



BRIHANMUMBAI MAHANAGARPALIKA

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

WATER WORKS DEPARTMENT

K / EAST WARD

YEAR - 2021-2022

**ADD: K/East Ward office, 3RD floor,
AEWW, K/E Ward Building,
Gundavali Azad Road, Andheri (East),
Mumbai-400069.**

MUNICIPAL CORPORATION OF GREATER MUMBAI

Hydraulic Engineer's Department

PREAMBLE

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, K/East 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), K/East ward whose office is situated at K/East ward office, 3rd Floor, Azad Road, Gundavali, Andheri (E), Mumbai 400069.

. The procedure and fee structure for getting information is as per the provisions of RTI Act, 2005.

**Assistant Engineer (Water Works)
K/East ward**

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Introduction

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

Assistant Engineer water work K/East is assisted by Junior Engineer (Water works) Dist. / Sub Engineer (Water works) Dist. and Junior Engineer (Water works) Water Works. / Sub Engineer (Water works) Water Works.. 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 Water Works of water main section in K/East ward.

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

book)

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

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

II. Distribution: Supply of water from reservoir to consumer's tap through Feeder and distributory mains with static head.

III. Consumers Tap: The point of discharge of water supplied at consumer's 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 K/East is appointed as Public Information Officer (Water Works) for Water works department and as per Maharashtra Public Records Act-2006 and Maharashtra Public Records Act Rules -2007, he is designated as Record Officer for Water Works Dept. of K/East ward.

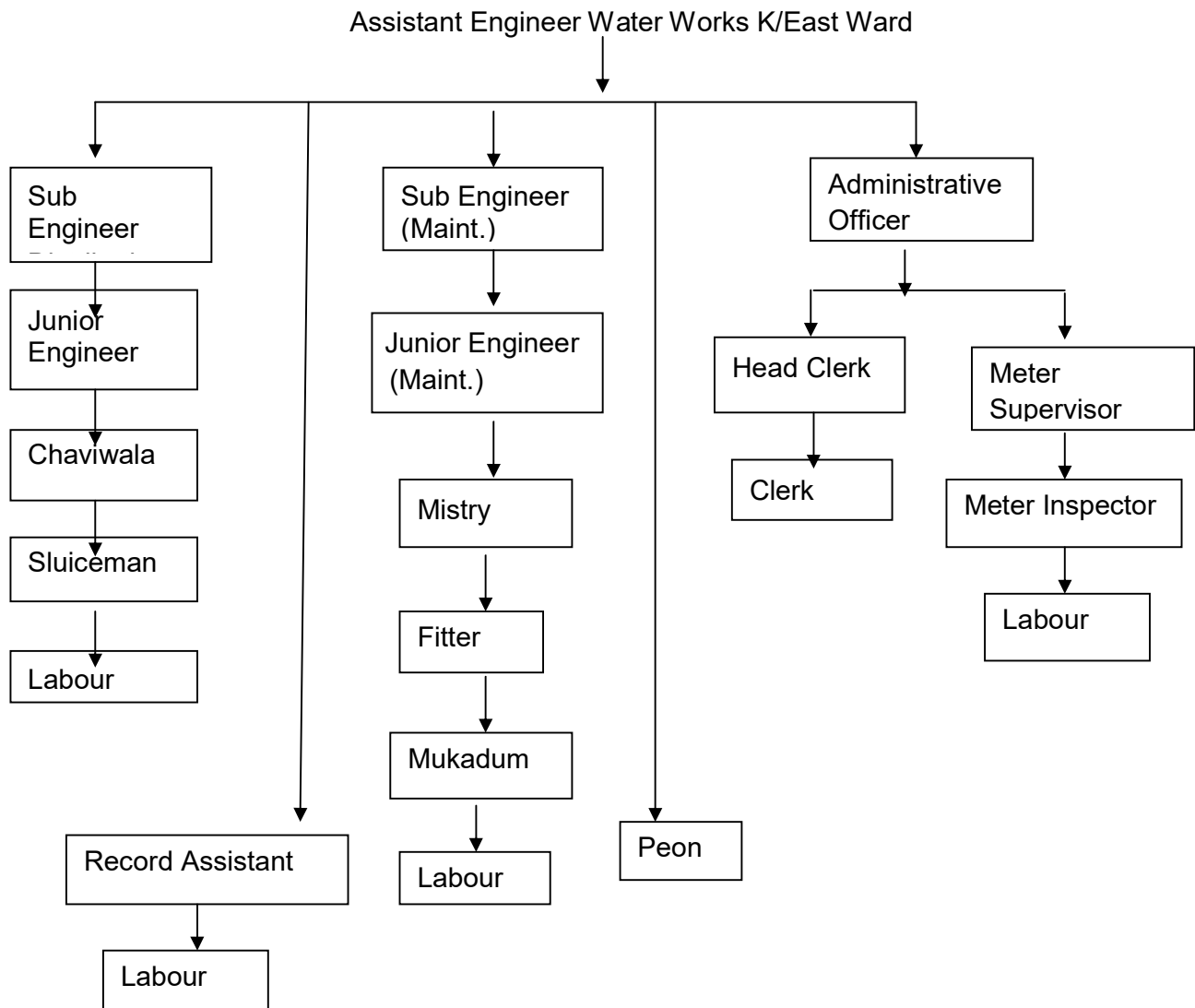
Section 4(1) (b) (i)

The particulars of functions & duties of the public authority

1	Name of the public authority	1)Shri. Ravindrakumar Maurya, Assistant Eng. (Water Work), K/East.
2	Address	3 rd Floor, K/East Ward Office Bldg., Aazad Road, Gundavali, Andheri (East), Mumbai – 69.
3	Head of the office	Assistant Engineer Water Works
4	Parent Government Department	Hydraulic Department.
5	Reporting to which office	1) Assistant Commissioner, K/East Ward, 2) Office of Deputy Hydraulic Engineer (W.S),
6	Jurisdiction Geographical	K-East ward East Boundary extends up to Mithi River, West Boundary extends up to Railway track, North Boundary extends up to SRPF Camp and the South Boundary extends up to Milan Subway.
7	Mission / Vision	"To provide adequate, safe and equitable water to the Consumers in K/East ward's area."
8	Objectives	"Distribution of potable water to the consumers in K/East 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.
9	Functions	Control over Distribution of potable water to the Consumers in K/East 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.
10	Details of services provided (In Brief)	"Supply of potable water within K/East ward's area."
12	Physical assets (Statement of lands & Buildings and other Assets)	Nil
13	Organization's structural Chart	As per separate sheet attached at page no.6.
14	Tel. No.s & office timings	Telephone no : 26816730 Email : ae01ww.ke@mcmgm.gov.in Office timing : 8.00 AM. to 01.00 PM and 1.30 P.M. to 04.00 PM (Monday to Friday) 08.00 AM to 12.00 AM on Saturdays Visiting Hours : 01.30 PM to 04.00 PM (Monday to Friday)
15	Weekly Holidays	Sunday and Public Holidays.

Organisation's Structural Chart (Orgonogram):



Section 4(1) (b) (ii)

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

A

Sr. No.	Designation	Power- Financial	Under which legislation / rules / order / GRs	Remarks
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 1888	
		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 (Maint.)	NIL.		
4.	Junior Engineer Distribution	NIL.		
5.	Junior Engineer (Maint.)	NIL.		
6.	Head Clark	NIL.		
7.	Meter Supervisor	NIL.		

B

Sr. No.	Designation	Power- Administrative	Under which legislation / rules / order /GRs	Remarks
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 1888	
		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		
		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		
		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 (Maint.)	Nil.		

4.	Junior Engineer Distribution	Nil.		
5.	Junior Engineer (Maint.)	Nil.		
6.	Head Clerk	Nil.		
7.	Meter Supervisor	Nil.		

C

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

D

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

E

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

The duties of officers and employees in the office of Assistant Engineer Water works K/East ward.

Sr. No.	Designation	Duties - Financial	Under which legislation / rules / order / GRs	Remarks
1.	Assistant Engineer Water works	Nil.	-	
2.	Sub Engineer Distribution	Nil.	-	
3.	Sub Engineer (Maint.)	NIL.	-	
4.	Junior Engineer Distribution	NIL.	-	
5.	Junior Engineer (Maint.)	NIL.	-	
6.	Head Clerk	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 Water Works normal day to day supply with the help of available resources such as man, material and machinery.	MMC Act 1888, u/s.169, 92, 263(1), 278(1), 350, 488	
		2. Repairs & Water Works 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		
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		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, Water Works 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. a. Sanction of domestic connections upto 15mm dia., certification of (dry fittings upto 40 mm dia. and C new buildings upto 4th floor.) b. Sanction of Slum water connection upto 50mm.	1)EE Mts Rev.) /2553 / Circular dtd 1.01.2002 2)HE/15/Ci /HC(Gen.) of	
		10.a. Sanction and recovery of Extra Water Charges & extra sewerage charges b. Sanction and recovery of Additional Extra sewerage Charges.	Water bay laws, Water charges rules.	
		11 To sanction construction connection upto 15mm dia.	HE/15/Cir/HC (Gen) of 29.10.2005	

2.	Sub Engineer Distribution	1. To monitor & maintain normal day to day Water supply distribution with the help of available resources such as man, material		
		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 (Maint.)	1. To carry out fieldwork such as Repairs of water mains upto 300mm dia size.		
		2. Overall control on Water Works 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 non payment of water charges & Sewerage charges bills, wastages etc.		
		5. To maintain Water Works various records of new water connections, meters, preparation of O.T. of Water Works staff.		
4.	Junior Engineer Distribution	1. To maintain Water Works 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 (Maint.)	1. To carry out fieldwork such as repairs, Water Works of water main upto 300mm dia.		
		2. Overall control on Water Works 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 non payment of water charges & Sewerage charges bills, wastages etc.		
		5. To maintain Water Work various records of new water connections, meters, preparation of O.T. of Water Works staff.		

		new water connections, meters, preparation of O.T. of Water Works staff.		
6.	Head Clerk	1. To assist AEWW 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 Water Work 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.	Clerk	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 chalans for payments other than water charges bills		
		4. To Water Worksain 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 AEWV 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 unauthorised 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 note down entries of new metered water meter reading book. connection in MRB		
		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.(Water Works.) 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 Water Worksain the record of complaint.		
12.	Mukadam	1. To assist the J.E.(Water Works.)		
		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.		
		2. To report about non-working and damaged valve.		
		3. To maintain operation register if required.		
		4. To report leakages.		
		5. To attend the site of fire calls.		
		6. 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 K/East.

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

(A reference to Secretant Manual and Rule of Business Manual and other rules / regulations etc. can be made.)

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 or apply online. 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.

I) Slum water connection prior to 01.01.2000

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 01.01.2000

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.

II) Slum water connection post 01.01.2000

1. Copy of AADHAR Card
2. Copy of Ration Card

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 (25%) 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
	Granting Water Connection	Scrutiny of Application, Site report, proposal, Approval, etc	Seven days (per scrutiny level) for all other applications from the date of submission of valid application along with required documents. (Difficult to complete within 7 days. Some application takes beyond 6 months.)	<p>The Water Connection process grants permission to the prospective consumers to avail water supplied by MCGM. Each ward is allocated some area under its control and they accept application pertaining to their jurisdiction only. Consumer make request for new water connection at their premises through standard Application Form available at MCGM ward office from Head Clerk Billing at nominal fee of INR 12 in cash. The consumer has to indicate the name of the licensed plumber through which the internal water piping works will be conducted (responsibility of consumer). The allotted time frame for the New Connection Application by MCGM is one month from the date of receiving the application provided all documentations are proper.</p> <p>The consumer through a licensed plumber submits standard Application Form duly filled in to Central Dispatch clerk. This application also contains the name and signature of licensed plumber.</p> <p>The following are the steps of Application process for New Connection (Domestic/Commercial / Industrial):</p>	

				<p>a) Application for water Connection</p> <ul style="list-style-type: none"> • Upon Citizen Enquiry to engineering staff in water distribution section, Citizen is provided consultation for water connection and is informed about the required documents to be attached (enclosed at annexure -) with the application form. On request, he is also provided with a list of licensed plumbers from which he can choose a plumber. • Citizen with help of plumber fills the application form and gets the signature of plumber for internal piping works. • The entire process of water connection thereafter is completed by plumber/applicant. • Plumber submits the form at Dispatch. At dispatch normal receipt number is provided to the application form. Acknowledgement is provided to plumber on the photocopy of the form. • Dispatch clerk forwards the application form to Record Assistant, Water Works. Record Assistant, Water Works enters into Water Connection application form register and provide serial number to the application form. The application form converted into a file is forwarded to Assistant Engineer, Water Works for further processing. 	
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				<p>b) Payment of Scrutiny fee</p> <ul style="list-style-type: none"> • Assistant Engineer, Water Works forwards the form to Sub-Engineer (Distribution) to process the file. Sub-Engineer (Distribution) allocates the work to Junior Engineer (Distribution). • Junior Engineer (Distribution) informs Plumber/Applicant through letter under Assistant Engineer, Water Works signature / telephone / in person within 15 days to pay scrutiny fee of INR 200 and forwards the file to Head Clerk (Billing). • Head Clerk (Billing) assigns the work to Clerk (Billing). Clerk (Billing) prepares Challan and enters the detail into AQUA Billing System. IDN number is created in AQUA Billing System. IDN number is used for further reference of the application. Challan is handed over to Plumber/Applicant. • Plumber/Applicant pays INR 200/- as scrutiny fee at CFC. • Plumber/Applicant submits the scrutiny fee receipt to Head Clerk (Billing) who make a note of amount received and IDN number issued in the application form and forwards the same to Junior Engineer (Distribution)/ Sub-Engineer (Distribution) for scrutiny of the application. <p>c) Application Scrutiny / approval</p> <ul style="list-style-type: none"> • Junior Engineer (Distribution) scrutinises all documents, visits site, obtains remarks from Meter Supervisor, Meter Section (existing/ cutoff/ nearby connection details/ misuse of existing connection) and prepares the report. This report mentions all details pertaining to the water connection like residential / Commercial property, ferrule size required, connection size required and meter size requirement. The report with recommendation is submitted to Sub-Engineer (Distribution). 	
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				<ul style="list-style-type: none"> • Sub-Engineer (Distribution) verifies the report, visits site and submits recommendation to Assistant Engineer (Water Works). • Based on the recommendation of Sub-Engineer (Distribution), Assistant Engineer (Water Works) takes a decision to consider or to reject the request for water connection with reasons for rejection or approves / forwards it to higher competent authority for approval. • On the recommendation of Assistant Engineer (Water Works), competent higher authority approves or rejects the water connection and returns the file to Assistant Engineer (Water Works). • Assistant Engineer (Water Works) forwards the file to Sub-Engineer (Distribution) / Junior Engineer (Distribution) for preparation for Permission Form (P Form) / Rejection letter. • Junior Engineer (Distribution) prepares the Permission Form / Rejection letter and submits to Assistant Engineer (Water Works) through Sub-Engineer (Distribution) for signature. Assistant Engineer (Water Works) after signing sends the file to Record Assistant (Water Works) for entry into application form register. Record Assistant (Water Works) issue permission form along with connection form(C-Form) to Plumber/Applicant with due acknowledgement. • Record Assistant (Water Works) Water Worksains the status of the application form. <p>d) Compliance to P-Form and C-Form obligations</p> <ul style="list-style-type: none"> • P-Form is a Permission Form with conditions (Connection size alongwith related fittings and storages, meter size, details of payment to be made, etc.). Certification Form(C- Form) (Signature of applicant / owner 	
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				<p>& license plumber etc, Clearance from Assessment department, Building proposal clearance, drainage clearance from Assistant Engineer (Water Works) and certification of Competent authority of Hydraulic Engineer Department) is issued for obtaining required NOC from various departments.</p> <ul style="list-style-type: none"> • The Plumber/Applicant has to comply with all the conditions mentioned in P-Form and C-Form. • The plumber reports to Assistant Engineer(Water Works) the compliance of the conditions in P-form and C-Form. The plumber has to get the pipes and fitting certified by the competent authority and obtain certification endorsed by competent authority. • Plumber reports to Sub-Engineer (Distribution). Sub-Engineer (Distribution) prepares the charges payable towards making water connection and other charges (water connection charges within municipal limit upto 1 mts, security deposits, meter fixing charges, etc) on the C-Form. Sub-Engineer (Distribution) takes approval of the charges from Assistant Engineer (Water Works) and hands over the C-Form to Plumber/Applicant to make payment of the charges. • Plumber/Applicant reports to Head Clerk (Billing). Head Clerk (Billing) instruct Clerk (Billing) to prepare Challan. Challan is handed over to Plumber/Applicant. • Plumber makes payment at CFC by DD or Cash only. He submits the receipt to Head Clerk (Billing). Head Clerk (Billing) confirms the payment in AQUA Billing System, makes entry on C-Form and forwards C-Form to Sub-Engineer (Distribution). 	
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				<p>e) Road Opening Permission</p> <ul style="list-style-type: none"> • Sub-Engineer (Distribution) prepares road opening sketch showing the size of trench, etc with a note to Assistant Engineer (Water Works) of ward for issue of road opening permit. The road opening form is handed over to Plumber/Applicant. • Plumber/Applicant submits the road opening form to Assistant Engineer (Water Works). • Assistant Engineer (Water Works) forwards the road opening form to Sub-Engineer (Trench). Sub-Engineer (Trench) forwards to Junior Engineer (Trench). • Junior Engineer (Trench) verifies the feasibility and works out road re-instatement charges. After approval from Assistant Engineer (Water Works) / Competent Authority, the Memo is issued to Plumber / Applicant for payment. • Plumber reports to Head Clerk (Revenue). Clerk (Revenue) will prepare the Challan. • Plumber/Applicant makes the payment at CFC. Plumber/Applicant reports to Head Clerk (Revenue) for confirmation of payment. Payment details are mentioned on form by Head Clerk (Revenue). • Plumber reports to Junior Engineer (Trench) after payment. Assistant Engineer (Water Works) issue road opening permission. • Plumber submits road opening permit to Sub-Engineer (Distribution). • Sub-Engineer (Distribution) instructs Record Assistant (Water Works) to submit the respective water connection file. Sub-Engineer (Distribution) files the following documents in the file.- C- Form <ul style="list-style-type: none"> - Road Opening Permission Form - Undertaking from applicant - Documents as per P-Form 	
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				<ul style="list-style-type: none"> • In case of private meter to be fixed, Plumber is informed to submit the approved make tested meter along with valid manufacturer's test certificate to Sub-Engineer (Distribution), if the connection size is upto 25 mm. For Meter beyond 25 mm approved make meter must be tested by MCGM Meter testing lab before installation. • The file is forwarded to Meter Supervisor (Meter Section) for preparation of Meter Reading Card. <p>f) Preparation of Meter Reading Card.</p> <ul style="list-style-type: none"> • Meter Supervisor (Meter Section) forwards the file to Meter Inspector (Meter Section) for preparation of Meter Reading Card. • Meter Inspector (Meter Section) prepares the Meter Reading Card and returns the file to Meter Supervisor (Meter Section). Meter Supervisor (Meter Section) forwards the file to Sub-Engineer (Distribution). <p>g) Physical Connection of Water Meter</p> <ul style="list-style-type: none"> • Sub-Engineer (Distribution) fills up the details in C- form of connection to be made such as location of connection (sketch), Size of connection, size of water main, meter number / make / size, section. • AQ2 (Form 32) is filled up by Sub-Engineer (Distribution) with required water distribution information such as Name of Consumer, Mobile number, site address, discharge and requirement of connection, portion of premises water connection sanctioned, size of connection, size of meter, MMC Act section, Deposits, number of flats, supply zone, purpose of connection, property SAC number etc. AQ2 is attached to file. • Sub-Engineer (Distribution) makes entry into fitting register and submits file to Assistant Engineer 	
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				<p>(Water Works) for approval of C-Form. The file is forwarded to Sub-Engineer (Water Works) for making connection after approval of C-Form and signing of AQ2 form.</p> <ul style="list-style-type: none"> • File Number (Case Number) is allocated by Sub-Engineer (Water Works)/Junior Engineer (Water Works). Ferrule connection is made along with meter by Sub-Engineer (Water Works)/Junior Engineer (Water Works) as per C-Form. • If the length of the connection increases than the charges recovered, the connection is plugged and intimation is given to Sub-Engineer (Distribution) for recovering additional connection charges and road permit charges. • On payment of the additional charges, Meter will be fixed and connection will be restored by Sub-Engineer (Water Works)/Junior Engineer (Water Works). • Sub-Engineer (Water Works)/Junior Engineer (Water Works) make entry into following form/ file. <ul style="list-style-type: none"> • Connection Register: Detail of the water connection and other relevant details of AQ2 (Meter size, make and number, Initial Reading of Meter, size of water connection, date of connection, location of meter, etc.) • Daily diary: Name of fitter. • AQ8 containing details such as Meter size, make and number, Initial Reading of Meter, size of water connection, date of connection, etc is prepared by Sub-Engineer (Water Works)/Junior Engineer (Water Works) and sends copy to Meter Supervisor (Meter Section) and Head Clerk (Billing). • Sub-Engineer (Water Works)/Junior Engineer (Water Works) returns the file to Sub-Engineer (Distribution) for generation of CCN code. <p>h) Generation of CCN Number and Updation of Meter Reading</p>	
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				<p>Card.</p> <ul style="list-style-type: none"> • Sub-Engineer (Distribution) / Junior Engineer (Distribution) generates CCN code and enters the CCN code in Meter Reading Card and sends the file to Meter Supervisor (Meter Section). • Meter Supervisor (Meter Section) enters the relevant details in Meter Reading Card, detaches Meter Reading Card and forwarded to Meter Inspector (Meter Section) to place in Binder Book. Meter Supervisor (Meter Section) also enters CCN number etc on the C-Form. • File is returned to Sub-Engineer (Water Works) • Sub-Engineer (Water Works) updates Connection register and returns file to Sub-Engineer (Distribution) for sending AQ2 (Form32) to assessment department. • Sub-Engineer (Distribution) prepares certificate under 270(A) of MMC Act, where ever applicable and gets approval of Assistant Engineer (Water Works). • Four copies of 270(A) certificate are issued each for Building Proposal Department, License Plumber and Applicant and Office Copy is retained in file. • The file is sent to Record Assistant (Water Works) for record. 	
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	Meter Reading	Taking meter reading and updating MRB.	Monthly	<ul style="list-style-type: none"> • AMR and Non AMR Meters reading are taken by Meter Inspector (Meter Section) manually as per the schedule mentioned on Meter Reading Book. • Meter Readings are taken either monthly or quarterly based on the billing cycle (M; every month, A; 1st month every quarter, B; 2nd month every quarter, C; 3rd month every quarter). • For AMR meters reading are taken monthly by the agency nominated for this purpose with help of Hand Held Unit(HHU). Meter Inspector 	
				<p>(Meter Section) also reads the AMR meter manually but as per the billing cycle i.e. monthly or once in a quarter.</p> <ul style="list-style-type: none"> • Status of the meter is also noted by the Meter Inspector (Meter Section). In case the meter is not functioning or he cannot take/read the data, Meter Inspector (Meter Section) records the status of the meter or the reason for which he cannot take meter reading. • Meter Inspector (Meter Section) submits the data to Meter Supervisor (Meter Section). Meter Supervisor (Meter Section) checks the data collected by Meter Inspector (Meter Section). • For any missing data or doubtful or abnormal reading observed by Meter Supervisor (Meter Section), Meter Inspector (Meter Section) is directed to take or confirm the meter reading again and modifies the same if required. • In case water consumption is observed to be abnormal then high consumption card is issued to consumer. 	

	Disconnection of water connection	Prepare defaulters list and disconnection of water connection		<p>If consumer does not pay his bill within the due date, his water connection becomes liable for disconnection. The department does not send notice to the consumer. The bill itself is a notice.</p> <p>The process flow for disconnection is as follows:</p> <ul style="list-style-type: none"> • Head Clerk (Billing) generates the list of “Connections liable to be disconnected (CLD)” report from AQUA Billing System and forwards to Meter Supervisor (Meter Section) for verification. • Meter Supervisor (Meter Section) provides clearance to Sub-Engineer (Water Works)/ Junior Engineer (Water Works) after verification. • Sub-Engineer 	
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				<p>(Water Works)/Junior Engineer (Water Works) disconnects the connection and fills up AQ8 form manually for the Disconnection Order (DCO).</p> <ul style="list-style-type: none"> • Initially connection is disconnected on meter. • Sub-Engineer (Water Works)/ Junior Engineer (Water Works) submits the AQ8 to Head Clerk (Billing) and Meter Supervisor (Meter Section). • Meter Supervisor (Meter Section) enters the details into the Meter Reading Book (MRB). • Head Clerk (Billing) enters AQ8 form in the AQUA Billing System. • In case the payment is not received within one month of the meter disconnection then Sub-Engineer (Water Works)/Junior Engineer (Water Works) disconnects the connection on ferrule i.e. mains. • Sub-Engineer (Water Works)/ Junior Engineer (Water Works) fills up AQ8 form manually submits the AQ8 to Head Clerk (Billing) for information and to Meter Supervisor (Meter Section) to enter the details into Meter Reading Book (MRB). • On disconnection of water connection intimation is sent by Meter Supervisor (Meter Section) under signature of Assistant Engineer (Water Works) to Assessment and Collection department after one month to levy Water Tax and /or Sewerage Tax <p>Disconnection can also be carried out if consumer applies for closing the water connection for which formal approval of Assistant Engineer (Water Works) is required.</p>	
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	<p>Water Connection Restoration</p>			<p>Water Connection Restoration is carried out after payment of all outstanding dues, additional Security Deposit, past water used charges (if any) and cutting as well as restoration charges.</p> <ul style="list-style-type: none"> • The consumer submits application addressed to Assistant Engineer (Water Works) at dispatch to the ward he belongs to. • Dispatch Clerk forwards the application to Record Assistant (Water Works) who forwards the same to Assistant Engineer (Water Works). • Assistant Engineer (Water Works) forwards the application to Junior Engineer (Water Works)/Sub-Engineer (Water Works), who informs the disconnection details to Meter Supervisor (Meter Section). • Based on disconnection date the Meter Supervisor (Meter Section) will levy the charges and forwards the application to Clerk (Billing). • Clerk (Billing) prepares AQ3 form in the system and generates a Challan. • Consumer pays charges for reconnection at CFC Counter as per the Challan received by him. • Consumer submits receipt of payment to Head Clerk (Billing). • Head Clerk (Billing) issues the restoration Memo and sends it to Assistant Engineer (Water Works). • Assistant Engineer (Water Works) approves the restoration memo and forwards it to Junior Engineer (Water Works)/Sub-Engineer (Water Works). 	
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				<ul style="list-style-type: none"> • JE Junior Engineer (Water Works)/Sub-Engineer (Water Works) does the actual restoration and prepares the AQ8 form and enters in AQUA System. He sends the information to Meter supervisor and Head Clerk. • Meter Supervisor (Meter Section) enters the restoration details in CCN folio/binder. <p>An AQ8 form is filled for every restoration process. This form can be the same if disconnection and restoration is done at the same time for cases like shifting of the connection, change in connection size, replacing meters. Additional Security deposit is charged.</p>	
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Section 4(1) (b) (iv)

Norms set for discharge of its functions in the office of Assistant Engineer Water works
K/East 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)	

The rules/ regulation related with functions in the office of Assistant Engineer Water works k/east 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	Water Charges Rules.	
3.	Guidelines for connections	Water Bye-Laws for water connections.	
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 K/East ward.

Sr. no.	Subject	Type of Document file or register	File no. or Register no.	Particulars	Periodicity of preservation
'A' Class Record					
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
.	Connection Register	Register		Details of water connection	Permanent
4.	Meter reading Book			Details of Meter reading	Permanent
'C' Class Record					
1.	R.T.I Register			Details of application received under R.T.I.Act	05 Years
2.	Log sheets	Inward papers		Details of Applications/ complaints/ other documents received by department	01 Year
3.	Outward Register (Internal departments)	Outward papers		Details of Applications/ complaints/ other documents forwarded to Internal departments of K/East ward.	01 Year

4.	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
5.	Complaint Register	Register		Orally complaint registered.	01 year
6.	RTI application & their reply (Except appeal cases)			Details of application received under RTI Act & reply given to the same.	01 year
7.	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

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 K/East ward.

-- NOT APPLICABLE --

Section 4(1)(b)(viii)

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

---Nil---

Section 4(1)(b)(IX)

Sr. No	Name	Designation	EC NO	Grade	Date of Appointment in MCGM	Appointment in K/East
1.	RAVINDRAKUMAR MORYA	ASSISTANT ENGINEER	1650695	B	20.03.1990	23.02.2021
2.	RAVINDRA RATHOD	SUB ENGINEER	1758397	B	09.09.2019	20.09.2019
3.	ANIL ANAP	SUB ENGINEER	4143060	B	15.01.2008	17.09.2021.
4.	NIKHIL GUNJAL	SUB ENGINEER	1758407	B	09.09.2019	16.09.2019
5.	VACANT	SUB ENGINEER				
6.	VACANT	SUB ENGINEER				
7.	VACANT	SUB ENGINEER				
8.	BHAGWANT WAGHMARE	JUNIOR ENGINEER	1744042	C	05.12.2015	10.12.2015
9.	PRAFULLAKUMAR HONMUTE	JUNIOR ENGINEER	1745854	C	06.02.2016	08.02.2016
10.	SHRIKRUSHNA DHOND	JUNIOR ENGINEER	1745524	C	23.12.2015	31.12.2015
11.	ADITYA JOG	JUNIOR ENGINEER	1746161	C	10.05.2016	10.05.2016
12.	CHANDRAKANT ANANTWAL	JUNIOR ENGINEER	1744035	C	07.12.2015	12.12.2015
13.	GOPAL ARDE	JUNIOR ENGINEER	1689671	C	01.07.2006	01.04.2019
14.	JAYENDRA PATKAR	JUNIOR ENGINEER	3994942	C	01.04.2005	01.04.2019
15.	NILESH PHASE	JUNIOR ENGINEER	1745311	C	08.12.2015	11.08.2020
16.	SWATI HALE	JUNIOR ENGINEER	1764606	C	30.07.2020	30.07.2020
17.	SAKSHI PAPIWAR	JUNIOR ENGINEER	1764558	C	02.09.2020	02.09.2020
18.	VACANT	JUNIOR ENGINEER				
19.	VACANT	JUNIOR ENGINEER				
20.	VACANT	JUNIOR ENGINEER				
21.	VACANT	JUNIOR ENGINEER				
22.	VACANT	JUNIOR ENGINEER				
23.	MITESH DESAI	METER SUPERVISOR	3896783	C	02.05.1995	11.11.2021
24.	ROHIT BORICHA	METER SUPERVISOR	1679069	C	24.12.1999	11.11.2021
25.	SANJAY GADEKAR	METER SUPERVISOR	1670118	C	02.01.1997	25.09.2019
26.	LAXMIKANT KUMAWAT	METER SUPERVISOR	4012759	C	16.05.2006	27.11.2015
27.	GOVIND PAWAR	METER INSPECTOR	3686285	C	28.12.1991	11.08.2018
28.	RAVI KALSARE	METER INSPECTOR	1708268	C	13.02.2009	09.05.2018
29.	NIKLESH BHAYADE	METER INSPECTOR	3806388	C	02.09.1995	23.08.2018

30.	SAWANT VARSHA VIVEK	METER INSPECTOR	1119691	C	24.07.1998	01.02.2019
31.	VACANT	METER INSPECTOR				
32.	VACANT	METER INSPECTOR				
33.	VACANT	METER INSPECTOR				
34.	VACANT	METER INSPECTOR				
35.	VACANT	METER INSPECTOR				
36.	VACANT	METER INSPECTOR				
37.	VACANT	METER INSPECTOR				
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41.	VACANT	METER INSPECTOR				
42.	VACANT	METER INSPECTOR				
43.	VACANT	METER INSPECTOR				
44.	VACANT	METER INSPECTOR				
45.	VACANT	METER INSPECTOR				
46.	VACANT	METER INSPECTOR				
47.	VACANT	METER INSPECTOR				
48.	RAJENDRA FULPAGAR	RECORD ASSISTANT	1145296	C	04.07.1995	08.12.2016
49.	SADHANA PATIL	HEAD CLERK	1690844	C	05.08.2006	03.09.2015
50.	ARCHANA YATAM	CLERK	4456904	C	05.02.2015	20.02.2018
51.	SUVIDHA PORIWADE	CLERK	4451057	C	08.01.2015	17.01.2015
52.	MANISHA LANJEKAR	HEAD CLERK	4180687	C	04.07.2008	25.09.2020
53.	TEJASHREE SALVI	CLERK	4455824	C	29.01.2015	23.02.2015
54.	NEETA KUDALKAR	CLERK	1687837	C	12.05.2006	27.07.2018
55.	YOGESH DHANGAR	CLERK	1734959	C	11.04.2012	12.04.2012
56.	VACANT	CLERK				
57.	VACANT	CLERK				
58.	VACANT	CLERK				
59.	VACANT	CLERK				
60.	VACANT	CLERK				
61.	VACANT	CLERK				

Section 4(1)(b)(x)

Sr. No	Name	Designation	Grade	Basic	DA	CA	S P A	TA	HRA	Total salary
1	RAVINDRAKUMAR MORYA	ASSISTANT ENGINEER	B	86100	26691	463	-	1600	23247	138101
2	RAVINDRA RATHOD	SUB ENGINEER	B	47600	14756	-	-	1200	12852	76408
3	ANIL ANAP	SUB ENGINEER		58600	18166	463		1200	15822	94251
4	NIKHIL GUNJAL	SUB ENGINEER	B	47600	14756	-	-	1200	12852	76408
5	VACANT	SUB ENGINEER								
6	VACANT	SUB ENGINEER								
7	VACANT	SUB ENGINEER	C				-			
8	BHAGWANT WAGHMARE	JUNIOR ENGINEER	C	46100	14291	463	-	600	12447	73901
9	PRAFULLAKUMAR HONMUTE	JUNIOR ENGINEER	C	44800	13888	463	-	600		59751
10	SHRIKRUSHNA DHOND	JUNIOR ENGINEER	C	46100	14290	463	-	600	12447	73900
11	ADITYA JOG	JUNIOR ENGINEER	C	44800	13888	463	-	600	12096	71847
12	CHANDRAKANT ANANTWAL	JUNIOR ENGINEER	C	46100	14291	463	-	600	12447	73901
13	GOPAL ARDE	JUNIOR ENGINEER	C	42200	13082	463	-	600	11394	67739
14	JAYENDRA PATKAR	JUNIOR ENGINEER	C	39800	12338	463	-	600	10746	63947
15	NILESH PHASE	JUNIOR ENGINEER	C	46100	14291	463		600	10746	61454
16	SWATI HALE	JUNIOR ENGINEER	C	39800	12338	-	-	600	10746	63947
17	SAKSHI PAPANWAR	JUNIOR ENGINEER	C	39800	12338	-	-	600	10746	63947
18	VACANT	JUNIOR ENGINEER								
19	VACANT	JUNIOR ENGINEER								
20	VACANT	JUNIOR ENGINEER								
21	VACANT	JUNIOR ENGINEER								
22	VACANT	JUNIOR ENGINEER	C				-			
23	MITESH DESAI	METER SUPERVISOR	C	58600	18166	463		600	15822	93651
24	ROHIT BORICHA	METER SUPERVISOR	C	56900	17638	416		600	15363	90917

25	SANJAY GADEKAR	METER SUPERVISOR	C	53700	16647		600	14499	85446
26	LAXMIKANT KUMAWAT	METER SUPERVISOR	C	52000	16120	463	600	14040	83223
27	GOVIND PAWAR	METER INSPECTOR	C	53000	16430	463	600	14310	84803
28	RAVI KALSARE	METER INSPECTOR	C	32000	9920	463	600	8640	51160
29	NIKLESH BHAYADE	METER INSPECTOR	C	44400	13764	463	600	11988	71215
30	SAWANT VARSHA VIVEK	METER INSPECTOR		51500	15965	463	600	13905	82433
31	VACANT	METER INSPECTOR							
32	VACANT	METER INSPECTOR							
33	VACANT	METER INSPECTOR							
34	VACANT	METER INSPECTOR							
35	VACANT	METER INSPECTOR							
36	VACANT	METER INSPECTOR							
37	VACANT	METER INSPECTOR							
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41	VACANT	METER INSPECTOR							
42	VACANT	METER INSPECTOR							
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44	VACANT	METER INSPECTOR							
45	VACANT	METER INSPECTOR							
46	VACANT	METER INSPECTOR							
47	VACANT	METER INSPECTOR							
48	RAJENDRA FULPAGAR	RECORD ASSISTANT	C	45700	14167	-	600	12339	72806
49	SADHANA PATIL	HEAD CLERK	C	50500	15655		600	13635	80390
50	ARCHANA YATAM	CLERK	C	26800	8308		600	7236	42944
51	SUVIDHA PORIWADE	CLERK	C	27600	8556		600	7452	44208
52	MANISHA LANJEKAR	HEAD CLERK	C	34000	10540		600	9180	54320
53	TEJASHREE SALVI	CLERK	C	27600	8556		600	7452	44208
54	NEETA KUDALKAR	CLERK	C	40600	12586		600	10962	64748

55	YOGESH DHANGAR	CLERK	C	28400	8804			600		37804
56	VACANT	CLERK								
57	VACANT	CLERK								
58	VACANT	CLERK								
59	VACANT	CLERK								
60	VACANT	CLERK								
61	VACANT	CLERK								

Section 4(1)(b)(xi)

Details of allocation of budget and disbursement made in the office of Assistant Engineer Water Works at K/East ward for the year.....

Publish Copy of the budget Rs.....

Publish Copy of grant distribution_____

Format A for current year

Sr. No.	Budget head description	Grants received	Planned use (Give details area wise or work wise in a separate form)	Remarks (Balance)

Format B for previous year

Sr. No.	Budget Head	Grants received	Grants utilized	Grants Surrendered	Results
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Section 4(1)(b)(xii)

Manner of execution of subsidy program in the office of Assistant Engineer Water Works at K/East 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 K/East Ward.

-----Nil-----

Section 4(1)(b)(xiv)

Details of information available in electronic form in the office of Assistant Engineer Water Works at K/East Ward.

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

Section
4(1)(b)(xv)

Particulars of facilities available for citizen for obtaining information in the office of Assistant Engineer Water Works at K/East Ward.

Types of facilities-

- Information about facilities for inspection of record.

Sr.No.	Type of Facility	Timings	Procedure	Location	Peron in Charge
1.	Inspection of Record as per RTI Act.	10.00 AM. to 03.00 PM on Wednesday (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.	3 rd floor, K/East ward Office bldg., Aazad Road, Gundavali, Andheri (East), Mum – 69.	Asstt. Engineer, Water Works K/East 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

1.	Shri. Avinash Engineer	Executive Engineer	K/East Ward	Executive Engineer K/E	-
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Section 4(1)(b)(xvii)

Manual – 17

Any other information of Public use

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