



# **BRIHANMUMBAI MAHANAGARPALIKA**

As per provision of RTI Act 2005, section 4,  
17 Manuals of H/West Ward

## **ADMINISTRATIVE OFFICER H/WEST WARD**

Address - Asst. Commissioner H/W ward'  
2<sup>nd</sup> Hasnabad Lane, Khar (West)  
Mumbai- 400052 .

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## Introduction

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

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

The Act requires the Government authority to compile a handbook in easily comprehensible form and to update it from time to time under **Section 4(1) b** sub clauses i to xvii (17 Manuals). The objective of publishing 17 Manuals is the proactive disclosure of the information/records held by Govt. Authority for the information seekers. The office of Assistant Engineer, Building & Factory, H/West ward is hereby publishing the Handbook for 17 Manuals as required under RTI Act 2005 to promote transparency and accountability in the working of the department & to give easy access to the information seekers to the information & records held by this office.

This handbook contains introduction about the department along with particulars of its functions, duties, objectives & vision. It further elaborates about the duties, powers delegated to its officers & employees. The procedure followed in decision-making process, accountability of concerned officers, norms set for discharge of its function along with Acts, related rules/regulations are further described in detail. It also contains the Statement of Categories of documents held by this office, directory & remuneration of its officers and employees. The details of budget allocation & its disbursement, particulars of permits issued, facilities available for citizens & details of PIO/Appellate authority is also published for information.

This consolidated updated handbook on 17 Manuals of the Act would help all the information seekers in getting information. However, in case any information seeker wants to get more information on topics covered in the handbook as well as other information may contact Assistant Engineer (SWM), H/West ward whose office is situated at H/West ward office, <sup>1st</sup> floor, Extension Building, Jn. J.B. Road & Dr. B.A.Road, Parel, Mumbai-400012. The procedure and fee structure for getting information is as per the provisions of RTI Act, 2005.

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. Administrative Officer H/West ward is under administrative control of Assistant Commissioner.

## **ADMINISTRATIVE OFFICER H/WEST WARD.**

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

Administrative officer is the head of internal clerical staff and she 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 Center (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 labours 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 wWages Act, Employee's Compensation Act and Gratuity Act 1978. The main works of establishment section are as follows:-

Establishment Schedule: - To prepare 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 paysheets 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 payment is released .
- 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 paysheets for Advance Leave Salary, Encashment of Leave, Leave Travel Allowance 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 Workmen Compensation Act as and when required.
- 12) To make correspondence with Labour 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, 6<sup>th</sup> pay and 7<sup>th</sup> pay arrears and 0 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 labour, material and supervision.
- 6) To prepare proposal for supplementing fund.
- 7) To work in consultation with Asst. 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 years 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.

Index Register and Demand Register is maintained for the above.

The licenses, permits are renewed in this department.

- 5) M.P.F.A. ( Maharashtra Preventive Food Adulteration) 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.( Citizen Facility Centre ) & it's working is as details 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 within one day. 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 maintain postage register & the account of postage stamp for the same.
- 3) Arranging the meetings for the action of the pending Audit notes.

#### **E) Citizen Facility Center :-**

The Citizen Facility Center (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 six windows in C.F.C. Cash Section for accepting the cash. On six 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 computerized 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 am 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 am to 8:00 pm .

For accepting the water charges under Budget 'G' the provision of separate window has been maintained on the First floor of H/West Ward Office.

The Dispatch Section of H/W is now working separately in H/W ward & 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.

The working time of the C.F.C. for the citizens is from 8.00 am to 8:00 pm.in three shifts.

**Section 4(1) (b) (i)**

**The particulars of organization, functions & duties of the Administrative Officer, H/West ward**

1	Name of the Sectional Head	Office of Administrative Officer H/W Ward Establishment
2	Address	Add:- Asst. Commissioner H/W ward' Saint Martin Road, Bandra (w) , Mumbai - 400050
3	Head of the office	Administrative Officer H/West ward
4	Parent Government Department	Assistant Commissioner H/West ward.
5	Reporting to which office	1) Assistant Commissioner, H/West Ward,
6	Jurisdiction Geographical	H/West ward is bounded by the Thane creek on the East, central railway on West Mumbai Marathi Granth Sangrahalaya Marg on North and Dattaram Lad Marg on South side covering North Central portion of the city.
7	Vision	"To complete the Establishment works within time."
8	Mission	"To complete the Establishment works."
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	<ol style="list-style-type: none"><li>1. To check the musters registers, weekly reports and to supervise and guide to head clerk and clerks</li><li>2. To check dispatch papers comes from MC, AMC and DMC and distribute papers to concern authorities.</li><li>3. To submit application received from local Corporator, MLA for renaming chowk &amp; roads to Municipal secretary and prepare DL to MS accordingly.</li><li>4. To issue memos, to prepare drafts, proposals as per order from Assistant Commissioner.</li><li>5. To co- ordinate with staff and guide them regarding various routine work.</li><li>6. To keep record of MCA audit note, document received from various committee and take necessary action.</li><li>7. To give reply to the union complaints</li><li>8. To co-ordinate between indoor and outdoor staff work</li></ol>



		<p>9. To complete the work given by Assistant Commissioner</p> <p>10. To arrange the grievance committee and follows the decisions</p> <p>11. To arrange Sexual Harassment Committee whenever complaint received .</p>
11	Details of services provided ( In Brief)	<ul style="list-style-type: none"> <li>• To collect the revenue / taxes from citizens for various purpose in the office of Civic Facility Centre.</li> <li>• To issue Birth &amp; Death Certificate.</li> </ul>
12	Physical assets (Statement of lands & Buildings and other Assets)	<ol style="list-style-type: none"> <li>1. <b>Establishment Superior</b> :- 07 Tables, 8 Chairs, Godrej cupboard 4, Wooden cupboard 1, wall feeding cupboard 01, Fan 2, Tubes lights- 04, Computer 02, printer -1, Rack – 3.</li> <li>2. <b>Establishment Labour</b>:- 09 Tables, 11 Chairs, Godrej cupboard 03, Wooden cupboard 05, wall feeding cupboard 01, Fan 05, Tubes lights 08 Computer 06, printer 02, Rack 03.</li> <li>3. <b>Revenue</b>:- 07 Tables, 07 Chairs, Godrej cupboard 3 ,wall feeding cupboard 02, Fan 05, Tubes lights:- 12, Computer 03, printer 01, Rack 01.</li> <li>4. <b>Expenditure</b>:- 07 Tables, 09 Chairs, Godrej cupboard 08, Wooden cupboard 2, wall feeding cupboard 02, Fan 05, Tubelight-14, Computer 01, printer 01, Rack – 01, Locker – 01.</li> <li>5. <b>C.F.C</b>:- Counter 08, Computer 08, printer1. Certificate printer:-1,currency counting machine01, 03 Tables,8 Chairs, Godrej cupboard 2, Fan 3, Cheque drop box:- 1, complaint box 1, locker :-1. Intercom telephone 02, Ac.:-2, cctv:-1, LCD:-1, water filter:-1,</li> <li>6. <b>Dispatch</b>:- 06 Tables, 10 Chairs, Godrej cupboard 1, Wooden cupboard 01, Fan 02, Tube Light 04, Computer 01, Scanner – 01.</li> </ol>
13	Organization's structural Chart	As per separate sheet attached
14	Tel. No.s & office timings	<p>Telephone no : 022-26008636 Extn :401</p> <p>Email : adminofficer01.hw@mcgm.gov.in</p> <p>Office timing : 8.00 a.m. to 12.00 noon and 2.30 P.M. to 5.30 p.m.(Monday to Friday)</p> <p>08.00am to 11.30 a.m on Saturdays</p> <p>Visiting Hours : 03.00 p.m. to 05.00 p.m. .(Monday to Friday)</p>
15	Weekly Holidays	Sunday and Public Holidays.

## **Details of services provided (In Brief)**

### **A) Citizen Facility Center :-**

The Citizen Facility Center (C.F.C.) in ward office is started from January-2000 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 Administrative officer. 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 / Cheque 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 / Cheque under the Budget 'A' are accepted. The computerize receipt are issued for the amount / cheque 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 am 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 am to 8:00 pm

For accepting the water charges under Budget 'G' the provision of separate window has been maintain on the First floor of H/West Ward Office.

The Dispatch Section is working in C.F.C. & the applications from the citizens, reference postage, papers of the office work are being accepted in dispatch section & the acknowledgment of the same is being given.

The working time of the C.F.C. for the citizens is from 8:00 am to 8:00 pm

<b>Sr. No</b>	<b>Section</b>	<b>Schedule post</b>	<b>Vacant Post</b>
1.	Administrative Officer	01	Nil
2.	Establishment ( Sup)	Head Clerk :- 1 Clerk :-3	Nil Nil
3.	Establishment ( Lab)	Head Clerk :- 1 Clerk:- 4	Nil 3
4.	(Expenditure)	Head Clerk :- 1 Clerk :- 2	Nil Nil
5.	Revenue	Head Clerk :- Nil Clerk:- Nil	1 2
6.	Dispatch	Head Clerk :- 1 Clerk :- 1	Nil 3

**Section 4(1) (b) (ii)**

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

**(A)**

- |    |                        |                               |
|----|------------------------|-------------------------------|
| 1. | Administrative Officer | <b><u>Financial power</u></b> |
|----|------------------------|-------------------------------|

1. Power to incur expenditure-office contingencies Rs. 200/-
2. Power to purchase without prior post-audit up to Rs.200/-

2.	Head Clerk	NIL.
3.	Clerk	NIL.

**(B)**

Sr. No.	Designation	Power- Administrative	Under which legislation / rules / order / GRs	Remarks
1.	Administrative Officer	<ol style="list-style-type: none"> <li>1. To sanction increments of Sub-ordinate Staff.</li> <li>2. To sanction casual leaves to subordinate staff up to the rank of Head clerk and clerk accordance with the rules</li> <li>3. To sanction leaves including maternity and injury leave to the labour staff in accordance to Municipal service rule.</li> <li>4. To prepare report of administrative data from respective department and submit to higher authority</li> <li>5. To check works of subordinate staff</li> <li>6. To meet to councilors and officers in the absent of Assistant Commissioner</li> </ol>	MMC Act 1988	
2.	Head Clerk	Nil.		
3.	Clerk	Nil.		

**(C)**

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

<b>Sr. No.</b>	<b>Designation</b>	<b>Power- Quasi Judicial</b>	<b>Under which legislation / rules / order / GRs</b>	<b>Remarks</b>
	Administrative Officer	1. Enquiry 2. Public Information Officer	.....	.....

**(E)**

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

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

**(A)**

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

**(B)**

<b>Sr. No.</b>	<b>Designation</b>	<b>Duties - Administrative</b>	<b>Under which legislation / rules / order / GRs</b>	<b>Remarks</b>
1.	Administrative	1) To collect information from	MMC Act 1988,	

Officer

Establishment and Revenue department  
and to prepare administrative report

- 2) To settle the grievance of internal staff or citizens.
- 3) To submit reports to MC Office regarding disposal of complaints received from them.
- 4) To prepare various meeting reports such as Union, Pension Adalat, Audit Note, etc.
- 5) To prepare & submit consolidated RTI & Complaints report.
- 6) To co-ordinate and guide local resident regarding various information of ward.
- 7) To dispose of complaints received from higher authorities regarding employee's dues.
- 8) Any other work assigned by Ward Officer.

2. Head Clerk

1. To Supervise on Clerical works
2. To follows orders of Asstt. Commissioner , Administrative Officer,

3. Clerk

1. To Work assigned by Administrative Officer and Head Clerk
2. Dealing with day to today activities.

(C)

<b>Sr. No.</b>	<b>Designation</b>	<b>Duties - Magisterial</b>	<b>Under which legislation / rules / order / GRs</b>	<b>Remarks</b>
1	Administrative	N.A.		

	Officer	
2.	Head Clerk	NIL
3.	Clerk	NIL

(D)

Sr. No.	Designation	Duties - Quasi Judicial	Under which legislation / rules / order / GRs	Remarks
1	Administrative Officer	1. Public Information Officer (P.I.O)		
2.	Head Clerk	NIL		
3.	Clerk	NIL		

(E)

Sr. No.	Designation	Duties – Judicial	Under which legislation / rules / order / GRs	Remarks
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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/West.**

**Name of activities:-**

1) **Establishment section :-**

In the establishment section monthly salary of officers, employees labours are charged and maintain service records. Establishment section divides between superior establishment and labour establishment. In the superior section there are one head clerk, four clerks and two peons and In the labour section there are one head clerk, eight 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, labour etc.

- **Creation Of Service Record :-**

Whenever employee is selected for any post after presenting his medical fitness his service record is prepared . Qualification certificates , NOC from concern police station, appointment order etc. are essential document required for preparation of Service Record.

After transfer the employee the service record with personal file send to concern department with audit . (CA/FPP/42, dt.4.1.2000)

- **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 :- Income Tax 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 :- Income Tax 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) CE / 6405 DT. 19.06.2013  
2) MPS / 5413 DT.13.05.2013  
3) MPM-2 / 361 DT. 30.09.2013
- (F) Office order :- .....

## 12) OFFICIAL ENQUIRY

- (A) Related provision :- .....
- (B) Name of Act :- .....
- (C) Rules :- .....
- (D) Government Resolution :- .....
- (E) Circulars Office order :- .....

Section 4(1)(b)(v)

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

**Section 4(1) (b) (iv)**

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

<b>Sr. No.</b>	<b>Designation</b>	<b>Activity</b>	<b>Units to be covered</b>	<b>Financial Targets in Rs.</b>	<b>Time Limit</b>	<b>Remarks</b>
1.	Administrative Officer					There are no financial targets set for this department. As mentioned earlier the work is carried out on day to day basis.
2.	Head Clerk & Clerk					There are no financial targets set for this department. As mentioned earlier the work is carried out on day to day basis.

**Section 4(1)(b)(v)**

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

<b>Sr. No.</b>	<b>Subject</b>	<b>G.R./Circular/Office notification etc. date.</b>	<b>order. Rule no.</b>	<b>Remarks if any</b>
	<b>General Circulars</b>			
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/10	dtd.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/39	dtd.07.10.1985	
15	For Tracking CL	DPAR / FGR/5	dtd.12.06.2008	
		<b>PENSION</b>		
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 LO/4/dtd.25.10.2007  
( Sweeper Class P.T.) 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, Enquiry Manuals , MSR 1989  
Suspension Allowance 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/  
Z-l/gen/272/dtd.29.7.12

- 29 Termination MSR 1989, Municipal Service (Rule and Conduct 1999) , Industrial dispute Act 1948

DPAR/ FGR/5 dt.10.09.2007

- 30 Suspension Review MPM2/ 3505 /dtd.21.02.2005 MPM2 /  
3349/ dtd. 23.01.2008

- 31 Resumption AO/GEN /376 dt. 08.10.1982

**Promotion and Time Bound Promotion**

- 32 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

**Transfer of Service Record**

- 33 Transfer of Service Record CA/FPP/ 42 dt.16.12.1999

**Section 4(1)(a)(vi)**

Statement of Categories of documents held in the office of Administrative Officer H/West ward (As proposed)

<b>Sr. no.</b>	<b>Subject</b>	<b>Type of Document file or register</b>	<b>File no. or Register no.</b>	<b>Particulars</b>	<b>Periodicity of preservation</b>
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**ESTABLISHMENT**

1	Service Record	File			
2	Muster	Register			
3	CR Sheets	File		'A' CLASS	PERMANANT
4	Authority	File			
5	Seniority list	File			
6	Circular file	File			
1	Pension . NCPF, P.T. claim	File			
2.	Appointment Transfer Promotion Permanency	File		'B' CLASS	30 YEARS
3.	Proposal	File			
1	Leave Papers	File			
2	O.T.	File		'C2	15
3	Correspondence	File		' CLASS	YEARS
1.	Enquiry Papers	File			
2.	Disciplinary Action	File			

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

**DISPATCH**

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

**CFC**

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

**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/West ward.

**-- NOT APPLICABLE --**

**Section 4(1)(b)(viii)**

Statement of Boards, Councils, Committees or Other bodies in the office of Administrative Officer H/West 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 / West & H/East Ward Committee	Councilors of H/West & H/East Ward  President & 1+3 Members	To provides basic amenities to the citizen	Once in months Or As per president's order	NO	Yes	On website

**Sexual Harassment 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
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2	Sexual Harassment Committee  In H/West Ward	President & 4+1 Members	To prevent the Sexual Harassment in H/West Ward		Yes	Yes	Administrative Officer
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**Section 4(1)(b)(ix)**

**Directory of the Officer and Employees**

**PAYSHEET NO:- 5000**

SR NO.	Designation	Name of the Officers/ Employees	Cadre	Dt. Of Joining the post	DT. OF JOINING H/WEST	Contact Details Ph/Fax/ E-mail
1	ASST. COMMISSIONER	VISPUTE VINAYAK V	B	'01.12.2018	'14.11.2019	022-26008636 022-26008637
2	ADMN. OFFICER	DHARASHIVKAR MADHURI N	B	'11.02.1987	'17.09.2019	022-26008636 022-26008637
3	SR. STENO	PRIYA LONDHE	B	'06.11.1996	'19.01.2017	022-26008636 022-26008637
4	CLERK	VACANT	C			

**PAYSHEET NO:- 5002**

SR. NO.	Designation	Name of the Officers/ Employees	Grade	Dt. Of Joining the post	DT. OF JOINING H/WEST	Contact Details Ph/Fax/ E-mail
1	SUB ENG	ANERAO SATISH	B	13.09.2005	15.11.2018	022-26008636
2	SUB ENG.	SACHIN HANAMDHAR	B	22.05.1996	14.01.2021	022-26008636
3	C.O.	KAREKAR MADHURA	C	24.09.1994	28.05.2016	022-26008636
4	CLERK	GAURESH NAKASHE	C	20.10.2007	06.10.2016	022-26008636
6	CLERK	PARDHE SHITAL V.	C	13.04.2012	13.04.2012	022-26008636

**PAYSHEET NO:- 5003**

SR. NO.	Designation	Name of the Officers/ Employees	Grade	Dt. Of Joining	DT. OF JOINING H/WEST	Contact Details Ph/Fax/ E-mail
1	WARD EXE ENG	H. V. JAVEED M. A.	B	01.01.1987	19.07.2016	022-26008636
2	E. E. (B.F)	KADAM MILIND	B	01.01.1996	19.01.2021	022-26008636
3	A.E.	KULKARNI BANDU	B	22.05.1990	19.07.2019	022-26008636
4	A.E.	KARANIA NAMAN	B	21.08.2014	03.02.2021	022-26008636
5	A.E.	THAKAR JAGDISH	B	11.10.1988	23.08.2018	022-26008636
6	SUB ENG.	USHIRKAR BHARAT V.	B	01.01.2008	11.05.2018	022-26008636
7	SUB ENG.	WAGHMARE DHAMMPAL	B	09.11.2011	19.11.2018	022-26008636
8	SUB ENG.	ABDUL MATEEN VALSANGKAR	B	10.02.2011	04.03.2020	022-26008636
9	SUB ENG.	JADHAV VIKRAM	B	07.05.2012	07.11.2019	022-26008636
10	SUB ENG.	MANJAREKAR AKSHAY	B	12.03.2007	06.01.2021	022-26008636
11	JR.ENG	JADHAV KISHOR R.	C	04.10.2013	10.06.2016	022-26008636
12	JR.ENG	GIRI MUKESH.	C	07.05.2012	09.12.2019	022-26008636
13	JR.ENG	GHADI SACHIN Y.	C	22.07.2008	20.06.2016	022-26008636
14	JR.ENG.	BHOKARE ANIKET	C	10.02.2016	30.07.2016	022-26008636
15	JR.ENG.	KUMAVAT ROHAN	C	10.05.2016	11.12.2020	022-26008636
16	JR.ENG.	NIKAM VAIBHAV	C	23.05.2006	18.09.2019	022-26008636
17	JR.ENG.	BHAPKAR KIRAN	C	06.08.2020	06.08.2020	022-26008636
18	JR.ENG	DESAI KRASHANK	C	07.07.2020	07.07.2020	022-26008636
19	JR.ENG	KATARE SUNIL	C	14.07.2020	14.07.2020	022-26008636
20	JR.ENG	POL SHIVRAM	C	21.08.2008	01.06.2019	022-26008636
21	JR.ENG	KSHIRSAGAR SANTOSH	C	06.09.2006	01.06.2019	022-26008636
22	JR.ENG	NAIK VISHWAJEET	C	06.02.2016	19.12.2019	022-26008636
23	JR.ENG.	SHEJAL KISHOR	C	30.07.2016	30.07.2016	022-26008636
24	H C	RASAM PRERENA	C	31.05.1985	24.11.2015	022-26008636
25	H C	ZAGADE RAJESH	C	06.08.1993	13.01.2020	022-26008636
26	JR.STENO	JADHAV SANGEETA	C	05.10.1987	02.04.2016	022-26008636
27	CLERK	BORICHA MUKESH	C	02.01.2010	16.03.2016	022-26008636
28	CLERK	NADKAR SIDDHARTH	C	14.12.2017	27.01.2021	022-26008636
29	CLERK	MAHADIK YASHASWI	C	25.05.2012	25.05.2012	022-26008636
30	CLERK	DOSHI SHUBHA	C	27.08.2009	14.03.2019	022-26008636
31	CLERK	PASHTE PUNAM	C	04.03.2015	04.03.2015	022-26008636
32	CLERK	POKHARKAR SHEKHAR	C	09.11.2015	09.11.2015	022-26008636
33	CLERK	GAIKWAD JYOTI	C	01.06.2015	01.06.2015	022-26008636
34	TEL. OP	SARVADE SHIVNATH	C	22.01.1990	09.04.2015	022-26008636
35	NOTICE CLERK	TAMBE GANGARAM	C	04.06.1981	05.03.2012	022-26008636
36	MUKADAM	KELASKAR CHANDRAKANT	D	01.09.1995	27.11.2015	022-26008636
37	MUKADAM	GHUGE UMESH	D	06.05.1995	13.01.2020	022-26008636
38	PEON	SUMARA JAYESH	D	07.03.2019	07.03.2019	022-26008636
39	PEON	KAMBLE SANGEETA	D	20.12.2019	20.12.2019	022-26008636
40	PEON	SOLANKI MITESH	D	15.06.2015	15.06.2015	022-26008636
41	PEON	BAJI CHETAN	D	05.05.2017	05.05.2017	022-26008636
42	PEON	HATKAR YOGITA	D	05.10.2016	05.10.2016	022-26008636
43	PEON	PALYE SHIVAJI	D	04.10.1990	07.07.2017	022-26008636
44	PEON	BRID TEJAS MOHAN	D	09.07.2015	09.07.2015	022-26008636
45	PEON	WAGH PARESH KESHAV	D	01.08.2015	01.08.2015	022-26008636
46	PEON	RAM SUMAN KAILAS	D	13.08.2015	13.08.2015	022-26008636
47	PEON	AYAZ DAGROO HUSSAIN	D	15.12.1989	10.03.2016	022-26008636
48	PEON	MANDAVKAR RAVINDRA	D	03.01.1989	11.03.2019	022-26008636

49	PEON	SHIRKE SUDHAKAR	D	20.07.2013	20.07.2013	022-26008636
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**PAYSHEET NO:- 5010**

SR NO	Designation	Name of the Officers/ Employees	Grade	Dt. Of Joining the post	Dt. Of Joining the H/West	Contact Details Ph/Fax/ E- mail
1	A.O	THAKUR SANJAY RAMESH	B	'31.12.1991	26.10.2018	022- 26008636
2	HEAD CLERK	SAWANT PRAVIN MARUTI	C	07.03.1988	24.05.2016	022- 26008636
3	CLERK	BORKAR MAHESH SUDHIR	C	15.04.2017	15.04.2017	022- 26008636
4	CLERK	KADAM ASMITA S	C	01.04.2005	27.02.2013	022- 26008636
5	SR. ESTATE INSPECTOR	JYOTIBA KHANDARE	C	04.05.1995	04.02.2021	022- 26008636
6	ESTATE INSPECTOR	SHAIKH MOHD PRARUKH	C	03.07.1997	28.06.2019	022- 26008636
7	ESTATE INSPECTOR	BANDGAR DEODAS PANDURAND	C	06.01.1992	07.08.2013	022- 26008636
8	COLONY OFFICER	LOKHANDE SANJAY DAGDU	B	23.10.1990	06.11.2018	022- 26008636
9	RENT COLLECTOR	BAYES ASHWIN PRAKASH	C	19.07.2006	31.07.2020	022- 26008636
10	RENT COLLECTOR	VACANT	C			022- 26008636
11	PEON	PATHARWAT SUDHA TANAJI	D	15.05.2006	25.06.2019	022- 26008636
12	PEON	KADAM GAUTAM JANU	D	01.07.1990	26.05.2011	022- 26008636

**PAYSHEET NO:- 5012 , 5025**

SR. NO.	Designation	Name of the Officers/ Employees	Grade	Dt. Of Joining the post	H/W Holding	Contact Details Ph/Fax/ E-mail
1	M.O.HEALTH	FUNDE SANJAY DATTATRAY	B	23.03.1997	<b>01.10.2018</b>	022-26008636
2	M.O	WAGHMARE UPALIMITRA H	B	02.06.2011	16.06.2020	022-26008636
3	A.M.O	GAVIT MADHUKAR		<b>15.07.2017</b>	<b>15.07.2017</b>	022-26008636
4	A.M.O	MISHRA NEETA SANJAY	B	07/08/13	<b>24.11.2015</b>	022-26008636
5	HEAD CLERK	GHADIGAONKAR PRERANA C	C	<b>15.12.1987</b>	<b>26.04.2016</b>	022-26008636
6	TYPIST	USHA KHANTARIYA	C	<b>20.05.1996</b>	<b>16.12.2016</b>	022-26008636
7	CLERK	CHAUDHAR ANKUSH RAOSAHEB	C	01/01/05	<b>21.10.2011</b>	022-26008636



8	CLERK	GAVIT MANOHAR C.	C	14/08/2008	14/08/2008	022-26008636
9	CLERK	LONDHE SONALI SACHIN	C	25.08.2008	25.08.2008	022-26008636
10	SANITARY INSP.	INGLE BHARAT SITARAM	C	19.09.1986	07.06.2019	022-26008636
11	SANITARY INSP.	MAURYA RAJKUMAR R	C	08.02.1985	17.12.2018	022-26008636
12	SANITARY INSP.	CHANDRAKANT SANGLE	C	04.11.1991	06.06.2019	022-26008636
13	D.R.K.	PAWAR SUNIL K.	D	09/01/91	18.10.2013	022-26008636
14	D.R.K.	NALAWADE SUNIL KISAN	D	06.02.1990	06.11.2019	022-26008636
15	D.R.K.	SAWANT NEETA SUNIL	D	01.04.2005	18.08.2018	022-26008636
16	D.R.K.	KAMBLE VILAS KANAJI	D	01.09.1988	08.10.2019	022-26008636
17	D.R.K.	GOSAVI MANGESH N.	D	01.04.2005	20.01.2021	022-26008636
18	B.R.K.	GOKHALE MANOJ DIGAMBAR	D	24.12.1990	01.05.2019	022-26008636
19	B.R.K.	DALVI VIKAS NANA	D	01.08.1991	20.08.2018	022-26008636
20	B.R.K.	KAMBLE PRASHANT P	D	12.05.1997	21.08.2018	022-26008636
21	B.R.K.	YADAV RAVINDRA B	D	06.01.1994	25.03.2019	022-26008636
22	PEON	Khadye Prathmesh	D	05.07.2019	05.07.2019	022-26008636
23	PEON	Chawada Kamlesh	D	19.08.2020	20.08.2020	022-26008636
24	PEON	KAMBLE CHANDRAKANT S.	D	07/01/88	04.12.2007	022-26008636
25	DSINFTG SB INSP.	THUPPADA KRISHNA MARIAPPA	D	07.02.1989	12.11.2020	022-26008636
26	LABOURER	KAMBLE VITHAL WAMAN	D	01.06.1970	09.06.2018	022-26008636
27	LABOURER	KUCHEKAR JAYRAM BHIMRAO.	D	06.12.1988	16.04.2015	022-26008636
28	LABOURER	MOHAMMAD HUSAIN PEER MOHD	D	15.07.1995	08.07.2016	022-26008636
29	CEMENTERY ATT.	CHAVAN HARISCHANDRA R	D	01.10.1988	13.03.2019	022-26008636
30	CEMENTERY ATT.	KHEDEKAR NISAR AHMED H	D	05.03.1995	19.03.2019	022-26008636
31	CEMENTERY ATT.	MAHAJAN MAHESH JAGANNATH	D	11.03.2019	11.03.2019	022-26008636
32	CEMENTERY ATT.	KADAM SUNIL GOPAL	D	01.09.1995	25.04.2015	022-26008636
33	CEMENTERY ATT.	PAWAR PRAVIN SAMPAT	D	14.03.2019	14.03.2019	022-26008636
34	CEMENTERY ATT.	BHAMARE RAHUL NILESH	D	15.03.2019	15.03.2019	022-26008636
35	CEMENTERY ATT.	LIYAKAT SAKIR MOHAMMED	D	29.01.2008	23.09.2019	022-26008636
36	SR M.O	TAYDE PREETI P.	B	13.08.1990	31.12.2015	022-26008636
37	M.O.	MOHITE ARATI JAYESH	B	21.11.2008	09.01.2016	022-26008636
38	M.O.	BOUDHANKAR SUCHETA A.	B	14.11.1994	03.03.2004	022-26008636
39	M.O.	CHAFILKAR VARSHA	B	21.04.1999	18.03.2011	022-26008636

		BAL.				
40	M.O.	DEVLEKAR JAYSHREE J.	B	21.04.99	<b>26.08.2014</b>	022-26008636
41	M.O.	DEOGIRKAR DNYANESH CHANDRAKANT	B	<b>25.07.2008</b>	<b>07.01.2016</b>	022-26008636
42	PHARMASIST	JUDY FONSKA E.	C	<b>02.01.1985</b>	<b>22.06.1999</b>	022-26008636
43	PHARMASIST	KAMBLE YUJUVENDRA R.	C	<b>01.12.2011</b>	<b>01.12.2011</b>	022-26008636
44	LAB.TECH.	BHUVAD SARIKA S.	C	07/01/16	07/01/16	022-26008636
45	DRESSER	PARAB KISHOR S.	D	<b>12.01.1988</b>	<b>05.02.1997</b>	022-26008636
46	DRESSER	CHODHARY AMAR C.	D	<b>01.04.2007</b>	<b>02.06.2016</b>	022-26008636
47	LABOURER	KAMBLE GAUTAM B.	D	09/02/85	<b>10.07.2007</b>	022-26008636
48	LABOURER	BHOSALE SUSHIL B.	D	18.09.2008	<b>24.06.2013</b>	022-26008636
49	LABOURER	SHINDE DATTARAM K.	D	18.11.1997	15.01.2021	022-26008636
50	SWEEPER	AMRUT DHOLAKHIA	D	22.03.2018	22.03.2018	022-26008636
51	SWEEPER	RANE MEGHA DATTARAM	D	09/01/95	<b>07.01.2005</b>	022-26008636
52	SWEEPER	PARMAR TARA R.	D	14.06.2001	<b>27.05.2006</b>	022-26008636

**PAYSHEET NO:-G 4381**

SR NO	Designation	Name of the Officers/ Employees	Grade	Dt. Of Joining the Post	DT. OF JOINING H/WEST	Contact Details Ph/Fax/ E- mail
1	DRAINAGE ASST.	JUWALE SANTOSH CHINTAMAN	C	01.10.1987	08.06.2019	022-26008636
2	DRAINAGE ASST.	BHAGAT EKNATH GIRJU	C	02.08.1999	04.02.2021	022-26008636

**PAYSHEET NO:-G 4387**

SR NO	Designation	Name of the Officers/ Employees	Grade	Dt. Of Joining the post	DT. OF JOINING H/WEST	Contact Details Ph/Fax/ E- mail
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1	AE	DHARMA TEJAS PRASANNDAS	B	12.03.2007	08.07.2019	
2	SUB.ENG	PAWAR SANJEEVAN ANANDRAO	B	30.07.1992	01.11.2014	022-26008636
3	SUB.ENG	DESHPANDE AJIT VIJAY	B	03.09.2014	02.01.2017	022-26008636
4	SUB.ENG	KHADKEKAR GOPAL MANOHAR	B	20.09.2019	09.09.2019	022-26008636
5	AO	DAMLE SANDEEP BHALCHANDRA	B	24.11.1988	22.12.2020	022-26008636
6	METER.SUP	GORIWALE SWATI SANDESH	C	06.07.2006	29.01.2019	022-26008636
7	METER.SUP	SAWANT VEENA UMESH	C	07.05.1990	06.07.2018	022-26008636
8	HEAD CLERK		C			022-26008636
9	CLERK	JADHAV SURYODAY MARUTI	C	05.11.2003	12.07.2019	022-26008636
10	CLERK	SHINDE YOGESH BABURAO	C	17.04.2012	17.04.2012	022-26008636
11	CLERK	AJAY GAVIT RAGHUNATH	C	20.11.2013	20.11.2013	022-26008636
12	M.INSP	KARMALKAR SAMBHAJI M	C	02.08.1989	05.10.2018	022-26008636
13	M.INSP	MUNGEKAR ANIL BABU	C	01.07.1986	04.09.2018	022-26008636
14	M.INSP	VACANT	C			022-26008636
15	JR.ENG	SALUNKE PRAVIN S	C	07.04.1997	17.05.2019	022-26008636
16	JR.ENG	DUDHVADKAR PRAVIN J	C	01.09.1998	17.05.2019	022-26008636
17	JR.ENG	BHADANE HRISHIKESH V	C	20.12.2013	20.12.2013	022-26008636
18	PEON	KAMBLE MILIND LADKOJI	D	15.01.1996	07.04.2012	022-26008636
19	PEON	PILLAI SANTOSHKUMAR	D	14.11.1996	14.11.1996	022-26008636
20	PEON	MUDRE MANSI MANOHAR	D	05.10.2010	05.10.2010	022-26008636
21	R.A	SHINGE SURESH Y	D	22.07.1993	10.10.2019	022-26008636

### PAYSHEET NO:-5004,5005,5011

SR. NO.	Designation	Name of the Officers/ Employees	Cadre	Dt. Of Joining the post	Contact Details Ph/Fax/ E-mail
1	LABOURER	SHAIKH MOHAMMED AMIN M.A	D	01/09/1995	022-26008636
2	LABOURER	WAGHMARE NARAYAN JAGANNAT	D	01/09/1995	022-26008636
3	LABOURER	MANDAVKAR PRAKASH BHIKAJI	D	01/09/1995	022-26008636

4	LABOURER	RANDHAVE ASHOK VISHWANATH	D	01/09/1995	022-26008636
5	LABOURER	KAMBLE VISHNU LAXMAN	D	01/09/1995	022-26008636
6	LABOURER	RAJGURU SANJAY LAXMAN	D	01/09/1995	022-26008636
7	LABOURER	SHAIKH MOHAMMED RAFIQUE I.	D	01/09/1995	022-26008636
8	LABOURER	PANDAGALE MAHENDRA UTTAM	D	01/09/1995	022-26008636
9	LABOURER	SHAIKH VALIUDDIN AMINUDDI	D	01/09/1995	022-26008636
10	LABOURER	KAMBLE MAHENDRA VISHNU	D	01/09/1995	022-26008636
11	LABOURER	TRIBHUVAN PRAKASH SUMANT	D	01/09/1995	022-26008636
12	LABOURER	KAZI MUSTAFA BURHANUDDIN	D	01/09/1995	022-26008636
13	LABOURER	SHETTY HARISHKUMAR K.	D	01/09/1995	022-26008636
14	LABOURER	PAWAR NARAYAN RAMCHANDRA	D	01/09/1995	022-26008636
15	LABOURER	MOHITE UTTAM SITARAM	D	01/09/1995	022-26008636
16	LABOURER	MOHITE RAVINDRA KISAN	D	01/09/1995	022-26008636
17	LABOURER	MOHAMMED SALIM MOHAMMED R	D	01/09/1995	022-26008636
18	LABOURER	MARCHANDE SIDDHARTH S.	D	01/09/1995	022-26008636
19	LABOURER	KHANDAGALE BHAGWAN YADAV	D	01/09/1995	022-26008636
20	LABOURER	GAIKWAD SUNIL DADA	D	01/09/1995	022-26008636
21	LABOURER	BAGI AYUB BABU	D	01/09/1995	022-26008636
22	LABOURER	BAMNE PRADEEP DAMODAR	D	01/09/1995	022-26008636
23	LABOURER	AWARE CHANDRAKANT DAMODAR	D	01/09/1995	022-26008636
24	LABOURER	SAPKALE KAILAS GIRIDHAR	D	01/09/1995	022-26008636
25	LABOURER	NIKALJE KUMAR KISAN	D	01/09/1995	022-26008636
26	LABOURER	SAWANT BABAJI NILKANATH	D	01/09/1995	022-26008636
27	LABOURER	RAUT GURUNATH VASUDEV	D	01/09/1995	022-26008636
28	LABOURER	SONAWANE SAMVEL DANİYAL	D	01/09/1995	022-26008636
29	LABOURER	SALVE LAXM AN KERU	D	01/09/1995	022-26008636
30	LABOURER	SALVE RAMESH ARJUN	D	01/09/1995	022-26008636
31	LABOURER	WAGHMARE PAULAS KISAN	D	01/09/1995	022-26008636
32	LABOURER	SONAVANE YESHWANT HARI	D	01/09/1995	022-26008636
33	LABOURER	JADHAV MADHUKAR BALU	D	01/09/1995	022-26008636
34	LABOURER	SAYYED FAROOQ S. GAFOOR	D	01/09/1995	022-26008636
35	LABOURER	CHIPATE RAMESH TANAJI	D	01/09/1995	022-26008636

36	LABOURER	GHADIGAONKAR VASANT S.	D	01/09/1995	022-26008636
37	LABOURER	HAZARE KAMLESH DHONDIRAM	D	12/02/2009	022-26008636
38	LABOURER	THOKAL BALU DAWID	D	12/30/1899	022-26008636
39	LABOURER	BASHIRUDDIN SIRAJUDDIN	D	01/07/1982	022-26008636
40	LABOURER	ADSUL SAHEBRAO BAJIRAO	D	01/07/1982	022-26008636
41	LABOURER	ADSUL SALAM ABDULLA	D	01/12/1984	022-26008636
42	LABOURER	YADAV HARICHARAN C.	D	01/12/1984	022-26008636
43	LABOURER	SOLANKI MANU GOVIND	D	01/12/1984	022-26008636
44	LABOURER	SHAIKH BASHIR SHAIKH M.	D	01/12/1984	022-26008636
45	LABOURER	KADAM SANJAY SHIVRAM	D	01/12/1984	022-26008636
46	LABOURER	SHINGARE BALKRISHNA M.	D	01/12/1984	022-26008636
47	LABOURER	MAGAR SUNIL DAULAT	D	08/10/1985	022-26008636
48	LABOURER	SHAIKH ABDUL AZIZ A. QADIR	D	02/06/1988	022-26008636
49	LABOURER	HARALE PANDURANG WAMAN	D	02/06/1988	022-26008636
50	LABOURER	SONAVANE SURESH DAGDU	D	02/08/1988	022-26008636
51	LABOURER	MOHOMEDJAMIL MOHOMEDKASAM	D	02/08/1988	022-26008636
52	LABOURER	KANDAGVKAR BALI G.	D	01/08/1991	022-26008636
53	LABOURER	SAWANT VILAS SHANTARAM	D	01/08/1991	022-26008636
54	LABOURER	MAETRE RAJENDRA SHANKAR	D	01/10/1991	022-26008636
55	LABOURER	MOHAMED ISAG ABDUL AZIZ	D	02/12/1991	022-26008636
56	LABOURER	DONGRE GAUTAM BANSI	D	01/01/1992	022-26008636
57	LABOURER	MOHITE CHHAYA BAJIRAO	D	01/02/1992	022-26008636
58	LABOURER	WAGHMARE KIRAN VASUDEO	D	04/15/1992	022-26008636
59	LABOURER	PATIL ANIL VASANT	D	04/13/1992	022-26008636
60	LABOURER	JADHAV RAMESH RAMJI	D	07/13/1992	022-26008636
61	LABOURER	GHOTKAR RAMDAS KHANDU	D	01/09/1992	022-26008636
62	LABOURER	KOLI BABU HARISHCHANDRA	D	02/09/1992	022-26008636
63	LABOURER	PABREKAR SHAM BHIKU	D	01/09/1992	022-26008636
64	LABOURER	GHAG PRAKASH ANANT	D	05/12/1992	022-26008636
65	LABOURER	BHISE SANJAI ABAJI	D	01/01/1993	022-26008636
66	LABOURER	ABDUL AHMED ABDUL KADAR	D	01/12/1984	022-26008636
67	LABOURER	ARSUD SUBHASH DANİYAL	D	02/01/1993	022-26008636
68	LABOURER	SHINDE ANAND KRISHNA	D	01/02/1993	022-26008636
69	LABOURER	MULLA MEHBOOB MOHAMMAD H.	D	01/02/1993	022-26008636

70	LABOURER	KATE MAHADEV NAMDEV	D	03/03/1993	022-26008636
71	LABOURER	NIKALJE DINKAR NEMAJI	D	01/03/1993	022-26008636
72	LABOURER	GORULE JAIWANT TUKARAM	D	07/07/1993	022-26008636
73	LABOURER	KHANDAGALE RAJESH DAWLAT	D	07/07/1993	022-26008636
74	LABOURER	TAMBE SUDHAKAR DAJI	D	07/07/1993	022-26008636
75	LABOURER	SHAIKH JAVED HUSEN	D	12/08/1993	022-26008636
76	LABOURER	JADHAV RAJESH RAMCHANDRA	D	07/05/1994	022-26008636
77	LABOURER	RUSHI CHIMANBHAI P.	D	02/04/1994	022-26008636
78	LABOURER	SARFARE NANDKUMAR D.	D	01/09/1995	022-26008636
79	LABOURER	THORAT LUKAS BANSI	D	01/09/1995	022-26008636
80	LABOURER	SUTAR SANJAY UTTAM	D	01/09/1995	022-26008636
81	LABOURER	DHAVADE DATTARAM GOVIND	D	01/09/1995	022-26008636
82	LABOURER	PANGALE VASANT BALARAM	D	01/09/1995	022-26008636
83	LABOURER	IRSHAD AHMED	D	01/09/1995	022-26008636
84	LABOURER	CHODHARI DASHRATH KISAN	D	01/09/1995	022-26008636
85	LABOURER	KUNCHKORVE SUNIL BHIMA	D	01/09/1995	022-26008636
86	LABOURER	KATTI LAXMI TULSIDAS	D	04/01/1996	022-26008636
87	LABOURER	PHASALE KALU VITHAL	D	01/07/1999	022-26008636
88	LABOURER	BAMBERE NAMDEO RAMA	D	02/08/1999	022-26008636
89	LABOURER	GAWARI DATTU BHIWA	D	03/08/1999	022-26008636
90	LABOURER	LAKDE VILAS DATTATRAY	D	01/09/1999	022-26008636
91	LABOURER	KONDKAR VINOD ANANT	D	01/12/1999	022-26008636
92	LABOURER	NADEKAR RAMCHANDRA N.	D	09/02/2000	022-26008636
93	LABOURER	VARTAL MAMDAM DA,PDAR	D	01/04/2005	022-26008636
94	LABOURER	CHAUDHARI MANOJ LAXMAN	D	01/04/2005	022-26008636
95	LABOURER	MISTRI PANDURANG KESHAV	D	01/04/2005	022-26008636
96	LABOURER	SALAVKAR PRAKASH P.	D	01/04/2005	022-26008636
97	LABOURER	RAUT NILESH NARENDRA	D	01/04/2005	022-26008636
98	LABOURER	KARKAR SHIVAJI RAGHQ	D	01/04/2005	022-26008636
99	LABOURER	PINGLE HEMANT RAMBHAU	D	01/04/2005	022-26008636
100	LABOURER	JADHAV RAVINDRA BALU	D	01/04/2005	022-26008636
101	LABOURER	QAZI MOINUDDIN MOHAMMED W.	D	01/04/2005	022-26008636
102	LABOURER	LOHAKARE KISAN DHONDIBA	D	01/04/2005	022-26008636
103	LABOURER	SALVE VIJAY KERU	D	01/04/2005	022-26008636
104	LABOURER	DHAMANKAR SANDEEP ARUN	D	01/04/2005	022-26008636

105	LABOURER	BHARKUNDE SACHIN RAYA	D	04/27/2006	022-26008636
106	LABOURER	PANDEY RAMNARAYAN R	D	08/09/2006	022-26008636
107	LABOURER	PATIL RAJENDRA RAJAI AH	D	08/09/2006	022-26008636
108	LABOURER	GHO GALE ARUN KASHINATH	D	08/27/2007	022-26008636
109	LABOURER	GORE SUNIL DADASO	D	06/19/2008	022-26008636
110	LABOURER	KOKARE MANOHAR RAMCHANDRA	D	06/19/2008	022-26008636
111	LABOURER	PAS HTE TANAJI GURUNATH	D	06/19/2008	022-26008636
112	LABOURER	GARALE VISHWAS BHIMRAO	D	06/19/2008	022-26008636
113	LABOURER	BADE RAJENDRA PARAJI	D	06/21/2008	022-26008636
114	LABOURER	BAMNOLKAR SUNNY SHANKAR	D	06/19/2008	022-26008636
115	LABOURER	PATIL HARSHAD SUDHAKAR	D	06/19/2008	022-26008636
116	LABOURER	SARGAR DADASAHEB VASANT	D	07/19/2008	022-26008636
117	LABOURER	ANSARI ABDUR REHAMAN AL. GR.	D	09/08/2008	022-26008636
118	LABOURER	MOHITE VINOD ANANT	D	09/08/2008	022-26008636
119	LABOURER	PATIL MANGESH SHANTARAM	D	09/08/2008	022-26008636
120	LABOURER	SUPE SUNIL RAMBH AU	D	09/08/2008	022-26008636
121	LABOURER	YADAV SAINATH DASHRATH	D	09/08/2008	022-26008636
122	LABOURER	DUBHELE SURAT MITHU	D	09/08/2008	022-26008636
123	LABOURER	PATIL SUNIL CHANDRAKANT	D	08/29/2008	022-26008636
124	LABOURER	GAWAD NANDUKUMAR TUKARAM	D	12/08/2008	022-26008636
125	LABOURER	PATIL VINOD MADAN	D	12/08/2008	022-26008636
126	LABOURER	BHOIR MILIND JAGANNATH	D	08/13/2008	022-26008636
127	LABOURER	RAUT RAJESH RAGHUNATH	D	09/16/2008	022-26008636
128	LABOURER	BOHIR ASHWIN HARICHANDRA	D	01/11/2008	022-26008636
129	LABOURER	GANGAWANE ANIL RAMDAS	D	01/11/2008	022-26008636
130	LABOURER	GHRAT MAHESH JAGANNATH	D	01/11/2008	022-26008636
131	LABOURER	CHAVAN BALAKNATH SURESH	D	04/11/2008	022-26008636
132	LABOURER	GAIKWAD VINOD RAMESH	D	01/11/2008	022-26008636
133	LABOURER	BARIA HITEN RAMESHBHAI	D	04/11/2008	022-26008636
134	LABOURER	PATIL DEEPAK DAYANAND	D	08/13/2008	022-26008636
135	LABOURER	MALI MANOJ BABAN	D	04/10/2011	022-26008636
136	LABOURER	JAVLE SANTOSH SHRIPATI	D	10/14/2011	022-26008636
137	LABOURER	LENGARE VISHNU JANARDHAN	D	09/24/2011	022-26008636
138	LABOURER	RATHOD PRAKASH NANU	D	09/14/2011	022-26008636

139	LABOURER	KOTEKAR HARI NARAYAN	D	09/24/2011	022-26008636
140	LABOURER	BHANGARE JAGAN SAKHARAM	D	09/14/2011	022-26008636
141	LABOURER	MANE PRASAD YASHWANT	D	09/24/2011	022-26008636
142	LABOURER	SANGALE CHANDRAKANT V.	D	09/24/2011	022-26008636
143	LABOURER	BHVDANE SURESH BABAN	D	09/24/2011	022-26008636
144	LABOURER	PALAVE VINAYAK LAXMAN	D	04/10/2011	022-26008636
145	LABOURER	SONAWANE MADHUKAR BHIKA	D	04/10/2011	022-26008636
146	LABOURER	CHAKOR PANDHARINATH R.	D	04/10/2011	022-26008636
147	LABOURER	PORE MACHINDRA VITTHAL	D	10/14/2011	022-26008636
148	LABOURER	INGALE ANIL SHANKAR	D	04/10/2011	022-26008636
149	LABOURER	JADHAV SAMIR VIJAY	D	05/16/2012	022-26008636
150	LABOURER	SALVE VAIBHAV RAMESH	D	01/10/2012	022-26008636
151	LABOURER	MORE AMAN VIJAY	D	01/01/2014	022-26008636
152	LABOURER	DAHATONDE UPADESH PAVLAS	D	01/09/1995	022-26008636
153	LABOURER	KUNCHIKORVE ANIL NAGAPPA	D	01/09/1995	022-26008636
154	LABOURER	KURTE RAVINDRA ARJUN	D	01/12/1984	022-26008636
155	LABOURER	SHAIKH MOHMED ESMAIL S	D	05/02/1985	022-26008636
156	LABOURER	BAGUL RAOSAHEB NAMDEO	D	04/03/1985	022-26008636
157	LABOURER	KURATE CHANDRAKANT ARJUN	D	01/06/1995	022-26008636
158	LABOURER	TARE HEMANT MUKUND	D	04/28/2010	022-26008636
159	LABOURER	BHAGIT SURESH SITARAM	D	11/21/2011	022-26008636
160	LABOURER	CHAVHAN PRAMOD UTTAM	D	11/21/2011	022-26008636
161	LABOURER	MORE HARESH PRAKASH	D	05/20/2013	022-26008636
162	MASON II	MOHAMED RAFIQ ALIMIYA	D	01/02/1992	022-26008636
163	MISTRY II	KINI MADHUKAR MUKUND	D	01/12/1984	022-26008636
164	MISTRY II	DHAGE RAMESH KUNDLIK	D	01/12/1984	022-26008636
165	MISTRY II	KASARE SIDHARTH DAGDU	D	01/12/1984	022-26008636
166	MISTRY II	SAROKTE MADHAV RAMCHDNRA	D	02/08/1999	022-26008636
167	PLUMBER III	KATAKDHOND RAMESH KHANDU	D	04/09/1995	022-26008636
1687	FITTER III	ABDUL HAMID ABDUL KADAR	D	01/12/1984	022-26008636
169	FITTER III	SHINDE GORAKSHANATH A	D	11/07/1970	022-26008636
170	CARPENTER III	THORAT RATAN SAHADU	D	01/12/1984	022-26008636
171	PAINTER III	KHANDAGALE BHIMRAO P	D	06/10/1990	022-26008636
172	PAINTER III	MORE MUKESH BHAGURAM	D	02/12/1992	022-26008636
173	MUKADAM	YADAV PARASNATH R	D	08/12/1984	022-26008636



174	MUKADAM	BHISE VISHNU MAHADEO	D	01/01/1995	022-26008636
175	MUKADAM	PATEL ROHIT SHANKAR	D	10/06/1992	022-26008636
176	MUKADAM	WAGHMODE SOPAN KISAN	D	11/16/1999	022-26008636
177	HAMAL	SHIRKE ANIL BALARAM	D	01/09/1995	022-26008636
178	LABR-C-WATCHMAN	PILKE KRISHNA VASU	D	01/12/1984	022-26008636
179	LABR-C-WATCHMAN	PAPPU MANCHU	D	01/03/1985	022-26008636
180	LABR-C-WATCHMAN	HONKATE SHASHIKANT T	D	12/19/1984	022-26008636
181	LABR-C-WATCHMAN	OWALE ASHOK BHIMRAO	D	08/10/1985	022-26008636
182	LABR-C-WATCHMAN	SHAIKH RAFIUDDIN TAJUDDIN	D	11/10/1985	022-26008636
183	LABOURER	SONAWANE PAULAS LAXMAN	D	01/09/1995	022-26008636
184	LABOURER	JADHAV SHIVAJI YELLAPA	D	01/09/1995	022-26008636
185	LABOURER	SHINDE SANJAY DEORAM	D	01/09/1995	022-26008636
186	LABOURER	MURAL DILIP YELLAPPA	D	01/09/1995	022-26008636
187	LABOURER	DONGRE SHIVAJI DATTARAM	D	01/09/1995	022-26008636
188	LABOURER	BANE PRAKASH SHANTARAM	D	01/09/1995	022-26008636
189	LABOURER	KADAM ANIL NARAYAN	D	01/09/1995	022-26008636
190	LABOURER	KUNCHIKOR PARSU SUNKAPPA	D	01/09/1995	022-26008636
191	LABOURER	SHAIKH MOHAMMED HANIF K	D	01/09/1995	022-26008636
192	LABOURER	PARKAR NARAYAN VITHAL	D	04/12/1984	022-26008636
193	LABOURER	BHOLE KAUSALYA UMAJI	D	01/12/1984	022-26008636
194	LABOURER	SONAWNE RATAN HARICHANDRA	D	01/07/1988	022-26008636
195	LABOURER	SALVE MACHHINDRA BALBHIM	D	06/09/1988	022-26008636
196	LABOURER	AHEMODDIN HILALUDDIN	D	06/09/1988	022-26008636
197	LABOURER	FARIDUDDIN GULAM MOHAMED	D	08/10/1988	022-26008636
198	LABOURER	TAMBE SHANKAR DHAKTU	D	10/10/1988	022-26008636
199	LABOURER	ABDUL RASHID ABDUL KADAR	D	10/08/1988	022-26008636
200	LABOURER	PAWAR MAHENDRA TUKARAM	D	10/10/1988	022-26008636
201	LABOURER	SONAWNE GAUTAM DHARMANAND	D	08/10/1988	022-26008636
202	LABOURER	BANSODE MILIND RAGHUNATH	D	08/10/1988	022-26008636
203	LABOURER	KARIM KHAN ABDUL KHAN	D	08/10/1988	022-26008636
204	LABOURER	SOLANKI CHUNILAL AMTHA	D	12/10/1988	022-26008636

205	LABOURER	YADAV JAIRAJ SOMA	D	01/11/1988	022-26008636
206	LABOURER	MAGAR ANIL DAULAT	D	09/11/1989	022-26008636
207	LABOURER	GULAM HUSAIN FATTE MOHMED	D	01/11/1989	022-26008636
208	LABOURER	GHODKE ANIL VITHOBA	D	01/11/1989	022-26008636
209	LABOURER	LAD LAXMAN DHANU	D	01/11/1989	022-26008636
210	LABOURER	SALVI MAHENDRA DHONDURAM	D	05/01/1990	022-26008636
211	LABOURER	KUNCHIKORVI NAGENDRA L	D	01/01/1990	022-26008636
212	LABOURER	SONAWANE LAXMAN DHARMA	D	01/01/1990	022-26008636
213	LABOURER	JADHAV PRABHAKAR R	D	01/16/1990	022-26008636
214	LABOURER	SALVE RAFEL KASHINATH	D	04/01/1990	022-26008636
215	LABOURER	JIVA FAROUKH MOHD IBRAHIM	D	03/19/1990	022-26008636
216	LABOURER	SOLANKI KISAN HAMIR	D	06/10/1990	022-26008636
217	LABOURER	WANKHADE DEEPAK A	D	06/10/1990	022-26008636
218	LABOURER	SARODE VITHAL R	D	06/10/1990	022-26008636
219	LABOURER	DHAS BHIMA JANU	D	06/10/1990	022-26008636
220	LABOURER	SOLANKI DEVAJI GOVIND	D	06/10/1990	022-26008636
221	LABOURER	SHEVADE SIDHARTH DHONDIBA	D	03/13/1991	022-26008636
222	LABOURER	GAONKAR BHASKAR MADHUKAR	D	05/07/1991	022-26008636
223	LABOURER	DESAI PRAMOD PANDURANG	D	03/03/1992	022-26008636
224	LABOURER	PAGARE PANDIT SAKHARAM	D	05/08/1992	022-26008636
225	LABOURER	MALVI KIRAN BABOO	D	02/09/1992	022-26008636
226	LABOURER	VENKATESHAN GANESHAN	D	02/09/1992	022-26008636
227	LABOURER	V KUMAR NAIDU	D	01/02/1993	022-26008636
228	LABOURER	JADHAV TULSHIRAM SAKHARAM	D	04/13/1993	022-26008636
229	LABOURER	CHAVAN YASHAVANT SITARAM	D	09/07/1993	022-26008636
230	LABOURER	PALKAR ANIL BHIKU	D	03/07/1993	022-26008636
231	LABOURER	KAMBLE RAMCHANDRA DNYANU	D	05/08/1993	022-26008636
232	LABOURER	PANDIT DIPAK RAGHUNATH	D	02/08/1994	022-26008636
233	LABOURER	MUMBARKAR YUVARAJ P	D	04/07/1994	022-26008636
234	LABOURER	PANCHAL UDAY BALKRISHNA	D	01/09/1995	022-26008636
235	LABOURER	IRFAN NOORMOHAMMAD	D	01/09/1995	022-26008636
236	LABOURER	DESAI HARISHCHANDRA G	D	08/09/1995	022-26008636
237	LABOURER	SONAWANE NIRANJAN D	D	06/19/2008	022-26008636

238	LABOURER	DINKAR TANAJI BHASKAR	D	06/19/2008	022-26008636
239	LABOURER	RATHOD BHARAT PUNAMCHAND	D	06/19/2008	022-26008636
240	LABOURER	JADHAV RAHIDAS SHANKAR	D	06/19/2008	022-26008636
241	LABOURER	MOHITE SHIVAJI DINKAR	D	06/19/2008	022-26008636
242	LABOURER	BAIT ANIL RAMCHANDRA	D	08/29/2008	022-26008636
243	LABOURER	SHELAKI RAMDAS DEU	D	08/30/2008	022-26008636
244	LABOURER	SHELAR KIRAN VITHAL	D	12/31/2008	022-26008636
245	LABOURER	MORE SACHIN BABAN	D	08/13/2008	022-26008636
246	LABOURER	RATHOD PRADIP MADHUKAR	D	11/25/2011	022-26008636
247	LABOURER	KHARAT RAMESH RAMCHANDRA	D	01/03/2012	022-26008636
248	LABOURER	PAWAR SHIVDAS GOVIND	D	01/18/2012	022-26008636
249	LABOURER	AADE DNYANESHVAR MERCHAND	D	01/02/2012	022-26008636
250	LABOURER	ZORE SANDIP JAIRAM	D	07/02/2012	022-26008636
251	LABOURER	DURGAVALI LAXMAN S	D	07/05/2012	022-26008636
252	RD.ROLLER.CLNR	SHAIKH MOHAMED SALIM C	D	01/09/1981	022-26008636
253	D. LABOUR	GOPAJI SURENDRA SHANKAR	D	01.08.1991	022-26008636
253	D.LABOUR	JADHAV SUGANDH RAJARAM	D	04.12.1993	022-26008636
254	D. LABOUR	KAMBLE ARVIND SHANTARAM	D	08/09/1993	022-26008636
257	D.LABOUR	RAJWEL MANIKAM MUTHUSWAMI	D	14.09.1995	022-26008636
258	D.LABOUR	MOHITE UDAY PANDURANG	D	01/09/1995	022-26008636
259	D.LABOUR	CHOUDHARY NAMDEO ANANT	D	01/09/1995	022-26008636
260	D.LABOUR	ADSUL BAPUSAHEB BAJIRAO	D	01/09/1995	022-26008636
261	D.LABOUR	SHINDE DAYANAND UTTAM	D	01/09/1995	022-26008636
263	D.LABOUR	SALVI VIJAY VASANT	D	01/09/1995	022-26008636
	D.LABOURER	SHANKAR GANESH DEVENDRA	D	22.02.2015	022-26008636
270	D.LABOUR	SHAIKH SHARFUDDIN T	D	01/01/1990	022-26008636
	D.LABOUR	GHARAT AJAY K	D	03/12/2017	022-26008636
	D.LABOUR	RAJAPKAR VEENA V	D	18.09.2017	022-26008636
	D.LABOUR	GHOLAP CHANDRAKANT R	D	04/11/1993	022-26008636
274	D.LABOUR	KAMBLI AMIT SHYAMSUNDER	D	09/08/2008	022-26008636
276	D.LABOUR	PATIL SANTOSH RAMESH	D	09/08/2008	022-26008636
277	D.LABOUR	SHINDE SURENDRA VITHOBA	D	09/08/2008	022-26008636
278	D.LABOUR	KHARPUDE MAHESH H	D	09/08/2008	022-26008636
279	D.LABOUR	PANCHAL GANJENDRA	D	09/08/2008	022-26008636

		DATTARAM			
281	D.LABOUR	KOTAWADEKAR MUSTAFA I	D	09/08/2008	022-26008636
282	D.LABOUR	TANWADE VISHAL PUNDLIK	D	01/11/2008	022-26008636
284	D. LABOURER	CHAVAN ANIL SITARAM	D	01/09/1995	022-26008636
285	LABOURER	GUNJAL YUVRAJ KRISHNA	D	14.09.1995	022-26008636
286	LABOURER	KAMBLE BHAGWAN BABU	D	02/11/1992	022-26008636
288	LABOURER	KORI ISHWARDIN BHOLDAS	D	01/09/1995	022-26008636
289	LABOURER	VAITY CHANDRAKANT ANANT	D	01/09/1995	022-26008636
290	LABOURER	GAJAKOSH SANDEEP BALIRAM	D	01/09/1995	022-26008636
295	LABOURER	JATHAR MAHESH RAMESH	D	01/04/2005	022-26008636
296	LABOURER	DUBLE VIJAY RAMCHANDRA	D	01/02/2006	022-26008636
297	LABOURER	GHARAT ANANTA RAGHUNATH	D	01/06/2008	022-26008636
298	LABOURER	SHELKE SANDEEP SHIVRAM	D	09/08/2008	022-26008636
300	LABOURER	PAWAR UMESH DURGA	D	06/11/2008	022-26008636
301	LABOURER	SATPUTE VISHWAS SUKHADEV	D	14.10.2011	022-26008636
303	LABOURER	JADHAV LAXMAN PRALHAD	D	04/10/2011	022-26008636
304	LABOURER	RATHOD ANIL SOMALA	D	24.09.2011	022-26008636
305	LABOURER	DUSA DURGAPRASAD NARAYANA	D	01/11/2011	022-26008636
306	LABOURER	TARGE PRAKASH MURLIDHAR	D	21.11.2011	022-26008636
307	LABOURER	PEDHAVI UMESH GOPAINATH	D	15.12.2011	022-26008636
309	LABOURER	WAGHMARE RAJENDRA NATHA	D	01/12/1995	022-26008636
		<b>PAYSHEET NO:-G 4388</b>			022-26008636
314	CHAVIWALA	BHOIR VISHNU KASHINATH	D	27.01.1999	022-26008636
320	FITTER-II	GOSAVI VISHWANATH K	D	03.05.1994	022-26008636
323	FITTER-II	SHAIKH RAFIQUE M S	D	01.09.1995	022-26008636
324	FITTER-II	KALAMBE DATTU KISAN	D	01.09.1995	022-26008636
325	FITTER-II	GAWDE RAVINDRA L	D	01.09.1995	022-26008636
326	FITTER-II	YADAV BALWANT D	D	11.11.1982	022-26008636
327	FITTER-II	YADAV SHIVKUMAR R	D	05.05.1992	022-26008636
328	FITTER-II	POTKULE SANTOSH T	D	15.04.1998	022-26008636
329	SLUICEMAN	BABAR RAJESH MUKUND	D	01.06.1994	022-26008636
330	SLUICEMAN	BHAGAN DILIP BABLYA	D	01.11.1991	022-26008636
332	SLUICEMAN	SHIRKE SUBHASH V	D	02.01.1993	022-26008636
333	SLUICEMAN	JADHAV PRAVIN B	D	01.09.1995	022-26008636

337	SLUICEMAN	SHIVAGAN SUNIL T	D	08.12.1986	022-26008636
339	MUKADAM	KHARATE AJITRAO J	D	04.12.1993	022-26008636
340	MUKADAM	KOKATE SUHAS B	D	08.01.1990	022-26008636
341	MUKADAM	MOHITE VIJAY K	D	01.09.1995	022-26008636
342	MISTRY II	KADU DATTA N	D	01.12.1999	022-26008636
343	LABOURER	BAMNIYA GOVIND M	D	02.09.1991	022-26008636
345	SLUICEMAN	GAMARE ANIL R	D	02.12.1992	022-26008636
346	MUKADAM	GHAG VIJAY R	D	03.11.1982	022-26008636
348	LABOURER	JAMDHADE RAVINDRA B	D	01.09.1995	022-26008636
349	MUKADAM	PAWAR VILAS V	D	01.03.1993	022-26008636
352	LABOURER	TAMBE SUNIL LAXAMN	D	11.08.1993	022-26008636
354	MUKADAM	MOHAMMED SHAHID A K	D	01.09.1995	022-26008636
355	LABOURER	SHAIKH AZAM NOOR M	D	01.09.1995	022-26008636
356	SLUICEMAN	ROKADE ANAND B	D	01.09.1995	022-26008636
357	LABOURER	KHAN FIROZ YAKUB	D	01.09.1995	022-26008636
359	SLUICEMAN	VAID SAMESINGH S	D	01.09.1998	022-26008636
360	LABOURER	PAWALE RAJENDRA M	D	01.04.2005	022-26008636
361	SLUICEMAN	GARALE MARUTI SHIVAJI	D	19.06.2008	022-26008636
362	LABOURER	MOKAL SUNIL SURESH	D	19.06.2008	022-26008636
363	LABOURER	CHAVAHAN RANJIT V	D	19.06.2008	022-26008636
365	LABOURER	KAMBLE VIJAYANAND Y	D	23.09.2008	022-26008636
367	LABOURER	PATIL BHAU NASHIK	D	08.11.2008	022-26008636
369	LABOURER	JADHAV SANTOSH W	D	08.11.2008	022-26008636
371	LABOURER	GHARAT DINESH M	D	08.11.2008	022-26008636
372	LABOURER	PATIL SANTOSH VASANT	D	07.11.2008	022-26008636
373	SLUICEMAN	DESHMUKH RAJENDRA H	D	18.11.2009	022-26008636
374	LABOURER	MANE NITIN GANGADHAR	D	14.09.2011	022-26008636
375	LABOURER	YENDHE NILESH D	D	14.09.2011	022-26008636
376	LABOURER	DHOLAM RAKESH Y	D	14.09.2011	022-26008636
377	LABOURER	SAKPAL SANDEEP V	D	14.09.2011	022-26008636
378	LABOURER	DIGHE BHAUSAHEB M	D	14.09.2011	022-26008636
379	LABOURER	MUNDEKAR SANDEEP R	D	14.09.2011	022-26008636
380	LABOURER	HANDE UTTAM D	D	24.09.2011	022-26008636
381	LABOURER	SUTAR DEVENDRA G	D	24.09.2011	022-26008636
382	LABOURER	MANE SANDEEP L	D	24.09.2011	022-26008636
383	LABOURER	PATIL MAHESH DATTU	D	24.09.2011	022-26008636

384	LABOURER	SHINDE SACHIN R	D	24.09.2011	022-26008636
385	LABOURER	MALKAR PRAVIN J	D	24.09.2011	022-26008636
386	LABOURER	SUPE DNYANESHWAR S	D	24.09.2011	022-26008636
387	LABOURER	CHAVAN SACHIN S	D	24.09.2011	022-26008636
388	LABOURER	GHERADE ANESH D	D	04.10.2011	022-26008636
389	LABOURER	VICHARE NITIN S	D	04.10.2011	022-26008636
390	LABOURER	CHAVAN DHONDU C	D	04.10.2011	022-26008636
391	LABOURER	WAGHMARE AJIT J	D	04.10.2011	022-26008636
392	LABOURER	KADAM SANTOSH S	D	04.10.2011	022-26008636
393	LABOURER	GAWAND PRANAY N	D	14.10.2011	022-26008636
394	LABOURER	SONURE BIRA S	D	14.10.2011	022-26008636
395	LABOURER	KOLI ASISH C	D	14.10.2011	022-26008636
396	LABOURER	GHANEKAR VINOD G	D	14.10.2011	022-26008636
397	LABOURER	GAIKWAD RAMESH M	D	14.10.2011	022-26008636
398	LABOURER	RANE GAJANAN B	D	14.10.2011	022-26008636
399	LABOURER	JADHAV GANESH R	D	04.10.2011	022-26008636
400	LABOURER	CHINDARKAR RAKESH P	D	04.10.2011	022-26008636
402	LABOURER	KAMBLE SACHIN G	D	07.12.2011	022-26008636
403	LABOURER	SANAP SADASHIV T	D	09.12.2011	022-26008636
405	LABOURER	KHOKALE KHANDU R	D	14.01.2012	022-26008636
407	LABOURER	KAMBLE DAYANAND S	D	17.04.2012	022-26008636
408	LABOURER	GAIKWAD NARAYAN V	D	04.01.2013	022-26008636
409	LABOURER	RATHOD MANOHAR H	D	07/12/12	022-26008636
410	LABOURER	JADHAV RAJENDRA N	D	26.12.2017	022-26008636
411	LABOURER	DIAS STENI B	D	07.07.2007	022-26008636
412	LABOURER	PAWAR KHUSHWANT S	D	12/02/18	022-26008636
413	LABOURER	KOKATE UTTAM L	D	03/01/19	022-26008636
414	LABOURER	BORASE SACHIN A	D	03/01/19	022-26008636
415	LABOURER	NANDANWAR PAWAN P	D	03/01/19	022-26008636
416	LABOURER	SHIKALGAR IMTIYAJ D	D	03/01/19	022-26008636
417	LABOURER	THOMBRE SHNEHA A	D	23.01.2019	022-26008636
418	LABOURER	KHARAT GANESH L	D	28.01.2019	022-26008636
419	LABOURER	CHAUDHARI RAJASHRI D	D	28.01.2019	022-26008636
420	LABOURER	GHRAT MANALI K	D	12/02/19	022-26008636
421	LABOURER	RATHOD SUDARSHAN	D	29.12.2011	022-26008636
		<b>PAYSHEET NO:-G 4383</b>			022-26008636

412	MUKADAM	ADSULE MAHENDRA T	D	04.08.1993	022-26008636
413	MUKADAM	ANDEWAR BHARAT L	D	16.01.1990	022-26008636
414	MUKADAM	AUSARMAL BALU C	D	03.05.1993	022-26008636
415	MUKADAM	GHODKE RAMESH R	D	02.08.1988	022-26008636
416	MUKADAM	JADHAV JANARDAN R	D	06.10.1992	022-26008636
417	MUKADAM	KUBAL RAM A	D	04.12.1993	022-26008636
418	MUKADAM	KADAM VILAS K	D	01.09.1995	022-26008636
419	MUKADAM	YADAV VINOD H	D	01.09.1995	022-26008636
420	MUKADAM	BHOSALE MOHAN T	D	01.09.1995	022-26008636
421	MUKADAM	JADHAV ANIL K	D	01.09.1995	022-26008636
422	MUKADAM	BHOGWAL SURESH S	D	01.09.1995	022-26008636
423	MUKADAM	YADAV RAMPRASAD G	D	12.11.1993	022-26008636
424	LABOUR	PARAS RAM VILAS	D	01.09.1995	022-26008636
425	LABOUR	SHIKRE SITARAM S	D	05.09.1995	022-26008636
426	LABOUR	KASARE SHARAD K	D	01.09.1995	022-26008636
427	LABOUR	MAGAR RAMESH M	D	01.09.1995	022-26008636
428	LABOUR	THOKAL SUBHASH D	D	01.09.1995	022-26008636
429	LABOUR	SONAWANE MAHENDRA B	D	12.30.1899	022-26008636
430	LABOUR	MALDAR SALIM Y	D	01.09.1995	022-26008636
431	LABOUR	POL RAMESH S	D	01.09.1995	022-26008636
432	LABOUR	DUKHANDE SOMAJI R	D	01.09.1995	022-26008636
433	LABOUR	SALVE RAJU B	D	01.09.1995	022-26008636
434	LABOUR	MANE RAMESH S	D	01.09.1995	022-26008636
435	LABOUR	MODAK SHRIKANT A	D	01.09.1995	022-26008636
436	LABOUR	SOMARDE HANUMANT B	D	01.09.1995	022-26008636
437	LABOUR	DHAGE RAVINDRA A	D	01.09.1995	022-26008636
438	MUKADAM	YADAV ANANT H	D	01.08.1988	022-26008636
439	LABOURE	BAGDI ANKUSH M	D	01.04.2005	022-26008636
440	LABOUR	KUNCHIKORVE VYKENTESH T	D	12.30.1899	022-26008636
441	LABOUR	MUNDE OM GOMA	D	12.30.1899	022-26008636
442	LABOUR	THAKUR AMOL P	D	12.08.2008	022-26008636
443	LABOUR	KOTHEKAR DINESH B	D	09.08.2008	022-26008636
444	LABOUR	REDKAR AJAY M	D	12.30.1899	022-26008636
445	LABOUR	PATIL NITIN K	D	12.30.1899	022-26008636
446	LABOUR	MAKWANA MAGAN B	D	12.30.1899	022-26008636
447	LABOUR	ALKUNTE ANIL M	D	12.30.1899	022-26008636

448	LABOUR	MALDAR IMRAN S	D	01.10.2012	022-26008636
449	LABOUR	PATIL KUNDLIK M	D	12.30.1899	022-26008636
450	LABOUR	GHARE VISHNU B	D	12.30.1899	022-26008636
451	LABOUR	JANGALE UDAY Y	D	04.10.2011	022-26008636
452	LABOUR	KARKHELE BHAGWAT R	D	12.30.1899	022-26008636
453	LABOUR	BELDAR RAVINDRA A	D	12.30.1899	022-26008636
454	LABOUR	BOBADE MANGESH V	D	04.10.2011	022-26008636
455	LABOUR	PATIL NARAYAN N	D	12.30.1899	022-26008636
456	LABOUR	MAHADKAR DILIP D	D	12.30.1899	022-26008636
457	LABOUR	DHONGADE ARJUN M	D	12.30.1899	022-26008636
458	LABOUR	KHAIRE BHAGWAT B	D	12.30.1899	022-26008636
459	LABOUR	AHIRE MAYA H	D	12.30.1899	022-26008636
460	LABOUR	BANAIT BHAGYASHRI T	D	10.01.2019	022-26008636
461	LABOUR	PAWAT AMRUTA C	D	10.01.2019	022-26008636
462	LABOUR	SONAWANE MEGHA M	D	08.02.2019	022-26008636
463	LABOUR	KALEKAR SHASHIKANT R	D	07.03.2019	022-26008636
464	LABOUR	JAGTAP GANESH A	D	10.07.2019	022-26008636
465	LABOUR	BHOSALE PALLAVI S	D	11.07.2019	022-26008636
466	LABOUR	SHELAR ASHWINI A	D	11.07.2019	022-26008636
467	LABOUR	GHADHE DEEPAK B	D	11.07.2019	022-26008636

**PAYSHEET NO:-G 5007**

SR No	POST	NAME OF EMPLOYEE	Cadre	DOJ	
	Drain Cleaner	GOPAJI SURENDRA SHANKAR	D	01.08.1991	022-26008636
	Drain Cleaner	JADHAV SUGANDH RAJARAM	D	04.12.1993	022-26008636
	Drain Cleaner	KAMBLE ARVIND SHANTARAM	D	14.09.1995	022-26008636
	Drain Cleaner	RAJWEL MANIKAM MUTHUSWAMI	D	01.09.1995	022-26008636
	Drain Cleaner	MOHITE UDAY PANDURANG	D	01.09.1995	022-26008636
	Drain Cleaner	CHOUDHARI NAMDEO ANANT	D	01.09.1995	022-26008636
	Drain Cleaner	ADSUL BAPUSAHEB BAJIRAO	D	01.09.1995	022-26008636
	Drain Cleaner	SHINDE DAYANAND UTTAM	D	01.09.1995	022-26008636



	Drain Cleaner	SALVI VIJAY VASANT	D	01.09.1995	022-26008636
	Drain Cleaner	SHAIKH SHARFUDDIN T	D	01.01.1990	022-26008636
	Drain Cleaner	KAMBLE BHAGWAN BALU	D	02.11.1992	022-26008636
	Drain Cleaner	KAMBLI AMIT SHYAMSUNDAR	D	09.08.2008	022-26008636
	Drain Cleaner	PATIL SANTOSH RAMESH	D	09.08.2008	022-26008636
	Drain Cleaner	SHINDE SURENDRA VITHOBA	D	09.08.2008	022-26008636
	Drain Cleaner	KHARPUDE MAHESH H	D	09.08.2008	022-26008636
	Drain Cleaner	PANCHAL GAJENDRA DATTARAM	D	09.08.2008	022-26008636
	Drain Cleaner	KOTAWADEKAR MUSTAFA I	D	29.08.2008	022-26008636
	Drain Cleaner	TANWADE VISHAL PUNDLIK	D	01.11.2008	022-26008636
	Drain Cleaner	PAWAR UMESH DURGA	D	06.11.2008	022-26008636
	Drain Cleaner	TARGE PRAKASH MURLIDHAR	D	21.11.2011	022-26008636
	Drain Cleaner	PEDHAVI UMESH GOPAINATH	D	15.12.2011	022-26008636
	Drain Cleaner	DEVENDRA SHANKAR GANESH	D	22.02.2015	022-26008636
	Drain Cleaner	RAJAPKAR VEENA VILAS	D	18.09.2017	022-26008636
	Drain Labourer	CHAVAN ANIL SITARAM	D	01.09.1995	022-26008636
	Drain Labourer	GHOLAP CHANDRAKANT R	D	04.11.1993	022-26008636
	Drain Labourer	GUNJAL YUVRAJ KRISHNA	D	14.09.1995	022-26008636
	Drain Labourer	KORI ISHWARDIN BHOLDAS	D	01.09.1995	022-26008636
	Drain Labourer	VAITY CHANDRAKANT ANANT	D	01.09.1995	022-26008636
	Drain Labourer	WAGHMARE RAJENDRA NATHA	D	01.12.1995	022-26008636
	Drain Labourer	GAJAKOSH SANDEEP BALIRAM	D	01.09.1995	022-26008636
	Drain Labourer	JATHAR MAHESH RAMESH	D	01.04.2005	022-26008636
	Drain Labourer	DUBLE VIJAY RAMCHANDRA	D	01.02.2006	022-26008636
	Drain Labourer	GHARAT ANANTA RAGHUNATH	D	19.06.2008	022-26008636
	Drain Labourer	SHELKE SANDEEP SHIVRAM	D	09.08.2008	022-26008636
	Drain Labourer	SATPUTE VISHWAS SUKHADEV	D	14.10.2011	022-26008636

	Drain Labourer	JADHAV LAXMAN PRALHAD	D	04.10.2011	022-26008636
	Drain Labourer	RATHOD ANIL SOMLA	D	24.09.2011	022-26008636
	Drain Labourer	DUSA DURGAPRASAD NARAYANA	D	21.11.2011	022-26008636
	Drain Labourer	GHARAT AJAY KASHINATH	D	03.11.2017	022-26008636

**Section 4 (1) (b) (x)  
Manual No. X  
Year – 2021-22**

**The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations.**

The details information regarding total Salaries of Officers/ Staff/ Workers has been given in section Section 4 (1) (b) (ix)

**Due to economy measures, no overtime payment of be granted to the staff excluding staff on emergency duty. Overtime payment is being granted to the post of cemetery attendance in Heath Department and to the staff of Water Department appointed on Emergency Duty.**

**Section 4(1)(b)(xi)**

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

**Format A current year 2021-22**

SR.NO	Budget Head Description	Grand Received	Planned use	Remarks
1	'A' Budget	300309336.52	55420806.25	NIL
2	B' Budget	13098000	11583029	NIL
3	'G' Budget	103721000	50420353	NIL

**Format B Previous year 2020-21**

SR.NO	Budget Head Description	Grand Received	Grand Utilized	Grand Surrender	Result
1	'A' Budget	532428096.43	34883105.38	NIL	
2	B' Budget	14694031	10815446	NIL	
3	'G' Budget	87544000	50619338.26	NIL	

**Section 4(1)(b)(xii)**

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

-----Nil-----

**Section 4(1)(b)(xiii)**

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

-----Nil-----

**Section 4(1)(b)(xiv)**

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

<b>Sr. No.</b>	<b>Type of Documents file/Register</b>	<b>Sub Topic</b>	<b>In which Electronic Format it is kept</b>	<b>Person in Charge</b>
1	R.T.I. MANUALS 2021-22		MS-WORD	Administrative Officer
2.	Quarterly Report (Vacant Post)		MS-WORD	Administrative Officer

**Section 4(1)(b)(xv)**

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

Types of facilities-

- Information about facilities for inspection of record.

<b>Sr. No.</b>	<b>Type of Facility</b>	<b>Timings</b>	<b>Procedure</b>	<b>Location</b>	<b>Peron in Charge</b>
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.	Administrative officer Asst. Commissioner H/W ward' Saint Martin Road, Bandra (Mumbai) - 400050	Administrative officer Asst. Commissioner H/W ward' Saint Martin Road, Bandra (Mumbai) - <b>400050</b>

**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/West 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.	MADHURI DHARASHI VKAR	Administrative officer	H/West Ward	Administrative Officer H/W ward' Saint Martin Road, Bandra (Mumbai) - 400050.  022-26008636 Ex.401	adminofficer01.hw@mcgm.gov.in	Administrative officer Asst. Commissioner H/W ward' Saint Martin Road, Bandra (Mumbai) - 400050  Ph.022-26008636

**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.	Shri. VINAYAK VISPUTE	V. Assistant commissioner	H/West Ward	Administrative officer	adminofficer01.hw@mcgm.gov.in

**Section 4(1)(b)(xvii)**

**Other Information**

**Post Status up to 31.03.2021**

<b>Sr. No</b>	<b>Designation</b>	<b>Scheduled post</b>	<b>Filled post</b>	<b>Vacant post</b>
1)	Assistant commissioner	1	1	NIL
2)	Administrative Officer	1	1	NIL
3)	Complaint Officer	1	NIL	1
4)	Asst. Engineer	4	4	NIL
6)	Sub Engineer	6	9	NIL
7)	Jr. Engineer	26	7	1
8)	Head Clerk	6	6	NIL
9)	Junior overseer	1	NIL	NIL
10)	Telephone Opt.	2	1	1
11)	Notice Karkun	1	1	NIL
12)	Typist	2	2	NIL
13)	Store clerk	1	1	NIL
14)	clerk	33	29	4
15)	Mukadam	10	4	6
16)	Peon	18	15	3
18)	Rent Supervisor	1	NIL	1
19)	R.C (Estate)	4	3	1
	R.C (Slum)	3	2	1
20)	Colony Officer	1	NIL	1
22)	Record Attendant	1	1	NIL
23)	Rent Reg.Clerk	1	1	NIL
23)	Sr. Medical Officer	1	1	NIL

24)	Medical Officer	1	1	NIL
25)	Medical Officer	01	01	NIL
26)	Asst. Medical Officer	02	02	NIL
27)	Pharmacist	8	4	4
28)	Sr. Pharmacist	01	1	NIL



## बृहन्मुंबई महानगरपालिका

प्रपत्र - अ

FORM - A

स्वयंमूल्य निर्धारण प्रपत्र

Self Assessment Form

(कालावधी पासून पर्यंत)

(Period from to)

- १) नांव : .....  
Name :
- २) अ) खाते/विभाग : .....  
a) Department/Ward  
ब) सध्याचे पद : .....  
b) Present Post  
क) सध्याच्या किंवा तत्सम पदावरील  
एकूण सेवा कालावधी : वर्ष महिने  
c) Length of service in the Year Months  
present of similar post
- ३) यावर्षी / कालावधी नेमून दिलेली : .....  
कामे त्यांची उद्दिष्टे (असल्यास)  
आणि पार पाडलेली कामे  
The work allotted with targets .....  
fixed (if any) and work done .....  
during the year/period.
- ४) यावर्षी / कालावधीत केलेली उल्लेखनिय : .....  
अशी महत्वाची व वैशिष्टपूर्ण कामे  
(उद्दिष्टे असल्यास त्यासह)  
The Significant, important and .....  
noteworthy work done during the .....  
year/period (with targets if any)

मुंबई :  
Mumbai(कर्मचाऱ्याची स्वाक्षरी)  
(Signature of employee)दिनांक :  
Date :

प्रतिवेदन अधिकाऱ्याचे अभिप्राय  
Remarks of the Reporting Officer

१. आपण मागील पृष्ठावरील सदर कर्मचाऱ्याच्या स्वयंमूल्यमापनाशी सहमत आहात काय ?

1. Whether you agree with the Self assessment of the employee

२. नसल्यास त्याची कारणे :  
2. If not, state the reasons

दिनांक :  
Date :

प्रतिवेदन अधिकाऱ्याची सही  
(Signature of the Reporting Officer)

नांव : \_\_\_\_\_

Name : \_\_\_\_\_

पदनाम : \_\_\_\_\_

Designation : \_\_\_\_\_

दिनांक : \_\_\_\_\_

Date : \_\_\_\_\_

## परिशिष्ट - ब

## स्वयंमुल्यनिर्धारण अहवाल लिहिणाऱ्या अधिकाऱ्यांना / कर्मचाऱ्यांना सूचना

- जर उद्दिष्टे ठरवून देण्यात आली असतील तर ती उद्दिष्टे सर्वसाधारण सूचनांनुसार अथवा विशेष सूचनांनुसार ठरवून देण्यात आली होती की आपापसातील चर्चेनुसार ठरविण्यात आली होती.
- सर्व दैनंदिन कामाची यादी येथे देऊ नये. फक्त ठळक, वैशिष्ट्यपूर्ण व उल्लेखनीय कामगिरीचा उल्लेख करावा. (उद्दिष्टे ठरवून देण्यात आली असल्यास उद्दिष्टांचा संदर्भ देऊन) संदिग्ध विधाने टाळावीत व नेमके विधान करावे.
- तुमच्या कामगिरीबाबतचे तुमचे अभिप्राय दिलेल्या जागेवढेच मर्यादित ठेवावेत. काहीही सहपत्रे त्यास जोडू नयेत. ती गोपनीय अहवालाच्या नस्तीत ठेवली जाणार नाहीत व कर्मचाऱ्यास परत करण्यात येतील.
- मी "माझ्या वरिष्ठांचे समाधान/पूर्ण समाधान होईपर्यंत काम केले" किंवा "वरिष्ठांनी माझं काम नावाजले" अशी किंवा अशा सारखी विधाने करू नयेत. अशी विधाने केल्यास ती दुर्लक्षित करण्यात येतील.
- स्वयंमुल्य निर्धारण अहवाल अर्ध्या पानातच लिहावा.
- स्वयंमुल्य निर्धारण अहवाल अधिकारी/कर्मचारी यांनी त्यांना प्राप्त झाल्यापासून १५ दिवसांच्या आत प्रतिवेदन अधिकाऱ्याकडे द्यावा.

## प्रतिवेदन अधिकाऱ्यांना सूचना

- गोपनीय अहवाल लिहिताना कर्मचाऱ्यांने लिहिलेला स्वयंमुल्य निर्धारण अहवाल विचारात घ्यावा व तसा तो घेतला गेला असल्याचा विशिष्ट उल्लेख गोपनीय अहवालात करण्यात यावा.
- वरील सूचना क्रमांक ६ अनुसार स्वयंमुल्यनिर्धारण अहवाल प्राप्त न झाल्यास प्रतिवेदन अधिकारी स्वतः गोपनीय अहवाल लिहू शकेल.
- प्रतिवेदन अधिकाऱ्यांनी गोपनीय अहवालांच्या प्रपत्रात दिलेल्या पर्यायांपैकी एक पर्याय निवडून त्या भोवती वर्तुळ करावे. उदाहरणार्थ अ. क्र. ४ उद्योगप्रियता व कार्यतत्परता या समोर उत्कृष्ट असे शेरे द्यावयाचे असल्यास ते खालीलप्रमाणे देण्यात यावेत.

अत्युकृष्ट

उत्कृष्ट

चांगले

साधारण

साधारणपेक्षा कमी

४. (अ) गोपनीय अहवालांच्या प्रपत्रातील बाब क्र. ३, ९, १०, ११ व १८ या समोरील शेरे, तसेच प्रतवारी स्वतःच्या हस्ताक्षरात लिहावी.

(ब) प्रतवारी नमूद करताना ती अहवालातील रकान्यासमोरील अभिप्रायाशी मिळती जुळती राहिल याची दक्षता घ्यावी.

## पुनर्विलोकन अधिकाऱ्यांना सूचना

- अधिकारी / कर्मचारी यांच्या कामाबाबतची प्रतवारी लिहावी.
- प्रतवारी नमूद करताना ती अहवालातील रकान्यासमोरील अभिप्रायाशी मिळती जुळती राहिल याची दक्षता घ्यावी.

## प्रपत्र - ब

अधिकाऱ्यांची / कर्मचाऱ्यांची सर्वसाधारण योग्यता व चारित्र्य यासंबंधी अभिप्राय.  
Estimate of General Ability and Character of Officers / Employees.

१) (अ) नाव	:	श्री/श्रीमती/कुमारी
1) (A) Name	:	Shri/Smt./Kum.
(ब) खाते/विभाग/संस्था	:	
(B) Deptt./Ward/Institute	:	
(क) वेतन/वेतनश्रेणी	:	
(C) Pay/Grade	:	
२) प्रतिवेदनाचा कालावधी	:	पासून दिवस महिना वर्ष पर्यंत दिवस महिना वर्ष
2) Period of Report	:	From Date Month Year To Date Month Year
३) धारण केलेले पद/पदे	:	
3) Post/Post held	:	
४) उद्योगप्रियता व कार्यतत्परता	:	अत्युत्कृष्ट उत्कृष्ट चांगले साधारण साधारणपेक्षा कमी
4) Industry & Application	:	Outstanding Very Good Good Average Below Average
५) हाताखालील कर्मचाऱ्याकडून काम करून घेण्याची क्षमता	:	अत्युत्कृष्ट उत्कृष्ट चांगले साधारण साधारणपेक्षा कमी
5) Capacity to get work done by subordinates.	:	Outstanding Very Good Good Average Below Average
६) सहकारी व जनता यांच्याशी असलेले संबंध	:	सहकार्याचे सांजऱ्याचे मदतीचे उदासीन अमैत्रीपूर्ण
6) Relations with colleagues and public	:	Cooperative Courteous Helpful Indifferent Unfriendly
७) सर्वसाधारण बुद्धीमत्ता	:	अतिशय बुद्धीमान बुद्धीमान हुशार साधारण मंदबुद्धि
7) General Intelligence	:	Very brilliant Brilliant Intelligent Average Dull
८) चिर्णयशक्ती, उपक्रमशीलता व धडाडी यासह कार्यक्षमता	:	अत्युत्कृष्ट उत्कृष्ट निश्चित चांगले चांगली
8) Administrative ability including judgement initiative and drive	:	Outstanding Very good Positively good Good
९) तांत्रिक कार्यक्षमता (संबंधित असेल तेथे)	:	साधारण साधारणपेक्षा कमी
9) Technical professional ability (Where relevant)	:	Average Below Average
१०) विशेष कल	:	
10) Special Attitude	:	
११) सचोटी व चारित्र्य	:	
11) Integrity & Character	:	
१२) प्रदान करण्यात आलेल्या शक्तीचा पूर्णपणे वापर करतात काय ?	:	होय अंशतः नाही
12) Whether powers delegated are fully utilised ?	:	Yes Partly No.
१३) पदोन्नतीसाठी पात्रता	:	अयोग्य ज्येष्ठतेनुसार योग्य त्वरित बदतीसाठी योग्य
13) Fitness for Promotion	:	Unfit Fit in normal course (according to seniority) Fit for accelerated Promotion
१४) प्रशिक्षणासाठी आवश्यक क्षेत्र	:	येथे आवश्यक त्या क्षेत्राचा उल्लेख करावा.
14) Areas of training required	:	
१५) प्रकृतिमान	:	चांगले नाही चांगले उत्कृष्ट
15) State of Health	:	Not Good Good Very Good

१६) क्षेत्रीय स्तरावर काम करण्याची योग्यता	:	आहे	नाही	संबंधित नाही
16) Fitness for field work	:	Yes	No	Not relevant
१७) संगणकावर काम करण्याची आवड	:	आहे	नाही	दिसून आली नाही
17) Willingness to work on computer	:	Yes	No	Not seen.
१८) सर्वसाधारण मूल्यमापन	:			
18) General Assessment	:			
१९) प्रतवारी (हाताने लिहावी)	:	अ+ अत्युत्कृष्ट	अ उत्कृष्ट	ब चांगला
19) Grading (Write in handwriting)	:	A+Outstanding	A very good	B Good
		ब - साधारण	क साधारणपेक्षा कमी	
		B - Average	C Below Average	
		(M)		

ठिकाण :-  
Place

प्रतिवेदन अधिकाऱ्याची सही  
नाव व पदनाम  
Signature, Name and Designation  
of the Reporting Officer

दिनांक :-  
Date :-

पुनर्विलोकन अधिकाऱ्याचे अभिप्राय  
Remarks of the Reviewing Officer

- पुनर्विलोकन अधिकाऱ्याच्या हाताखालील सेवावधी :  
1. Length of Service under Reviewing Officer
- आपण प्रतिवेदन अधिकाऱ्याशी सहमत आहात (सहमत नसल्यास कुठल्या अभिप्रायाशी सहमत नाही हे विनिर्दिष्टपणे नमूद करावे) की त्यांच्या मूल्यमापनामध्ये काही फेरफार करण्याची किंवा भर घालण्याची आपली इच्छा आहे ?  
2. Do you agree with the Reporting Officer (If not state specifically the remarks with which you do not agree) or do you wish to modify or add to his assessment ?
- प्रतवारी (हाताने लिहावी) : अ+ अत्युत्कृष्ट अ उत्कृष्ट  
3. Grading (Write in handwriting) : A+Outstanding A very good  
ब - चांगला ब - साधारण क - साधारणपेक्षा कमी  
B - Good B - Average C-Below Average  
(M)

ठिकाण :  
Place :

दिनांक :  
Date :

पुनर्विलोकन अधिकाऱ्याची सही  
नाव व पदनाम  
Signature, Name & Designation of  
the Reviewing Officer.



# **BRIHANMUMBAI MAHANAGARPALIKA**

## **OFFICE OF ASSISTANT COMMISSIONER H/West WARD**

### **HEAD CLERK EXPENDITURE SECTIONAL HEAD**

<b>SR. NO.</b>	<b>SECTIONAL HEAD DEPARTMENT</b>	<b>CONCERN TABLE</b>
1)	ASSTT. ENGINEER (M&R)	1) C.W.C. , TRENCH, GARDEN, WORKS TABLE
2)	M.O.H. H/West WARD	1) STATIONARY WORKS TABLE
3)	ADMINISTRATIVE OFFICER H/West WARD :	1) STATIONARY WORKS TABLE  2) IMPREST WORKS TABLE

