



# **BRIHANMUMBAI MAHANAGARPALIKA**

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

## **SOLID WASTE MANAGEMENT DEPARTMENT**

Address - Assistant Engineer, K/West

Municipal Corporation of Greater Mumbai,  
K/West ward office, 1<sup>st</sup> Floor, Paliram Road,  
Opp. BEST Bus Depot,  
Andheri (W), Mumbai - 400058

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## **Introduction**

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

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

The Act requires the Government authority to compile a handbook in easily comprehensible form and to update it from time to time under **Section 4(1) b** sub clauses i to xvii (17 Manuals). The objective of publishing 17 Manuals is the proactive disclosure of the information/records held by Govt. Authority for the information seekers. The office of Assistant Engineer, Building & Factory, R / South 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 Asstt. Engineer(SWM) R/South, 4th Floor, M.G. Cross Road No.2, Near SVP Swimming Pool, Kandivali (W), Mumbai – 400067. The procedure and fee structure for getting information is as per the provisions of RTI Act, 2005.

The corporation has decentralized most of the main departments functioning at the city central level under Departmental Heads, and placed the relevant sections of these Departments under the Assistant Commissioner. Assistant Engineer (SWM) is under administrative control of Assistant Commissioner.

### **For SWM department:-**

He is assisted by Sub Engineer (SWM) and Asst. Head supervisor, Supervisor, Jr. Overseer and Mukadams.

For administrative work he is assisted by Administrative Officer. Head Clerk and Clerk. Each Jr. Overseer is given one beat to perform the duties pertaining to Sweeping and cleaning.

### **For Electric Department:-**

He is assisted by Sub Engineer (M&E) and Electrician, Wireman and other staff.

As per Central Right to Information Act 2005, he is appointed as Public Information Officer (SWM) for Dept. and as per Maharashtra Public Records Act-2005 and Maharashtra Public Records Act Rules -2007, he is appointed as designated officer for Record Officer.

**Assistant Engineer (SWM)  
K/West Ward**

**SECTION 4 (1) (B) (i)**  
**The particulars of functions & duties of the Office of Assistant Engineer (SWM)**

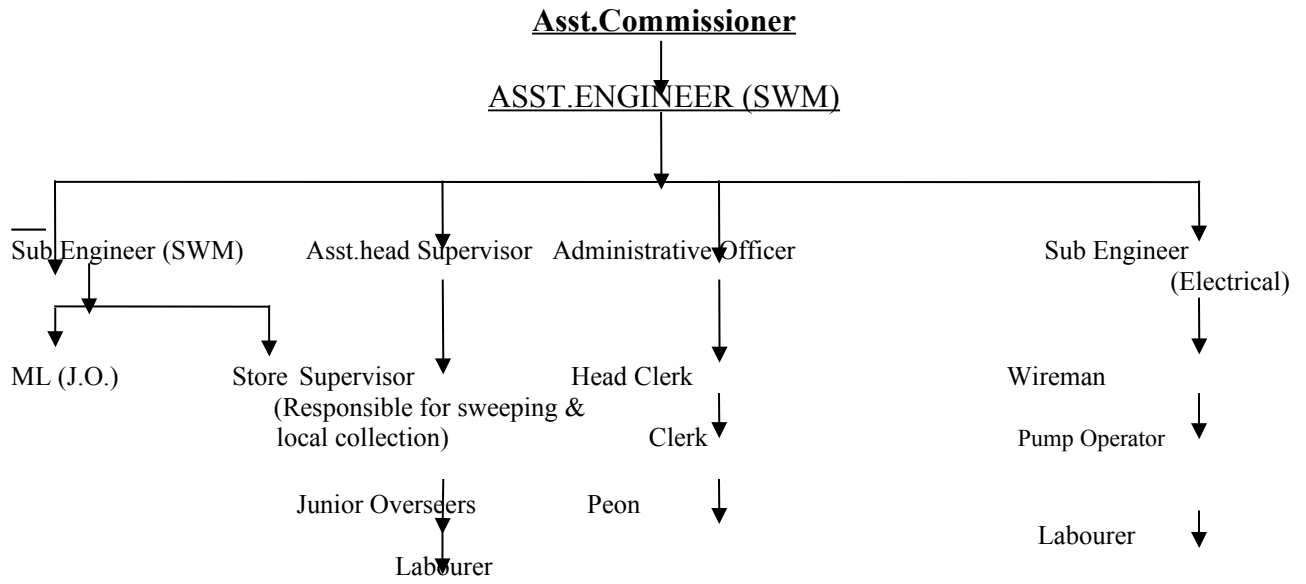
1	Name of the Section	Office of Assistant Engineer, Solid Waste Management
2	Address	K/West Ward Office, Paliram Road, Opp. BEST Bus Depot, Andheri (W), Mumbai – 400058
3	Head of the office	Assistant Engineer, Solid Waste Management
4	Office Timings	Monday to Friday 8.00 a.m. to 12.00 noon and 2.30 P.M. to 5.30 p.m. Saturdays 08.00am to 11.30 am Visiting Hours - (Monday – Friday) 03.00 p.m. to 05.00 pm
5	Chowky Timings	06:30 am – 1:15 pm
6	Contact Details	Telephone no : 26239190 Extn : 309 Email Asst. Eng - <a href="mailto:aeswm.kw@mcgm.gov.in">aeswm.kw@mcgm.gov.in</a>
7	Parent Government Department	Chief Engineer (SWM)
8	Reporting to which office	Assistant Commissioner, K/West Ward
9	Jurisdiction Geographical	K/West ward
10	Vision	To keep the ward garbage free.
11	Mission	To minimize all the garbage collection point on the road/ sub road.
12	Objectives	To keep ward clean and green.
13	Functions	<p>1 .Day to day operations and maintenance works of SWM Section along with improvement schemes introduced time to time.</p> <p>2. Periodical cleaning, maintenance and operation of drainage system i.e. sewer lines, and other appurtenances of sewer networks, inspection and identifications of defects in the sewer network affecting its smooth functioning including street connection &amp; other related works.</p> <p>3. A.E. (SWM) shall be responsible for periodical cleaning of SWD (Storm Water Drain) lines and other appurtenances of SWD networks, inspection and identification of defects in the SWD networks effecting is smooth functioning including street connection lateral &amp; other related work in city area.</p> <p>4. Enforcements of various sections related to SWM, Drainage and SWD system and as per various sections i.e. 61 (a) 227, 228,229,257,258,260,368, and 372 of M.M.C. Act.</p> <p>5. Remedial work related to sewerage network and repairs, improvement of SWM section in respective Ward.</p> <p>6. A.E. (SWM) in ward shall approve estimate upto Rs.3 lacs and execute the work of SWM and sewerage related on</p>
		<p>sanction of Competent Authority. For the work beyond 3 lacs, the proposal will be scrutinized by E.E. (Main Sewer), E.E.(Civil) S.O. for sewerage work and by E.E. (SWM.) for S.W.M. works in respective wards.</p> <p>7. Day to day maintenance of Electrical &amp; Mechanical equipment and installation of Municipal properties, tenements in ward.</p> <p>8. Co-ordination with various department viz. Ch.E.(SWM), Ch.E. (S.O.), Ch.E.(M.S.D.P.), Ch.E.(SWD), Ch.E.(M&amp;E).</p> <p>9. A.E. (SWM) shall scrutinize the proposal in respect of P.S.C. blocks on Pay &amp; Use basis and maintained by the N.G.O. The periodical inspection enforcement of action against the N.G.O. found not maintaining the P.S.C. blocks in proper manner.</p>
14	Section Duties	<p>Sanitary Provisions</p> <p>Scavenging and Cleansing</p> <p>366 – Refuse, etc to be the property of the corporation.</p> <p>367 – Provision and appointment of receptacles, depots and places for refuse.</p> <p>368 – Duty of Owner and occupiers to collect and deposit dust, etc.</p> <p>369 – Provision may be made by mcgm for collection, etc, of excrementitiously and polluted matter.</p> <p>370 – Collection and removal of excrementitiously and polluted matter when to be provided for by occupiers.</p> <p>371 – Halalkhors duties in certain cases may not be discharged by</p>

		private individuals without the Commissioner permission. 372 – Prohibition of failure to remove refuse, etc, when bound to do so. 373 – Presumption as to offender under clauses (e) of section 374 – Powers to inspect premises for sanitary purposes. 375 – Cleansing and lime washing of any building may be required.. 377 (A) – Nuisances arising from defective roof. 385 – Removal of carcasses of dead animals. 386 – Place for public bathing, etc to be fixed by the Commissioner. 387 – Regulation of use of public bathing places etc. 388 – Prohibition of bathing, etc, contrary to order or regulation. 389 – Prohibition of corruption of water by steeping therein animal or other matter, etc. 390 – Factory, etc not to be newly established without permission of the Commissioner.
15	Details of services provided ( In Brief)	1. SWM- Sweeping / Clearing Removal of Debris / Silt 2. Electrical & Mechanical 3. Drainage
16	Physical assets (Statement of lands & Buildings and other Assets)	List of Chowkies and Address (please refer to page no. 6)
17	Organization's structural Chart	Please refer to page no. 7.
18	Weekly Holidays	Sunday and Public Holidays.

#### **Details of Departmental Chowky in SWM Section**

Sr. No.	Name of Department	Name of Chowky	Address of Chowky	Contact No.
1	SWM	Juhu Tara chowky	Juhu Tara Road, Opp Tulip Hotel, Vile Parle (W),	
2	SWM	Mithibhai Chowky	V.M. Road, Vile Parle (W)	NIL
3	SWM	Mithibhai Chowky (North)	V.M. Road, Vile Parle (W)	NIL
4	SWM	Vile Parle Chowky	Ansari Road, Near Vile Parle station, Vile Parle (W)	NIL
5	SWM	Vile Parl Chowky	Ansari Road, Near Vile Parle station, Vile Parle (W)	NIL
6	SWM	TATA Compound Chowky	TATA Compound, S.V. Road, Vile Parle (W)	NIL
7	SWM	M. L. Chowky	M.A. Road, Near Andheri station, Andheri (W)	NIL
8	SWM	Andheri slum chowky	Santoshi Mata Road, Andheri (W)	NIL
9	SWM	Jogeshwari chowky (North)	Kevni Pada Road, Jogeshwari (W)	NIL
10	SWM	Jogeshwari chowky (South)	Sahakar Road, Jogeshwari (W)	NIL
11	SWM	Jogeshwari station chowky	Near Jogeshwari Station, Station Road, Jogeshwari (W)	
12	SWM	Azad Nagar Chowky 1	Azad Nagar No 1, Andheri (W)	
13	SWM	Azad Nagar Chowky 2	Azad Nagar No 1, Andheri (W)	
14	SWM	Versova Pumping chowky	Versova pumping, link road, Andheri (W)	
15	SWM	Check post chowky	Versova pumping link Road, Andheri (W)	
16	SWM	Lokhandwala chowky	SVP Nagar MHADA, Opp. Telephone exchange, Andheri (W)	
17	SWM	Versova chowky	Yari Road, Versova, Andheri (W)	

**BRIHANMUMBAI MAHANAGARPALIKA**  
**SOLID WASTE MANAGEMENT, F/South Ward**



<b>Department – Electrical Works</b>				
<b>Sr. No.</b>	<b>Post</b>	<b>Scheduled Post</b>	<b>Occupied</b>	<b>Vacant</b>
1	Sub Engineer	1	0	0
2	Electrician I	1	0	0
3	Electrician II	1	0	0
4	Wireman I	1	0	0
5	Wireman II	1	0	0
6	Wireman III	1	0	0
7	Pump Operator	2	2	0
8	Labour	4	2	2

Pay Sheet No.	Designation	Total Post		Occupied Post		Vacant Post	
		Schedule Post	Non Schedule Post	Schedule Post	Non Schedule Post	Schedule Post	Non Schedule Post
	ASST.ENGINEER	1					
	SUB ENGINEER	2		1		1	
	SUP. I GRADE	2		2			
	HEAD CLERK	2		1		1	
	Administrative Officer	1				1	
	CLERK	7		7			
	JR.OVERSEER	30		22		08	
	PEON	2		1		1	
	NUISANCE DICTOR	5				5	
	REPORT BEARER	2				2	
	LABOUR (L.R.)	250		246		04	
	MUKADAM	74		73		01	
	SCAVENGER	500		470		30	
	SCAVENGER						
	<b>TOTAL SCAVENGER</b>						
	MOTOR LOADER	313		285		28	
	HALALKHOR	101		95		06	

**Department – Solid Waste Management (SWM)**

**Section - Slum**

Pay Sheet No.	Designation	Total Post		Occupied Post		Vacant Post	
		Schedule Post	Non Schedule Post	Schedule Post	Schedule Post	Non Schedule Post	Schedule Post
	SUP. I GRADE						
	CLERK						
	JR.OVERSEER						
	MUKADAM						
	D.C.CUM.SWEEPER						
	DRAIN CLEANER						
	HALALKHORE						
	SWEEPER CUM.D.C.						
	SWEEPER						
	SWEEPER.CUM. HALALKHOR						
	VCNT.GRND.CLNR.						



**SECTION 4 (1) (b) (ii)**

**The powers and duties of officers and employees in the office of Assistant Engineer (SWM)**

**Financial Powers**

**A**

<b>Sr. No.</b>	<b>Designation</b>	<b>Powers-Financial</b>	<b>Under which legislation / rules / orders / GRs</b>	<b>Remarks</b>
1	Assistant Engineer (SWM)	Rs.3000/-	As per the circular no: CA/FRD/I/48, dated : 31/01/2013	For per job
		Rs. 3 Lacs	Circular Reference	To approve Estimate
2	Sub Engineer (SWM)	Nil		
3	Asst.head supervisor	Nil		
4	Supervisor	Nil		

**B**

<b>Sr. No.</b>	<b>Designation</b>	<b>Powers Administrative</b>	<b>Under which legislation / rules / orders / GRs</b>	<b>Remarks</b>
1	Assistant Engineer (SWM)			Refer to pg. No.17
2	Sub Engineer			
3	Asst.Head supervisor			
4	Supervisor			

**C**

<b>Sr. No.</b>	<b>Designation</b>	<b>Powers -Magisterial</b>	<b>Under which legislation / rules / orders / GRs</b>	<b>Remarks</b>
1	Assistant Engineer (SWM)	Nil		
2	Sub Engineer	Nil		
3	Asst.Head supervisor	Nil		
4	Supervisor	Nil		

**D**

<b>Sr. No.</b>	<b>Designation</b>	<b>Powers- Quasi Judicial</b>	<b>Under which legislation / rules / orders / GRs</b>	<b>Remarks</b>
1	Assistant Engineer (SWM)	Appointed as Public Information Officer under RTI Act,2005	Circular No. MOM/8957 dtd: 02.01.2006	
2	Sub Engineer	Nil		
3	Asst.Head Supervisor	Nil		
4	Supervisor	Nil		

**E**

<b>Sr. No.</b>	<b>Designation</b>	<b>Powers -Judicial</b>	<b>Under which legislation / rules / orders / GRs</b>	<b>Remarks</b>
1	Assistant Engineer (SWM)	Nil		
2	Sub Engineer	Nil		
3	Asst.Head Supervisor	Nil		
4	Supervisor	Nil		

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

The power of officers and employees in the office of Assistant Engineer (SWM)

#### **Administrative Powers**

#### **Asstt .Engineer (SWM)**

Asstt.Engineer (SWM) of the ward is responsible to Asstt.Commissioner of the Ward and Zonal Dy.Municipal Commissioner for day-to-day work of the department in respect of Administrative and policy work. He is also responsible to Executive Engineer (SWM) in respect of technical matters.

Asstt.Engineer (SWM) of the ward is assisted by Sub-Engineers (SWM), Sub-Engineer (Drainage/SWD), Sub-Engineer(Electrical) A.H.S, Supervisor, A.O. and these are assisted by respective J.O, Mukadam, Head Clerk, Clerk of the department, to execute daily work.

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

- 1.** Day to day operations and maintenance works of SWM Section along with\_Improvement schemes introduced time to time.
2. Periodical cleaning, maintenance and operation of drainage system i.e. sewer Lines, and other appurtenances of sewer networks, inspection and identifications of defects in the sewer network affecting its smooth functioning including street connection & other related works.
3. A.E. (SWM) shall be responsible for periodical cleaning of SWD lines and other appurtenances of SWD networks, inspection and identification of defects in the S.W.D. networks effecting is smooth functioning including street connection lateral & other related work in city area.
4. Enforcements of various section related to SWM, Drainage and SWD system and as per various sections i.e. 61 (a) 227, 228,229,257,258,260,368,372 of M.M.C.Act.
5. Remedial work related to sewerage network and repairs, improvement of SWM section in respective Ward.
- 6.** A.E.(Env.) in ward shall approve estimate upto Rs.3 lacs and execute the\_work of SWM and sewerage related on sanction of Competent Authority.\_For the work beyond 3 lacs, the proposal will be scrutinized by E.E. (Main\_Sewer)\_E.E. (Civil) S.O. for sewerage work and by E.E. (SWM.) for S.W.M. works in respective wards.
7. Day to day maintenance of Electrical & Mechanical equipment and installation of Municipal properties, tenements in ward.
8. Co-ordination with various department viz. Ch.E.(SWM), Ch.E.(S.O.), Ch.E.(M.S.D.P.), Ch.E.(SWD), Ch.E.(M&E).
9. A.E. (SWM) shall scrutinize the proposal in respect of P.S.C. blocks on Pay & Use basis and maintained by the N.G.O. The periodical inspection enforcement of action against the N.G.O. found not maintaining the P.S.C. blocks in proper manner.

**DELEGATION OF POWERS TO ASSISTANT ENGINEER**

Sections	Nature of Powers, Duties and Functions delegated
84 & 85(1)	(e) Grant Casual Leave to the inferior staff working under him upto the limit allowed by any rules for the time being in force. (f) Grant leave without pay admissible under the Rules to the Labour staff. To appoint when necessary, persons to act in place of employees who are absent on leave.
112	To receive money in respect of any matter pertaining to the City Engineer's Department.
113(3)	(a) To incur expenditure on office contingencies (except furniture) upto Rs.25/- per item. (b) To make cash purchase and payment of bills out of imprest upto Rs.3000/- and payment of telephone call bills for any amount.
222(1) & (2)	To construct, repair or alter Municipal drains and to enter upon land for the purpose.
228	To grant permission and prescribed conditions as to communications with Municipal drains.
234	Determining details of drains and drainage fittings or cesspools for new buildings.
240	Granting permission for the construction of the drain so as to pass beneath building.
259-A	Requiring any person to employ a Licensed Plumber to execute a work to furnish the name of a Plumber and to put up completion certificate by the Licensed Plumber.
368	To require owners to provide receptacles of a size for collection of dust, ashes, refuse, rubbish and trade refuse, etc.
374	To inspect building or premises for the purpose of ascertain sanitary conditions thereof.
375-A	To require the owners to remove buildings, materials or debris, etc. accumulated due to house collapse etc.
488	To enter into or upon buildings or and with or without Assistant or workment (1) for the purpose of exercising performing or discharging, the powers, duties or functions hereinabove delegated with reference to the sections above specified. The delegation of powers of entry under Section 488 is to be subject in each case to strict observance of and compliance with the provisions and conditions prescribed by Clauses (a), (b), (c) and (d) so far as applicable.
461 (E.E) under Upvidhi 2006	As per Act Mumbai Upvidhi – 2006 Cleanliness of passage, premises, garbage collection, segregation Upvidhi No :- 4.1 to 4.6, 5.1 to 5.10 & 7.7 to 7.10

**Under the power vested in me under Section152 of the MRTP 1966**

**DELEGATION OF POWERS TO JUNIOR ENGINEER/SUB ENGINEER**

SECTION	BRIEF DESCRIPTION OF THE POWERS AND FUNCTIONS TO BE EXERCISED AND PERFORMED
<b>135</b>	To enter with or without assistant into/or/upon any land or Bldg. for the purpose enumerated to Section 135(1)(a) to (c) of this Act.
<b>136</b>	To serve notices and orders.

**Under the power vested in me under Section152 of the MRTP 1966**

**DELEGATION OF POWERS TO ASSISTANT ENGINEER**

SECTION	BRIEF DESCRIPTION OF THE POWERS AND FUNCTIONS TO BE EXERCISED AND PERFORMED
135	To enter with or without assistant into/or/upon any land or Bldg. for the purpose enumerated to Section 135(1)(a) to (c) of this Act.

**DELEGATION OF POWERS TO JUNIOR ENGINEER/SUB ENGINEER**

<b>Sections</b>	<b>Nature of Powers, Duties and Functions delegated</b>
84 & 85(1)	a) Grant Casual Leave to the inferior staff working under him upto the limit allowed by any rules for the time being in force. b) Grant leave without pay admissible under the Rules to the Labour staff. c) To appoint when necessary, persons to act in place of employees who are absent on leave.
222(1) & (2)	To cause to be served a notice of demand.
228	To grant permission and prescribed conditions as to communications with Municipal drains.
231	To enforce drainage of un-drained premises situate within a hundred feet of a Municipal drains.
234	Determining details of drains and drainage fittings or cesspools for new buildings.
243(2)	Making requisition in respect of taps, covering and means of ventilation for drain and cesspools.
244(1)	To power affix pipes for ventilation of drains.
244(4)	To erect shafts or pipes for ventilating drains and cesspools
246-A	To permit the construction of water closets and privies.
247	Prescribing water closet and other accommodation in buildings newly created or re-erected.
248(1)(a), (b),(c)	Requisition to enforce provision of water closet or privy or urinal or bathing or washing place etc.
251	Determining details regarding water closets under Clauses (a)(d) and (e).
251(B)	To determine use of places of bathing or washing clothes or domestic utensils.
253	Inspecting and examining drains, etc. not belonging to the Corporation.
254	Opening ground etc. for inspection and examination under Section 253.
255	Reinstating the ground etc. opened for purposes of inspection.
257	Making requisition on owners of premises as provided in Sub-Section (1) for doing the work mentioned in Sub-Section (2).
258(a)(b)(c)	Prohibition of acts, contravening the provisions under Chapter IX of the M.M.C.Act.
259-A	Requiring any person to employ a Licensed Plumber to execute a work to furnish the name of a Plumber and to put up completion certificate by the Licensed Plumber.

**Responsibilities of Sub – Engineer (Drg.) in K/West ward**

1. The Sub Engineer (Drg.) will report to Assistant Engineer SWM.
2. Planning and controlling various drainage complaints with co-ordination of D.A's and labour staff.
3. To check & scrutinize various complaints received from local residents, Corporator and head office control and decide the priority of complaints.
4. To visit regular to chowky and check records.
5. Make arrangement of various machineries such as Jetting Machine, Gully Meter and Man Machine from Babula Tank Control according to type of complaints.
6. To prepare monthly Manhole cleaning & desilting program for sewer network and monitoring the same.
7. Co-ordination with local corporator for their complaints.
8. Evaluate the performance of D.A, Mukadam & Labours.
9. Preparation and issuing of notices under section 257 (1) (A) regarding drainage repairing work.
10. To attend court matters related with 257 (1) (A).
11. To attend co-ordination meetings with E.E. SO Civil & E.E. Mechanical SO and reporting to Officers.
12. Identification of defective drainage sewer network for smooth disposal of sewerage.
13. Making proposals for remedial works for improvement of sewerage network.
14. To conduct periodically review meeting with D.A and Mukadam for improvement of work efficiency for solving the complaints.

**The duty list of the Asstt.Engineer (SWM) working in Wards**

1. The Asstt. Engineer (SWM) will report to Asstt. Commissioner respective Ward.
2. Day to day operations and maintenance works of SWM Section along with improvement schemes introduced time to time.
3. Periodical cleaning, maintenance and operation of drainage system i.e. sewer lines, and other appurtenances of sewer networks, inspection and identifications of defects in the sewer network affecting its smooth functioning including street connection & other related works.
4. In respect of city wards on Zone-I & II and A.E. (SWM) shall be responsible for periodical cleaning of SWD lines and other appurtenances of SWD networks, inspection and identification of defects in the S.W.D. networks effecting is smooth functioning including street connection lateral & other related work in city area.
5. Enforcements of various section related to SWM, Drainage and SWD system and as per various sections i.e. 61 (a) 227, 228,229,257,258,260,368,372 of M.M.C.Act.
6. Remedial work related to sewerage network and repairs, improvement of SWM section in respective Ward.
7. A.E. (SWM) in ward shall approve estimate upto Rs.3 lacs and execute the work of SWM and sewerage related on sanction of Competent Authority. For the work beyond 3 lacs, the proposal will be scrutinized by E.E. (Main Sewer) E.E.(Civil) S.O. for sewerage work and by E.E. (SWM) for S.W.M. works in respective wards.
8. Day to day maintenance of Electrical & Mechanical equipment and installation of Municipal properties, tenements in ward.
9. Co-ordination with various department viz. Ch.E.(SWM), Ch.E.(S.O.), Ch.E.(M.S.D.P.), Ch.E.(SWD), Ch.E.(M&E).
10. A.E.(SWM) shall scrutinized the proposal in respect of P.S.C. blocks on Pay & Use basis and maintained by the N.G.O. The periodical inspection enforcement of action against the N.G.O. found not maintaining the P.S.C. blocks in proper manner.

### **Duties of Sub-Engineer (SWM) in Wards**

1. Assist A.E. (SWM) to Plan and Supervise the day-to-day operations related to solid waste management in close coordination with the AHS
  - a. Optimizing route-plans (routes, timing and frequency of collection vehicles) to improve effectiveness of collection and ensure elimination of open dumps and overflowing bins, in coordination with E.E. (Transport)
  - b. Up-gradation, beautifloation and maintenance of refuse collection spots and open dumps.
  - c. Coordination with dattak-vasti yojanas in slums.
  - d. Minimize un-authorized debris dumping in coordination with A.E. (B&F) and A.E. (Maintenance) and collection of un-authorized debris dumps.
  - e. Regulate allotment maintenance and operations of “Pay-And-Use” public sanitary conveniences, slum sanitation public sanitary conveniences and municipal toilet blocks.
2. Planning, controlling executing & monitoring outsourcing of assigned Solid Waste Management works and activities with the help of Engineers and staff down the line.
3. Plan and Implementation of increased door-to-door collection and other targets under MSW 2000 rules and section 368 and 372 of the Mumbai Municipal Act.
4. Evaluate the performance of municipal labour, junior overseers and supervisors.
5. Evaluate the performance of Private contractors in various SWM related activities.
6. Coordinate with municipal officers (OSD-ALMs, CBOs) Corporator and public representatives, citizen groups, ALMs and NGOs to spread public awareness on following points.
  - a. Waste-minimization and ‘segregation’ of refuse, House-to-House collection.
  - b. Bell based collection system in slum pockets.
  - c. Appropriate disposal of construction and demolition debris.
7. Lead the Nuisance Detectors for enforcement of MSW 2000 rules, section 368 and 372 of the Mumbai Municipal Act and other environment related by laws.
8. Assist the SWM department contracting & procurement team for following:
  - a. Requirement of tools and implements for municipal labour.
  - b. Requirement of refuse bins and litter bins.
  - c. Waste collection demand at various spots for refuse collection contracts.
  - d. New public sanitary conveniences.
9. Any such duties assigned by higher authorities from time to time.

### **Duties of AHS (Ward)**

1. He will be responsible for complete removal of garbage from the ward & will supervise cleaning operation.
  - a. Inspection of work & muster of labours.
  - b. To visit the muster chowky at presently time & ensure that work is started well in time.
  - c. To check labour staff in field & instruct them / guide them regarding work.
2. To inform higher authority regarding matters this can pose obstacles in cleaning / removal of garbage.
3. To help Assistant Commissioner of ward & zonal Dy. H.S. regarding removal of garbage.
4. To ensure Garbage / Debris / Sewage etc are filled in vehicles properly to their capacity.
5. To attend councilors meeting of the ward. To remain present during visit of Dy. Municipal Commissioner to attend arranged by D.M.C. & Asst. Commissioner regarding policy matters. To attend meeting of Head supervisor & zonal Dy. Head Supervisor.
6. To attend special meetings arranged in ward in presence of major standing Committee Chairman public Health Committee Chairman, Chairman of works Committee.
7. To remain present for the meetings arranged by any Municipal Commissioner or local / governing body regarding drives to be undertaken under clean Mumbai Campaign, express ways or development of existing roads.
8. To submit proposal & to take follow up regarding new garbage sheds, garbage bins, mustering chowky, stores Hand carts & store items.
9. To submit proposal for addition grant especially for lifting garbage / debris & store items. To keep watch on expenses done from budget head.
10. To instruct & guide ward A.H.S. in their day to day work.
11. To act as a middle man for Assistant Commissioner & Zonal Dy. H.S. & Dy. Zonal Engineer (SWM).
12. To execute work assigned by higher authority.
13. To inspect & scrutinize carefully field diaries of Junior Overseers periodically & to ensure that they are preserved properly
14. To ensure proper cleaning of beat in his ward, surprise checks & to ensure labours are performing their duty in time, in proper manner & are doing their duty full time. He should ensure at least he is visiting once a fortnight to all beats
15. To redress the grievances of labours once a week
16. To arrange for vehicles to transfer garbage collection in ward dumping ground & to arrange for requisition of labours for the same.



### **Duties of Motor Loading Junior Overseers**

1. To ensure muster of labour working under him & to counter sign it.
2. To be in touch with beat Junior Overseers & Superior field workers & to confirm with them regarding garbage accumulation in the areas & to arrange for disposal of garbage.
3. To keep of labours utilized & submit the report.
4. To keep record of vehicle utilized & submit the report.
5. To check the bills & to certify the bills of contractors.
6. To provide equipments & uniform to labours & ensure that they use it.
7. To ensure labours & vehicle are fully utilized.
8. To inspect periodically garbage collection points & to co-ordinate with A.H.S for making programme for disposal of garbage.
9. To check log sheets & initiate against defaulters.
10. Depending on the need of day to day to make arrangement for vehicles & to check timings of to & from.
11. If more vehicles are used then to provide additional labours.
12. To maintain & check vehicle trip register & if less trips are made then to submit the report to higher authority.
13. To monitor vehicles used for disposal of garbage closely & ensure that the vehicles are filled to carrying capacity & the garbage is covered.
14. Health, cleansing programme & during emergency of contagious diseases to help concerned Junior Overseers to curtail the disease incidence.
15. To supervise work of motor loader & Mukadam.
16. To carry our clerical work such as to certify noting book, day to day garbage situation & communicate it to higher authority.

### **Duties of Nuisance Detector**

1. After appointment as nuisance detector in sub division of ward he should understand all noon & corner of his area of Jurisdiction.
2. After his muster is over he should take round in field in systematic manner in his area should pay attention at spots where public nuisance is observed.
3. He should maintain his field book & it should have details of all accused whom he has caught based on that he should submit monthly report to AHS of the ward.
4. We should uniform provided to him.
5. He should behave in courtesy with citizens & should carry police authority & authority issued by Municipal Commissioners.<sup>3</sup>
6. He should inform AHS & nearest police station if apposed by citizens in discharging his duties.
7. It is expected from him that under police section (sub section 115) he will register maximum cases will try to achieve average target set.
8. To avoid complaints from zonal police officials every nuisance detector will visit local police station of his area & will check whether his any warrant is pending that needs execution.
9. He should be in touch with local police station & must appear in person in court as & when called by Hon' Magistrate.
10. He should discover maximum cases under section 372 (E) of MMC act 1888.
11. He should work as per instruction given to him by his seniors with respect to his duties, work place & time required to prepare cases.
12. Designated work assigned to him by supervisors, he should complete & execute it in time.

### **Duties of Safai Mukadam**

1. To get acquainted with his duties & area of work he should meet concerned JO & AHS. JO should show him boundaries of his area of work.
2. He should call muster of labours working under him in presence of JO & those absent should be marked by ink according to given time.
3. He should ensure that labours that are working under him starts work well in time & will work till working hours are over.
4. He will be responsible for full time presence of his labours working under him & work assigned.
5. He should move in the fields as per programme given & must be in a position to tell which labour is working where & supervise their work.
6. He should inform AHS daily about any irregularity, indiscipline, negligence of staff working under him.
7. He will pay attention to make sure that sweeping of public roads, house galli's are done in the morning & at noon & the garbage collected is brought to garbage disposal point.
8. He responsible for disinfectioning & maintain cleanliness at dirty places on public roads & cleanliness at dust bins.
9. He should pay attention that his staff & he himself wears uniform while on duty.
10. He should remain at table / window of salary disbursement & will enable paymaster to recognize the labours.
11. He should take immediate steps for medical assistance to his staff injured while performing his duties & uniform AHS accordingly.
12. He will pay attention to make sure that his staff his equipped with all equipments require to discharge their assigned duties & are using them in proper manner.
13. He will appoint substitute labours in place of other labour who have taken causal leave.
14. Incase of long leave / absence after using all available labours her will appoint other labours (Khadda Badli) for work.

### **Duties of Moto Loader**

1. He will take Mukadam instruction for JO (Motor Loading) regarding his duties route to be taken & places points are to be visited for disposal of garbage.
2. He will take labours on duty by taking musters & after grace period is over he will mark them absent in ink and report the same to JO regarding unauthorized absent & will demand Khadda Badli labours & will ensure sufficient labours as per sanction are available to work.
3. He will pay attention that work of filling garbage in lorry start immediately & motor loaders are working full time.
4. Before lorry leaves for unloading garbage are dumping he will ensure that garbage in lorry is properly covered.
5. He will be responsible for filling lorry with garbage properly & labours do not take unwarranted time for doing so.
6. He will be responsible for filing log sheets of lorry properly & will handover it driver of vehicle.
7. He will make sure that after filling garbage from every collection points the surrounding of garbage bins is cleared of garbage & no dustbin is left unattended for whom he is responsible.
8. He will report in writing to JO regarding if driver is taking longtime to make trips of lorries or if drivers & sub ordinate staff misbehaves any lacunas in covering garbage in lorry if less trips of lorry is made the reasons behind it.
9. He will pay attention that he himself & his staff wears uniform on duty,
10. He will pay attention to the fact that his staff is fully equipped with equipments & are utilized them completely to discharge their duties.
11. He will make sure that lorry is filled in proper manner with garbage & will note on log sheet any irregularity notice in filling lorry, absence of motor loader while on duty negligence in segregating garbage by motor loader & subordinate staff.
12. He will be present at salary disbursement table on designated day to identify the labours.
13. He will bring to notice of JO regarding conditions of dustbins, missing doors, broken sheets of roof at garbage collection points.
14. He will accompany vehicle (lorry) when it is going for unloading garbage & will make sure vehicle arrival time without wasting any time lapse & is filled properly by garbage.

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

**The Procedure followed in the decision- making process, including channels of supervision and accountability in the office of Assistant Engineer (SWM)**

NAME OF ACTIVITY - Sweeping of roads & Removal of refuse  
 Name of the Acts/Acts - MMC Act 1888  
 Related Provisions - Under section 365 (a) of MMC Act.  
 Rules -  
 Govt. Resolutions -  
 Circulars - DMC / ENV SWM / 4345 / Dt. 16.03.2006  
 Office Orders -

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)	Remark
1	Sweeping of roads & Removal of refuse.	1.Sweeping of the roads & Footpath 2.Collection & Transportation of refuse collects to nearest refuse collection point 3.Refuse vehicle (Compactor) respond to ML Chowky 4. Compactor collects the garbage from refuse collection point as per the schedule 5. Compactor collects the garbage from House to House (i.e. Building to building as per the Schedule.	Within 24 Hours	Designation : Junior overseer / Supervisor	

NAME OF ACTIVITY - Removal of Silt & Debris  
 Name of the Acts - MMC Act 1888  
 Related Provisions - Under section 375 (A) of MMC Act  
 Govt. Resolutions -  
 Circulars - DMC / ENV SWM / 4345 / Dt. 16.03.2006  
 Office Orders -

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)	Remark
1	Removal of Silt & Debris	1.Sectional Junior overseer reports the spot of silt & debris (Backlog Register) 2.Dumper reports to ML Chowky as per the Programme given by ML Junior overseer, silt & debris are collected sent to Mulund Dumping for un-loading 3.Nuisence Detector a)Received the complete from citizen b) Verified by N.D. c) Ask the party to rectify the N.D. d) If refuse, Pending by N.D.	Within 24 Hours	Designation : Junior overseer / Supervisor	

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

**Norms set for discharge of its functions in the office of Assistant Engineer (SWM)**

Organizational targets (Annual) = Nil

Sr. No.	Designation	Activity	Financial Targets in Rs.	Time Limit	Remarks
1.	AE (SWM)	As mentioned in section 4 (1) b (ii)	There are no financial targets set for this department. As mentioned earlier the work is carried out on day to day basis.	Time limit for each activity is as mentioned in section 4 (1) (b) (iii)	
2.	A.H.S. & Supervisor	As mentioned in section 4 (1) b (ii)	There are no financial targets set for this department. As mentioned earlier the work is carried out on day to day basis	Time limit for each activity is as mentioned in section 4 (1) (b) (iii)	

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

**The rules, regulation, instruction, manuals and records, held by it or under its control or used by the employees for discharging department functions**

Sr. No.	Subject	G.R. /Circular / Office order. Rule no. Notification etc. date.	Remarks if any
1	Office order	DMC/Env. S.W.M./4345/ dt.16.03.2006	
	Rules	As per MMC Act 365 - 481	
	Regulations	Implementation of all Rules related to SWM Section	
	Instructions	NIL	
	Manuals	Please refer Manual No. 17	
	Records	Outward & Inward Book and Log Sheet	

**Section 4 (1) (b) (vi)**

**Statement of categories of documents that are held and under the control of the office of Asstt. Engineer (SWM)**

Sr. No.	Subject	Type of Document file or register	File No. or Register No.	Particulars	Periodicity of Preservation
		A			Permanent
		B			30Years
		C2			15Years
		C1			10Years
		C			5Years
		D			1Year

**Details of Documents that are held under the control of the office of Assistant Engineer SWM are attached.**

**Section 4 (1) (b) (vii)**

**Particulars of any arrangement that exists for consultation with the members of public in relation to the formulation of policy and implementation in the office Assistant Engineer (SWM)**

Sr. No.	Consultation for	Details of Mechanism	Under which legislation / rules / orders / GRs	Periodicity
1	Policy Details	Ward Committee	Nil	Once in a Month

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

**A Statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or far the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public.**

Sr. No.	Name of the committee board / council / other bodies	Composition of committee Board council other bodies	Purpose of the committee Board/ Council/ other bodies	Frequency of meetings	Whether meeting open to public or not	Whether Minutes are available to public or not	Minutes available at.
1	Advance Locality Management (ALMI)	Nil	Nil	Nil	Nil	Nil	Nil
2	Local Area Citizens Committee (LACC)	Nil	Nil	Nil	Nil	Nil	Nil
3	Local Area Citizens Group (LACG)	Nil	Nil	Nil	Nil	Nil	Nil

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

**Directory of the officers and employees**

Sr. No.	Designation	Name of the Officers/ Employees	Cadre	Contact Details ph/ fax/ email
1	Assistant Engineer (SWM)	Shri. A. R. Patne		<a href="mailto:aeswm.kw@mcgm.gov.in">aeswm.kw@mcgm.gov.in</a>
2	Sub Engineer / SWM/Drainage/ M&E.	Shri. U. G. Naik Shri. / Shri. D. Budhavle		
3	Asst.head supervisor	Shri. . Landge		
4	Supervisor	Shri. Nigudkar / Shri S. Jadhav		
5	Administrative officer			
7.	Head Clerk			

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

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

SR. NO.	NAME	DESIGNATION	BASIC PAY	DA	HRA	SP. ALLOWANCE, TRANSPORT ALLOWANCE, PROJECT ALLOWANCE	TOTAL
	Shri A.R. Patne	A.E. SWM	20310+5400	27510		463+1600+200	55483
	Shri U.G. Naik	S.E. SWM	21440+4600	27863	7812	813+1200+0	63578
	Shri N. Landge	A.H.S. SWM	15720+4300	21421	6006	200+600+0	48247
	Shri Vijay Nigudkar	Supervisor	18940+4200	24760	6942	463+600+200	56105
	Shri Sunder Jadhav	Supervisor	16900+4200	22577	6330	463+600+200	51270
	Shri	A.O.SWM					
		Head Clerk SWM					
		Head Clerk SWM	15230+4200	20790	5829	0+1200+0	47449
	Shri Alpesh Bagkar	JR. OVERCEER	10230+2000	13086	3669	463+600+200	30248
	Shri Chintamani	JR. OVERCEER	11820+2000	14787	4146	463+600+200	34016
	Shri Arun Pawar	JR. OVERCEER	9800+2000	12626	3540	463+600+200	29229
	Shri Niyaz Khan	JR. OVERCEER	15820+2000	19067	5346	463+600+200	43496
	Shri Chogale	JR. OVERCEER	7980+2000	10679	2994	463+600+200	24916
	Shri Pravin Jadhav	JR. OVERCEER	8230+2000	10946	3069	463+600+200	25508
	Shri A. Shinde	JR. OVERCEER	10980+2000	13889	3894	463+600+200	32026
	Shri Vinod Tambe	JR. OVERCEER	9800+2000	12626	3540	463+600+200	29229
	Shri Waghmare	JR. OVERCEER	11120+2000	14038	3936	463+600+200	32357



	Shri Milind Jadhav	JR. OVERCEER	10060+2000	12904	3618	463+600+200	29845
	Shri Singh	JR. OVERCEER	12510+2000	15526	4353	463+600+200	35652
	Shri Sunil Jadhav	JR. OVERCEER	10980+2000	13889	313	463+600+200	28445
	Shri Babu Jadhav	JR. OVERCEER	13560+2000	16649	4668	463+600+200	38140
	Shri Vijay Sumra	JR. OVERCEER	15940+4200	21550	554	463+600+200	43507
	Shri Yadav	JR. OVERCEER	17050+4200	22738	6375	463+600+200	51626
	Shri Govandi	JR. OVERCEER	13540+2000	16628	4662	463+600+200	38093
	Shri Chauhan	JR. OVERCEER	10270+2000	13129	3681	463+600+200	30343
	Shri Manjrekar	JR. OVERCEER	10899+2000	13696	3840	463+600+200	31599
	Shri Ekhe	JR. OVERCEER	13290+2000	16360	4587	463+600+200	37500
	Shri Chawda	JR. OVERCEER	15400+2000	18618	5220	463+600+200	42501
	Shri M. Parmar	JR. OVERCEER	13770+4200	19228	5391	463+600+200	43852
	Shri Suresh Munshiram	JR. OVERCEER	12180+2000	15173	4254	463+600+200	34870
	Shri Gharat	Clerk	12610+2000	15633	3150	200+600+0	34193
	Shri Mhatre	Clerk	13660+2000	16756	4698	200+600+0	37914
	Shri. pavekar	Clerk	10420+2000	13289	3726	200+600+0	30235
	Shri Davne	Clerk	9690+2000	12508	3507	200+600+0	28505
	Shri bansode	Clerk	7760+2000	10443	2928	200+600+0	23931
	Shri Mhaske	Clerk	6460+2000	9052	2538	200+600+0	20850
	Shri pawar	Clerk	6460+2000	9052	2538	200+600+0	20850
	Smt Kunda Pawar	Peon	6950+1850	9416	2640	115+600+200	21771

Details of perks for Assistant Engineer

1. Rental Car for Office use.
2. Mobile Allowances – upto 1200/-

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

**The Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made.**

Sr. No.	Budget Head description	Grants received	Planned use ( give details area wise or work wise in a separate form)	Remarks
	Budget is related to AE SWM R/S is attached in Circulars Sheet			

**Form B for previous year**

Sr. No.	Budget Head description	Grants received	Grant utilized	Grants Surrendered	Result
	Budget is related to AE SWM K/W is attached in Circulars Sheet				

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

**The manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programs.**

Sr. No.	Name and Address of Beneficiary	Amount of Subsidy / Concession Sanctioned
	Nil	Nil

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

**The particulars of recipients of concession, permits or authorisations granted by department.**

Sr. No.	Name of the license	License no.	Issued on	Valid up to	General Conditions	Details of the license
	Sulabh Toilets = 74 (Pay & Use 41+ MCGM Toilet 32)	-	-	-	-	-

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

**Details in respect of the information available to or held by it, reduced in an electronic form.**

Sr. No.	Type of Documents File/ Register	Sub Topic	In which Electronic Format it is kept	Person In Charge
1	Purchase Order	Materials	YES	Assistant Engineer (SWM)
2	Good Receipts	To Received Materials	YES	Assistant Engineer (SWM)
3	Service Entry	For Service served	YES	Assistant Engineer (SWM)

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

**The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room**

Sr. No.	Type of Facility	Timings	Procedure	Location	Person In Charge
1	Inspection of Record as per to RTI	3.00 p.m. To 5.00P.m. Tuesday Thursday With prior appointment only	RTI Payment pay previous day	Office of:- Asstt. Engineer(SWM) R/South, 4th Floor, M.G. Cross Road No.2, Near SVP Swimming Pool, Kandivali (W), Mumbai – 67	Asstt.Engineer (SWM)R/South
2	Library and Reading Room	Not Available	Not Available	Not Available	Not Available

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

**The names, designations and other particulars of the Public Information Officers PIO**

Sr. No.	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address / Ph. No.	E mail id for purpose of RTI	Appellate authority
1.	Shri. A.R. Patne	A.E.(SWM)	K/West Ward	9004445233	<a href="mailto:aeswm.kw@mcgm.gov.in">aeswm.kw@mcgm.gov.in</a>	Ward E.E. K/West Ward K/West, 2 <sup>nd</sup> Floor, Paliram Road, Opp. BEST Depot, Andheri (W), Mumbai – 400058

**APIOs**

Sr. No.	Name of APIO	Designation	Jurisdiction as APIO under RTI	Address / Ph no.
1	NA			

**Appellate Authority**

Sr. No.	Name of Appellate Authority	Designation	Jurisdiction as Appellate authority	PIO Reporting	E mail id for purpose of RTI
1.	Shri. Gaziwala	E.E.	K/West	E.E.	

**Section 4 (1) (b) (xvii) – Others**

**Such other information as may be prescribed**

**Route plans of all section under SWM department**

1. Sweepers Dustbin Plan – Attached
2. Slit & Debris Plan – Mention below

<b>Sr. No.</b>	<b>Day</b>	<b>Name of JO</b>	<b>Section</b>
1	Monday		
2	Tuesday		
3	Wednesday		
4	Thursday		
5	Friday		
6	Saturday		
7	Sunday		

3. Details and records of Marshals – Attached
4. Toilet Manuals – Attached Total No. Toilets, Charges and maintained by which organization.
5. SMPA Circular records – Attached Indexing and Paging
6. Project Records – NIL
7. Audit Records
  - a) MCA Audit – Spot Audit  
Audit Note
  - b) Tahvo Audit – Spot Audit
  - c) State Audit – Audit Note
  - d) CAG Audit – Central Government

MUNICIPAL CORPORATION OF BRIGHTON MUMBAI

NO. DMC/Env.&W.M./4345/1 Date ~~30-01-06~~  
16-3-06

OFFICE ORDER

The Asstt. Engineer (Environment) have been deputed in all Wards in accordance with A.M.C.(City)'s orders u/No. AMC/CITY/1356 dated 23.8.05. These Asstt. Engineers have been deputed in Wards to perform duties relating to SWM Section, Drainage Section and SWD Section. It is, therefore, required to entrust to take charge of all the functions and works carried out by these sections in Ward set up. In the present Ward set up, the superior and labour staff presently deputed in above mentioned sections will therefore be working under concerned A.E.(Maintenance) in Ward.

The duty list of the Asstt. Engineer (Env.) working in Wards will be therefore, as under:-

1. The Asstt. Engineer (Environment) will report to Asstt. Commissioner in respective Ward. *(for administrative purposes and the Executive Engineer (Environment and Transport) of the Zone for technical purposes)*
2. Day to day operations and maintenance works of SWM Section alongwith improvement schemes introduced time to time.
3. Periodical cleaning, maintenance and operation of drainage system i.e. Sewer lines, and other appurtenances of sewer networks, inspection and identifications of defects in the sewer network affecting its smooth functioning including street connection & other related works.
- 4 (A) : In respect of City Wards of Zone - I & II and A.E.(Env.) shall be responsible for periodical cleaning of SWD lines and other appurtenances of SWD networks, inspection and identification of defects in the S.W.D. networks affecting its smooth functioning including street connection lateral & other related works ~~except~~ in City area.
- 4 (B) : In respect of E.S. & W.S. i.e. Zone -III to Z-VI, A.E.(Maint. ) Civil shall be responsible for periodical cleaning of SWD lines and other appurtenances of SWD networks, inspection and identification of defects in the S.W.D. networks affecting its smooth functioning including street connection lateral & other related works except in City area.

En:Env.doc

- 5. Enforcements of various sections related to SWM, Drainage and SWD system and as per various sections i.e. 61(a), 227, 228, 229, 257, 258, 260, 360, 372 of M.M.C.Act.
- 6. Remedial work related to Sewerage network and repairs, improvement of SWM Section in respective Ward.
- 7. A.E.(Env.) in ward shall approve estimate upto Rs.3 lakhs and execute the work of SWM and Sewerage related on sanction of Competent Authority. For the work beyond 3 lakhs, the proposal will be scrutinised by E.E.(Main Sewery E.E.(Civil) S.O. for Sewerage works and by E.E.(Env.) for S.W.M. works in respective wards.

In respect of City wards of Zone - I and Zone -II, the proposal of S.W.D. works initiated by A.E.(Env.) will be scrutinised by E.E.(O&M) S.O. and the work will be executed by E.E.(O&M) S.O.

- 8. Day to day maintenance of Electrical & Mechanical equipment and installation of Municipal properties, tenements in Ward.
  - 9. Co-ordination with various department viz. Ch.E.(SW/W), Ch.E.(S.O.), Ch.E.(M.S.D.P.), Ch.E.(SWD), Ch.E.(M&E).
  - 10. A.E.(Env.) shall scrutinise the proposal in respect of P.S.C. blocks on pay & use which operated and maintained by the N.G.Os. The periodical inspection & enforcement of actions against the N.G.Os. found not maintaining the P.S.C. blocks in proper manner.
- The duties, responsibility and powers already allocated to A.E./Superior, J.O., S.E.(Drainage), S.E.(Elect) shall remain unchanged and they will work & report to A.E.(Env.) in respective ward.

This Office-Order will supersede earlier office order under No. DMC/Env. and WW/2113 dated 23.10.2005 and will be effective with immediate effect.

*[Signature]*  
 D.M.C. (Env. & W.S.)

*[Signature]*  
 A.M.C.(W.S.)      *[Signature]*  
 A.M.C.(SHY)

*[Signature]*  
 D.M.C. 10/1/06

*[Signature]*  
 Aes/33458/05

*[Signature]*  
 S 27/3/06

Stamp: *[Faint text]*  
*[Signature]*

C-45/18

AMS

### Responsibilities of Sub-Engineer (SWM) in Wards

1. Assist A.E. (SWM) and Plan and supervise the day-to-day operations related to solid waste management in close coordination with the AHS
  - a. Optimizing route-plans (routes, timing and frequency of collection) to improve effectiveness of collection and ensure elimination of open dumps and overflowing bins, in coordination with E.E. (Transport).
  - b. Up-gradation, beautification and maintenance of refuse collection and open dumps
  - c. Coordination with dattak-vasti yojnas in slums.
  - d. Minimize un-authorized debris dumping in coordination with A.E. (SWM) and A.E. (Maintenance) and collection of un-authorized debris dump.
  - e. Regulate allotment, maintenance and operations of 'pay-and-use' public sanitary conveniences, slum sanitation public sanitary conveniences and municipal toilet blocks.
2. Planning, controlling, executing & monitoring outsourcing of Solid Waste Management works and activities with the help of Engineers and staff down the line.
3. Plan and Implementation of increased door-to-door collection and other targets under MSW 2000 rules and Section 368 and 372 of the Mumbai Municipal Act.
4. Evaluate the performance of municipal labour, junior overseers and supervisors
5. Evaluate the performance of private contractors in various SWM related activities.
6. Coordinate with municipal officers (OSD-ALMs, CBOs), corporators and public representatives, citizen groups, ALMs and NGOs to spread public awareness on 'Waste-minimization' and 'Segregation' of refuse, House-to-house collection, Bell-based collection system in slum pockets; Appropriate disposal of construction and demolition debris.
7. Lead the nuisance detectors for enforcement of MSW 2000 rules, section 368 and 372 of the Mumbai Municipal Act and other environment related by-laws
8. Assist the SWM department contracting & procurement team for following:
  - Requirement of tools and implements for municipal labour.
  - Requirement of refuse bins and litter bins.
  - Waste collection demand at various spots for refuse collection contracts.
  - New public sanitary conveniences.
9. Any such duties assigned by higher authorities from time to time.

सत्यमेव जयते  
29/8  
कार्यालय सचिव - जी०  
(पत्र कचरा व्यवस्थापन)  
अ. २०२

**Budget Estimation Sheets for Revenue Expenditure of K-WEST**

**Fund Code** 11  
**Cost Centre Name** K-WEST  
**Cost Centre Code** 4130310  
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Fund Code	Function Code	Fund Centre Code	Account Code	Account Head	Actuals 2011-12	Actuals 2012-13	Actuals 2013-14	Budget Estimates 2014-15
1	2	3	4	5	6	7	8	9
	44101000000	kw		Superintendence & Inspection	0	0		0
	44101000000	kw	210209913	Uniforms	0	0	0	0
	44101000000	kw	220210500	Consumables	0	96.25	18	100
	44101000000	kw	220300400	Domestic Travelling Expenses	0	11		15
	44101000000	kw	220129900	Miscellaneous Communication Expenses	17	20	1	4
	44101000000	kw	220120102	Mobile Phone Expenses	9	50	5	15
	44101000000	kw	220110101	Office Electricity Expenses	288	1500	341	1800
	44101000000	kw	220120101	Official Telephone Expenses	25	400	16	84
	44101000000	kw	220120500	Postage Expenses	0	25	2	5
	44101000000	kw	220100203	Property Taxes/ Municipal Taxes	22	800	0	1000
	44101000000	kw	250203101	Slum Adoption Programme	24995	0		
	44101000000	kw	220210400	Stationery	0	210	11	80
	44101000000	kw	220110200	Water Charges	0	110	0	130
	44102000000	kw	230350001	Acessories	0	0	12	
	44102000000	kw	230350005	Chemicals & Fertilizers	0	0	1442	2000
	44102000000	kw	250203104	Clean Area Scheme (Cleansing of Roads & Collection of Refuse)	21860	0	29970	35000
	44102000000	kw	230350006	Clothings	0	0	246	400
	44102000000	kw		Conservancy Services	0	0		
	44102000000	kw	230400107	Hire Charges for Private Vehicles - Removal of Debris, Silt and House Gully Materials	8998	0	11281	1400
	44102000000	kw	230400106	Hire Charges for Private Vehicles - Removal of Refuse	89771	0	133865	19200
	44102000000	kw	230803103	Manning & Mopping	13336	0	2496	10000
	44102000000	kw	230350010	Material	0	0	80	500
	44102000000	kw	250203106	Mumbai Vasti Prabodhan Abhiyan	0	0	40738	41400
	44102000000	kw	230590903	Ordinary Repairs - Others	0	0	0	1000
	44102000000	kw	230350012	Other Stores	0	0	882	2000
	44102000000	kw	230803112	Repairs to Platform	0	0	0	4545
	44102000000	kw	230303100	Solid Waste Management Stores	1890	0		
	44102000000	kw	230803114	upgrading of cleaning services at tourist spot	0	0	0	3158
		kw	413031000	<b>zFINAL TOTAL</b>	<b>161211</b>	<b>3222</b>	<b>221406</b>	