e) Granting of Mandap Permission for social & regional purpose on Roads, Footpath & Municipal Properties. (f) Granting of Ganapati Mandap Permission on Roads, Footpath & Municipal Properties. (g) Granting of Film shooting permission on Municipal Roads. (h) Improve roads under Section 63 (K) of MMC Act. (refer pg. no. __) (i) Acquire the Setback area of the road & merge the same into the road. (refer pg. no. __) (j) Remove Bottlenecks. (refer pg. no. __) (k) Action in respect of dangerous Municipal buildings.

14	Section Duties	<p>Sanitary Provisions Scavenging and Cleansing 366 – Refuse, etc to be the property of the corporation. 367 – Provision and appointment of receptacles, depots and places for refuse. 368 – Duty of Owner and occupiers to collect and deposit dust, etc. 369 – Provision may be made by mcgm for collection, etc, of excrementitiously and polluted matter. 370 – Collection and removal of excrementitiously and polluted matter when to be provided for by occupiers. 371 – Halalkhors duties in certain cases may not be discharged by private individuals without the Commissioner permission. 372 – Prohibition of failure to remove refuse, etc, when bound to do so. 373 – Presumption as to offender under clauses (e) of section 374 – Powers to inspect premises for sanitary purposes. 375 – Cleansing and lime washing of any building may be required.. 377 (A) – Nuisances arising from defective roof. 385 – Removal of care cases of dead animals. 386 – Place for public bathing, etc to be fixed by the Commissioner. 387 – Regulation of use of public bathing places etc. 388 – Prohibition of bathing, etc, contrary to order or regulation. 389 – Prohibition of corruption of water by steeping therein animal or other matter, etc. 390 – Factory, etc not to be newly established without permission of the Commissioner.</p>
15	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 of corporation. <p>4. Departmental Maintenance & Repair :-</p> <ul style="list-style-type: none"> • Beat wise responsibility of the electrol wards rests with the Junior Engineers. The Junior Engineers works under the supervision of the Sub Engineer and the control of Asstt. Engineer. The Junior Engineer reports to his chowky along with his workmen at 7.30 a.m. the labour distribution is carried out after singing the muster at 7.30 a.m. • A group of workmen (gang) comprising of 2 to 3 labours, the skilled labours such as mason, carpenter and plumber is formed and additional labours as per the extent of jpb is provided to that gang. A job Slip is issued to gang to carryout various day to day work. The job Slip is prepared by the Junior Engineer according to nature and priority of complaint and it is signed by Mistry and the Junior Engineer. The address of Municipal property where the work is to be carried out, nature of work and the number of workmen is mentioned in the job slip. • Generally, sufficient material is brought to the chowkies from the Central Store. The non-scheduled items are also procured by following due procedures or by calling for the quotations, from the open market. The material thus procured is stocked in the store and is in possetion with supervision / clerk. This material is transported to the work site in Municipal vehicles.

		<ul style="list-style-type: none"> • Junior Engineers, Mistry / Mukadam visit the work site, at least once, for supervision and guidance. The Junior Engineer reports to the office to attend the office work in the afternoon session between 2.300 p.m. to 5.30 p.m <p>5. E-Tendering :-</p> <ul style="list-style-type: none"> • Preparation of Estimate by J.E. • Obtain Administrative approval from ward Committee or DMC etc. • Estimate is uploaded in SAP System in A.E. or SE's ID (R3 Module) • BID is created by A.E. /S.E. using their ID. SRM Module E tendering. • BID is forwarded to E.E. Ward for publishing on Municipal Website. • Ward E.E. Publish the Tender (SRM E tender login Approval) • List of Bidder and letter to successful 1st Bidder with 5 % contract amount to deposit with MCGM • PO is created by A.E. in SAP Module. • Release P.O. Amount by A.O. • Create Contract by E.E. ward in SAP System. • PO is generated by A.E. in SAP and released by E.E. Ward. • PO printout is taken by AE and issued to Bidder . <p>6. Mahatma Gandhi Pathkranti Yojana:-</p> <ul style="list-style-type: none"> • It is a scheme to eradicate the footpath of encroachment. • Certain roads are identified in each ward. • Cutoff date is 01.01.1995. • The eligible hutment dwellers are offered alternate accommodation. • It is preferable to draw lottery to decide alternate accommodation in presence of all eligible hutments dwellers. • After shifting mass demolition to be carried out. <p>The footpath so cleared should be immediately developed for public usage.</p>
16	Physical assets (Statement of lands & Buildings and other Assets)	As per separate sheet attached
17	Organization's structural Chart	As per separate sheet attached
18	Weekly Holidays	Sunday and Public Holidays.

SECTION 4 (1) (b) (ii)

The powers of officers and employees in the office of Assistant Engineer (Maintenance & Repair)

A

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

B

Sr. No	Designation	Powers -Administrative	Under which legislation / rules / orders / GRs	Remark
1	Assistant Engineer (Maintenance & Repair)	Please refer to Delegation of powers to Asstt. Engineer on Pg.	1. MMC Act 1888 2. MRTP Act 1966	
2	Sub Engineer (Maintenance & Repair)	Please refer to Delegation of powers to Sub Engineer on Pg.	1. MMC Act 1888 2. MRTP Act 1966	
3	Junior Engineer (Maintenance & Repair)	Please refer to Delegation of powers to Junior Engineer on Pg.	1. MMC Act 1888 2. MRTP Act 1966	

C

Sr. No.	Designation	Powers - Magisterial	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Engineer (Maintenance & Repair)	Nil	N.A	
2	Sub Engineer (Maintenance & Repair)	Nil	N.A	
3	Junior Engineer (Maintenance & Repair)	Nil	N.A	

D

Sr. No.	Designation	Powers-Quasi Judicial	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Engineer (Maintenance & Repair)	Appointed as Public Information Officer under RTI Act,2005	Circular No. MOM/8957 dtd: 02.01.2006	
2	Sub Engineer (Maintenance & Repair)	Nil	N.A	
3	Junior Engineer (Maintenance & Repair)	Nil	N.A	

E

Sr. No.	Designation	Powers - Judicial	Under which legislation / rules / orders / GRs	Remarks
1	Assistant Engineer (Maintenance & Repair)	Nil	N.A	
2	Sub Engineer (Maintenance & Repair)	Nil	N.A	
3	Junior Engineer (Maintenance & Repair)	Nil	N.A	

Section 4 (1) (b) (ii)

The duties of officers and employees in the office of Assistant Engineer (Maintenance & Repair)

ASSISTANT ENGINEER (MAINTENANCE & REPAIR)

Asstt. Engineer (Maintenance & Repair) of the ward work as per Mumbai Municipal Act, 1888, Maharashtra Regional & Town Planning Act, 1966. His work includes repairs and maintenance of Municipal Roads, Footpath, Ward Offices, Staff Quarters, Estate properties, Municipal Chowkies, Roads, Depots, Maternity Homes, Dispensaries, PSC Blocks, Garbage Collection Spots, Municipal Cemeteries, Schools Welfare Centre, Conservancy Chawls, either departmentally or through the e-tendering. He Issues Trench permission, Ganpati Mandap, Social, Regional Mandap Permission, Shooting Permission, acquire setback area of the road & mere the same into the Road, remove Bottleneck, demolish unauthorized encroachments on Municipal Roads, Footpath & Municipal properties.

Asstt. Engineer (Maintenance & Repair) 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 Ward Executive Engineer in respect of technical matters.

Asstt. Engineer (Maintenance & Repair) of the ward is assisted by Junior Engineer & Sub-Engineers to execute daily work. Respective Roads & Repairs Labour, Mukadam, Mistry, Carpenter, Mason, Plumber etc. help Junior Engineers & Sub-Engineers of the department to attained day to day complaints received.

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

1. Issuance of Trench permissions to various utilities as wel as to various departments of MCGM.
2. Issuance of shooting permission on Municipal Roads & properties.
3. Issuance of Ganpati Mandap permission on Municipal Roads & properties.
4. To dispose off the cases of Road Setback.
5. To remove the encroachments on roads with the help of Sub Engineers and Jr. Engineers. Minor encroachments to be removed with the help of License Superintend.
6. To supervise the work of store supervisor store clerk and the labours in the store and insure smooth functioning of the store.
7. To ensure that the necessary information is furnished to the concerned officers, in time and to take action on the defaulting staff, in case of delay.
8. To put up indents fro the store items after discussion with the Sub Engineers and arrange for the requisite stock and to check for its quality and quantity. Material Checking norms.
 - 2.5 % of the store items, once in three months
 - 2.5 % of the depot items, once in three months
 - To dispose off the scrap material by following due procedure.

9. To carry out inspection to assess the condition of major roads.
10. To ensure prompt disposal of the complaints. To check the registers and daily diaries, at least fortnightly and monthly, respectively.
11. To exercise control on the municipal funds available, with the help of Head Clerk (Expenditure) and distribute the said funds among the Sub Engineers, appropriately and make them responsible for the utilization of funds.
12. To implement the orders issued by higher authorities.
13. To take appropriate action on the unauthorized constructions, detected in municipal properties. To provide alternate accommodation to the affected people in the accident caused by the building collapse.
14. To take timely action of propping, cordoning and demolition of dilapidated municipal buildings. To serve demolition notices on receipt of orders from the Executive Engineer or higher authorities.
15. To check at least 20 % of mass supply of materials and the contract bills. To check the estimate pertain to the repairs of municipal buildings, roads, etc. prepared by the Jr. Engineers & Sub Engineers.
16. To accept and serve notices under various Municipal Acts and take necessary action in the matter.
17. To visit major works in the ward at least once in a week.
18. To maintain the municipal properties and other buildings in the purview of the Estate Department (e.g. School, Hospitals, etc.)
19. To co-ordinate with the Law officer as regards the Court-case lodged by the MCGM or the matters against MCGM.
20. To get dilapidated municipal building vacated with the assistance of Police.
21. To visit the work sites at least once in month and check the muster.
22. To co-ordinate with Central Agency as regards major repairs of municipal properties and maintenance of major roads.
23. To attend Ward Committee meetings in the ward office.
24. Review of SAP Complaints
25. Review of MCL A/B/C.
26. Review of MC-P.G. Cases
27. Review of Outstanding Audit Notes (Once monthly with MCA staff)
28. Review of pending Union problems (Once in Two months)
29. Enquiry procedure.

To execute above mentioned works Labours, Mukadams, Mistry, Junior Engineers Sub-Engineers inspect their respective sub-sections and report to the Asstt. Engineer (Maintenance & Repair) of the ward. Based on these reports, further necessary actions are taken by the Asstt. Engineer and the Asstt. Commissioner of the ward and under guidance of the Ward Executive Engineer in case of technical matters.

Following registers are maintained by the office of the Asstt. Engineer (Maintenance & Repair) of the ward :-

1. Notice Register
2. Demolition Register
3. Property Register
4. Set back Register
5. R.T.I. Register
6. MCL A/B/C Register
7. Mandap Permission Register
8. M.C.A. Audit Register

DUTIES OF SUB-ENGINEER (MAINTENANCE & REPAIR)

- 1) He shall be subordinate to the Asstt. Engineer and shall carry out their orders in general.
- 2) Supervision on departmental as well as the works to be carried out through e-tendering.
- 3) Supervision on Funds available under various budget heads.
- 4) Timely submission of payments, bills and adjustments.
- 5) Site visit for major faults in the Municipal Buildings
- 6) Consolidation of revenue and outstanding requisition.
- 7) Supervision onf employee muster books in order to see that the staff reports on duty in time and the fault entries are not made.
- 8) To check leave and service record and “Dead Stock” register and get them updated.
- 9) To ensure timely action in Court matters and order.
- 10) He shall draft replies to the complaints or references received in his section.
- 11) He shall attend the Courts as and when required for giving evidence helping the Sub. Engineer in conduction cases etc.
- 12) To take action against unauthorized structures / unauthorized developments on Municipal lands etc. as per M.M.C.Act and M.R.T.P.Act and as per the policy guidelines issued by time to times by the administration.
- 13) To exercise, perform and discharge duties entrusted under Section 68 of M.M.C.Act as per the authority issued by Zonal D.M.C
- 14) He shall attend the various functions organized by the administration such as Disaster Management Plan, Swachhata Abhiyan, Anti Flooding Duties, Mahapaur Daud, Cleansing Camps, Advance Locality Management etc.
- 15) To maintain various registers such as :-
 1. Notice Register
 2. Demolition Register
 3. Property Register
 4. Set back Register
 5. R.T.I. Register
 6. MCL A/B/C Register
 7. Mandap Permission Register
 8. M.C.A. Audit Register

DUTIES OF JUNIOR -ENGINEER (MAINTENANCE & REPAIR)

- 1) He shall be subordinate to the Asstt. Engineer & Sub Engineer and shall carry out their orders in general.
- 2) Supervision on departmental as well as the works to be carried out through e-tendering.
- 3) Supervision on Funds available under various budget heads.
- 4) Timely submission of payments, bills and adjustments.
- 5) Routine site visit in his jurisdictional area.
- 6) Attending Site chowky and control the labours working under him.
- 7) To check leave and service record and “Dead Stock” register and get them updated.
- 8) To ensure timely action in Court matters and order.
- 9) To carry out joint inspection along with various utilities.
- 10) He shall draft replies to the complaints or references received in his section.
- 11) He shall attend the Courts as and when required for giving evidence helping the Sub. Engineer in conduction cases etc.
- 12) To take action against unauthorized structures / unauthorized developments on Municipal lands etc. as per M.M.C.Act and M.R.T.P.Act and as per the policy guidelines issued by time to times by the administration.
- 13) To exercise, perform and discharge duties entrusted under Section 68 of M.M.C.Act as per the authority issued by Zonal D.M.C
- 14) He shall attend the various functions organized by the administration such as Disaster Management Plan, Swachhata Abhiyan, Anti Flooding Duties, Mahapaur Daud, Cleansing Camps, Advance Locality Management etc.
- 15) To maintain various registers such as :-
 1. Notice Register
 2. Demolition Register
 3. Property Register
 4. Set back Register
 5. R.T.I. Register
 6. MCL A/B/C Register
 7. Mandap Permission Register
 8. M.C.A. Audit Register

DELEGATION OF POWERS TO ASSISTANT ENGINEER

Under Section 68 of the Mumbai Municipal Corporation Act 1888 as amended up to date, Asstt Engineer (Maintenance & Repair) is hereby empowered to exercise, perform and discharge under the control and subject to the revision of the Commissioner, the several powers, duties and functions conferred or imposed upon or vested in the Commissioner by the several Sections, Sub-Sections and Clauses of the said Act herein below mentioned :-

EXPLANATION :- The entries in the second column of the below table headed 'Nature of powers' etc. are not intended as definitely described in Sections, Sub-Sections and Clauses mentioned in the first column or even as abstracts of those sections, sub-sections and clauses, the numbers of which are given in the first column.

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.100/- 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)	To intimate disapproved of such work.
347(A)(B)&(C)	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.
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 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).

DELEGATION OF POWERS TO SUB ENGINEER

Under Section 68 of the Mumbai Municipal Corporation Act 1888 as amended up to date, Sub - Engineer (Maintenance & Repair), Municipal Corporation of Greater Mumbai is hereby empowered to exercise, perform and discharge under the control and subject to the revision of the Commissioner, the several powers, duties and functions conferred or imposed upon or vested in the Commissioner by the several Sections, Sub-Sections and Clauses of the said Act herein below mentioned:-

EXPLANATION :- The entries in the second column of the below table headed 'Brief Description of Powers to be exercised and performed' are not intended as definitions described in Sections, Sub-Sections of these sections, but are inserted merely as reference to the subjects of the sections, sub-sections and the numbers of which are given in the first column.

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. 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 undrained 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 erection 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

DELEGATION OF POWERS TO JUNIOR ENGINEER

Under Section 68 of the Mumbai Municipal Corporation Act as amended up to date, Junior Engineer (Maintenance & Repair) under Asstt. Commissioner is hereby empowered to exercise, perform or discharge under the control and subject to the revision of the Commissioner, the under mentioned powers, duties and functions conferred or imposed upon or vested in the Commissioner by the several Sections, Sub-Sections and Clauses of the said Act herein below mentioned :-

EXPLANATION :- The entries in the second column of the below table headed 'Nature of Powers' etc. are not intended as definitely described in Sections, Sub-Sections and Clauses mentioned in the first column or even as abstracts of those sections, sub-sections and clauses but are inserted merely as reference to the subjects of the sections, sub-sections and clauses, the numbers of which are given in the first column.

Sections	Nature of Powers, Duties and Functions delegated
231	To enforce drainage of undrained premises situate within a hundred feet of a Municipal drains.
248(1)(c)	To substitute water closet accommodation for any privy accommodation.
253	To inspect and examine all drains, ventilation shafts and pipes cesspools of house gullies, water closets, privies, latrines and urinals to which this Section applied.
254	Opening ground etc. for inspection and examination under Section 253.
255	Reinstating the ground etc. opened for purposes of inspection.
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.
322	To prevent opening, etc. of streets unless done with permission and to give such permission.
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 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 to ascertain sanitary conditions thereof.
375	To require cleansing and lime washing of any building 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.
390 (1) (2) (3)	Regulations of factories, trades, etc.
479(5)	To require production of licenses or written permission.
483	Service of notice - To serve, issue or present or give notices, bills schedules summonses and other such document required by this act to the served upon or issued or presented or given to any person.
488	<p>To enter into or upon buildings or land with or without Assistant or workmen.</p> <ol style="list-style-type: none"> 1. For the purpose of exercising performing or discharging, the powers, duties or functions hereinabove delegated with reference to the sections above specified. 2. For the purpose of carrying into effect under Section 489 any requisition or order (not only complied with) made by written notices by the Commissioner; under either of the following Section or Sub-section namely Section 257(1). <p>Section 308 Sub-section(2)309, Sub-section(1), Section 311, Section 315(1), Section 325, Section 326(3), Section 329(1), Section 349, Section 351, Sub-section(2), Section 353, Section 354, Section 380 or Section 383(1).</p>
	<ol style="list-style-type: none"> 3. For the purpose of leveling, metalling or paving, sewerage, draining, channeling and lightening any private street which the Commissioner with the sanction of the Standing Committee may be empowered under the provision of Section 305 level, metal or pave sewer drains, channel or light to his satisfaction or (1) for the purpose of removing altering or pulling down the building or work which the Commissioner with the approval of the Standing Committee may be empowered under the provisions of Sub-section (2) of Section 351 to remove alter or pull down (5) for the purpose of Section 381(2) to fill up cver over or drain off a well, provided that a delegation of power of entry under Section 4888 is to be understood so 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.

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 (Maintenance & Repair)

NAME OF THE ACTIVITY:- Action against unauthorized encroachments detected on roads / footpath.

Related provisions:-

Name of the Act/ Acts :- MMC Act 1888 section 314

Rules:-

Govt. Resolutions:-

Circulars:-

Office Orders:-

Sr. No.	Activity	Step involved	Time Limit	Authority role and responsibility of the employee / officer in connection with each activity. (mention designation)	Remark
1	Action against unauthorized encroachments detected on roads / footpath	No person has right to encroach by creating the structure or otherwise on the footpath, pavement or other places reserved or earmarked for public purpose.			
		Complaint Received	Within 24 Hours	Public, Staff, from higher authority.	
		Site visit	Within 24 Hours	JE / SE	
		Inspection Report	Within 24 Hours	Junior Engineer	
		Issue 314 Notice if required	Within 24 Hours	J.E./ S.E. /A.E.	
		Arrange demolition by taking order from Asstt. Commissioner.	After expiry 24 Hours from order	J.E./ S.E. /A.E.	
		Entry in demolition register	Within 24 Hours	J.E.	
		Demolition report	Within 24 Hours	J.E./S.E.	

NAME OF THE ACTIVITY: - BOTTLENECK

Related provisions:-

Name of the Act/ Acts :-

Rules:-

Govt. Resolutions:-

Circulars:- 1) AMC /ES/D 168 (Ch E/1876/DPC/Gen) Dated 25.02.2004

2) AMC/ES/9141/II dt.14.10.11

Office Orders:-

Sr. No.	Activity	Step involved	Time Limit	Authority role and responsibility of the employee / officer in connection with each activity. (mention designation)	Remark
1	Bottleneck	Bottleneck means construction, narrowing, obstruction, congestion, block, partially/total blockage which leads to traffic congestion, traffic clogging problems started precipitating.			
		Preparation of Priority List of Bottlenecks.		Asstt. Commissioner/ A.E. (M & R) of Ward	
		Demarcation of Roads Sanctioned RL, Dp Roads	Within 15 Days from the receipt of the information received from the Asstt. Commissioner	E.E. (T.C.) / A.E.(Survey) E.E. (D.P.) / A.E.(Survey)	
		Collection of Basic Data		J.E. (M & R)	
		Preparation of Inventory		J.E.(M & R) / S.E. (M & R)	
		Documents checking		S.E.(M & R) / A.E. (M & R)	
		Proposals Scrutiny and submission to Competent Authority		Ward E.E.	
		Sanction of Competent Authority		Additions M.C.'s of Zone	
		Removal of Bottleneck		Asstt. Commissioner/ A.E. (M & R) of Ward	
		Roads/ S.W.D. Developments		Ch. Engg (Roads)/Ch. Engg (S.W.D.)	
		Final Compliance to Zonal DMC/Jt. MC's		Asstt. Commissioner of Ward	

NAME OF THE ACTIVITY:- E-tendering

Related provisions:-

Name of the Act/ Acts :-

Rules:-

Govt. Resolutions:-

Circulars:-

Office Orders:-

Sr. No.	Activity	Step involved	Time Limit	Authority role and responsibility of the employee / officer in connection with each activity. (mention designation)	Remark
1	E-tendering	Preparation of Estimate		J.E.	
		Administrative approval		Ward Committee or DMC etc.	
		Estimate is uploaded in SAP System in A.E. or SE's ID (R3 Module)		A.E./S.E.	
		BID is created in SRM Module E tendering.		A.E. /S.E.	
		BID is forwarded to E.E. Ward for publishing on Municipal Website.		A.E. /S.E.	
		Publish the Tender (SRM E tender login Approval)		Ward E.E.	
		List of Bidder and letter to successful 1 st Bidder with 5 % contract amount to deposit with MCGM.		MCGM Website & A.E./S.E.	
		PO is created in SAP Module.		A.E.	
		Release P.O. Amount.		A.O.	
		Create Contract in SAP System.		Ward E.E.	
		PO is generated in SAP.		A.E.	
		PO is released.		Ward E.E.	
		PO printout is taken and issued to Bidder.		A.E.	

NAME OF THE ACTIVITY:- Permission for trench

Related provisions:-

Name of the Act/ Acts:-

Rules:-

Govt. Resolutions:-

Circulars:-

- MGC/F/1835 dated 17.11.2007
- MGC/F/9974 dated 04.02.2013
- ChE/804/SR/Rds, Tr. & Br. Dated 05.02.2013
- ChE/525/SR/Roads dated
- ChE/11888/Rds/SR dated 09.03.2012
- ChE/1075/Roads dated 31.09.2012
- ChE/857/SR/Roads dated 18.02.2012
- Ch.Eng/727/SR/Rds dated 19.03.2010
- AMC/ES/8879/II dated 05.04.2013.

Office Orders:-

Sr. No.	Activity	Step involved	Time Limit	Authority role and responsibility of the employee / officer in connection with each activity. (mention designation)	Remark
1	Trench Permission	As per above circulars			

NAME OF THE ACTIVITY:- Permission for Ganapati Mandap

Related provisions:-

Name of the Act/ Acts:-

Rules:-

Govt. Resolutions:-

Circulars:-

- MDF/OD/8358/Gen datd11.06.2013
- MDF/9629/Gen dated 25.07.2008
- AA/ES/4528 dated 28.07.2008
- AA/ES/D/1971 dated 02.07.2007
- AA/9269/Jahirat/201212 dated30.08.2012AMC/ES/8879/II dated 05.04.2013.

Office Orders:-

Sr. No.	Activity	Step involved	Time Limit	Authority role and responsibility of the employee / officer in connection with each activity. (mention designation)	Remark
1	Ganapati Mandap Permission	Scrutiny of documents on receipt of application.	7 days	J.E./S.E.	
		Site Inspection	7 days	J.E./S.E.	
		To demand additional documents/NOC required from applicant, if any.	Within 15 days	J.E./S.E.	
		Forward for Road Engineer's NOC.	Within 15 days	J.E./S.E.	
		To issue demand letter & permission charges after receipt of all required documents.	Within 15 days	J.E./S.E.	
		To issue permission on obtaining approval from competent authority. (Permission is refused if applicant has not submitted all required documents)			

Section 4 (1) (b) (iv)

Norms set for discharge of its functions in the office of Assistant Engineer (Maintenance & Repair)
Organizational targets (Annual)

Sr. No	Designation	Activity	Financial Targets in Rs.	Time Limit	Remark
1	Asstt.Engineer (M & R)	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	Sub Engineer (M & R)	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)	
3	Junior Engineer (M & R)	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) (v)

The rules / regulation related with the functions of Assistant Engineer (Maintenance & Repair)

Sr. No.	Subject	G.R. /Circular / Office order. Rule no. Notification etc. date.	Remarks if any
1	Trench	<ul style="list-style-type: none">• MGC/F/1835 dated 17.11.2007• MGC/F/9974 dated 04.02.2013• ChE/804/SR/Rds, Tr. & Br. Dated 05.02.2013• ChE/525/SR/Roads dated• ChE/11888/Rds/SR dated 09.03.2012• ChE/1075/Roads dated 31.09.2012• ChE/857/SR/Roads dated 18.02.2012• Ch.Eng/727/SR/Rds dated 19.03.2010• AMC/ES/8879/II dated 05.04.2013.	
2	Ganapati Mandap Permission	<ul style="list-style-type: none">• MDF/OD/8358/Gen datd11.06.2013• MDF/9629/Gen dated 25.07.2008• AA/ES/4528 dated 28.07.2008• AA/ES/D/1971 dated 02.07.2007• AA/9269/Jahirat/201212 dated30.08.2012	
3	Pothole	<ul style="list-style-type: none">• Dy.Ch.Eng/1901/Rds(City) dated 15.06.2013• MGC/F/1074 dated 06.07.2013• CA/FDT/59 dated 16.03.2013	
4	E-tendering	<ul style="list-style-type: none">• CA/FRD/7 dated 17.05.2013• CA/CPD/36 dated 03.11.2012	
5	Pay & Park	<ul style="list-style-type: none">• Dy.ChE/1380/Traffic of 23.05.2013	
6	Shooting Permission	<ul style="list-style-type: none">• CA/FRM/3 dated 10.04.2013	
7	Mahatma Gandhi Pathkranti Yojana	<ul style="list-style-type: none">• DMC/Special/OD/5468/dated06.03.2012• DMC/Special/5447 dated03.03.2012• AMC/ES/944/IV dated 31.03.2012	

Section 4 (1) (b) (vi)

Statement of Categories of documents held in the office of Assistant Engineer (Maintenance & Repair)

Sr. No.	Subject	Type of Document file or register	File No. or Register No.	Particulars	Periodicity of Preservation (Proposed)
‘C1’ Class Record					
1	Demolition Register	Register		Details of demolitions of unauthorized work carried out under various sections of MMC Act	10 Years
‘C3’ Class Record					
1.	R.T.I Register	Register		Details of application received under R.T.I.Act	5 Years
2	Work Orders	Documents		Details of work orders issued to contractor by department	5 Years
3	Measurement Books	Documents		Details of Measurements recorded in M.B.	5 Years
4	Payment Certificate	Documents		Details of Payments issued to the contractor	5 Years
5	Demand Notes & Permits	Documents		Details of Demand Notes & Permits issued to various utility agencies.	5 Years
6	Mandap Permission	Register		Details of Mandap Permission issued to various applicants.	5 Years
‘D’ Class Record					
1	Log sheets	Inward papers		Details of Applications/ complaints/ other documents received by department	01 Year
2.	Outward Register(Internal departments)	Outward papers		Details of Applications/ complaints/ other documents forwarded to Internal departments of H/East ward.	01 Year
3.	Outward Register (External correspondence)	Outward papers		Details of Applications/ complaints/ other documents forwarded to external departments of MCGM/ Other Govt. authorities and correspondence with applicants/ complainants /citizens etc.	01 Year

4.	Complaint Register	Register		Orally complaint registered.	01 year
5.	RTI application & their reply (Except appeal cases)	Document		Details of application received under RTI Act & reply given to the same.	01 year
6.	First & second appeal made under RTI Act	Document		Details of First & second appeal made by applicant under RTI Act by the applicant against reply of Public Information Officer and/or order passed by First Appellate Authority	01 year
7	Monthly reports sent to various departments	Document		File papers containing monthly reports sent to various departments	01 years
8	Demolition of structures under MMC Act, MRTP Act & other action completed	Nasti		Nasti files containing papers pertaining to the notice action against structures demolished under MMC Act, MRTP Act & other actions.	01 year (after demolition)

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 (Maintenance & Repair)

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 of office of Asstt Engineer (Maintenance & Repair)

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	N.A.	N.A.	N.A.	N.A.

Section 4 (1) (b) (ix)

Sr. No.	Designation	Name of the Officers/ Employees	Cadre	Date of joining the post	Contact Details ph/ fax/ email
	As per separate Sheet Attached				

Section 4 (1) (b) (x)

Sr. No.	Name	Designation Cadre	Basic Pay	DA	HRA	Special Allowance, Transport Allowance, Project Allowance	Total
	As per separate Sheet Attached						

Section 4 (1) (b) (xi)

Details of allocation of budget and disbursement made in the office of the Assistant Engineer
(Maintenance & Repair) H/East Ward for the year 2016-17.

Sr. No.	Budget Head description	Grants received (In Lakhs)	Planned use (give details area wise or work wise in a separate form)	Remarks
1	Unforeseen Grant Beat No. 81	60.00	59.42	
2	Unforeseen Grant Beat No. 82	60.00	58.91	
3	Unforeseen Grant Beat No. 83	60.00	43.56	
4	Unforeseen Grant Beat No. 84	60.00	53.85	
5	Unforeseen Grant Beat No. 85	60.00	57.86	
6	Unforeseen Grant Beat No. 86	60.00	55.32	
7	Unforeseen Grant Beat No. 87	60.00	59.33	
8	Unforeseen Grant Beat No. 88	60.00	59.84	
9	Unforeseen Grant Beat No. 89	60.00	58.48	
10	Unforeseen Grant Beat No. 90	60.00	59.62	
11	Unforeseen Grant Beat No. 91	60.00	60.00	
12	Developmenty of Vakola Gaothan	25.00	20.94	
13	Development of Kalina Gaothan	25.00	23.75	
14	Development of Kolivery Gaothan	50.00	36.85	
15	Development of Manpada Gaothan	10.63	-	
16	General Civil repairs Add. Bldg.	-	2.50	
17	General Civil repairs School	7.20	-	
18	Street light post	318.64	-	
19	Road pavement	370.00	258.45	
20	P.S.C. Block	370.00	321.26	

Form B for previous year

Sr. No	Budget Head description	Grants received	Grant utilized	Grants Surrendered	Remark
1	Unforeseen Grant Beat No. 81	60	50.49	9.51	
2	Unforeseen Grant Beat No. 82	60	60	0	
3	Unforeseen Grant Beat No. 83	60	57.39	2.61	
4	Unforeseen Grant Beat No. 84	60	60	0	
5	Unforeseen Grant Beat No. 85	60	60	0	
6	Unforeseen Grant Beat No. 86	60	59.62	0.38	
7	Unforeseen Grant Beat No. 87	60	56.78	3.22	
8	Unforeseen Grant Beat No. 88	60	56.85	3.15	
9	Unforeseen Grant Beat No. 89	60	60	0	
10	Unforeseen Grant Beat No. 90	60	59.60	0.40	
11	Unforeseen Grant Beat No. 91	60	59.90	010	
12	Developmenty of Vakola Gaothan	25	24.28	0.72	
13	Development of Kalina Gaothan	25	24.36	0.64	
14	Development of Kolivery Gaothan	25	25	00	
16	General Civil repairs Add. Bldg.	10.63	7.22	3.41	
17	General Civil repairs School	0	0	0	
18	Street light post	7.20	0	7.20	
19	Road pavement	318.94	304.54	14.4	
20	P.S.C. Block	380.80	367.61	89.48	
	Total	1452.57	1393.64	145.12	

Section 4 (1) (b) (xii)

Manner of execution of subsidy program in the office of Assistant Engineer (Maintenance & Repair)

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 (Maintenance & Repair)

Sr. No	Name of the license	License no.	Issued on	Valid up to	General Conditions	Details of the license
	NIL	N.A.	N.A.	N.A.	N.A.	N.A.

Section 4 (1) (b) (xiv)

Details of information available in electronic form in the office of Assistant Engineer (Maintenance & Repair)

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

Section 4 (1) (b) (xv)

Particulars of facilities available for citizen for obtaining information in the office of Assistant Engineer (Maintenance & Repair)

Types of facilities-

- Information about facilities for inspection of record.

Sr.No.	Type of Facility	Timings	Procedure	Location	Peron in Charge
1.	Inspection of Record	3.00 p.m. to 5.00 p.m on Tuesday and Thursday (except holidays) with prior appointment only.	For inspection of records no fee for first hour will be charged, however fee of Rs.5/- for each 15 minutes or fraction thereof will be charged thereafter.	Office of Asstt. Engineer, Maintenance & Repair Department, Room no.17& 18 2 nd Floor, H/East ward office, Parel, Mumbai-12	Asstt. Engineer, Maintenance & Repair H/East Ward.

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 (Maintenance & Repair)

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. Shah Sanjeev P.	Asstt. Engineer (M & R) I	Electrol ward no. 199,200 & 201	Room No. 17 & 18, 2 nd floor, H/East ward office Building, Dr. B. A. Road, J. Bhatankar Marg, Parel naka, Parel, Mumbai- 400 012 Contact No. :- 022 24162700 Extn :- 204		Shri Prashant N. Gaikwad, Assistant Commission, H/East Ward, 1 st Floor, Prabhat Colony, TPS V, Santacruz East, Mumbai – 400 055
2	Shri. Gandhi Kartik M.	Asstt. Engineer (M & R) II	Electrol ward no. 195,196, 197& 198	Room No. 17 & 18, 2 nd floor, H/East ward office Building, Dr. B. A. Road, J. Bhatankar Marg, Parel naka, Parel, Mumbai- 400 012 Contact No. :- 022 24162700 Extn :- 205		Shri Prashant N. Gaikwad, Assistant Commission, H/East Ward, 1 st Floor, Prabhat Colony, TPS V, Santacruz East, Mumbai – 400 055

APIOs

Sr. No.	Name of APIO	Name of APIO	Designation	Jurisdiction as APIO under RTI	Address / Ph no.
				N.A.	

Appellate Authority

Sr. No.	Name of Appellate Authority	Designation	Jurisdiction as Appellate authority	PIO Reporting	E mail id for purpose of RTI
1	Shri. Prashant N. Gaikwad	Assistant Commissioner	H/East Ward	A.E.(Maintenance & Repair) H/East Ward	

Section 4 (1) (b) (xvii)

Nil

Section 4(1)(b)(x)

Details Remuneration of the Officer and Employees in the office of Administrative officer H/EastWard

PAYSHEET NO:- 5160 SALARY AS ON DECEMBER 2016

SR. NO.	DESIGNATION	EMPLOYEE NAME	GRD	Basic	GRP	DA	WC	CA	SPA	TA	MMA	HRA	RD1	RD2	UWA	HIS	DUT	TOTAL SALARY
	ASST. COMM.	GAIKWAD PRASHANT NANASAHEB	A	21950	6600	35688			1500			8565						74303
1	ADM. OFFICER	KHADYE NANDINI BABAJI	B	23870	4600	35588				1200		8541						73799
2	CLERK	SONAWANE SHWETA SANTOSH	C	10030	2000	15038				600		3609						31277
3	SR. STENOGRAPHER	JOBANPUTRA PRATIMA HEMANT	C	21320	4300	32025			150	600		548	36	24				59003

PAYSHEET NO:- 5161 SALARY AS ON DECEMBER 2016

SR. NO.	DESIGNATION	EMPLOYEE NAME	GRD	Basic	GRP	DA	WC	CA	SPA	TA	MMA	HRA	RD1	RD2	UWA	HIS	DUT	TOTAL SALARY
4	SUB. ENG	PARAB BHUSHAN SUHAS	B	12540	4600	21425		463		1200		5142						45370
5	CLERK	RANE SURESH SHANKAR	C	14460	2000	20575				600		4938				376		42949
6	CLERK	SHETTY DHANASHRI PRAVIN	C	7830	2000	12288				600		2949						25667
7	DRAINAGE ASST	SURESH ARJUN KAMBLE	C	15190	2000	21488				600		388		11				39677
8	DRAINAGE ASST	KAMBLE KASHINATH GANGARAM	C	15150	2000	21438				600		5145						44796
9	PEON	MAHADIK SANJIVANI SANJAY	D	11750	1900	17063	115			600		4095						35523

PAYSHEET NO:- 5162 SALARY AS ON DECEMBER 2016

SR. NO.	DESIGNATION	EMPLOYEE NAME	GRD	Basic	GRP	DA	WC	CA	SPA	TA	MMA	HRA	RD1	RD2	UWA	HIS	DUT	TOTAL SALARY
10	EXECUTIVE ENGINEER	GARULE GOVIND GOWARDHAN	B	28730	6000	43413		463		1600		10419						90625
11	ASST. ENGINEER	MENGHANI NANDKUMAR L	B	26550	5400	39938		463		1600		9585						83536
12	ASST. ENGINEER	AKHELIKAR AMARDEEP S	B	27360	5400	40950		463		1600		9828						85601
	ASST. ENGINEER	SHAH SANJIV PUSHPAVDAN	B	23350	5400	35938		1400		1600		8625						76313
13	SUB. ENG	PATIL PRASHANT RAJESH	B	14710	4600	24138		463		1200		5793						50904
14	SUB. ENG	PARGHANE PRAVIN KISANRAO	B	13460	4600	22575		463		1200		5418						47716
15	SUB. ENG	RAUT JAYKUMAR MADHUKAR	B	22260	4600	33575		463		1200		8058						70156
16	SUB. ENG	MANE DATTATRAY SAMBHAJI	B	14560	4600	23950		463		1200		5748						50521
17	SUB. ENG	GANDHI KARTIK MADHUKANT	B	13520	4600	22650		463		1200		5436						47869
18	SUB. ENG	KSHIRSAGAR SWAPNAJA S.	B	14710	4600	24138		463		1200		5793						50904
19	CLERK	KUMBHAR JYOTI DATTARAM	C	7830	4600	12288				600		2949						25667
20	CLERK	REGE AARTI SHRIKANT	C	6990	2000	11238				600		2697						23525
21	CLERK	KOTHAWALE PRANJALI PARAG	C	14760	2000	20950				600		5028						43338
22	CLERK	LAD DINESH KRISHNAJI	C	12530	2000	18163				600		4359						37652
23	CLERK	HATE MAHENDRA EKNATH	C	13070	2000	18838				600		4521						39029

24	CLERK	PINGALE SHAILESH P.	C	10280	2000	15350				600		3684						31914
25	CLERK	VAZE MADHURI DILIP	C	9680	2000	14600				600		3504						30384
26	CLERK	PATIL MINAKSHI KIRAN	C	7830	2000	12288				600		2949						25667
27	NOTICE CLERK	GAIKWAD SACHIN BHAGVAN	C	6720	2000	10900				600		2616						23299
	STORE CLERK	MONDE LOCHAN PURSHOTTAM	C	6990	2000	11238				600		2697						23525
	HEAD CLERK	SAWANT MEETA MADHAV	C	21050	4200	31563				600		7575						64988
28	HEAD CLERK	SHIRWADKAR SANDHYA TUSHAR	C	22730	4200	33663				600		8079						79772
29	JR. ENGINEER	SHARMA DEEPAK KUMAR M	C	12440	4200	20925				600		5022						43750
30	JR. ENGINEER	GURAV SHIVARAJ MARUTI	C	11450	4300	19688		463		600		4725						41226
30	JR. ENGINEER	PATIL VIJAYKUMAR RAVSAHEB	C	11450	4300	19688		463		600		4725						41226
31	JR. ENGINEER	TAKE VISHAL ASHOK	C	11450	4300	19688		463		600		4725						41226
32	JR. ENGINEER	SHINDE SUDIP GULABRAO	C	11450	4300	19688		463		600		4725						41226
33	JR. ENGINEER	KANADE PANDURANG VASANT	C	12420	4300	20900		463		600		5016						43699
34	JR. ENGINEER	SAMBHE VIJAY MOTIRAMJI	C	12420	4300	20900		463		600		5016						43236
35	JR. ENGINEER	SAWAI ABHIJIT VASANTRAO	C	11450	4300	19688		463		600		4725						41226
36	JR. ENGINEER	JADHAV ANAND RAVINDRA	C	11450	4300	19688		463		600		4725						41226
37	JR. ENGINEER	BHADANE NITIN DADAJI	C	11450	4300	19688		463		600		4725						41226

38	JR. ENGINEER	GAWLI BHUSHAN TUKARAM	C	11450	4300	19688		463		600		4725						41226
39	JR. ENGINEER	PATHAN JAMEER J	C	11450	4300	19688		463		600		4725						41226
40	JR. ENGINEER	HULWAN PRAKASH BABASAHEB	C	11450	4300	19688		463		600		4725						41226
41	MAR. C. ENG. TYPST	VACANT	C															
42	TEL. OP. A GRADE	INARKAR JAYASHREE MANGESH	C	12010	4300	17513				600		287						32410
43	TEL. OP. A GRADE	DHURI AMOL ASHOK	C	11100	4200	16374				1200		401					150	31426
44	TRACER	VACANT	C															
45	MUKADAM	GANEKAR HARISH TUKARAM	C	12080	2000	17413				600		4179						36585
46	MUKADAM	TADKA GANESH VYANKTESH	C	11520	2800	16713				600		4011						35157
47	MUKADAM	KAJARI SUDHIR MAHADEO	D	11550	1850	16750		463		600		4020						35233
48	PEON	GURUKHEL VAJINATH RAMRAO	D	11930	1850	17225	115			600		4134		4				35858
49	PEON	PAWAR BHIMRAO MALKU	D	12090	1850	17425	115			600		4182						36262
50	PEON	PEJE SHARAD BHIKAJI	D	12850	1850	18438	115			600		4425	7	3				38338
51	PEON	JADHAV ROHAN RAMESH	D	5720	1850	9463	115			600		2271						19904
52	PEON	KANADE VAISHALI V	D	12690	1850	18238	115			600		4377						37920
53	PEON	KAMBLE MEENAKSHI BABAN	D	5500	1850	9188				600		2205						19343
54	PEON	MANDAVKAR ASHOK SAKHARAM	D	11930	1850	17225	115			600		4134						35854

55	PEON	YADAV YOGESH SURESH	D	7220	1850	11338	115			600		2721						23844
56	PEON	KHANOLKAR GEETA GURUNATH	D	6960	1850	11013	115			600		2643						23066
57	PEON	SALKAR PRATIBHA SUDHAKAR	D	7230	1850	11350	115			600		2724						23869
58	PEON	HANVATE NIRMALA D	D	6960	1850	11013	115			600		2643						23066
59	PEON	NAIK JITESH ASHOK	D	5720	1850	9463				600		2271						19904
60	PEON	SHINDE ANKUSH ANANTA	D	12570	1850	18088	115			600		4341						37614

PAYSHEET NO:- 5163 SALARY AS ON DECEMBER 2016

SR. NO.	DESIGNATION	EMPLOYEE NAME	GRD	Basic	GRP	DA	WC	CA	SPA	TA	MMA	HRA	RD1	RD2	UWA	HIS	DUT	TOTAL SALARY
61	CARPENTER II	CHIPLUNKAR SADANAND P	D	12180	1900	17600	115			600	0	4224						36619
62	CARPENTER II	PANCHAL VILAS JAIRAM	D	111090	1900	16238	115			600	0	3897						33840
63	LABOURER	LOHAR BHALCHANDRA N	D	11750	1800	16938	115			600	0	4065						35268
64	LABOURER	PARAB VILAS ATMARAM	D	11750	1800	16938	115			600	0	4065						35268
65	LABOURER	KUNCHIKORVE VENKATRAO S	D	10710	1800	15638	115			600	0	3753						32616
66	LABOURER	JADHAV RAMESH BABU	D	11350	1850	16500	115			600	0	3960						34375
67	LABOURER	ANGARKHE GANPAT RATAN	D	10930	1800	15913	115			600	0	3819						33177
68	LABOURER	GAWADE ASHOK GANGARAM	D	11390	1800	16488	115			600	0	3957						34350
69	LABOURER	PRABHU PRADEEP RAMCHANDRA	D	10930	1800	15913	115			600	0	3819						33177
70	LABOURER	MOHAMAD YUNUS ABDUL HAQ	D	10930	1800	15913	115			600	0	3819						33177
71	LABOURER	PAGARE MURLIDHAR DAMU	D	10930	1800	15913	115			600	0	3819						33177
72	LABOURER	MAGAR RAJU DAMU	D	11750	1850	17000	115			600	0	4080						35395
73	MUKADAM	KUNCHIKORVE SHATAPPA K	D	11750	1850	17000	115	463		600	0	4080						35395
74	MUKADAM	PAWAR ASHOK PANDURANG	D	12790	1850	18300	115	463		600	0	4392						38510
75	LABOURER	GAIKWAD BABAN KHANDU	D	12350	1800	17688	115			600	0	4245						36798
76	LABOURER	K. LALITA KARUPPANNAN	D	12210	1800	17513	115			600	0	4203						36441
77	LABOURER	SHAIKH SHMSHUDDIN BASHIR	D	11400	1800	16500	115			600	0	3960						34375

78	LABOURER	SHINGE LAXMAN BALOO	D	1250	1850	18125	115			600	0	4350						17690
79	MUKADAM	THORAT FRANSIS PETRAS	D	12440	1850	17863	115	463		600	0	4287						37618
80	LABOURER	RANDIVE GAUTAM DASHRATH	D	12000	1800	17250	115			600	0	4140						35905
81	LABOURER	JAFAR MOHD MOHD SULTAN	D	12000	1800	17250	115			600	0	4140						35905
82	LABOURER	MORE ANIL DAULAT	D	12000	1800	17250	115			600	0	4140						35905
83	LABOURER	SHAH AMJADALI ABDUL HAMID	D	11440	1800	16550	115			600	0	3972						34477
84	LABOURER	MOHAMAD ISLAM BADAL	D	11690	1800	16863	115			600	0	4047						35051
85	LABOURER	RANKHAMBE MAHENDRA KAKA	D	11690	1800	16863	115			600	0	4047						35115
86	LABOURER	GHAIWAT KASHINATH J	D	11690	1800	16863	115			600	0	4047						35115
87.	LABOURER	SHAIKH HAMJAT SK. BIRAM	D	10930	1800	15913	115			600	0	3819						33177
88.	LABOURER	SHAIKH ABDUL GAFFAR	D	10710	1850	15700	115			600	0	3768						32743
89.	LABOURER	ZAINUDDIN SHMSUDDIN HAYAT	D	9130	1800	13663				600	0	3279						28587
90.	LABOURER	SHEKH ABDUL HAMID SHEKH I	D	11780	1800	16975				600	0	4074						35229
91.	LABOURER	PARULEKAR SAHADEO P.	D	7100	1800	11125	115			600	0	2670						23410
92.	LABOURER	DAVARE RAMESH MAHYA	D	7100	1800	11125	115			600	0	2670						23410
93.	LABOURER	ATAVANKAR KISHOR GAJANAN	D	7100	1800	11125	115			600	0	2670						23410
94.	LABOURER	PATIL SACHIN CHANDRAKANT	D	7100	1800	11125	115			600	0	2670						23410
95	LABOURER	PANCHAL SANTOSH SITARAM	D	7100	1800	11125	115			600	0	2670						23410
96	LABOURER	SHITKAR HEMANT CHANGA	D	7100	1800	11125	115			600	0	2670						23410
97	LABOURER	MANJREKAR RAJENDRA VAMAN	D	7650	1800	11813	115			600	0	2835						24813

98	LABOURER	SONAWANE RAVINDRA R	D	7100	1800	11125	115			600	0	2670						23410
99	LABOURER	BHOIR SANDIP PADMAKAR	D	7100	1800	11125	115			600	0	2670						23410
100	LABOURER	SAVE RATISH MADHUKAR	D	7100	1800	11125	115			600	0	2670						23410
101	LABOURER	BHAWARI LAXMAN JIJARAM	D	7100	1800	11125	115			600	0	2670						23337
102	LABOURER	LAD SANDESH PANDURANG	D	7100	1800	11125	115			600	0	2670						23410
103	LABOURER	KUNCHIKORVE RAMA YALLAPA	D	6580	1800	10475	115			600	0	2514						22084
104	LABOURER	MOHAMMED WASIM M.I.	D	6580	1800	10475	115			600	0	2514						22084
105	LABOURER	MOHITE MILIND PRABHAKAR	D	6840	1800	10800	115			600	0	2592						22697
106	LABOURER	GAIKWAD MILIND HANUMANT	D	5380	1300	8350	115			600	0	2004						17749
107	LABOURER	PALVE SOPAN SHANKAR	D	6330	1800	10163	115			600	0	2439						21447
108	LABOURER	PARADHI JIVAN NAGO	D	6330	1800	10163	115			600	0	2439						21447
109	LABOURER	GUNDAYE YASHWANT S.	D	5380	1300	8350	115			600	0	2004						17749
110	LABOURER	RATHOD DHANLAL BABARAO	D	6330	1800	10163	115			600	0	2439						21447
111	LABOURER	DAGALE KISAN WALU	D	5380	1300	8350	115			600	0	2004						17749
112	LABOURER	NAIGAONKAR KAILAS MOTIRAM	D	5630	1800	9288	115			600	0	2229						25662
113	LABOURER	OLEKAR HANMANT VITHOBA	D	6330	1800	10163	115			600	0	2439						21447
114	LABOURER	MAHALE MURALIDHAR GOPAL	D	6330	1800	10163	115			600	0	2439						21447
116	LABOURER	JAYBHAYE AMBADAS RAMBHAU	D	6330	1800	10163	115			600	0	2439						21447
117	LABOURER	PAWAR DEEPAK TUKARAM	D	5380	1300	8350	115			600	0	2004						17749
118	LABOURER	MISAL KIRAN RAJARAM	D	6090	1800	9863	115			600	0	2367						20835
119	LABOURER	KINARE SACHIN RAMAKANT	D	6090	1800	9863	115			600	0	2367						20835

120	LABOURER	KUNCHIKORVE PRAVIN BABU	D	4990	1300	7863				600	0	1887						16640
121	LABOURER	BHAGAN VIKRANT VIJAY	D	5410	1800	9013	115			600	0	2163						18986
122	LABOURER	WAGHMARE RAVIKANT BHIMRAO	D	5410	1800	9013	115			600	0	2163						18986
123	LABOURER	KURADE VIKAS KISAN	D	4620	1300	7400	115			600	0	1776						15811
124	LABOURER	SONAWANE SANTOSH SAMBHAJI	D	4440	1300	7175	115			600	0	1722						15237
125	MASON II	MOHITE ANIL DHARMANAND	D	12570	1900	18088	115			600	0	4341						37614
126	MISTRY II	SHAIKH ESMAIL JANIMIYA	D	13030	1900	18663	115			600	0	4479						38787
127	MISTRY II	TODASE ARUN BAPURAO	D	11880	1900	17750	115			600	0	4260						37349
128	MISTRYII	ILHE RAMESH BHAURAO	D	12190	1900	17613	115			600	0	4227						36645
129	MUKADAM	ZIMBAR SHANTARAM LAXMAN	D	12790	1850	18300	115	463		600	0	4392						38510
130	MUKADAM	SONAWANE ANANDKUMAR S	D	12580	1850	18038	115	463		600	0	4329				643		38155
131	MUKADAM	PANDAGALE AJIT RAMA	D	12790	1850	18300	115	463		600	0	4392						38259
132	MUKADAM	MORE SUBHASH BHAGURAM	D	12650	1850	18125	115	463		600	0	4350						38153
133	PAINTER II	KHUDE PRAKASH GULAB	D	11390	1900	16613	115			600	0	3987						34605
134	PAINTER II	KADAM ANANT VISHRAM	D	12810	1900	18388	115			600	0	326						34139
135	PLUMBER II	VARTK RAMAKANT VASUDEO	D	13130	1900	18788	115			600	0	4509						39042
136	PLUMBER II	PATEKAR ASHOK TUKARAM	D	12570	1900	18088	115			600	0	4341						37614

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SR. NO.	DESIGNATION	EMPLOYEE NAME	GRD	Basic	GRP	DA	WC	CA	SPA	TA	MMA	HRA	RD1	RD2	UWA	HIS	DUT	TOTAL SALARY
144	CARPENTER II	PATIL ANANT KRISHNA	D	12010	1900	17388	115			600	0	4173						36071
145	LABOURER	GOTAD CHANDRAKANT P	D	9860	1800	14575	115			600	0	3498			300			30748
146	LABOURER	RAJGURU RAJESH SAHEBVARAO	D	11300	1800	16375	115			600	0	3930			300			34420
149	LABOURER	PATIL PRALHAD RAMDAS	D	7100	1800	11125	115			600	0	2670			300			23710
150	LABOURER	NANGRE VIJAY KALU	D	5380	1300	8350				600	0	2004			300			17897
151	MASON II	POWALE DNYANDEO VITTHAL	D	11960	1900	17325	115			600	0	4158						36058
152	MASON II	ASLAMALI KUDRATALI SAYYAD	D	11760	1900	17075	115			600	0	4098						35548
153	PLUMBER III	VARTAK SUDHIR SITARAM	D	12800	1900	18375	115			600	0	4410						38200
154	PLUMBER III	BHOJNE JAGDISH KALU	D	11750	1900	17063	115			600	0	4095						35523
155	PLUMBER III	RATHOD RAMESHCHANDRA J	D	11750	1900	17063	115			600	0	4095						35523

PAYSHEET NO:- 5165 SALARY AS ON DECEMBER 2016

SR. NO.	DESIGNATION	EMPLOYEE NAME	GRD	Basic	GRP	DA	WC	CA	TA	HRA	UWA	HIS	TOTAL SALARY
157	MUKADAM	MUKNE RAMDAS TUKARAM	D	11480	1850	16663	115	463	600	3999			35170
158	DRAIN CLEANER	TAWDE DEVJI GANPAT	D	11750	1850	17000	115		600	4080	300		35695
158	DRAIN CLEANER	SHENGALE VASUDEV P	D	11750	1850	17000	115		600	4080	300		35695
159	DRAIN CLEANER	PATKAR GURUNATH KRISHNA	D	11750	1850	17000	115		600	4080	300		35695
160	DRAIN CLEANER	ALI HUSSAIN MOHD. YUSUF SK	D	11300	1800	16375	115		600	3930	300		34420
161	DRAIN CLEANER	KAMBLE SHIVAJI KONDIRAM	D	11300	1800	16375	115		600	3930	300		34420
163	DRAIN CLEANER	BANSODE SIDHARTH BABU	D	5760	1850	9450	115		600	2268	300		20293
164	DRAIN CLEANER	KHANDAGALE VIJAY NAMDEO	D	11420	1850	16675	115		600		300		31030
165	DRAIN CLEANER	BHOWAD CHANDRAKANT DEWOO	D	11480	1850	16663	115		600	3999	300		35007
166	DRAIN CLEANER	PAGARE RAMESH DAMAJI	D	11690	1800	16863	115		600	4047	300		35415
167	DRAIN CLEANER	PATIL CHANDRAHAS MOHAN	D	7100	1800	11125	115		600	2670	300		23710
168	DRAIN CLEANER	MASAL MAHADEO JAGU	D	6580	1800	10475	115		600	2514	300		22384
169	DRAIN CLEANER	MHATRE ANAND HANUMANTA	D	6580	1800	10475	115		600	2514	300		22384
170	DRAIN CLEANER	CHAVAN RAMESH VITTHAL	D	6330	1800	10163	115		600	2439	300	210	21957
171	LABOURER	BADIULHASAN MOHAMAD ABBAS	D	12160	1850	17513	115		600	4203	300		36741
172	LABOURER	CHAWAN VIJAY APPA	D	11300	1800	16375	115		600	3930	300		34420
173	LABOURER	INAMDAR BASWANTA YALLAPPA	D	11690	1800	16863	115		600	4047	300		35415
174	LABOURER	JADHAV VILAS BHIMSEN	D	10200	1800	15000	115		600	4089	300		31615
175	LABOURER	KAKADE TANAJI VITHOBA	D	11550	1800	16688	115		600	4005	300		35058
176	LABOURER	KASARE MANGESH HARISH	D	11390	1850	16550	115		600	3972	300		34777
178	LABOURER	TAMBE SAKHARAM SHANTARAM	D	11780	1850	17038	115		600	4089	300		35772
179	LABOURER	SHINDE UDAY MAHADEV	D	11750	1850	17000	115		600	4080	300		35695
180	LABOURER	TIWARI VIJAY PRAKASH	D	11750	1850	17000	115		600	4080	300		35695
182	LABOURER	GHUTE SUNIL SHAYAM	D	10930	1800	15913	115		600	3819	300		33477
183	LABOURER	HIRE RAMESH SHANKAR	D	11750	1850	17000	115		600	4080	300		35695
184	LABOURER	MITKAR RAJENDRA ATMARAM	D	11750	1850	17000	115		600	4080	300		35695
185	LABOURER	OVHAL BHAGWAN GOPAL	D	11750	1850	17000	115		600	4080	300		35695
186	LABOURER	GAWALE YADAV KASHINATH	D	11750	1850	17000	115		600	4080	300		35695
188	LABOURER	KUDALKAR EKNATH	D	11300	1800	16375	115		600	3930	300		34420

		RAMKRIPAL										
238	LABOURER	SHAIKH MOHAMED YASIN G M	D	8320	1800	12650	115		600	3036	300	26821
240	LABOURER	BANSODE BHAURAO NATHA	D	11880	1850	17163	115		600	4119	300	36027
241	LABOURER	SALGAONKAR MANOJ BHAGWAN	D	11880	1850	17163	115		600	4119	300	36027
242	LABOURER	KHANDAGALE MARUTI D	D	11880	1800	17100	115		600	4104	300	35899
243	LABOURER	MOHAMAD YASIN ABDUL R	D	11690	1800	16863	115		600	4047	300	35415
244	LABOURER	MORE MILIND LAXMAN	D	10810	1800	15763	115		600	3783	300	33171
245	LABOURER	PADME TULSA CHAGANNATH	D	10650	1800	15563	115		600	3735	300	32763
246	LABOURER	DIWATE RAJU WAMAN	D	7370	1800	11463	115		600	2751	300	24399
247	LABOURER	ADHAL GORAKH CHINDHU	D	7100	1800	11125	115		600	2670	300	23710
249	LABOURER	PATIL ADESH SHIVRAM	D	7100	1800	11125	115		600	2670	300	23710
250	LABOURER	DINGORKAR CHANDRASHEKHAR	D	7100	1800	11125	115		600	2670	300	23710
251	LABOURER	PATIL RAJENDRA NAMDEO	D	7100	1800	11125	115		600	2670	300	23710
252	LABOURER	RAUT PRAVIN ANKUSH	D	7100	1800	11125	115		600	2670	300	23710
253	LABOURER	RAUT DIPESH DAMODAR	D	7100	1800	11125	115		600	2670	300	23710
254	LABOURER	KHARAT AMIT BHIMRAO	D	7100	1800	11125	115		600	2670	300	23710
255	LABOURER	HANDE JALINDAR BHAGUJI	D	7100	1800	11125	115		600	2670	300	23710
256	LABOURER	WAGHMARE VINOD BALWANT	D	6840	1800	10800	115		600	2592	300	23047
257	LABOURER	MORE VISHAL VILAS	D	6840	1800	10800	115		600	2592	300	23047
258	LABOURER	GADDAM HARIBHAU C	D	6580	1800	10475	115		600	2514	300	22384
259	LABOURER	RAWNAK MAHESH DINKAR	D	6580	1800	10475	115		600	2514	300	22384
260	LABOURER	KASARE SURENDRA HARISHCHA	D	6330	1800	10163	115		1200	2439	300	22347
261	LABOURER	KHETADE SAMPAT PANDURANG	D	6330	1800	10163	115		600	2439	300	21747
262	LABOURER	NARALE VIJAY MAHADEV	D	5380	1300	8350	115		600	2004	300	18049
263	LABOURER	DAGADKHAIR AMBADAS KARBHA	D	6330	1800	10163	115		600	2439	300	21747
264	LABOURER	SALVI ANIL DAJI	D	8590	1800	12988	115		600	3117	300	27510
265	LABOURER	MANE SUBHASH RAMCHANDRA	D	5380	1300	8350	115		600	2004	300	18049
266	LABOURER	VAKADE JAYWANT LAXMAN	D	5380	1300	8350	115		600	2004		1774
267	LABOURER	RATHOD PRAKASH PANDIT	D	6330	1800	10163	115		600	2439	300	21747
268	LABOURER	SHELAR TARUN ANANTA	D	5380	1300	8350	115		600	2004	300	18049
269	LABOURER	CHAVAN SUNIL RAMRAO	D	6330	1800	10163	115		600	2439	300	21747
270	LABOURER	GODE ANANDA LAXMAN	D	5860	1800	9575	115		600	2298	300	20548
271	LABOURER	ADHARI SAKHARAM KISAN	D	5630	1800	9288	115		600	2229	300	19962
272	LABOURER	MISHRA PAWANKUMAR G	D	6330	1800	10163	115		600	2439	300	21747
273	LABOURER	JADHAV PRAVIN CHANDRAGUPT	D	5410	1800	9013			600	2163		18986
274	LABOURER	SOLANKI SWAPNIL KISHORE	D	4620	1300	7400			600	1776	300	15996
275	LABOURER	TAMBE MANOJ RAMESH	D	4440	1300	7175			600	1722	300	15537

PAYSHEET NO:- 5166 SALARY AS ON DECEMBER 2016

SR. NO.	DESIGNATION	EMPLOYEE NAME	GRD	Basic	GRP	DA	WC	CA	SPA	TA	MMA	HRA	RD1	RD2	UWA	HIS	DUT	TOTAL SALARY
273	LABR. C. WATCHMAN	GHOCALE VAMAN DHONDU	D	11750	1850	17000	115			600	0	4080						35395
274	LABR. C. WATCHMAN	KADAR UNKAPPA SUNKAPPA	D	10930	1800	15913	115			600	0	3819						39177
275	LABR. C. WATCHMAN	YADAV UDAYRAJ RAMRKIPAL	D	12210	1850	17575	115			600	0	4218						36552

PAYSHEET NO:- 5167 SALARY AS ON DECEMBER 2016

SR. NO.	DESIGNATION	EMPLOYEE NAME	GRD	Basic	GRP	DA	WC	CA	SPA	TA	HRA	TOTAL SALARY
276	RENT REGN. CLERK	KHAIRAVKAR SANGITA MAYAPPA	C	7930	2000	12413				600	2979	25922
277	RENT REGN. CLERK	VARTAK MINAL NITIN	C	7540	2000	11925				600	2862	24927
278	JR. ENGINEER	JADHAO PRADIP DILIP	C	10540	4300	18550		463		600	4452	38905
279	RENT REGN. CLERK	KANGANE ASHWINI SOMNATH	C	8690	2000	13363				600	3207	27860
	RENT COLLECTOR	RATHOD HIRASINGH CHHAJU	C	16020	2000	22525		463		600	5406	47014