

**Asstt.Commissioner, H/East Ward Office
1st Floor, Prabhat Colony, TPS – 5,
Santacruz (East), Mumbai 400 055.**

**Administrative Officer's
Right to Information Act, 2005
17 Manuals as per Clause 4(1)(b)**

Year : 2022-23

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MUNICIPAL CORPORATION OF GREATER MUMBAI

Administrative Officer H/East Ward, Santacruz

Introduction

Administrative Officer is important post in the office of Assistant Commissioner H/East ward .

Administrative officer is the head of internal clerical staff and he is responsible for administrative works to the Assistant commissioner . Under the administrative officer the following department is worked.

1. Establishment (Superior)
2. Establishment (Labour)
3. Expenditure
4. Revenue
5. Dispatch
6. Civic Facility Centre (CFC)

Qualifications and appointment :-

Administrative officer is appointed from head clerk who is completed his minimum seven years tenure as a head clerk. The merits and seniority is considered for the appointment.

The Administrative work of A.O. is done through

- A) Establishment (Superior)
- B) Establishment (Labour)
- C) Expenditure
- D) Revenue
- E) Dispatch and
- F) Civic Facility Centre (CFC),

With the help of head clerk and clerks and establishment under the supervision and guidance of Assistant commissioner

Work Procedure :-

A. Establishment section :-

In the Establishment section the salaries of officers, employees, and labourers is charged every months. The administrative work in progress as per provision of Mumbai Municipal Corporation Act1888, Municipal service rules1989, provident fund rules1924, pension rules and as per provision of industrial dispute act 1948, minimum wages act, employee's compensation act and gratuity act 1978. The main works of establishment section are as follows:-

Establishment Schedule: - To prepared necessary yearly establishment schedule by taking in to the account increase and decrease of different post and make necessary budget provision for the year on the account of expenditure for wages and allowances.

1. To maintain attendance of staff (Muster)
2. To scrutiny of leave applications for certifications and sanctions
3. To get the approval for yearly increments
4. Monthly Wages Pay sheets – As per the establishment date provided by the establishment clerk within specific time period the required monthly pay sheets of the respective staff Section wise / Pay sheet code wise prepared on Computer (by taking into account of time to time leave, transfer, promotion and reservation) by Master creating forms.
5. employee is getting his monthly payment through his respective bank account After receipt of monthly pay sheets from Computer Department before allowing actual payment those pay sheets are sent to respective Account Office along with effective reports where in instruction for withholding or allowing payment to the respective employee are given. Accordingly, respective.
6. The monthly pay bills of Suspended employees, part time employees & khada badalee employees are being prepared manually by the Establishment Staff of Ward.
7. Preparing monthly effective report of the staff on duty, by taking note of their transfer, removal, reversion or promotion etc.
8. On proper sanction to prepare pay sheets for Advance Leave Salary, Encashment of Leave, Leave Travel Assistant etc.
9. Making correspondence in case of enquiry of the respective staff as per guidance of the Administration / Sectional head or Enquiry Officer as the case may be.
10. To maintain service record of the respective staff and get the same audited as and when required.
11. To work out claim under Workman Compensation Act as and when required.
12. To make correspondence with Labourer Officer whenever required.
13. To prepare overtime wages bills whenever applicable.
14. To prepare final claims of the employee such as Superannuation Pension Claim, Voluntary Retirement Claim, Provident Fund Claim to get necessary payment to the ex employee as early as possible.

The work of pay fixation is done time to time as per pay fixation agreement and arrears from such fixation is given to the employees.

B. Expenditure Section

The main work of this section is to certify the bills and pay the amount. The procedure is as follows –

1. To make provision in the Budget Estimate. This provision is recurring and non-recurring both.
2. To make liability for the indent for purchase of proposed works.
3. To submit indent and give work order.
4. To certify bills, abstract.
5. To maintain record of departmental work. To make abstract of expenditure of labourer, material and supervision.
6. To prepare proposal for supplementing fund.
7. To work in consultation with Asstt. Engineer (Maintenance) and Asstt. Accountant about departmental work and P.W.C. Work.
8. Table of expenditure of liability register.
9. To keep balance sheet of last year's expenditure and current year recurring expenditure of telephone and electricity, so that the double payment will be avoided.

C. Revenue Section

This section does the works of collecting revenue by giving the receipt of rent, license, factory permit, Birth & Death Certificate fees etc.

This section gives the permits and license as follows.

1. Trade license of License & MOH Deptt. under section 394 of M.M.C. Act.
2. Stall boards, Rolling shutter, Weather frame License of License & MOH Deptt. under section 313 of M.M.C. Act.
3. Stall, pitches, cobbler handcar license of license and MOH Deptt. under section 313-A of M.M.C. Act.
4. Advertisement permit of license and MOH Deptt. under section 328 of M.M.C. Act.
5. Index Register and Demand Register is maintained for the above.
6. As per circular instruction The licenses, permits are renewed in this department.
5. M.F.F.A. license of Maharashtra State and milk license under section 412 of M.M.C. Act.
6. Prepare permission letter for construction of temporary mandap for Ganesh Festival, Navaratri and other religious activities.
7. Register of Deposit.

D. Dispatch :-

To give facilities to the tax payers the dispatch section is working in C.F.C. & its working is as detail given below :-

1. To accept the letters from the citizens directly or by post as well as to accept the papers from the other offices of the Corporation. The important papers letters to be distributed departmentally after marking the papers to the notice of the Asstt. Commissioner. To send the papers with the printouts to the different departments after taking note on the Computer.
2. To send the letters of the different department by post & to maintained postage register & the account of postage stamp for the same.
3. Arranging the meetings for the action of the pending Audit notes.

The Dispatch Section is working in Ground Floor of H/East Ward Office & the applications from the citizens, reference postage, papers of the office work are being accepted in dispatch section & the acknowledgement of the same is being given.

E. Citizen Facility Center :-

The C.F.C. in ward office is started from 23.01.2004 to provide different civic facilities to the tax payers citizens easily & without delay the said C.F.C. is situated on the ground floor. C.F.C. works under the control of Asstt. Commissioner & the Supervision of A.O. with help of Supervisor C.F.C.

There are three windows in C.F.C. Cash Section for accepting the cash. On three windows as per the one windows Scheme all kind of Cash/ Cheques are accepted departmentally e.g. All type of permission fees, different deposit, Mandap permission fees & deposit for Reinstatement of Trenches. The deposit fix for the tenders, the amount recovered from the different contractors. The Birth & Death Certificate Fees, Property Tax, Ground Rent etc. The amount / Cheques under the Budget 'A' are accepted. The computerize receipt are issued for the amount/ cheques accepted and such amount/cheques are remitted to the Municipal Treasury after tallying of account daily.

The counter of the birth & death certificate as well as the issue fees of Shop & Estt., License, is working from 8:00 to 2:45 pm & 3:15 pm to 8:00 pm in C.F.C. for the facilities of the citizens.

The working of the cash windows of C.F.C. is from 8:00 to 2:45 pm & 3:15 pm to 8:00 pm.

For accepting the water charges under Budget 'G' the provision of separate window has been maintain on the Ground floor of H/East Ward Office. The working time of the C.F.C. for the citizens is from 8:00 am to 8:00 pm

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

1	Name of the public authority	Smt. Sana Javed Siddiqui
2	Address	2 nd floor, H/East ward office Building, Prabhat Colony, Santacruz, Mumbai- 400 055
3	Head of the office	Administrative Officer H/East ward
4	Parent Government Department	Assistant Commissioner H/East ward.
5	Reporting to which office	Assistant Commissioner, H/East Ward,
6	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.
7	Mission	“To complete the Establishment works.”
8	Vision	“To complete the Establishment works within time.”
9	Objectives	Administrative works done through 1) Establishment 2) Expenditure 3) Revenue 4) Dispatch with help of Clerk and Head clerk under the guidance and supervision of Assistant Commissioner
10	Functions	<ul style="list-style-type: none"> • To check the musters registers weekly reports and to supervise and guide to head • Head clerk and clerks • To check dispatch papers comes from MC, AMC and DMC and distribute papers to concern authorities. • To submit application received from local Corporator , MLA for renaming chowk & roads to Municipal secretary.

		<ul style="list-style-type: none"> • To issue circulars as per order from Assistant Commissioner • To co- ordinate with staff and guide them regarding various routine work. • To keep record of MCA audit note, document received from various committee and take necessary action. • To give reply to the union complaints • To co-ordinate between indoor and outdoor staff work • To complete the work given by Assistant Commissioner • To arrange the grievance committee and follows the decisions
11	Details of services provided (In Brief)	<ul style="list-style-type: none"> • To collect the revenue / taxes from citizens for various purpose in the office of Civic Facility Centre. • To issue Birth & Death Certificate.
12	Physical assets (Statement of lands & Buildings and other Assets)	NIL
13	Organization's structural Chart	As per separate sheet attached
14	Tel. No.s & office timings	<p>Telephone no :26138900/26182217-18 Extn : 933</p> <p>Email :adminofficer01.heast@mcbgm.gov.in</p> <p>Office timing : 10.00 a.m to 06.00 p.m (Monday to Friday)</p> <p>Visiting Hours : 03.00 p.m. to 05.00 p.m. .(Monday to Friday)</p>
15	Weekly Holidays	Saturday, Sunday and Public Holidays.

Section 4(1) (b) (ii)

The powers of officers and employees in the office of Administrative Officer H/East ward.

(A)

Sr.No.	Designation	Financial power
1.	Administrative Officer	Power to incur expenditure-office contingencies Rs.500/-
		Power to purchase without prior post-audit up to Rs.500/-
2.	Head Clerk	NIL.
3.	Clerk	NIL.

(B)

Sr.No.	Designation	Power- Administrative	Under which legislation / rules/order/ GRs	Remarks
1.	Administrative Officer	To sanction increments of Sub-ordinate Staff.	MMC Act 1988	
		To sanction casual leaves to subordinate staff up to the rank of Head clerk and clerk accordance with the rules		
		To sanction leaves including maternity and injury leave to the labourer staff in accordance to Municipal service rule.		
		To prepare report of administrative data from respective department and submit to higher authority		
		To check works of subordinate staff		

		To meet to councilors and officers in the absent of Assistant Commissioner		
2.	Head Clerk	Nil.		
3.	Clerk	Nil.		

(C)

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

(D)

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

(E)

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

**THE DUTIES OF OFFICERS AND EMPLOYEES IN THE OFFICE OF
ADMINISTRATIVE OFFICER H/East WARD.**

(A)

Sr. No.	Designation	Duties Financial	Under which legislation/ rules / order / GRs	Remarks
1.	Administrative Officer	Nil.		
2.	Head Clerk	Nil.		
3.	Clerk	NIL.		

(B)

Sr. No.	Designation	Duties - Administrative	Under which legislation / rules / order / GRs	Remarks
1.	Administrative Officer	To collect information from Establishment and Revenue department and to prepare administrative report	MMC Act 1988,	
		To settle the grievance of internal staff or citizens.		
		To submit reports to MC Office regarding disposal of complaints received from them.		

		To prepare various meeting reports such as Union, Pension Adalat, Audit Note, etc.		
		To prepare & submit consolidated RTI & Complaints report.		
		To co-ordinate and guide local resident regarding various information of ward.		
		To dispose of complaints received from higher authorities.		
		Any other work assigned by Ward Officer.		
2.	Head Clerk	NIL		
3.	Clerk	NIL		

(C)

Sr. No.	Designation	Duties - Magisterial	Under which legislation / rules / order/GRs	Remarks
1	Administrative Officer	N.A		
2.	Head Clerk	Nil		
3.	Clerk	Nil		

(D)

Sr. No.	Designation	Duties - Quasi Judicial	Under which legislation / rules / order / GRs	Remarks
1	Administrative Officer	N.A.		
2.	Head Clerk	NIL		
3.	Clerk	NIL		

(E)

Sr. No.	Designation	Duties – Judicial	Under which legislation / rules / order/GRs	Remarks
1	Administrative Officer	N.A.		
2.	Head Clerk	NIL		
3.	Clerk	NIL		

Section 4(1) (b) (iii)

Procedure followed in Decision Making Process, including channels of supervision and accountability in the office of Administrative Officer H/East.

Name of activities:-

1. Establishment section :-

In the establishment section monthly salary of officers, employees, labourers are charged and maintain service records. establishment section divides between superior establishment and labourer establishment. In the superior section there are one head clerk, Two clerks and two peons and In the labourer section there are Same head clerk, Three clerks and two peons.

• **Pension and NCPF Claim:-**

- A) The employee superannuated after completion of 58 years, before superannuation pension and NCPF claims prepared in six months advance. Take precaution the employees gets his all dues in his retirement date.
- B) Whenever employee applies for voluntary retirement, after sanction of voluntary retirement all dues of employees get disposed off.
- C) Whenever Employee expired and when his heirs submits necessary documents all dues of employees get disposed to his relatives.
- D) Whenever employee unfit for further services, after sanction of competent authority all dues of employees get disposed off.

• **Preferential Treatment (P.T.CASE):-**

After the death of employee his heirs absorbed in the services as per his her qualifications in the post of c J.E. clerk, Peon, labourer etc.

• **Balance leave:-**

Whenever employee gets superannuation / voluntary retirement / service unfit / On service death with all above cases balance leave salaries to be given after finishes his dues like Pension and NCPF Claim

A. Name of activity

1. Pension

- A. Related provision :-
- B. Name of Act :-
- C. Rules :- Pension Rule 1953
- D. Government Resolution :-
- E. Circulars :- **Section 4(1)(b)(v)**
- F. Office order :-

2. NCPF

- a. Related provision :-
- b. Name of Act :-
- c. Rules :- P.F. Rule 1924
- d. Government Resolution :-
- e. Circulars :- **Section 4(1)(b)(v)**
- f. Office order :-

3. PREFERENTIAL TREATMENT (P.T. CASE)

- A. Related provision :-
- B. Name of Act :-
- C. Rules :-
- D. Government Resolution :-
- E. Circulars :-
 - 1) LO /19 dtd.18.12.1998
 - 2) LO /16 dtd. 22.03.2007
 - 3) LO /78 dtd.21.12.2011
 - 4) LO /04 dtd.25.10.2007
 - 5) LO /21 dtd.24.12.2008
 - 6) LO /14 dtd.13.10.2008
 - 7) LO /22 dtd.29.10.1990
- F. Office order :-

4. BALANCE LEAVE

- a. Related provision :-
- b. Name of Act :-
- c. Rules :-
- d. Government Resolution :-
- e. Circulars :- **Section 4(1)(b)(v)**
- f. Office order :-

5. ENQUIRY

- A. Related provision :- Enquiry Manuals
- B. Name of Act :-
- C. Rules :-
- D. Government Resolution :-
- E. Circulars :- 1) DPAR / FGR / 06 dtd.15.05.1999
2) DPAR / FGR / 17 dtd.29.08.2000
3) DPAR / FGR / 08 dtd.26.07.2002
4) DPAR / FGR / 30 dtd.07.02.1995
5) CHE/ ENQ / Z-I/ GEN 272 dtd.19.07.2012
- F. Office order :-

6. INCOME TAX

- A. Related provision :-
- B. Name of Act :- Income Tax Act
- C. Rules :-
- D. Government Resolution :-
- E. Circulars :- **Section 4(1)(b)(v)**
- F. Office order :-

7. PROMOTIONS / TIME BOUND PROMOTIONS

- a. Related provision :-
- b. Name of Act :-
- c. Rules :-
- d. Government Resolution :-
- e. Circulars :- 1) MPM / 2/ 3447 /dtd.24.05.2008
2) MPM / 2/ 815 /dtd.06.08.2009
3) MPM / 2/ 3389 /dtd.17.01.2008
4) MPM / 2/ 3560 /dtd.15.07.2000
5) DPAR /RGCELL/3 dtd. 24.07.2007
- f. Office order :-

8. PENSION ADALAT

- A. Related provision :-
- B. Name of Act :-
- C. Rules :-
- D. Government Resolution :-
- E. Circulars :- 1) CA / FPP/27 dtd.07.12.2007
- F. Office order :-

9. RIGHT TO INFORMATION (RTI)

- a. Related provision :-
- b. Name of Act :- RTI ACT 2005
- c. Rules :-
- d. Government Resolution :-
- e. Circulars :- **Section 4(1)(b)(v)**
- f. Office order :-

10.MCA AUDIT NOTE

- a. Related provision :-
- b. Name of Act :-
- c. Rules :-
- d. Government Resolution :-
- e. Circulars :- **Section 4(1)(b)(v)**
- f. Office order :-

11. CONFIDENTIAL REPORT

- A. Related provision :-
- B. Name of Act :-
- C. Rules :-
- D. Government Resolution :-
- E. Circulars :- 1) MPM / 6517 /dtd.27.09.1999
2) MPM 2 / 7756 /dtd.29.10.2012
- F. Office order :-

12. OFFICIAL ENQUIRY

- A. Related provision :-
- B. Name of Act :-
- C. Rules :-
- D. Government Resolution :-
- E. Circulars :- **Section 4(1)(b)(v)**
- F. Office order :-

Sr. no.	Activity	Steps Involved	Time Limit	Authority role and responsibility of the employee/ officer in connection with each activity.(mention designation)	Remarks
1)	PENSION	Prepared	Before six month superannuation	SUPERVISION AND GUIDE	
2)	NCPF	Prepared	Before six month superannuation	SUPERVISION AND GUIDE	
3)	P.T.CASE	Prepared	After expired of Employee within service	SUPERVISION AND GUIDE	
4)	RTI	Prepared	Within one month after received application	SUPERVISION AND GUIDE	
5)	PENSION ADALAT	Prepared	Every months	SUPERVISION AND GUIDE	
6)	PAYMENT	Prepared	Every months	SUPERVISION AND GUIDE	
7)	VACANT POST REPORT	Prepared	Once in quarter	SUPERVISION AND GUIDE	
8)	INCOME TAX	Prepared	Yearly	SUPERVISION AND GUIDE	
9)	CONFIDENTIAL REPORT	Maintain	Yearly	SUPERVISION AND GUIDE	

Section 4(1) (b) (iv)

Norms set for discharge of its functions in the office of Administrative Officer
H/EastWard Organizational Targets (Annual)

Sr. No.	Designation	Activity	Units to be covered	Financial Targets in Rs.	Time Limit	Remarks
1.	Administrative Officer	As mentioned in Section 4 (1) (b) (iii)		There are no financial targets set for this department. As mentioned earlier the work is carried out on day to day basis.	Time limit for each activity is as mentioned in Section 4 (1) (b) (iii)	
2.	Head Clerk & Clerk	As mentioned in Section 4 (1) (b) (iii)		There are no financial targets set for this department. As mentioned earlier the work is carried out on day to day basis.	Time limit for each activity is as mentioned in Section 4 (1) (b) (iii)	

Section 4(1)(b)(v)

The rules/ regulation related with functions in the office of Administrative Officer H/East ward.

Sr. No.	Subject	G.R./Circular/Office order. Rule no. notification etc. date.	Remarks if any
1.	Absenteeism	DPR/FGR/30 dtd.07.02.1995	
2.	Transfer and Promotions	MPM2/ 1093/dtd.29.09.2009	
3.	Continuation after 55 years	MPM1/ 595 /dtd.31.01.2004	
4	Computer Knowledge	MPM2/ 2014 /dtd.20.03.2010	
5	Leave	MSR 1989	
6	Advance payment from P.F	CA / FVA / dtd.21.04.2009	
7	4%Subsidy on housing loan	CA/FHL/51/dtd.03.01.2001	
8	DC-1 Rule	DPAR / FGR/10dtd.04.07.08	
9	Relive Employee after promotion / transfer	MPM2 / 6077 / dtd.05.01.2009	
10	Passport , Visa ,NOC	CH/ENQ/GEN/164/dtd,06.09.05	
11	Additional increment after passed L.S.D.	DPAR / FGR /20/dtd.15.10.08	
12	Passport, NOC	MPM2 / 493 / dtd.19.09.2009	
13	Casual Leave	(a)CA/FGR/79/dtd.31.01.1981 (b)DPAR /FGR / 8/dtd.17.07.09	
14	LTA	CA/ FGR/39dtd.07.10.1985	
15	For Tracking CL	DPAR / FGR/5 dtd.12.06.2008	

16	Pension Adalat	CAT / FPP / 27 dtd.07.12.2007	
17	Pension for absconding Employee	DPAR / FGR/4 dtd.05.05.1992 DPAR / FGR/2 dtd.19.04.1995	
18	Non vacating staff quarters	DPAR / FEM /10 dtd.02.07.1990 DPAR / FEH / 5 dtd.28.05.2001	
19	Pension for unfit	DPAR / FEH /21 dtd.14.01.1998	
20	Saving Account for Pension	CAT /FPP / 40 dtd.12.02.2009	
21	Increase limit of DCRG	DPAR / FGR/08 dtd.06.06.2012	

NCPF			
22	NCPF	NCPF Rule 1925	

P.T.CASE			
23	Application	LO /19 /dtd.18.12.1998	
24	Power to DMC	LO/16/dtd.22.03.2007 LO/78/dtd21.12.2011	
25	LAD PAGE Committee (Sweeper Class P.T.)	LO/4/dtd.25.10.2007 LO/21/dtd24.12.2008	
26	P.T. Case for absconding Employee	LO /14 /dtd.13.10.2008	
27	School leaving verification	LO /22 /dtd.29.10.1990	

Enquiry, Suspension, Suspension Allowance			
28	Enquiry, Suspension, Suspension Allowance	Enquiry Manuals , MSR 1989 1)DPAR/FGR/6/dtd.15.05.1999 2)DPAR/FGR/17/dtd.29.08.2000 3) DPAR /FGR/8/dtd.26.07.2002 4)CHOE/ZI/gen/272/dtd.29.7.12	
29	Termination	MSR 1989, Municipal Service (Rule and Conduct 1999) , Industrial dispute Act 1948	
30	Suspension Review	MPM2/ 3505 /dtd.21.02.2005 MPM2 /3349/ dtd. 23.01.2008	

Promotion and Time Bound Promotion			
31	Promotion and Time Bound Promotion	DPAR/RGCELL/3/dtd.24.07.07 MPM2/3447/dtd.24.05.2008 MPM2/815/dtd.06.08.2009 MPM2/3389/dtd.17.01.2008 MPM /3560 / dtd.15.07.2000	

Section 4(1)(a)(vi)

Statement of Categories of documents held in the office of Administrative Officer H/East ward.

Sr. no.	Particulars	Subject	Type of Document file or register	File no. or Register no.	Periodicity of preservation
ESTABLISHMENT					
1	'A' CLASS	Service Record	File		PERMANANT
2		Muster	Register		
3		CR Sheets	File		
4		Authority	File		
5		Seniority list	File		
6		Circular file	File		
1	'B' CLASS	Pension NCPF,P.T. claim	File		30 YEARS
2.		Appointment Transfer Promotion Permanency	File		
3.		Proposal	File		
1	'C2' CLASS	Leave Papers	File		15 YEARS
2		O.T.	File		
3		Correspondence	File		

1.	‘C1’ CLASS	Enquiry Papers	File		10 YEARS
2.		Disciplinary Action	File		
3.		Income Tax	File		
4.		PF Advance	File		
1	‘C’ CLASS	Temporary Appointment	File		05 YEARS
2		Cessation of employee	File		
1	‘D’ CLASS	Leave application	File		01 YEARS
2		Complaints , ETC	File		

DISPATCH

1	‘D CLASS	Dak sheet	Register		01 YEARS
2		Post Register	Register		
3		Other Register	Register		
4		RTI Register	Register		

CFC

1	‘D CLASS	Stock Register Receipt	Register		01 YEARS
2		Dishonor Cheques	Register		

Section 4(1)(b)(vii)

Particulars of any arrangement that exists for consultation with the members of the public in relation to the formulation of its policy and implementation in the office of Administrative Officer H/East ward.

-- NOT APPLICABLE --

Section 4(1) (b) (viii)

Statement of Boards, Councils, Committees or Other bodies in the office of
Administrative Officer H/East ward.

Ward Committee

Sr.no	Name Of the committee / Boards, Councils, or Other bodies	Composition Of committee / Boards, Councils, or Other bodies	Purpose of committee / Boards, Councils, or Other bodies	Frequency of meeting	Whether meeting open to public or not	Whether minutes available to public or not	minutes available at
1	H/East& H/West Ward Committee	Councilors of H/East& H/West Ward President & 16+1 Members	To provides basic amenities to the citizen	Once in months Or As per president's order	NO	Yes	On webside

Sexual Harassment Committee

Sr. no	Name Of the committee / Boards, Councils, or Other bodies	Compositi on Of committee / Boards, Councils, or Other bodies	Purpose of committee / Boards, Councils, or Other bodies	Frequ ency of meeti ng	Whether meeting open to public ornot	Whether minutes available to public or not	minutes available at
2	Sexual Harassment Committee In H/East Ward	President & 10 Members	To prevent the Sexual Harassment in H/East Ward	Once in month Or As per presid ent's order	Yes	Yes	Administ rative Officer

ASSISSTANT COMMISSIONER



WARD EXECUTIVE ENGINEER



ASSTT. ENGINEER (M) 1

ASSTT. ENGINEER (M) 2

ASSTT. ENGINEER (M) 3



SUB-ENGINEER 1

SUB- ENGINEER 2

SUB- ENGINEER 3

SUB- ENGINEER 4

JUNIOR	JUNIOR	JUNIOR	JUNIOR	JUNIOR	JUNIOR	JUNIOR	JUNIOR	JUNIOR	JUNIOR	JUNIOR
ENGG. 1	ENGG.2	ENGG. 3	ENGG. 4	ENGG. 5	ENGG. 6	ENGG. 7	ENGG. 8	ENGG. 9	ENGG. 10	ENGG.11

DRAINAGE ASSISTANT (1) (VACANT POST) DRAINAGE ASSISTANT (2) (VACANT POST)

DRAINAGE ASSISTANT (1)

DRAINAGE ASSISTANT (2)

DRAINAGE ASSISTANT (3)

WATERMAN (01 VACANT POST)

MESON II (01)

MUKADAM (05 POST) (04 VACANT POST)

LABOURER (35 POST) (11 VACANT POST)

ASSISTANT COMMISSIONER



DESIGNATED OFFICER B & F



ASSTT. ENGG.
(B&F) 1

ASSTT. ENGG.
(B&F) 2

ASSTT. ENGG.
(B&F) 3

SUB-ENGINEER 1

SUB-ENGINEER 2

SUB-ENGINEER 3



JR. ENGG.1	JR. ENGG.2	JR. ENGG.3	JR. ENGG.4	JR. ENGG.5	JR. ENGG.6	JR. ENGG.7	JR. ENGG.8	JR. ENGG.9	JR. ENGG.10
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BUILDING
MUKADAM 1

BUILDING
MUKADAM 2

BUILDING
MUKADAM 3

BUILDING
MUKADAM 4

BUILDING
MUKADAM 5

BUILDING
MUKADAM 6

BUILDING
MUKADAM 7

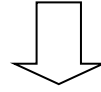
ENCHROCHMENT PATHAK (12- LABOURER)

ADMINISTRATIVE OFFICER



“A” BUDGET						“G” BUDGET		
POST NAME	TOTAL POST	VACANT POST	POST NAME	TOTAL POST	VACANT POST	POST NAME	TOTAL POST	VACANT POST
HEAD CLERK	02	00	SR. STENO	01	01	HEAD CLERK	02	00
CLERK	11	03	JR. STENO	01	01	METER SUPERVISIOR	03	02
STORE CLERK	01	01	MARATHI NI ENGLISH TYPIST	02	01	METER INSPECTOR	14	06
NOTICE CLERK	01	01	COMPLAINT OFFICER	01	00	CLERK	13	07
SUMMONS CLERK	01	01				RECORD ASSISTANT	01	00
RENT REGISTRATION CLERK	03	00				PEON	01	00
RENT COLLECTOR	02	02						
TELEPHONE OPERATOR	02	00						
RECORD ASSISTANT	01	01						
STORE ATTENDANT	01	01						
PEON	14	02						

ASSISTANT ENGINEER (WATER WORK)



SUB-ENGINEER 1

SUB-ENGINEER 2

SUB-ENGINEER 3

JR. ENGG. (1)

JR. ENGG. (2)

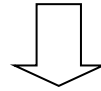
JR. ENGG. (3)

JR. ENGG. (4)

JR. ENGG. (5)

JR. ENGG. (6)

JR. ENGG. (7)



	TOTAL POST	FILLED POST	VACANT POST
CHAVIWALA	5	2	3
JALDWAR RAKSHAK	15	5	10
FITTER II	21	1	20
MESTRY II	4	2	2
MUKADAM	5	2	3
LABOURER	65	30	25

Section 4(1)(b)(ix)

Directory of the Officer and Employees

PAYSHEET NO:- 5160

SR. NO.	DESIGNATION	EMPLOYEE NAME	GRD	DATE OF APPOINTMENT IN MCGM	APPOINTMENT IN H/EAST	TELEPHONE NUMBER
1	ASST. COMMISSINER	SASANE ALKA SAMADHAN	A	13.06.2013	10.08.2020	26112217
2	ADM. OFFICER	SIDDIQUI SANA JAVED	B	12.10.1993	27.01.2022	26112217
3	SR. STENOGRAPHER	VACANT	C	----	-----	-----
4	CLERK	VACANT	C	----	-----	-----

PAYSHEET NO:- 5161

SR. NO.	DESIGNATION	EMPLOYEE NAME	GRD	DATE OF APPOINTMENT IN MCGM	APPOINTMENT IN H/EAST	TELEPHONE NUMBER
5	SUB. ENG	VACANT	B	---	---	---
6	COMPLAINT OFFICER	MADHAV SHEETAL G.	C	15.05.2006	17.02.2021	26112217
7	CLERK	VACANT	C			26112217
8	CLERK	SHETTY DHANASHRI PRAVIN	C	13.04.2012	13.04.2012	26112217
9	DRAINAGE ASST	TILAK SUSHANT Y.	C	01.08.2008	10.12.2021	26112217
10	DRAINAGE ASST	MARATHE SACHIN V	C	09.06.2008	10.12.2021	26112217
11	PEON	MAHADIK SANJIVANI SANJAY	D	12.06.1995	27.03.2012	26112217

PAYSHEET NO:- 5162

SR. NO.	DESIGNATION	EMPLOYEE NAME	GRD	DATE OF APPOINTMENT I NMCGM	APPOINTMENT IN H/EAST	TELEPHONE NUMBER
12	EXECUTIVE ENGINEER	ENGINEER AVINASH	A	02.07.1990	07.12.2021	26112217
13	ASST. ENGINEER	KAMBLE NITIN	B	26.03.1991	15.02.2019	26112217
14	ASST. ENGINEER	LAVHALE VAIBHAV A.	B	16.07.2008	07.10.2021	26112217
15	ASST. ENGINEER	SHAH SANJIV PUSHPAVADAN	B	23.03.1990	11.04.2016	26112217
16	ASST. ENGINEER	JADHAV DEEPAK A.	B	20.04.2007	12.08.2021	26112217
17	ASST. ENGINEER	PATIL AJAY K.	B	23.03.2011	04.04.2022	26112217
18	ASST. ENGINEER	VADILE RAJU D.	B	09.10.1992	29.03.2022	26112217
19	SUB. ENG	PATIL PRASHANT RAJESH	B	07.05.2012	31.03.2016	26112217
20	SUB. ENG	PEKHALE SANKET N.	B	11.02.2016	22.09.2019	26112217
21	SUB. ENG	DHAVALE PRAVEEN S.	B	19.09.2005	18.03.2021	26112217
22	SUB. ENG	BARMADE GANESH K.	B		16.11.2021	26112217
23	SUB. ENG	ADLINGE SAGAR S.	B		14.01.2020	26112217
24	SUB. ENG	BHOJANE SUJEET V.	B		08.03.2022	26112217
25	SUB. ENG	KAMBLE SACHIN S.	B		02.03.2022	26112217

26	CLERK	KUMBHAR JYOTI DATTARAM	C	20.04.2012	20.04.2012	26112217
27	CLERK	PARAB DARSHANI	C	01.04.2005	22.03.2022	26112217
28	CLERK	SHIRSEKAR DARSHAN N	C	06.08.2010	28.08.2018	26112217
29	CLERK	LAD DINESH KRISHNAJI	C	01.12.1995	21.11.2011	26112217
30	CLERK	DAVALE SANDEEP	C	19.07.1993	16.01.2017	26112217
31	CLERK	PATIL MINAKSHI KIRAN	C	17.04.2012	17.04.2012	26112217
32	CLERK	VACANT	C	---	---	
33	CLERK	VACANT	C	---	---	
34	CLERK	VACANT	C	---	---	
35	NOTICE CLERK	VACANT	C	---	---	
36	STORE CLERK	VACANT	C	---	---	
37	HEAD CLERK	SAWANT MEETA MADHAV	C	18.04.1985	10.10.2016	26112217
38	HEAD CLERK	THAKUR SANGITA B.	C	26.06.2006	22.01.2019	26112217
39	JR. ENGINEER	ZAKNEKAR AMIT	C	26.07.2013	30.04.2018	26112217
40	JR. ENGINEER	AVHAD SONAL S.	C	19.07.2014	04.07.2019	26112217
41	JR. ENGINEER	KHAMKAR AMOL	C		01.11.2019	26112217
42	JR. ENGINEER	KOTHERE RUPESH B.	C	21.01.2009	11.02.2021	26112217
43	JR. ENGINEER	THOMBARE KISHOR B.	C	23.07.2010	01.06.2019	26112217
44	JR. ENGINEER	PATIL SHREEKRUSHAN A.	C	06.07.2020	06.07.2020	26112217

45	JR. ENGINEER	SHINGE SUYASH B.	C	14.07.2020	14.07.2020	26112217
46	JR. ENGINEER	SAKHARE SAURABH R.	C	01.07.2020	01.07.2020	26112217
47	JR. ENGINEER	GAIKWAD PARASHRAM T	C	09.07.2020	09.07.2020	26112217
48	JR. ENGINEER	GAJUL ROHIT Y.	C	09.07.2020	09.07.2020	26112217
49	JR. ENGINEER	PATHAN SHAHRUKH G.	C	10.08.2020	10.08.2020	26112217
50	JR. ENGINEER	MUTRAK SHAILESH R.	C	07.12.2015	29.05.2021	26112217
51	JR. ENGINEER	JOSHI HARSHA R.	C	10.05.2021	10.05.2021	26112217
52	JR. ENGINEER	VACANT	C	---	---	
53	JR. ENGINEER	VACANT	C	---	---	
54	JR. ENGINEER	VACANT	C	---	---	
55	JR. ENGINEER	VACANT	C	---	---	
56	JR. ENGINEER	VACANT	C	---	---	
57	JR. ENGINEER	VACANT	C	---	---	
58	MAR. C. ENG. TYPST	CHOPADE SHANKAR G.		07.07.2008	01.01.2021	26112217
59	MAR. C. ENG. TYPST	VACANT	C	---	---	
60	TEL. OP. A GRADE	INARKAR JAYASHREE MANGESH	C	01.08.1997	03.03.2016	26112217
61	TEL. OP. A GRADE	DHURI AMOL ASHOK	C	20.02.2004	31.05.2014	26112217
62	TRACER	VACANT	C	25.06.1986	20.07.2006	26112217

63	BLDG. MUKADAM	PAWAR GAJENDRA R.	D	01.09.1998	15.07.2017	26112217
64	BLDG. MUKADAM	GENGAGE ARUN B.	D	10.11.1989	14.07.2017	26112217
65	BLDG. MUKADAM	VACANT	D	---	---	
66	BLDG. MUKADAM	VACANT	D	---	---	
67	BLDG. MUKADAM	VACANT	D	---	---	
68	BLDG. MUKADAM	VACANT	D	---	---	
69	BLDG. MUKADAM	VACANT	D	---	---	
70	PEON	GURUKHEL VAJNATH RAMRAO	D	22.04.1992	01.02.2005	26112217
71	PEON	JADHAV ROHAN RAMESH	D	18.06.2015	18.06.2015	26112217
72	PEON	KAMBLE MEENAKSHI BABAN	D	23.02.2016	23.02.2016	26112217
73	PEON	MANDAVKAR ASHOK SAKHARAM	D	25.06.1991	29.02.2008	26112217
74	PEON	SALKAR PRATIBHA SUDHAKAR	D	20.05.2010	21.05.2010	26112217
75	PEON	HANVATE NIRMALA D	D	18.08.2010	18.08.2010	26112217
76	PEON	NAIK JITESH ASHOK	D	07.04.2015	07.04.2015	26112217
77	PEON	BHOSALE RATNESH M.	D	30.03.1998	07.07.2017	26112217
78	PEON	PAWAR ROHIT J.	D	21.05.2012	19.05.2018	26112217
79	PEON	SINHA JAYASHREE A.	D	28.08.2019	28.08.2019	26112217

80	PEON	KEDARE SACHIN G.	D	11.05.2014	06.11.2019	26112217
81	PEON	VACANT	D	---	---	
82	PEON	VACANT	D	----	---	
83	RECORD ASST.	VACANT	C	---	---	
84	TIME KEEPER	VACANT	C	---	---	
85	SUMMONS CLERK	VACANT	C	---	---	

PAYSHEET NO:- 5163

SR. NO.	DESIGNATION	EMPLOYEE NAME	GRD	DATE OF APPOINTMENT IN MCGM	TELEPHONE NUMBER
86	LABOURER	ANGARAKHE GANPAT R.	D	01.09.1995	26112217
87	LABOURER	BHAWARI LAXMAN J.	D	01.10.2008	26112217
88	LABOURER	BHAGAN VIKRANT V.	D	19.03.2015	26112217
89	LABOURER	BHIWGADE SHISH Y.	D	03.10.2017	26112217
90	LABOURER	BILLALE SRIRAM	D	22.08.2017	26112217
91	CARPENTER II	CH IPLUNKAR SADANANAD P.	D	01.09.1995	26112217
92	LABOURER	DAWARE RAMESH	D	17.06.2008	26112217
93	LABOURER	DAGALE KISAN W.	D	03.11.2011	26112217
94	MUKADAM	GAWADE ASHOK GANGARAM	D	01.09.1995	26112217
95	LABOURER	GAIKWAD MILIND HANMANT	D	04.11.2010	26112217
96	LABOURER	GUNDAYE YASHWANT S.	D	12.10.2011	26112217

97	MUKADAM	JAFFAR MOHMD MHD SULTAN	D	19.05.1988	26112217
98	LABOURER	JADHAV RAMESH B.	D	01.09.1995	26112217
99	LABOURER	JAYBHAYE AMBADAS R.	D	15.11.2011	26112217
100	LABOURER	INAMDAR YOGESG B.	D	09.04.2021	26112217
101	MUKADAM	KUNCHIKORVE VENKTRAO	D	01.09.1995	26112217
102	MUKADAM	KUNCHIKORVE SHATTAPA	D	01.09.1995	26112217
103	PAINTER II	KHUDE PRAKASH G.	D	01.09.1995	26112217
104	LABOURER	KUNCHIKORVE RAMA Y	D	28.01.2010	26112217
105	LABOURER	KUNCHIKORVE PRAVIN B	D	17.09.2013	26112217
106	LABOURER	KINNARE SACHIN R.	D	29.05.2011	26112217
107	LABOURER	KHURADE VIKAS	D	04.12.2015	26112217
108	MUKADAM	LOHAR BHALCHANDRA N.	D	01.09.1995	26112217
109	LABOURER	LAD SANDESH P.	D	25.09.2009	26112217

110	LABOURER	MOHD. YUNUS ABDUL HAQ	D	01.09.1995	26112217
111	LABOURER	MOHITE MILIND P.	D	10.05.2010	26112217
112	LABOURER	MANJREKAR RAJENDRA V.	D	24.12.2008	26112217
113	LABOURER	MOHD WASIM MI	D	18.01.2010	26112217
114	LABOURER	MAHALE MURLIDHAR G.	D	29.11.2011	26112217
115	LABOURER	MISAL KIRAN R.	D	16.04.2012	26112217
116	LABOURER	NANGARE VIJAY KALU	D	15.12.2011	26112217
117	LABOURER	NAIGAINKAR KAILASH M.	D	09.12.2011	26112217
118	LABOURER	OLEKAR HANMANT V.	D	12.10.2011	26112217
119	LABOURER	PANCHAL SANTOSH SITARAM	D	28.07.2008	26112217
120	LABOURER	PATIL SACHIN C.	D	28.07.2008	26112217
121	LABOURER	PALVE SOPAN S.	D	11.10.2011	26112217
122	LABOURER	PARADHI JIVAN N.	D	03.11.2011	26112217

123	LABOURER	RATHOD DHANLAL B.	D	01.11.2011	26112217
124	MUKADAM	SHAH AMJADALI ABDUL H.	D	23.02.1994	26112217
125	LABOURER	SHITKAR HEMANT C.	D	06.01.2009	26112217
126	LABOURER	SONAWANE SANTOSH	D	16.01.1987	26112217
127	LABOURER	TODASE ARUN BAPURAO	D	01.07.1994	26112217
128	LABOURER	VIJUDA RASIKLAL	D	09.12.2011	26112217
129	LABOURER	WAGHMARE RAVIKANT B.	D	02.06.2015	26112217
130	LABOURER	YADAV PANKAJ RAMPURAN	D	19.06.2019	26112217
131	LABOURER	ZAINNUDDIN SHASHUDDIN H	D		26112217
132	LABOURER	TAKALE ANIKET	D		26112217

PAYSHEET NO:- 5164

SR. NO.	DESIGNATION	EMPLOYEE NAME	GRD	DATE APPOINTMENT MCGM	OF IN	TELEPHONE NUMBER
133	MASON II	ASLAMALI KUDARATALI S	D	01.09.1995		26112217
134	PLUMBER II	BHOJANE JAGDISH K.	D	15.09.1995		26112217
135	LABOURER	GOTAD CHANDRAKANT P.	D	01.09.1995		26112217
136	MASON II	POWALE DNYANADEV VITTHAL	D	14.10.1991		26112217
137	LABOURER	PATIL PRALHAD R.	D	05.08.2008		26112217
138	LABOURER	RAJGURU RAJESH S.	D	01.09.1995		26112217

PAYSHEET NO:- 5165

SR. NO.	DESIGNATION	EMPLOYEE NAME	GRD	DATE OF APPOINTMENT IN MCGM	TELEPHONE NUMBER
139	MUKADAM	MUKNE RAMDAS	D	16.07.1993	26112217
140	DRAIN CLEANER	PATKAR GURUNATH KRISHNA	D	01.09.1995	26112217
141	DRAIN CLEANER	KHANDAGALE VIJAY NAMDEO	D	08.10.1993	26112217
142	DRAIN CLEANER	PATIL CHANDRAHAS MOHAN	D	05.08.2008	26112217
143	DRAIN CLEANER	MASAL MAHADEO JAGU	D	28.01.2010	26112217
144	LABOURER	TAMBE ANANT JANU	D	09.01.1995	26112217
145	LABOURER	YUKUB JANIMIYA SHAIKH	D	09.01.1995	26112217
146	LABOURER	THORAT RAJAN LENA	D	09.01.1995	26112217
147	LABOURER	KONDHALKAR SADASHIV M	D	09.01.1995	26112217
148	LABOURER	GAJBHIV ANIL BANDU	D	09.01.1995	26112217
149	LABOURER	BORADE MILIND HARIBHAU	D	09.01.1995	26112217

150	LABOURER	GOTAD RAJARAM PANDURANG	D	09.01.1995	26112217
151	LABOURER	PATWEKAR RAMESH MASAJI	D	09.01.1995	26112217
152	LABOURER	MORE MILIND LAXMAN	D	12.05.1997	26112217
153	LABOURER	ADHAL GORAKH CHINDHU	D	16.06.2008	26112217
154	LABOURER	DINGORKAR CHANDRASHEKHAR	D	28.07.2008	26112217
155	LABOURER	PATIL RAJENDRA NAMDEO	D	02.08.2008	26112217
156	LABOURER	RAUT PRAVIN ANKUSH	D	07.08.2008	26112217
157	LABOURER	RAUT DIPESH DAMODAR	D	04.08.2008	26112217
158	LABOURER	KHARAT AMIT BHIMRAO	D	13.10.2008	26112217
159	LABOURER	WAGHMARE VINOD BALWANT	D	10.08.2009	26112217
160	LABOURER	MORE VISHAL VILAS	D	23.11.2009	26112217
161	LABOURER	GADDAM HARIBHAU C	D	10.05.2010	26112217
162	LABOURER	RAWNAK MAHESH DINKAR	D	30.07.2010	26112217

163	LABOURER	KASARE SURENDRA HARISHCHA	D	01.07.2011	26112217
164	LABOURER	KHETADE SAMPAT PANDURANG	D	19.09.2011	26112217
165	LABOURER	NARALE VIJAY MAHADEV	D	18.10.2011	26112217
166	LABOURER	DAGADKHAIR AMBADAS KARBHA	D	03.11.2011	26112217
167	LABOURER	MANE SUBHASH RAMCHANDRA	D	03.11.2011	26112217
168	LABOURER	VAKADE JAYWANT LAXMAN	D	05.12.2011	26112217
169	LABOURER	RATHOD PRAKASH PANDIT	D	12.12.2011	26112217
170	LABOURER	SHELAR TARUN ANANTA	D	15.12.2011	26112217
171	LABOURER	CHAVAN SUNIL RAMRAO	D	15.12.2011	26112217
172	LABOURER	SHAIKH MOH. YASIN GULAB MASTER	D	26.10.1993	26112217
173	LABOURER	HOLMUKHE BALU SHIVRAM	D	01.11.1993	26112217
174	LABOURER	TAMBE SAKHARAM SHANTARAM	D	09.01.1995	26112217
175	LABOURER	CHAVHAN VIJAY APPA	D	07.07.1995	26112217

176	LABOURER	YAKUB JANIMIYA SHAIKH	D	01.09.1995	26112217
177	LABOURER	SALVI ANIL DAJI	D	01.09.1995	26112217
178	LABOURER	WAGHELA KISHOR RAMAJI	D	01.09.1995	26112217
179	LABOURER	SHENGALE VASUDEV PANDURANG	D	01.09.1995	26112217
180	LABOURER	TIWARI VIJAY PRAKASH	D	01.09.1995	26112217
181	LABOURER	MOH. UMAR HAMIULLAH	D	01.09.1995	26112217
182	LABOURER	AWHAD VIJAY BAJIRAO	D	01.09.1995	26112217
183	LABOURER	SHINDE UDYA MAHADEV	D	01.09.1995	26112217
184	LABOURER	GHUTE SUNIL SHYAM	D	01.09.1995	26112217
185	LABOURER	NAIK MAHADEV GUNDU	D	01.09.1995	26112217
186	LABOURER	KASARE MANGESH HARISH	D	10.01.1996	26112217
187	LABOURER	DIWATE RAJU WAMAN	D	02.05.1998	26112217
188	LABOURER	AADEH SHIVRAM PATIL	D	25.07.2008	26112217

189	LABOURER	MHATRE AANAND HANUMANTA	D	02.08.2010	26112217
190	LABOURER	GODE AANADA LAXMAN	D	18.11.2011	26112217
191	LABOURER	MISHRA PAWANKUMAR GANGAPRASAD	D	23.11.2011	26112217
192	LABOURER	AADHARI SAKHARAM KISAN	D	16.12.2011	26112217
193	LABOURER	JADHAV PRAVEEN CHANDRAGUPT	D	25.05.2015	26112217
194	LABOURER	SOLANKI SWAPNIL KISHOR	D	10.12.2015	26112217
195	LABOURER	TAMBE MANOJ RAMESH	D	02.05.2016	26112217
196	LABOURER	MANE SUKHDEV VINOD	D	05.05.2016	26112217
197	LABOURER	THORAT GAUTAM VINAYAK	D	19.01.2017	26112217
198	LABOURER	CHAVHAN SUDHIR SAMPAT	D	28.09.2017	26112217
199	LABOURER	PAWAR RAVI	D	27.10.2017	26112217
200	LABOURER	SHAIKH MOH. SHAHBAJ	D	01.01.2018	26112217
201	LABOURER	IGVE SACHIN SAHEBRAO	D	01.08.2018	26112217

202	LABOURER	KUMBHAR GANESH ASHOK	D	09.04.2019	26112217
203	LABOURER	KADAM VANCHIKA	D	02.08.2019	26112217
204	LABOURER	CHUKKANA JHILWALKAR	D	07.11.2019	26112217

PAYSHEET NO:- 5166

SR. NO.	DESIGNATION	EMPLOYEE NAME	GRD	DATE OF APPOINTMENT INMCGM	TELEPHONENUMBER
205	LABR. C. WATCHMAN	KADAR UKAPPA SUKAPPA	D	01.09.1994	26112217
206	LABR. C. WATCHMAN	KHEDEKAR TEJAS V.	D	03.10.2017	26112217
207	LABR. C. WATCHMAN	VACANT	D	---	----
208	LABR. C. WATCHMAN	VACANT	D	---	----
209	LABR. C. WATCHMAN	VACANT	D	---	----
210	LABR. C. WATCHMAN	VACANT	D	---	----

PAYSHEET NO:- 5167

SR. NO.	DESIGNATION	EMPLOYEE NAME	GRD	DATE OF APPOINTMENT IN MCGM	OF APPOINTMENT IN H/EAST	TELEPHONE NUMBER
211	RENT REGN. CLERK	KANGANE ASHWINI SOMNATH	C	07.08.2008	07.08.2008	26112217
212	RENT REGN. CLERK	VARTAK MINAL NITIN	C	11.04.2012	11.04.2012	26112217
213	RENT REGN. CLERK	DOLE MADHAVI M.	C	29.12.2003	14.03.2018	26112217
214	JR. ENGINEER	JADHAO PRADIP DILIP	C	30.11.2015	30.11.2015	26112217
215	JR. ENGINEER	KOYARE VISHAL P.	C	14.07.2020	14.07.2020	26112217
216	RENT COLLECTOR	VACANT	C	---	---	
217	RENT COLLECTOR	VACANT	C	---	---	

PAYSHEET NO:- 4382

SR. NO.	DESIGNATION	EMPLOYEE NAME	GRD	DATE OF APPOINTMENT IN MCGM	TELEPHONE NUMBER
218	GAWANDI II	KINI PRAKASH R.	D	01.08.2008	26112217
219	MUKADAM	THONGIRE CHANDRAKANT K	D	14.06.1994	26112217
220	DRAIN LABOURER	KUDTARKAR ANKUSH B.	D	28.07.2008	26112217
221	DRAIN LABOURER	JADHAV ASHOK U.	D	01.09.1995	26112217
222	DRAIN LABOURER	KAMBLE KALPANA D.	D	27.02.1999	26112217
223	DRAIN LABOURER	RATHOD HOMRAJ M.	D	01.12.2011	26112217
224	DRAIN LABOURER	MHATRE SANTOSH M.	D	01.09.1995	26112217
225	DRAIN LABOURER	MOHAMAD SHAKIL K.	D	01.09.1995	26112217
226	DRAIN LABOURER	MUDGUN VITTHAL K	D	01.09.1995	26112217
227	DRAIN LABOURER	PAGARE LAXMAN D.	D	01.09.1995	26112217
228	DRAIN LABOURER	RAJGURU RAVINDRA G.	D	04.04.1999	26112217

229	DRAIN LABOURER	SONAWANE MADHUKAR R.	D	03.11.2011	26112217
230	DRAIN LABOURER	GAMRE PANKAJA P.	D	04.01.2019	26112217
231	DRAIN LABOURER	PANDE DEELIP G.	D	05.01.2019	26112217
232	DRAIN LABOURER	AHIRRAO LALITKUMAR A.	D	11.01.2019	26112217
233	DRAIN LABOURER	JAIWAL RAVI D.	D	18.01.2019	26112217
234	DRAIN LABOURER	KEDARE UTTAM R.	D	06.02.2019	26112217
235	DRAIN LABOURER	WAGHMARE SURAJ G.	D	06.02.2019	26112217
236	DRAIN LABOURER	RAMTEKE BHOJRAJ C.	D	20.02.2019	26112217
237	DRAIN LABOURER	KOLI SANDEEP B.	D	02.03.2019	26112217
238	DRAIN LABOURER	PATIL POOJA D.	D	28.06.2019	26112217
239	DRAIN LABOURER	KAMBLE SANDEEP V.	D	22.04.2020	26112217
240	DRAIN LABOURER	MARATHI DEVA D.	D	31.05.2021	26112217

PAYSHEET NO:- 4389

SR. NO.	DESIGNATION	EMPLOYEE NAME	GRD	DATE OF APPOINTMENT NMCGM	OF APPOINTMENT IN H/EAST	TELEPHONE NUMBER
241	ASST. ENGINEER	JADHAV SUDHIR S.	B	09.03.1992	27.08.2018	26112217
242	SUB ENGINEER	ROY DHANANJAY J.	B	09.03.2009	12.02.2016	26112217
243	SUB ENGINEER	DAGALE NILESH D.	B	12.07.2005	19.11.2014	26112217
244	SUB ENGINEER	THAKRE PRASHANT C.	B	19.09.2005	09.06.2017	26112217
245	JUNIOR ENGINEER	KAMBLE SANDESHKUMAR D.	C	04.12.2015	04.12.2015	26112217
246	JUNIOR ENGINEER	RAUT RAJESH B.	C	01.04.2005	17.05.2019	26112217
247	JUNIOR ENGINEER	SARAVANKAR DIPTI R.	C	20.07.2020	20.07.2020	26112217
248	JUNIOR ENGINEER	GODE ATUL D.	C	20.07.2020	27.07.2020	26112217
249	JUNIOR ENGINEER	VACANT	C	---	---	
250	JUNIOR ENGINEER	VACANT	C	---	---	
251	JUNIOR ENGINEER	VACANT	C	---	---	
252	METER SUPERVISOR	INGALE SANGITA A.	C	03.01.2009	01.07.2021	26112217
253	METER SUPERVISOR	VACANT	C	---	---	
254	METER SUPERVISOR	VACANT	C	---	---	
255	HEAD CLERK	BAGAWE SHYAM S.	C	01.12.1995	09.12.2019	26112217

256	HEAD CLERK	BHARATI JAYAWANT B.	C	01.11.1993	13.01.2020	26112217
257	METER INSPECTOR	ANSARI MOH.ISHQ MOH.	C	22.12.1988	25.05.2016	26112217
258	METER INSPECTOR	RIKHAI CRISTANY R.	C	01.01.1990	27.08.2018	26112217
259	METER INSPECTOR	OKA UJJAWALA P.	C	20.09.1988	29.08.2018	26112217
300	METER INSPECTOR	DUBAL RAHUL R.	C	29.10.1993	29.08.2018	26112217
301	METER INSPECTOR	SAWANT VIJAY G.	C	29.11.1990	31.08.2018	26112217
302	METER INSPECTOR	PARAB RADHIKA M.	C	26.11.1993	31.08.2018	26112217
303	METER INSPECTOR	DESAI MEEA A.	C	26.11.1993	31.08.2018	26112217
304	METER INSPECTOR	UPADE IMRAN A.	C	10.07.1997	25.05.2011	26112217
305	METER INSPECTOR	VACANT	C	---	---	
306	METER INSPECTOR	VACANT	C	---	---	
307	METER INSPECTOR	VACANT	C	---	---	
308	METER INSPECTOR	VACANT	C	---	---	
309	METER INSPECTOR	VACANT	C	---	---	
310	METER INSPECTOR	VACANT	C	---	---	
311	CLERK	VAZA SUNIL V.	C	01.01.2005	23.11.2011	26112217
312	CLERK	LAD VIRAG G.	C	01.01.2005	25.11.2011	26112217
313	CLERK	REVAR GIGNA D.	C	03.03.2011	08.03.2011	26112217
314	CLERK	SHINDE BALKRUSHN N.	C	11.04.2012	11.04.2012	26112217

315	CLERK	PAGARE JYOTI B.	C	29.01.2015	09.02.2014	26112217
316	CLERK	VACANT	C	---	---	
317	CLERK	VACANT	C	---	---	
318	CLERK	VACANT	C	---	---	
319	CLERK	VACANT	C	---	---	
320	CLERK	VACANT	C	---	---	
321	CLERK	VACANT	C	---	---	
322	CLERK	VACANT	C	---	---	
323	RECORD ATTANDANT	NAIK MARUTI NIGAPPA	D	19.05.1992	25.10.2000	26112217
324	PEON	DODIA HANSA M	D	11.10.2007	11.10.2007	26112217

PAYSHEET NO:- 4390

SR. NO.	DESIGNATION	EMPLOYEE NAME	GRD	DATE OF APPOINTMENT IN MCGM	APPOINTMENT IN H/EAST	TELEPHONE NUMBER
325	CLERK	DEVDE BHIMA N.	C	08.05.2005	2013	26112217
326	DRAINAGE ASST	WANGRE ARUN S.	C	16.12.1964	20.04.2019	26112217
327	DRAINAGE ASST	PRABHAKAR GAURAV	C	09.08.1983	03.07.2019	26112217
328	DRAINAGE ASST	MOHITE SANDEEP L.	C	20.08.2008	10.12.2021	26112217

PAYSHEET NO:- 4392

SR. NO.	DESIGNATION	EMPLOYEE NAME	GRD	DATE OF APPOINTMENT IN MCGM	TELEPHONE NUMBER
329	MISTRY II	SALKAR CHANDRAKANT L.	D	20.02.1990	26112217
330	MISTRY II	PITEKAR MOHAN Y.	D	22.09.1990	26112217
331	JODARI II	KHANDEKAR KUNDLIK S.	D	14.08.1994	26112217
332	JALDWAR RAKSHAK	PATIL SUNIL T.	D		26112217
333	CHAVIWALA	DEVKATE BHAGWAN S.	D	15.12.1999	26112217
334	CHAVIWALA	LORENCE SILVESTER FIGER	D	14.08.1994	26112217
335	JALDWAR RAKSHAK	PATIL DYANAND D.	D	03.11.2008	26112217
336	JALDWAR RAKSHAK	JUVATAKAR PRAKASH K.	D	14.08.1994	26112217
337	JALDWAR RAKSHAK	PAWAR SATAVA RAMA	D	14.08.1994	26112217

338	JALDWAR RAKSHAK	JADHAV PARSHURAM G.	D	01.10.2008	26112217
339	MUKADAM	KENI ASHOK J.	D	14.08.1994	26112217
340	MUKADAM	PATIL DIGMBAR S.	D		26112217
341	LABOURER	PATIL PANDHARINATH L.	D	03.11.2008	26112217
342	LABOURER	BHOIR KASHINATH R.	D		26112217
343	LABOURER	PATIL SUBHASH K.	D	04.10.2011	26112217
344	LABOURER	CHAVHAN CHANDRAKANT L.	D	06.06.1990	26112217
345	LABOURER	BANDARKAR SAMIR C.	D		26112217
346	LABOURER	JADHAV MANOHAR J.	D	14.08.1994	26112217
347	LABOURER	GHODERA0 MANOJ S.	D	29.12.2011	26112217
348	LABOURER	CHAVHAN SACHIN S.	D	09.07.2015	26112217

349	LABOURER	TAPARE BHAUSAHEB B.	D	11.11.2011	26112217
350	LABOURER	NILAMEGAM SHEKHAR RAMAN	D	07.07.1998	26112217
351	LABOURER	PARADHEE ADITYA PRAKASH	D	19.09.2011	26112217
352	LABOURER	SAKHRE NITIN P	D	13.04.2012	26112217
353	LABOURER	RANE SATYAWAN J.	D	19.09.2011	26112217
354	LABOURER	MADHAV GURUDAS G.	D	19.09.2011	26112217
355	LABOURER	POOJARY SADANAND RAJU	D	19.09.2011	26112217
356	LABOURER	PATIL SUHAS N.	D	04.10.2011	26112217
357	LABOURER	AAMBURE KRUPAPRASAD P.	D	19.09.2011	26112217
358	LABOURER	AMBERKAR NARAYAN A.	D	11.10.2011	26112217
359	LABOURER	WAYAL UTTAM S.	D	11.10.2011	26112217
360	LABOURER	KOLI DEVENDRA B.	D	19.09.2011	26112217

361	LABOURER	DHURI RUPESH E.	D	11.10.2011	26112217
362	LABOURER	PANDIT HARISHCHANDRA S.	D	11.10.2011	26112217
363	LABOURER	SHINDE DILIP B.	D	19.09.2011	26112217
364	LABOURER	SHINDE VIKAS PARSHURAM	D	04.10.2011	26112217
365	LABOURER	KALE KRISHNA B.	D	11.10.2011	26112217
366	LABOURER	MHAPANKAR HEMANT A.	D	12.01.2012	26112217
367	LABOURER	JATHAR MARUTI M.	D	16.03.2012	26112217
368	LABOURER	MAKWANA PRADEEO T.	D	18.10.2011	26112217
369	LABOURER	TAPEKAR MANOHAR S.	D	12.12.2011	26112217
370	LABOURER	NADAR RAVIKUMAR K.	D	15.12.2011	26112217
371	LABOURER	JADHAV RAVINDRA J.	D	15.12.2011	26112217
372	LABOURER	JAGTAP GANESH H.	D	15.12.2011	26112217

373	LABOURER	KOHAD SHWETA V.	D	22.08.2017	26112217
374	LABOURER	HUMANE DISHA S.	D	22.08.2017	26112217
375	LABOURER	SURYAKANT BALAJI D.	D	22.08.2017	26112217
376	LABOURER	DEMGUDE ABHANG P.	D	14.10.1996	26112217
377	LABOURER	KOLI SUNIL GANPAT	D	05.12.2011	26112217
378	LABOURER	JADHAV SHAMAL M.	D	06.02.2019	26112217
379	LABOURER	DALVI RAVINDRA N.	D		26112217
380	LABOURER	YADAV RAMESH R.	D	23.12.2019	26112217
381	LABOURER	WILSON AANANDAM B.	D	16.11.2021	26112217

Section 4(1)(b)(xi)

Details of allocations of budget and disbursement made in the office of
administrative officer H/Eastward.

Format A current year 2022 23

SR.NO	Budget Description	Head	Grand Received	Planned use	Remarks
1	'A' Budget				
2	B' Budget				
3	'G' Budget				

Format B Previous year 2022-23

SR.NO	Budget Description	Head	Grand Received	Grand Utilized	Grand Surrender	Result
1	'A' Budget					
2	B' Budget					
3	'G' Budget					

Section 4(1)(b)(xii)

Manner of execution of subsidy program in the office of Administrative Officer at H/East ward.

-----Nil-----

Section 4(1)(b)(xiii)

Particulars of recipients of concessions, permits or authorizations granted in the office of Administrative Officer at H/East Ward.

-----Nil-----

Section 4(1)(b)(xiv)

Details of information available in electronic form in the office of Administrative Officer at H/East Ward.

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

Section 4(1)(b)(xv)

Particulars of facilities available for citizen for obtaining information in the office of Administrative Officer at H/East Ward.

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 Administrative officer Department, 2 nd Floor, Prabhat Colony, H/East ward office, Santacruz, Mumbai-12	Administrative officer H/East Ward.

Section 4(1)(b)(xvi)

Details of Public Information Officer/APIOs/Appellate authority in the jurisdiction of (public authority) in the office of Administrative officer at H/East Ward.

PIO A:-

Sr. No	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address Ph.No.	E-mail id for purpose of RTI	Appellate authority
1.	Smt. Sana Javed Siddiqui	Administrative officer	H/East Ward	Office of Administrative officer H/East Ward, 2 nd Floor, Brihanmumbai Mahanagar Palika, Prabhat Colony, Santacruz, (East), Mumbai- 400055. Ph.022- 26112217 Ex.933	adminofficer01.h east@mcgm.gov.in	Smt. Alka Samadhan Sasane, Assistant Commission, H/East Ward, 1 st Floor, Prabhat Colony, TPSV, Santacruz East, Mumbai- 400 055 Ph.022- 26112217

APIOs B

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

Appellate authority C

Sr. No.	Name of Appellate authority	Designation	Jurisdiction as Appellate authority	PIO reporting	E-mail id for purpose of RTI
1.	Smt. Alka S. Sasane	Assistant commissioner	H/East Ward	Administrative officer	ac.heast@mcgm.gov.in

Section 4(1)(b)(xvii)
Other Information
Post Status up to 30.04.2022

Sr. No	Designation	Scheduled post	Filled post	Vacant post
1	Assistant commissioner	1	1	NIL
2	Executive Engineer	1	1	NIL
3	Designated officer	1	1	NIL
4	Administrative Officer	1	1	NIL
5	Complaint Officer	1	1	NIL
6	Asst. Engineer	6	6	NIL
7	Sub Engineer	7	7+3 Working Arrangement	NIL
8	Jr. Engineer	21	15	06
9	Head Clerk	2	2	NIL
10	R.R.C.	3	3	NIL
11	Telephone Opt.	2	2	NIL
12	Notice Clerk	1	0	1
13	Typist	2	1	1
14	Store clerk	1	0	1
15	Clerk	09	06	03
16	Bldg. Mukadam	7	2	5
17	Peon	14	12	2

18	Rent Collector	02	0	02
19	Record Asst.	1	0	1
20	Store Attendant	1	0	1
21	Drainage Assistant	02	02	NIL
22	Tracer	01	0	1
23	Jr. Steno	01	0	01
24	Sr. Steno	01	0	NIL
25	Summons Clerk	01	0	01