



## **BRIHANMUMBAI MAHANAGARPALIKA**

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

### **ASSISTANT WATER WORK DEPARTMENT**

Address - Office of Assistant Engineer  
**(WW)H/West,**

Asst. Commissioner H/W ward'

2<sup>nd</sup> Hasnabad Lane, Khar (West)

Mumbai- 400052 .

Telephone No. 022-26008636

MUNICIPAL CORPORATION OF GREATER MUMBAI  
Hydraulic Engineer's Department

**INDEX**

<b>Sr, No</b>	<b>Section 4 (1) B Sub Clauses</b>	<b>Description of the Chapter's Contents</b>	<b>Page No.</b>
		Introduction	3 – 5
1.	4 (1) (b) (i)	Particulars of Organization, Function and Duties	6 – 8
2.	4 (1) (b) (ii)	Powers and Duties of Officers and Employees	9 – 18
3.	4 (1) (b) (iii)	Procedure followed in Decision Making Process	19 – 21
4.	4 (1) (b) (iv)	Norms set for discharge of its functions	22
5.	4 (1) (b) (v)	The rules / regulations related with the functions	23
6.	4 (1) (b) (vi)	Statement of categories of documents held in the office of A.E.W.W.H/West	24 – 25
7.	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	26
8.	4 (1) (b) (viii)	Statement of Boards, Councils, Committees or Other bodies	27
9.	4 (1) (b) (ix)	Directory of the officers and employees	28 – 29
10.	4 (1) (b) (x)	Details of remuneration of officers and employees	30 – 32
11.	4 (1) (b) (xi)	Details of allocation of budget and disbursement made	33
12.	4 (1) (b) (xii)	Manner of execution of subsidy program	34
13.	4 (1) (b) (xiii)	Particulars of recipients of concessions, permits or authorizations granted	35
14.	4 (1) (b) (xiv)	Details of information available in electronic form	36
15.	4 (1) (b) (xv)	Particulars of facilities available for citizen for obtaining information	37
16.	4 (1) (b) (xvi)	Details of Public Information Officer/APIOs/Appellate authority in the jurisdiction of (public authority)	38
17.	4 (1) (b) (xvii)	Other	39

## 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, Water Works, 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 (Water Works), H/West ward whose office is situated at H/West ward office, Room No. 15, 1st floor, 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.

Hydraulics is a branch of Engineering science that deals with water storage and supply and 'Hydraulic Engineer' of MCGM is in-charge of water supply to Mumbai. Hydraulic Engineer is a Statutory Post and being head of the department; his department is known as Hydraulic Engineer's Department.

He is empowered by relevant sections of MMC Act 1888(as amended) & power is delegated to him through DMC(SE). All Dy H.E./E.E.W.W./A.E.W.W.'s work under him & he has overall control to ensure sufficient, wholesome & equated water supply to various water supply zones and to collect water charges.

Assistant Engineer water work H/West is a head of department at ward level in the Hydraulic Engineer's Department. Assistant Engineer water work H/West is under administrative control of Assistant Commissioner.

Assistant Engineer water work H/West is assisted by Junior Engineer (Water works) Dist. / Sub Engineer (Water works) Dist. and Junior Engineer (Water works) Maint. / Sub Engineer (Water works) Maint.. Each Junior Engineer (Water works) Dist. / Sub Engineer (Water works) Dist. is given one Electoral ward (one beat) to perform the duties pertaining to Distribution of water and one Junior Engineer / Sub Engineer to perform the duties pertaining to maintenance of water main section in H/West ward.

Assistant Engineer water work H/West's overall control in ward level to ensure to distribute equal & potable water supply to consumer and collect water charges from consumer.

Definitions (Please provide definitions of various terms used in the hand book)

**I. Potable Water:** The water which is brought from the outside city and treated at Treatment Plant and brought to the consumers' tap and safe for drinking purpose.

**II. Distribution:** Supply of water from reservoir to consumers' tap through feeder and distributory mains with static head.

**III. Consumers Tap:** The point of discharge of water supplied at consumers' premises, which is permitted by following the norms prescribed by Hydraulic Engineer's Department.

**IV. Revenue:** Bills of quantity of the water received by the consumer through meter at his premises as per the tariff as approved by the Standing Committee / Municipal Corporation.

As per Central Right to Information Act 2005, Assistant Engineer water work H/West is appointed as Public Information Officer (Water Works) for Water works department and as per Maharashtra Public Records Act-2005 and Maharashtra Public Records Act Rules -2007, he is designated as Record Officer for Water Works Dept. of H/West ward.

**(Shri.R.D.BENDKHALE)**

**Assistant Engineer (Water Works)**

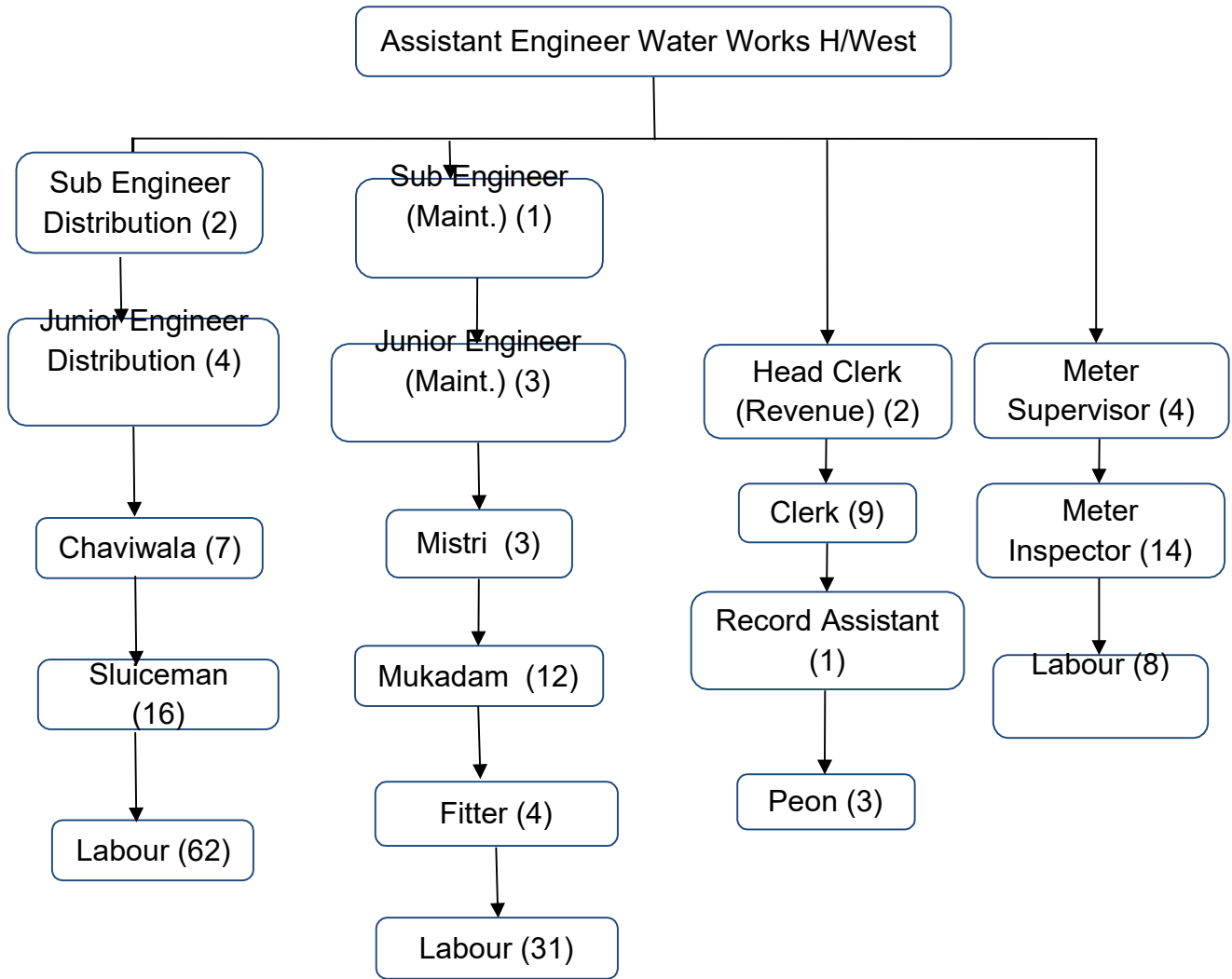
**H/West ward**

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

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

1	Name of the Section	Office of Assistant Engineer, Water Works
2	Address	Room No. 15, 1st floor, H/West ward office Building, Dr. B. A. Road, J. Bhatankar Marg, Parelnaka, Parel, Mumbai- 400 012
3	Head of the office	Assistant Engineer Water Works
4	Parent Government Department	Hydraulic Department.
5	Reporting to which office	1) Assistant Commissioner, H/West Ward, 2) Office of Deputy Hydraulic Engineer (City), Compound of A.E.W.W.(Maint) City, Opp. 'S' Bridge, 566, N.M. Joshi Marg, Byculla, Mumbai - 400 011
6	Jurisdiction Geographical	H/West ward is bounded by the Arabian Sea 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	Mission	"To provide adequate, safe and equitable water to the consumers in H/West ward's area."
8	Vision	"To control on leakages, wastage & theft of water."
9	Objectives	"Distribution of potable water to the consumers in H/West ward's area." 1) To attend short supply complaint of consumers. 2) To attend leakage of water main up to 250 mm dia. 3) To attend contamination complaints. 4) To inspect unauthorized Water connections.
10	Functions	Control over Distribution of potable water to the consumers in H/West ward's area. 1) To control and supervise daily water supply valves. 2) To issue permission form for water connections. 3) To recovery of water charge bills from consumers.
11	Details of services provided ( In Brief)	"Supply of potable water within H/West ward's area."
12	Physical assets / Tools (Statement of lands & Buildings and other Assets)	Tools
13	Organization's structural Chart	As per separate sheet attached at page no._____.
14	Tel. No.s & office timings	Telephone no : 24134560 Extn : 103 Email : aewwfs@gmail.com Office timing : 8.00 a.m. to 12.00 noon and 2.30 P.M. to 5.30 p.m.(Monday to Friday) 08.00am to 11.30 a.m on Saturdays Visiting Hours : 03.00 p.m. to 05.00 p.m. .(Monday to Friday)
15	Weekly Holidays	Sunday and Public Holidays.

**Organisation's Structural Chart (Orgonogram):**



Sr. No	Designation	Total Post			Charged Post			Vacant Post		
		Schedule	Non Schedule	Total	Schedule	Non Schedule	Total	Schedule	Non Schedule	Total
1	Assitt. Engg	1	NIL	1	1	NIL	1	NIL	NIL	NIL
2	Sub Engg.	1	2	3	1	2	3	NIL	NIL	NIL
3	Jr. Engg	3	4	7	2	1	3	1	3	4
4	Meter supervisor	4	NIL	4	4	NIL	4	NIL	NIL	NIL
5	Head Clerk	2	NIL	2	2	NIL	2	NIL	NIL	NIL
6	Clerk cum Typist	1	NIL	1	1	NIL	1	NIL	NIL	NIL
7	Clerk	9	NIL	9	5	NIL	5	4	NIL	4
8	Meter Inspector	14	NIL	14	13	NIL	13	1	NIL	1
9	Peon	3	NIL	3	3	NIL	3	NIL	NIL	NIL
10	Record Attendant	1	NIL	1	1	NIL	1	NIL	NIL	NIL
11	Chaviwala	4	3	7	4	2	6	NIL	1	1
12	Sluiceman	9	7	16	9	NIL	9	NIL	7	7
13	Labour	71	30	101	39	29	68	30	1	31
14	Mason-II	1	NIL	1	NIL	NIL	1	1	NIL	1
15	Mistry-II	1	2	3	1	1	2	NIL	1	1
16	Fitter-II	8	26	34	7	4	11	1	22	23
17	Mukadam	5	7	12	5	NIL	5	0	7	7
18	Labour	71	30	101	39	29	68	30	1	31

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

The powers of officers and employees in the office of Assistant Engineer Water works H/West ward.

**A**

<b>Sr. No.</b>	<b>Designation</b>	<b>Power- Financial</b>	<b>Under which legislation / rules / order / GRs</b>	<b>Remarks</b>
1.	Assistant Engineer Water works	1. Power to incur expenditure-office contingencies Rs.7000/- in case of dead stock articles upto Rs.50/- per item and to make the payments of the bills therefore.	MMC Act 1988	
		2. (a) Power to purchase without prior post-audit upto Rs.25/-		
		(b) Without pre-audit but with post audit Above Rs.25/- but upto 200/-		
		(c) With pre-audit Above Rs.200/- but upto Rs.500/-		
		3. Power to sign payment and adjustment vouchers against the previous sanction of the competent authorities to limit of the Rs.15,000/-		
		4. Signing all indents for purchases of stores and material required for execution of sanctioned works, provided funds are available.		
		5. Power to enter upon or carry materials through any land for inspection or repairs or execution of Municipal works.	263 (1), 278 (1)	
2.	Sub Engineer Distribution	NIL.		
3.	Sub Engineer (Manit.)	NIL.		
4.	Junior Engineer Distribution	NIL.		
5.	Junior Engineer (Manit.)	NIL.		
6.	Head Clark	NIL.		
7.	Meter Supervisor	NIL.		



**B**

<b>Sr. No.</b>	<b>Designation</b>	<b>Power- Administrative</b>	<b>Under which legislation / rules / order / GRs</b>	<b>Remarks</b>
1.	Assistant Engineer Water works	1. Power to sanction increments in the time scale promotions to the lab our staff in accordance to rules in force.	MMC Act 1988	
		2. Power to grant casual leaves to subordinate staff upto the rank of Sub-Engineers accordance with the MC's orders on the subject that application form staff.		
		3. Powers to grant leaves including maternity and injury leave to the lab our staff in accordance to the MC's orders on the subject .		
		4. Power to sign unclaimed wages refund certificates of the staff working under him.		
		5. Power to allow renewal of Railway season Tickets.		
		6. Power to sanction overtime allowance when necessary to the member of the inferior service of the sanctioned scales and in case of those whom the factory.		
		7. To authorize (1) employees to renew subscription to Provident Fund (Rule 16-d of provident fund (2) to grant advance (Rule 24) & (3)to sanction refund of Municipal Contribution in ordinary cases and the recovery in respect of Municipal claims.		
2.	Sub Engineer Distribution	Nil.		
3.	Sub Engineer (Manit.)	Nil.		
4.	Junior Engineer Distribution	Nil.		
5.	Junior Engineer (Manit.)	Nil.		
6.	Head Clark	Nil.		
7.	Meter Supervisor	Nil.		

**C**

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

**D**

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

**E**

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

The duties of officers and employees in the office of Assistant Engineer Water works 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.	Assistant Engineer Water works	Nil.	-	
2.	Sub Engineer Distribution	Nil.	-	
3.	Sub Engineer (Manit.)	NIL.	-	
4.	Junior Engineer Distribution	NIL.	-	
5.	Junior Engineer (Manit.)	NIL.	-	
6.	Head Clark	NIL.	-	
7.	Meter Supervisor	NIL.	-	

**B**

Sr. No.	Designation	Duties - Administrative	Under which legislation / rules / order / GRs	Remarks
1.	Assistant Engineer Water works	1. To maintain normal day to day supply with the help of available resources such as man, material and machinery.	MMC Act 1988, u/s.169, 92, 263(1), 278(1), 350, 488	
		2. Repairs & maintenance of water mains upto 300mm and get rest of the work done by coordinating with other agencies.		
		3. Initiate proposals for laying of new water mains for replacement of old pipelines and to overcome short supply problem, contamination etc. for sanction of competent authority.		
		4. Attending short supply complaints, contamination leakages in private and municipal unit and disconnection of connections to generate demands of water / sewerage charges, recovery of bills etc.		
		5. To attend the meetings of zonal D.M.C., dept. heads and other meetings such as public grievances and comply the matters.		
		6. To issue necessary permissions for availing the water connections allowing fittings etc. after obtaining necessary sanction from competent authority, Resolving of disputes regarding water charges bills with sanction of competent authority.		
		7. In case of emergency arising out of breakdowns, maintenance of water mains, inform the public and public representatives for change in water timings etc. with available resources.		
		8. Any other duties assigned by the higher authorities.		
		9. Sanction of domestic connections upto 20mm dia., certification of dry fittings upto 25mm dia. and new buildings upto 4th floor.	1)EE Mts (Rev.) /2553 / Circular dtd 1.01.2002 2)HE/15/Cir/ HC(Gen.) of 29.10.2005	
		10. Recovery of additional sewerage charges for already sanctioned proposals.	Water bay laws, Water charges rules.	
2.	Sub Engineer Distribution	1. To maintain normal day to day supply with the help of available resources such as man, material and machinery.		

		2. To initiate proposals for laying new water main for improvement of pressure in the area.		
		3. To look after complaints of shortage, leakages, contamination etc.		
		4. To prepare/scrutinize proposal for applications for water connections & other fittings.		
		5. To overall control on distribution staff and issue instructions for specific work.		
3.	Sub Engineer (Manit.)	1. To carry out fieldwork such as repairs, maintenance of water main upto 300mm dia.		
		2. Overall control on maintenance labour staff, to carry out the above repair work.		
		3. To carry out work of making new connections upto 50mm dia.		
		4. Execution of disconnection orders for nonpayment of water charges & Sewerage charges bills, wastages etc.		
		5. To maintain various records of new water connections, meters, preparation of O.T. of maintenance staff.		
4.	Junior Engineer Distribution	1. To maintain normal day to day supply with the help of available resources such as man, material and machinery.		
		2. To initiate proposals for laying new water main for improvement of pressure in the area.		
		3. To look after complaints of shortage, leakages, contamination etc.		
		4. To prepare/scrutinize proposal for applications for water connections & other fittings.		
		5. To overall control on distribution staff and issue instructions for specific work.		
5.	Junior Engineer (Manit.)	1. To carry out fieldwork such as repairs, maintenance of water main upto 300mm dia.		
		2. Overall control on maintenance labour staff, to carry out the above repair work.		
		3. To carry out work of making new connections upto 50mm dia.		
		4. Execution of disconnection orders for nonpayment of water charges & Sewerage charges bills, wastages etc.		
		5. To maintain various records of new water connections, meters, preparation of O.T. of maintenance staff.		
6.	Head Clark	1. To assist AEW in all matters regarding water charges bills and day to day office duties.		
		2. To supervise and exercise control over working of all billing clerks and verify single line bills.		

		3. To supervise work of billing clerks in preparing monthly and quarterly bills.		
		4. To maintain necessary registers and to prepare periodical reports and submission of the same to the higher authority.		
		5. To initiate refund proposals and adjustments.		
		6. To put up draft reply to audit notes.		
		7. To issue notices to consumer for recovery & report to the higher authority accordingly.		
7.	Clark	1. To assist H.C. (Billing) in day to day works.		
		2. To enter the meter data for preparing the water charges bills.		
		3. To prepare challans for payments other than water charges bills		
		4. To maintain register regularly and taking day to day entries.		
		5. To issue duplicate bills.		
		6. To issue notices to consumer for recovery & report to the higher authority accordingly.		
8.	Meter Supervisor	1. To assist AEWW in the work metering section.		
		2. To supervise the work of Meter Inspector.		
		3. To check Meter Reading Book entries on random after visiting sites.		
		4. To report unauthorized water connections and misuse of municipal water.		
		5. To issue notices to consumer for replacement of non working meters.		
		6. To maintain dispute registers and stolen meter register.		
		7. To verify consumption and rates for preparation of water bills prior to approval by A.E.W.W.		
		8. To settle gaps where meter reading is not available or not reliable. So that there is no loss of revenue or burden of excess billing to the consumer.		
		9. To feed regularly necessary data to computer.		
		10. To observe scheduled programme of meter reading.		
		11. To prepare various reports		

		related to water dept.		
9.	Meter Inspector	1. To assist meter supervisor in his day to day working.		
		2. To take meter reading of water connections in the ward.		
		3. To maintain entries of new metered water connection in meter reading book.		
		4. To keep check on disconnected connections for various reasons & report accordingly.		
		5. To detect and report unauthorized water connection and misuse of water.		
		6. To give required information to higher authority if any.		
10.	Record Assistant	1. To receive, register and dispatch papers.		
		2. To maintain record of connection files and furnish whenever required.		
		3. To maintain inward and outward register.		
		4. To attach the relevant papers to the concerned files.		
11.	Mistry	1. To assist the J.E.(maint.) and follow his instructions.		
		2. To mark muster of labour.		
		3. To allot works related to complaints and report the same to J.E.		
		4. To guide and control fitters and labours to carry out the work.		
		5. To maintain the record of complaint.		
12.	Mukadam	1. To assist the J.E.(Maint.)		
		2. To keep record of Municipal /Private meter taken for testing and refixing of the same.		
		3. To take DCO action as per order.		
		4. To restore connection after recovery of outstanding dues.		
13.	Fitter	1. To attend the leakages and repairs of water main upto 250 mm dia. water main.		
		2. To attend contamination complaint.		
		3. To make new water connections and cutting of connections as per order of higher authority.		

		4. To removal and fixing of meters of the connections.		
14.	Chaviwala	1. To assist to S.E. & J.E. (Distribution) for Valve operation		
		2. To supervise to sluice man and labour for valve operation.		
		3. To operate the valves on water main at the specified time and to the specified limits as per order of higher authority.		
		4. To maintain operation register if required.		
		5. To report about non-working and damaged valve.		
		6. To report leakages.		
		7. To attend the short supply complaint and report to higher authority.		
		8. To attend the site of fire calls.		
15.	Sluice man	1. To operate the valves on water main at the specified time and to the specified limits as per order of higher authority.		
		To report about non-working and damaged valve.		
		To maintain operation register if required.		
		To report leakages.		
		To attend the site of fire calls.		
		To attend the short supply complaint and report to higher authority.		

**C**

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

**D**

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

**E**

Sr. No.	Designation	Duties – Judicial	Under which legislation / rules / order / GRs	Remarks
		N.A.		

**Section 4(1) (b) (iii)**

**Procedure followed in Decision Making Process, including channels of supervision and accountability in the office of Assistant Engineer Water Works H/West.**

What is the procedure followed to take a decision for various matters?

Proposal of every kind are generally put up for approvals / sanctions of competent authority – through proper channel i.e. initiating department / Account Department / Competent authority.

**Water Connection Application.**

Standard application forms are available in the Wards. The applicant has to fill up this form, attach references, requisite documents and submit the papers in the respective Wards through Licensed Plumber. On payment of scrutiny fee, the application is scrutinized.

Depending on the powers vested in Assistant Engineer, Executive Engineer, Dy. Hydraulic Engineer and Hydraulic Engineer, D.M.C. (S.E.), the approval to the request of new / additional connections are given.

On receipt of approval of Competent Authority, the applicant is informed about the same by issuing Permission Form, which enlists various approvals and conditions. After compliance of the conditions of the "P" form, the water connection is released to the applicant.

**Public Complaints.**

Complaints of various natures regarding water supply can be registered with Complaint Officer of respective Ward Office and also can be registered with Water Control Office in City.

**The documents procedures.**

**A. Connection for granting stand post water connections to the slum dwellers.**

1. The applicant should submit minimum 2 proofs of residence in the structure from the following of their stay prior to 1.1.95 or from Government Notification from time to time...
2. Ration Card – showing the address of applicant. (Compulsory)
3. Electricity bill

One of the following proof prior to 1.1.1995



1. Copy of Election Roll showing applicants name and address.
2. Copy of Election Card.
3. Copy of Assessment bill.
4. Copy of Census Photo Passes.

**B. Water connection to the tolerable structure (prior to 1.4.1962 for Commercial Premises & prior to 17.4.1962 for residential Premises).**

1. Copy of Assessment Bill of the structure
2. Copy of Ration Card.
3. Copy of Rent receipt.
4. N.O.C. of the owner of the premises.

**C. Water connections to planned building.**

1. NOC from H.E. Department.
2. Copy of approved plans by the Planning Authority.
3. Copy of I.O.D./Amended Plans /C.C.
4. Copy of Occupation Certificate/ Building Completion Certificate.
5. Copy of the NOC wherever applicable.

**D. Water connection on Humanitarian ground.**

1. NOC from H.E. Department.
2. Copy of approved plans by the Planning Authority.
3. Copy of I.O.D./Amended Plans.
4. Copy of Commencement Certificate
5. Application from occupants of the building.

**E. Water connection for commercial use**

1. Copy of rent receipt in case applicant is tenant.
2. Copy of Assessment Bill.
3. Copy of valid licenses to run the trade, issued by the MCGM.
4. Nature of activity and staff engaged in establishment.
5. NOC from Owner / Society if applicant is not owner of the premises.
6. Permission from respective authority according to the nature of activity, if required.

**F. Water Connection for construction purpose (Unmetered connection) for labour drinking purpose**

1. Copy of approved plans by the Planning Authority.
2. NOC from H.E. Department.
3. Details of existing connections fed to premises.

**Intimation letter or Permission Form.**

Permission form is issued by the AEWW of the Ward after approval from competent Authority.

Sr. No	Activity	Steps Involved	Time Limit	Authority role and responsibility of the employee/ officer in connection with each activity. (mention designation)	Remarks
	<b>Granting Water Connection</b>	Scrutiny of Application.	15 days	JE/SE (Distribution)	
		Letter to Party	2 days	JE/SE (Distribution)	
		Compliance of Dakka letter by party with scrutiny fee.	30 days	Party	
		After compliance of Dakka letter site visit report	7 days	JE/SE (Distribution)	

		After site visit put up proposal to higher authority for sanction.	15 days	JE/SE (Distribution)	
		Reject or approve/ Forwards it to higher competent authority for approval	5 days	AEWW	
		On the recommendation of AEWW, competent higher authority approves or rejects the water connection	7 days each level	EEWW/Dy HE /HE/DMC	
		Preparation of Permission Form (P Form)/ Rejection Letter	7 days	JE/SE (Distribution)	
		Sing on Permission Form (P Form)/ Rejection Letter	7 days	AEWW	
		P form issue along with connection form(C form) to plumber/Applicant	2 days	Record Assistant	
		Compliance to P-form and C-form	With in one year	Plumber/Applicant	
		Road Opening permit	15 days	AE(Maint )	
		Preparation of Meter Card	10 days	Meter Inspector, Meter Supervisor	
		Physical connection of water meter	7 days	S.E(Maint) J E (Maint )	
		Generation of CCN Number and Updating of Meter Reading Card.	10 days	S.E(Maint) /S E (D).	
	<b>Meter Reading</b>	Taking meter reading and updating MRB.	Monthly	Meter Inspector	
	<b>Disconnection of water connection</b>	Prepare defaulter list and disconnection of water connection	Monthly	H.C / M.S / SE(M)	
	<b>Water Connection Restoration.</b>	After payment of pending bills by party and additional security deposit and cutting making charges	4 days	H.C / M.S / SE(M)	

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

Norms set for discharge of its functions in the office of Assistant Engineer Water works H/West ward.

Organisational Targets (Annual)

Sr. No.	Designation	Activity	Units to be covered	Financial Targets in Rs.	Time Limit	Remarks
1.	Assistant Engineer Water Works	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.	Sub Engineer/ Junior Engineer	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 Assistant Engineer Water works H/West ward.

Sr. No.	Subject	G.R./Circular/Office order. Rule no. notification etc. date.	Remarks if any
1.	Sanction of Water connection	MMC Act 1888u/s 169, 92. & Cir. No. HE/15/CIR/HC(Gen) of 29/10/2005.	
2.	Recovery of Water Charges	Manual of Water Charges Rules.	Available with PRO department on payment of fees
3.	Guidelines for connections	Manual of Water Bye-Laws for water connections.	Available with PRO department on payment of fees
4.	Circular regarding Water department.	Various Circular issued time to time.	

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

Statement of Categories of documents held in the office of Assistant Engineer Water works H/West ward.

<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>
<b>'A' Class Record</b>					
1.	Case file of Water connection	File		Details of application for water connection	Permanent
2.	Fitting register	Register		Details of Certification as per permission form	Permanent
3.	Connection Register	Register		Details of water connection	Permanent
4.	Meter reading Book			Details of Meter reading	Permanent
<b>'C' Class Record</b>					
1.	R.T.I Register			Details of application received under R.T.I.Act	5 Years
2	RTI application & their reply (Except appeal cases)			Details of application received under RTI Act & reply given to the same.	01 year
3	First & second appeal made under RTI Act			Details of First & second appeal made by applicant under RTI Act by the applicant against reply of Public Information Officer and/or order passed by First Appellate Authority	01 year
4	Log sheets	Inward papers		Details of Applications/ complaints/ other documents received by department	01 Year
5	Outward Register (Internal departments)	Outward papers		Details of Applications/ complaints/ other documents forwarded to Internal	01 Year

				departments of H/West ward.	
6	Outward Register (External correspondence)	Outward papers		Details of Applications/ complaints/ other documents forwarded to external departments of MCGM/ Other Govt. authorities and correspondence with applicants/ complainants /citizens etc.	01 Year
7	Complaint Register	Register		Orally complaint registered.	01 year

**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 Assistant Engineer Water works H/West ward.

**-- NOT APPLICABLE --**

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

Statement of Boards, Councils, Committees or Other bodies in the office of Assistant Engineer Water works H/West ward.

**---Nil---**

**Section 4 (1) (b) ix**

**Dictionary of the officer and employees in the office Assistant Engineer Water Works H/West Ward**

<b>SR. NO.</b>	<b>Designation</b>	<b>Name of the Officers/ Employees</b>	<b>Grade</b>	<b>Dt. Of Joining the post</b>	<b>DT. OF JOINING H/WEST</b>	<b>Contact Details Ph/Fax/ E-mail</b>
1	ASST.ENG	DHARMA TEJAS PRASANNDAS	B	24.06.2019	08.07.2019	022-26422311
2	SUB.ENG	PAWAR SANJEEVAN ANANDRAO	B	29.09.2007	01.11.2014	022-26422311
3	SUB.ENG	DESHPANDE AJIT VIJAY	B	03.09.2014	02.01.2017	022-26422311
4	SUB.ENG	KHADKEKAR GOPAL MANOHAR	B	09.09.2019	20.09.2019	022-26422311
5	A.O.	DAMLE SANDEEP BHALCHANDRA	B	22.12.2020	23.12.2020	022-26422311
6	METER.SUP	GORIWALE SWATI SANDESH	C		29.01.2019	022-26422311
7	METER.SUP	SAWANT VEENA UMESH	C	05.10.2014	06.07.2018	022-26422311
8	H.C.	LAVEKAR ANITA C.	C	12.08.2014	21.12.2020	022-26422311
9	CLERK	JADHAV SURYODAY MARUTI	C	20.09.2011	12.07.2019	022-26422311
10	CLERK	SHINDE YOGESH BABURAO	C	17.04.2012	17.04.2012	022-26422311
11	CLERK	GAVIT AJAY RAGHUNATH	C	20.11.2013	20.11.2013	022-26422311
12	M.INSP	KARMALKAR SAMBHAJI M	C	08.05.2013	05.10.2018	022-26422311
13	M.INSP	MUNGEKAR ANIL BABU	C	11.01.2013	04.09.2018	022-26422311
14	M.INSP	PAWAR MILIND MANGESH	C	04.08.2012	26.11.2018	022-26422311
15	JR.ENG	SALUNKE PRAVIN SHANKAR	C	01.04.2019	17.05.2019	022-26422311
16	JR.ENG	DUDHWADKAR PRAVIN JAYWANT	C	01.04.2019	17.05.2019	022-26422311
17	JR.ENG	BHADANE HRISHIKESH VILAS	C	16.12.2013	20.12.2013	022-26422311
18	PEON	KAMBLE MILIND LADKOJI	D	15.01.1996	04/07/12	022-26422311
19	PEON	PILLAI SANTOSHKUMAR M A	D	14.11.1996	.10.2007	022-26422311
20	PEON	MUDRE MANSI MANOHAR	D	10/05/10	10/05/10	022-26422311
21	R.A	SHINGE SURESH YASHWANT	D	22.07.1993	10.10.2019	022-26422311

SR. NO.	Designation	Name of the Officers/ Employees	Cadre	Dt. Of Joining the post	Dt. Of Joining in H/West Ward	Contact Details Ph/Fax/ E-mail
21	CHAVIWALA	BHOIR VISHNU KASHINATH	D	27.01.1999		022-26422311
22	MISTRY-II	KADU DATTA NAMDEO	D	01.12.1999		022-26422311
23	FITTER II	SHIVKUMAR RAMKRIPAL YADAV	D	05.05.1992		022-26422311
24	FITTER II	RAVINDRA LAXMAN GAWADE	D	01.09.1995		022-26422311
25	FITTER II	SHAIKH RAFIQUE MOHAMMED S	D	01.09.1995		022-26422311
26	FITTER II	KALAMBE DATTU KISAN	D	01.09.1995		022-26422311
27	FITTER II	GOSAVI VISHWANATH K	D	03.05.1994		022-26422311
28	FITTER II	POTKULE SANTOSH TRIMBAK	D	15.04.1998		022-26422311
29	SLUICEMAN	SHIVGAN SUNIL TUKARAM	D	08.12.1986		022-26422311
30	SLUICEMAN	JADHAV PRAVIN BABAJI	D	01.09.1995		022-26422311
31	SLUICEMAN	SHIRKE SUBHASH VISHNU	D	02.01.1993		022-26422311
32	SLUICEMAN	BHAGAN DILIP BABLYA	D	01.11.1991		022-26422311
33	SLUICEMAN	BABAR RAJESH MUKUND	D	01.06.1994		022-26422311
34	SLUICEMAN	DESHMUKH RAJENDRA H.	D	18.11.2009		022-26422311
35	SLUICEMAN	GAMRE ANIL RAJARAM	D	02.12.1992		022-26422311
36	SLUICEMAN	GARALE MARUTI SHIVAJI	D	19.06.2008		022-26422311
37	SLUICEMAN	VAID SAMESINGH S	D	01.09.1998		022-26422311
38	SLUICEMAN	ROKADE ANAND BAJIRAO	D	01.09.1995		022-26422311
39	MUKADAM	MOHITE VIJAY KRISHNA	D	01.09.1995		022-26422311
40	MUKADAM	KHARATE AJITRAO JAISING	D	04.12.1993		022-26422311
41	MUKADAM	SUHAS BHRAMHA KOKATE	D	08.01.1990		022-26422311
42	MUKADAM	PAWAR VILAS VITHAL	D	01.03.1993		022-26422311
43	MUKADAM	GHAG VIJAY RAMCHANDRA	D	03.11.1982		022-26422311
44	MUKADAM	MOHAMMED SHAHID ABDUL K	D	01.09.1995		022-26422311
45	MUKADAM	CHAVHAN RANJIT VIJAY	D	19.06.2008		022-26422311
46	MUKADAM	TAMBE SUNIL LAXMAN	D	11.08.1993		022-26422311
47	LAB	PATIL BHAU NASHIK	D	08.11.2008		022-26422311
48	LAB	JADHAV SANTOSH WAMAN	D	08.11.2008		022-26422311
49	LAB	DINESH MANGAL GHARAT	D	08.11.2008		022-26422311
50	LAB	KAMBLE VIJAYANAND Y.	D	23.09.2008		022-26422311
51	LAB	MOKAL SUNIL SURESH	D	19.06.2008		022-26422311
52	LAB	DIAS STENI BEJMI	D	07.07.2007		022-26422311
53	LAB	JAMDHADE RAVINDRA BHAGWAN	D	01.09.1995		022-26422311
54	LAB	SHAIKH AZAM NOOR MOHAMMED	D	01.09.1995		022-26422311
55	LAB	FIROZ YAKUB KHAN	D	01.09.1995		022-26422311
56	LAB	PATIL SANTOSH VASANT	D	07.11.2008		022-26422311
57	LAB	BAMANIYA GOVIND MEGHA	D	02.09.1991		022-26422311
58	LAB	PAWLE RAJENDRA MANOHAR	D	01.04.2005		022-26422311
59	LAB	RANE GAJANAN BHAU	D	14.10.2011		022-26422311
60	LAB	BIRA SIDDHA SONURE	D	14.10.2011		022-26422311
61	LAB	CHAVHAN DHONDU CHHGAN	D	04.10.2011		022-26422311
62	LAB	SUPE DNYANESHWAR S	D	24.09.2011		022-26422311
63	LAB	KADAM SANTOSH SHIVRAM	D	04.10.2011		022-26422311
64	LAB	MANE NITIN GANGADHAR	D	14.09.2011		022-26422311
65	LAB	YENDHE NILESH DASHRATH	D	14.09.2011		022-26422311
66	LAB	GAIKWAD RAMESH MADHUKAR	D	14.10.2011		022-26422311
67	LAB	KHOKALE KHANDU RANGNATH	D	14.01.2012		022-26422311
68	LAB	CHINDARKAR RAKESH PUNAJI	D	04.10.2011		022-26422311
69	LAB	SUTAR DEVENDRA GANGARAM	D	24.09.2011		022-26422311
70	LAB	JADHAV GANESH RAMCHANDRA	D	04.10.2011		022-26422311
71	LAB	GHANEKAR VINOD GOPAL	D	14.10.2011		022-26422311
72	LAB	HANDE UTTAM DNYANU	D	24.09.2011		022-26422311

73	LAB	VICHARE NITIN SAMBHAJI	D	04.10.2011		022-26422311
74	LAB	DHOLAM RAKESH YASHWANT	D	14.09.2011		022-26422311
75	LAB	WAGHMARE AJIT JAGANNATH	D	04.10.2011		022-26422311
76	LAB	GAWAND PRANAY NATHURAM	D	14.10.2011		022-26422311
77	LAB	SHINDE SACHIN RAMCHANDRA	D	24.09.2011		022-26422311
78	LAB	CHAWAN SACHIN SURBA	D	24.09.2011		022-26422311
79	LAB	KAMBLE DAYANAND SHRIDHAR	D	17.04.2012		022-26422311
80	LAB	GAIKWAD NARAYAN VITHAL	D	04.01.2013		022-26422311
81	LAB	SAKPAL SANDEEP VISHNU	D	14.09.2011		022-26422311
82	LAB	DIGHE BHAUSAHEB MADHUKAR	D	14.09.2011		022-26422311
83	LAB	MUNDEKAR SANDEEP RAMCHANDRA	D	14.09.2011		022-26422311
84	LAB	GHERADE ANESH DNYANU	D	04.10.2011		022-26422311
85	LAB	MANE SANDEEP LAXMAN	D	24.09.2011		022-26422311
86	LAB	SANAP SADASHIP TUKARAM	D	10.12.2011		022-26422311
87	LAB	PATIL MAHESH DATTU	D	24.09.2011		022-26422311
88	LAB	MALKAR PRAVIN JAYWANT	D	24.09.2011		022-26422311
89	LAB	KOLI ASHISH CHANDRAKANT	D	14.10.2011		022-26422311
90	LAB	KAMBLE SACHIN GOVARDHAN	D	07.12.2011		022-26422311
91	LAB	RATHOD MANOHAR HARI	D	07.02.2012	11.09.2017	022-26422311
92	LAB	JADHAV RAJENDRA NETAJI	D	26.12.2017		022-26422311
93	LAB	PAWAR KHUSHWANT SURESH	D	12.02.2018		022-26422311
94	LAB	NANDANWAR PAWAN PRAKASHRAO	D	03.01.2019		022-26422311
95	LAB	BORSE SACHIN ASHOK	D	03.01.2019		022-26422311
96	LAB	KOKATE UTTAM LAXMAN	D	03.01.2019		022-26422311
97	LAB	SHIKALGAR IMTIYAJ DILAWAR	D	03.01.2019		022-26422311
98	LAB	THOMBARE SNEHA ARUN	D	23.01.2019		022-26422311
99	LAB	CHOUDHARI RAJESHREE DASHRATH	D	28.01.2019		022-26422311
100	LAB	KHARAT GANESH LAXMAN	D	28.01.2019		022-26422311
101	LAB	GHARAT MANALI KISHOR	D	12.02.2019		022-26422311
102	LAB	RATHOD SUDARSHAN NAMDEO	D	29.12.2011	20.08.2020	022-26422311



**Section 4 (1) (b) x**

**Details of remuneration of officer and employees in the office Assistant Engineer  
Water Works H/West Ward**

**A.E.W.W H/WEST**

SR. NO.	DESIGNATION	EMPLOYEE NAME	G R D	Basic	DA	W C	CA	S P A	TA	MM A	HRA	HIS	NTD	AAP	TOTAL SALARY
1	Asst.Eng.	Dharma T. Prassandas	B	68000	11560	-	463	-	1200	-	16320	-	-	-	97543
2	SUB.ENG	Sanjeevan Anandrao Pawar	B	78800	13396	-	463	-	1200	-	-	-	-	-	93859
3	SUB.ENG	Ajit Vijay Deshpande	B	53600	9112	-	1400	-	1200	-	12864	-	-	-	78176
4	SUB.ENG	Gopal Manohar Khadkekar	B	46200	7854	-	-	-	1200	-	11088	-	-	-	66342
5	METER.S UP	Veena Savant	C	78800	13396	-	463	-	600	-	18912	-	-	-	112171
6	METER.S UP	Swati. Gorivale	C	43600	7412	-	463	-	600	-	10464	-	-	-	62539
7	HEAD CLERK	LAVEKAR ANITA CHANDRAVILAS	C	76500	13005	-	-	-	600	-	18360	-	-	-	108465
8	CLERK	SHINDE YOGESH BABURAO	C	27600	4692	-	-	-	600	-	6624	-	-	-	39516
9	CLERK	Suryoday Jadhav	C	40600	6902	-	-	-	600	-	9744	-	-	-	57846
10	CLERK	GAVIT AJAY RAGHUNATH	C	27600	4692	-	-	-	600	-	6624	-	-	-	39516
11	M.INSP	Shivaji Karmalkar	C	43100	7327	-	463	-	600	-	10344	-	-	-	61834
12	M.INSP	Anil Mungekar	C	48500	8245	-	463	-	600	-	11640	-	-	-	69448
13	M.INSP	Milind Pawar	C	50000	8500	-	463	-	600	-	-	12000	-	-	-
14	JR.ENG	Hrishikesh Vilas Bhadane	C	46100	7837	-	463	-	600	-	-	11064	-	-	-

15	JR.ENG	Pravin Jaywant Dudwadkar	C	37200	6327	-	-	-	-	600	-	8928	-	-	-
16	JR.ENG	Pravin Shankar Salunke	C	43500	7395	115	-	-	-	600	-	10440	-	-	-
17	PEON	KAMBLE MILIND LADKOJI	D	36300	6171	115	-	-	-	600	-	8712	-	-	-
18	PEON	PILLAI SANTOSHKU MAR M A	D	40600	6902	115	-	-	-	600	-	9744	-	-	-
19	PEON	MUDRE MANSI MANOHAR	D	26200	4454	115	-	-	-	600	-	6288	-	-	-
21	R.A	Suresh Shinge	D	39400	6698	-	-	-	-	600	-	9456	-	-	-

SR. NO.	DESIGNATION	EMPLOYEE NAME	GRD	Basic	DA	WC	C A	SPA	TA	MM A	HRA	TOTAL SALARY
21	CHAVIWALA	BHOIR VISHNU KASHINATH	D	39,700	6749	115	-	--	600	--	9528	56692
22	MISTRY-II	KADU DATTA NAMDEO	D	37,200	6324	115	-	--	600	--	8928	53167
23	FITTER II	SHIVKUMAR RAMKRIPAL YADAV	D	41,800	7106	115	-	--	600	--	10032	59653
24	FITTER II	RAVINDRA LAXMAN GAWADE	D	41,800	7106	115	-	--	600	--	10032	59653
25	FITTER II	SHAIKH RAFIQUE MOHAMMED S	D	41,800	7106	115	-	--	600	--	10032	59653
26	FITTER II	KALAMBE DATTU KISAN	D	41,800	7106	115	-	--	600	--	10032	59653
27	FITTER II	GOSAVI VISHWANATH K	D	40,600	6902	115	-	--	600	--	9744	57961
28	FITTER II	POTKULE SANTOSH TRIMBAK	D	38,300	6511	115	-	--	600	--	9192	54718
29	SLUICEMAN	SHIVGAN SUNIL TUKARAM	D	44,400	7548	115	-	-	600	--	326	52989
30	SLUICEMAN	JADHAV PRAVIN BABAJI	D	40,600	6902	115	-	--	600	--	9744	57961
31	SLUICEMAN	SHIRKE SUBHASH VISHNU	D	41,800	7106	115	-	--	600	--	308	49929
32	SLUICEMAN	BHAGAN DILIP BABLYA	D	41,800	7106	115	-	--	600	--	313	49934
33	SLUICEMAN	BABAR RAJESH MUKUND	D	40,600	6902	115	-	--	600	--	295	48512
34	SLUICEMAN	DESHMUKH RAJENDRA H.	D	27,600	4692	115	-	--	600	--	6624	39631
35	SLUICEMAN	GAMRE ANIL RAJARAM	D	41,800	7106	115	-	--	600	--	10032	59653
36	SLUICEMAN	GARALE MARUTI SHIVAJI	D	27,600	4692	115	-	--	600	--	6624	39631
37	SLUICEMAN	VAID SAMESINGH S	D	38,300	6511	115	-	--	600	--	9192	54718
38	SLUICEMAN	ROKADE ANAND BAJIRAO	D	40,600	6902	115	-	--	600	--	9744	57961
39	MUKADAM	MOHITE VIJAY KRISHNA	D	40,900	6953	115	-	--	600	--	9816	58384
40	MUKADAM	KHARATE AJITRAO JAISING	D	40,900	6953	115	-	--	600	--	9816	58384
41	MUKADAM	SUHAS BHARAMHA KOKATE	D	42,100	7157	115	-	--	600	--	10104	60076
42	MUKADAM	PAWAR VILAS VITHAL	D	40,900	6953	115	-	--	600	--	9816	58384
43	MUKADAM	GHAG VIJAY RAMCHANDRA	D	43,400	7378	115	-	--	600	--	10416	61909
44	MUKADAM	MOHAMMED SHAHID ABDUL K	D	40,900	6953	115	-	--	600	--	9816	58384
45	MUKADAM	CHAVHAN RANJIT VIJAY	D	27,000	4590	115	-	--	600	--	6480	38785
46	MUKADAM	TAMBE SUNIL LAXMAN	D	39,700	6749	115	-	--	600	--	9528	56692
47	LAB	PATIL BHAU NASHIK	D	26,400	4488	115	-	--	600	--	6336	37939
48	LAB	JADHAV SANTOSH WAMAN	D	26,400	4488	115	-	--	600	--	6336	37939
49	LAB	DINESH MANGAL GHARAT	D	26,400	4488	115	-	--	600	--	6336	37939
50	LAB	KAMBLE VIJAYANAND Y.	D	26,400	4488	115	-	--	600	--	6336	37939
51	LAB	MOKAL SUNIL SURESH	D	27,800	4726	115	-	--	600	--	6672	39913
52	LAB	DIAS STENI BEJMI	D	28,600	4862	115	-	--	600	--	6864	41041
53	LAB	JAMDHARE RAVINDRA BHAGWAN	D	39,700	6749	115	-	--	600	--	9528	56692
54	LAB	SHAIKH AZAM NOOR MOHAMMED	D	37,600	6392	115	-	--	600	--	9024	53731
55	LAB	FIROZ YAKUB KHAN	D	37,600	6392	115	-	--	600	--	9024	53731
56	LAB	PATIL SANTOSH VASANT	D	26,400	4488	115	-	--	600	--	6336	37939
57	LAB	BAMANIYA GOVIND MEGHA	D	39,900	6783	115	-	--	600	--	9576	56974
58	LAB	PAWLE RAJENDRA MANOHAR	D	35,200	5984	115	-	--	600	--	8448	50347
59	LAB	RANE GAJANAN BHAU	D	23,500	3995	115	-	--	600	--	5640	33850
60	LAB	BIRA SIDDHA SONURE	D	23,500	3995	115	-	--	600	--	5640	33850
61	LAB	CHAVHAN DHONDU	D	23,500	3995	115	-	--	600	--	5640	33850

		CHHGAN					-					
62	LAB	SUPE DNYANESHWAR S	D	23,500	3995	115	-	--	600	--	5640	33850
63	LAB	KADAM SANTOSH SHIVRAM	D	23,500	3995	115	-	--	600	--	5640	33850
64	LAB	MANE NITIN GANGADHAR	D	23,500	3995	115	-	--	600	--	5640	33850
65	LAB	YENDHE NILESH DASHRATH	D	23,500	3995	115	-	--	600	--	5640	33850
66	LAB	GAIKWAD RAMESH MADHUKAR	D	23,500	3995	115	-	--	600	--	5640	33850
67	LAB	KHOKALE KHANDU RANGNATH	D	23,500	3995	115	-	--	600	--	5640	33850
68	LAB	CHINDARKAR RAKESH PUNAJI	D	23,500	3995	115	-	--	600	--	5640	33850
69	LAB	SUTAR DEVENDRA GANGARAM	D	23,500	3995	115	-	--	600	--	5640	33850
70	LAB	JADHAV GANESH RAMCHANDRA	D	23,500	3995	115	-	--	600	--	5640	33850
71	LAB	GHANEKAR VINOD GOPAL	D	23,500	3995	115	-	--	600	--	5640	33850
72	LAB	HANDE UTTAM DNYANU	D	23,500	3995	115	-	--	600	--	5640	33850
73	LAB	VICHARE NITIN SAMBHAJI	D	23,500	3995	115	-	--	600	--	5640	33850
74	LAB	DHOLAM RAKESH YASHWANT	D	23,500	3995	115	-	--	600	--	5640	33850
75	LAB	WAGHMARE AJIT JAGANNATH	D	23,500	3995	115	-	--	600	--	5640	33850
76	LAB	GAWAND PRANAY NATHURAM	D	23,500	3995	115	-	--	600	--	5640	33850
77	LAB	SHINDE SACHIN RAMCHANDRA	D	23,500	3995	115	-	--	600	--	5640	33850
78	LAB	CHAWAN SACHIN SURBA	D	23,500	3995	115	-	--	600	--	5640	33850
79	LAB	KAMBLE DAYANAND SHRIDHAR	D	19,100	3247	115	-	--	600	--	4584	27646
80	LAB	GAIKWAD NARAYAN VITHAL	D	22,100	3757	115	-	--	600	--	5304	31876
81	LAB	SAKPAL SANDEEP VISHNU	D	23,500	3995	115	-	--	600	--	5640	33850
82	LAB	DIGHE BHAUSAHEB MADHUKAR	D	23,500	3995	115	-	--	600	--	5640	33850
83	LAB	MUNDEKAR SANDEEP RAMCHANDRA	D	23,500	3995	115	-	--	600	--	5640	33850
84	LAB	GHERADE ANESH DNYANU	D	23,500	3995	115	-	--	600	--	5640	33850
85	LAB	MANE SANDEEP LAXMAN	D	23,500	3995	115	-	--	600	--	5640	33850
86	LAB	SANAP SADASHIP TUKARAM	D	23,500	3995	115	-	--	600	--	5640	33850
87	LAB	PATIL MAHESH DATTU	D	23,500	3995	115	-	--	600	--	5640	33850
88	LAB	MALKAR PRAVIN JAYWANT	D	23,500	3995	115	-	--	600	--	5640	33850
89	LAB	KOLI ASHISH CHANDRAKANT	D	23,500	3995	115	-	--	600	--	5640	33850
90	LAB	KAMBLE SACHIN GOVARDHAN	D	23,500	3995	115	-	--	600	--	5640	33850
91	LAB	RATHOD MANOHAR HARI	D	21,500	3655	115	-	--	600	--	5160	31030
92	LAB	JADHAV RAJENDRA NETAJI	D	19,700	3349	115	-	--	600	--	4728	28492
93	LAB	PAWAR KHUSHWANT SURESH	D	19,700	3349	115	-	--	600	--	4728	28492
94	LAB	NANDANWAR PAWAN PRAKASHRAO	D	18,500	3145	115	-	--	600	--	4440	26800
95	LAB	BORSE SACHIN ASHOK	D	18,500	3145	115	-	--	600	--	4440	26800
96	LAB	KOKATE UTTAM LAXMAN	D	18,500	3145	115	-	--	600	--	4440	26800
97	LAB	SHIKALGAR IMTIYAJ DILAWAR	D	18,500	3145	115	-	--	600	--	4440	26800
98	LAB	THOMBARE SNEHA ARUN	D	18,500	3145	115	-	--	600	--	4440	26800
99	LAB	CHOUDHARI RAJESHREE DASHRATH	D	18,500	3145	115	-	--	600	--	4440	26800
100	LAB	KHARAT GANESH LAXMAN	D	18,500	3145	115	-	--	600	--	4440	26800
101	LAB	GHARAT MANALI KISHOR	D	18,500	3145	115	-	--	600	--	4440	26800
102	LAB	RATHOD SUDARSHAN NAMDEO	D	23,500	3995	115	-	--	600	--	5640	33850

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

Details of allocation of budget and disbursement made in the office of Assistant Engineer Water Works at H/West ward for the year

Publish Copy of the budget Rs.7,61,13,000.00

Publish Copy of grant distribution\_\_\_\_\_

Format A for current year

<b>Sr. No.</b>	<b>Budget head description</b>	<b>Grants received</b>	<b>Planned use ( Give details area wise or work wise in a separate form)</b>	<b>Remarks</b>
1.	4060490000 H/W Ward –H.E.	Rs.7,61,13,000.00	Rs.67,39,384.55	

Format B for previous year

<b>Sr. No.</b>	<b>Budget Head</b>	<b>Grants received</b>	<b>Grants utilized</b>	<b>Grants Surrendered</b>	<b>Results</b>
1.	4060490000 H/W Ward – H.E.	Rs.6,52,13,000.00	Rs.3,54,69,918.00	Rs.2,97,43,081.00	

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

Manner of execution of subsidy program in the office of Assistant Engineer Water Works at H/West ward.

-----Nil-----

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

Particulars of recipients of concessions, permits or authorizations granted in the office of Assistant Engineer Water Works at H/West Ward.

-----Nil-----

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

Details of information available in electronic form in the office of Assistant Engineer Water Works 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>
	Nil	Nil	Nil	

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

Particulars of facilities available for citizen for obtaining information in the office of Assistant Engineer Water Works at H/West 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 as per RTI Act.	3.00 p.m. to 5.00 p.m on Tuesday and Thursday (except holidays) with prior appointment only.	For inspection of records no fee for first hour will be charged, however fee of Rs.5/- for each 15 minutes or fraction thereof will be charged thereafter.	Office of Asstt. Engineer, Water Works Department, 2 <sup>nd</sup> Floor, H/West ward office, Bandra, Mumbai-50	Asstt. Engineer, Water Works H/West Ward.

- Interactive website – mcgm.gov.in
- Facilitation center - Facilitation center is available at the ground floor of ward office Building. Working Hours – 10.00 a.m. to 4:30 p.m
- Notice board - Displayed in the office of Asstt. Engineer (Water Works)
- Inspection of work & inspection of samples – N.A
- Facilities for library, Inquiry window & reception – Not available

**Section 4(1)(b)(xvi)**

Details of Public Information Officer/APIOs/Appellate authority in the jurisdiction of (public authority) in the office of Assistant Engineer Water Works 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.	Shri. Dharma T. Prassandas	A.E.W.W. H/W	H/West Ward	Office of the Assistant Engineer Water Works H/West Ward, Brihanmumbai Mahanagar Palika, Assistant Comm.H/West Ward, Saint Martin Road, Bandra, Mumbai-400 050.  Ph.022-26422311 Ex.207	aewwfs@gmail.com	Shri.S.R.Singh Executive Engineer H/West Ward, Ground floor, Brihanmumbai Mahanagar Palika, Assistant Comm.H/West Ward, Saint Martin Road, Bandra, Mumbai-400 050  Ph.022-26422311

**APIOs****B**

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

**Appellate authority****C**

<b>Sr. No.</b>	<b>Name of Appellate authority</b>	<b>Designation</b>	<b>Jurisdiction as Appellate authority</b>	<b>PIO reporting</b>	<b>E-mail id for purpose of RTI</b>
1.	Shri.Mangesh Shevale	Executive Engineer	H/West Ward	A.E.W.W.H/ W	

**Section 4(1)(b)(xvii)****Manual – 17**