



# MUNICIPAL CORPORATION OF GREATER MUMBAI

Section 4 Manuals as per provision of  
RTI Act, 2005 of L Ward

**Sr. INSPECTOR**  
**(Encroachment) L Ward**

Address - Office of the Sr. Inspector, Shops & Establishments,  
Municipal 'L' ward office, , L. Y. Market Building, 1<sup>st</sup> floor,  
S.G. Barve Marg, Kurla (W),  
Mumbai 400070.₹  
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## 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 gave 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 Sr. Inspector (Encroachment), L 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 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 citizen & 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 Senior Inspector (Encroachment), L ward whose office is situated at L ward office, 'L'-Ward, L. Y. Market Building, 1<sup>st</sup> floor, S.G. Barve Marg, Kurla (W), Mumbai 400070.. The procedure and fee structure for getting information is as per the provisions of RTI Act,2005.

Senior Inspector (Encroachment), L ward

## Introduction

Upto 1970 hawkers' licences were granted under section 313 (A) / 313 (B) of Mumbai Municipal Corporation Act 1888. Licences were granted for hawkers hawking on roads and footpaths, licences for Cobblers and P.C.O. Booths for blind / handicapped persons were liberally granted up to the judgement date i.e. 30th July, 2004 of Hon'ble Supreme Court. However as per the orders of Hon'ble Supreme Court dated 30th July 2004 M.C.G.M. is restrained from issuing any new licence to any person for doing any activity.

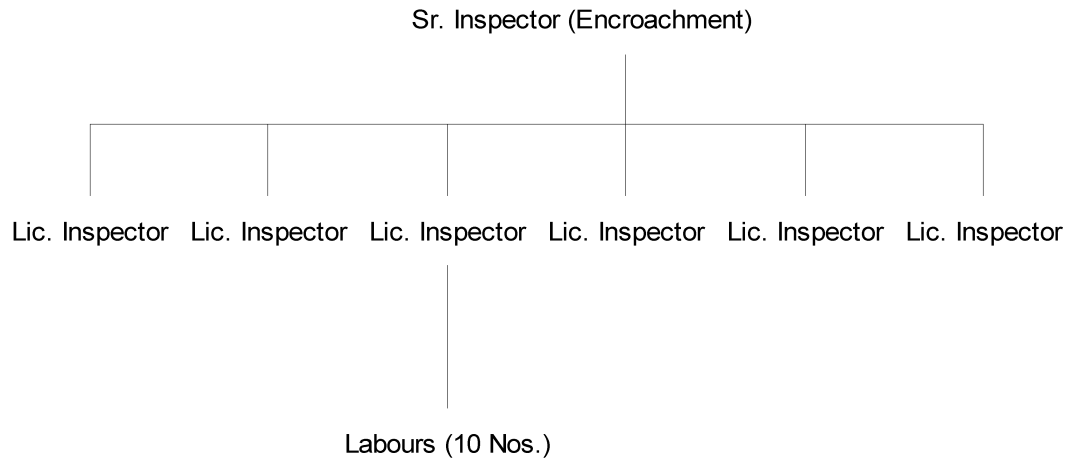
While hearing the petition on the scheme of the "Hawking and Non Hawking Zones", the Hon'ble Supreme Court vide their order dated 12th February 2007, directed the State Government of Maharashtra to frame the Policy for hawkers based on the National Policy on Urban Street Vendors up to 31st May 2007. Accordingly, the State Govt. of Maharashtra formulated "Model Byelaws" as per Government Resolution No.309 of 02.03.2009 and M.C.G.M. was asked to formulate its own Byelaws based on said "Model Byelaws" for regulation of hawker in the City of Mumbai. Accordingly, the Municipal Corporation of Greater Mumbai has formulated Hawkers Byelaws 2009 for which Corporation has accorded sanction vide C.R.No.1192 on 26.02.2010. As per the procedure laid down in "Model Byelaws" of the State Govt. suggestions / objections on Byelaws have been invited from the citizens of Mumbai, Hawkers Unions other Institutes and other concerned by giving Press Note and the scrutiny thereof is completed. Hearing on suggestions / objections is to be accorded by the Hon'ble Mayor and necessary changes will be incorporated in the Byelaws after hearing the suggestions / objections and will be placed again before the Corporation for sanction. On receipt of the Corporation's sanction, these byelaws will be submitted to the State Govt. for final approval. On receipt of approval from State Govt., the same will be implemented by the M.C.G.M. in the Greater Mumbai. However, State Govt. vide letter dated 25.06.2010 has informed the M.C.G.M. that the suitable provision in M.M.C. Act is under consideration of the Govt. and on suitable provision in M.M.C. Act is made, the Hawkers should be finalized.

Presently removal actions are being taken under section 314 (c) of Mumbai Municipal Corporation Act against unauthorized hawkers squatting on Municipal footpath / roads, even though the aforesaid procedure is going on.





# Organization's Structural Chart



Section 4 (i) (b) (ii)

**The powers of officers and employees in the office of Sr. Inspector (Encroachment):**

**A**


**B**


**C**


**D**


**E**


**Powers and Duties of Officers and Employees**

The administrative powers, the financial powers and duties, etc. of officers and employees are as detailed below: -



• DUTIES OF SR.INSPECTORS (ENCROACHMENT) :-

(Encroachment removal action taken against unauthorized hawkers.)

1. Except specific duties regarding licences under sections, other general duties prescribed above are vis-à-vis applicable to the Senior Inspectors in charge of encroachment removal.
2. They should check all the reserved areas by surprise and ensure regular payment of fees and compliance with the licence conditions.
3. For unauthorized encroachments, hawkers, Senior Inspector is expected to take rigorous actions.
4. They are responsible for proper arrangements of vehicles, equipments on Roads/ footpath etc. and regular marking of muster rolls of labour staff under them.
5. They are responsible for prompt removal of unauthorized encroachments from Public Street by supervising the encroachment removal work of the Lorry Inspectors.
6. They are fully responsible to prepare reports required for hawking / non hawking zone scheme as per Hon' ble Supreme Court' s judgments under Special Leave Petition No. 4156-4157 of 2002.
7. They have to follow instructions / directions as per Hon' ble Supreme Court' s judgments dated 9.12.2003, 30.7.2004, 1.4.2005 and orders of S.L. / D.M.C. / A.M.C. (City).
8. To reply to the applications received under Right To Information Act 2005.

- Duties of Lorry Inspector (Encroachment Removal) :-

1. He should attend to complaints promptly and report compliance within 24 hours to the Sr. Inspectors.
2. He should remove unauthorized banners, posters, board, etc. daily with the help of Advertisement Inspector of respective ward.
3. He should take vigorous actions against unauthorized hawkers and keep the areas under his jurisdiction clean. His fieldwork should be of active, extensive and driving with a view to preventing nuisance of unauthorized hawkers on Municipal Roads and Footpaths.
4. He should see that all the goods seized by encroachments removal action are properly weighed and entered into the registered before the redemption.
5. He should attend to auctions sales.
6. He should see that the Labour staff under him work properly and attend to the duties regularly.
7. To maintain separate register to enter complaints received regarding encroachment of unauthorized hawkers and to take removal action.
8. He should keep field book of day-to-day work of encroachment removal action.



Section 4 (1) (b) (iii)

The Procedure followed in the decision- making process, including channels of supervision and accountability in the office of Sr.Inspector (Ench.)

NAME OF ACTIVITY - Action against unauthorized

Hawkers

Related Provisions - Under section 314 of MMC

Act. Name of the Acts/Acts - MMC Act 1888

Rules

- Govt. Resolutions

- Circulars

- Office Order


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**Section 4(i)(b)(iv)**

**Norms set for discharge of its functions in the office of Sr. Inspector  
( Encroachment ) at L ward**

**Organisational Targets (Annual)**


Section 4 (1) (b) (v)

The rules / regulation related with the functions of

Sr. Inspector (Encroachment)




**Section 4(i)(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 Sr. Inspector ( Encroachment ) at L ward**


**Section 4(i)(b)(viii)**

**Statement of Boards, Councils, Committees or Other bodies**






**Section 4(i)(b)(x)**

**Details of remuneration of officers and employees in the office of Sr. Inspector  
( Encroachment ) at L ward**

**(Amount in Rs.)**

Sr. No.	Name of the Officer / employee	Designation	Basic Pay	DA	HRA	CLA	Special Allowance / Transport Allowance / Project Allowance	Total
1	Smt. Sangita M. Dani	Sr. Inspector (Ench)	18130 + 4200	24000	6729		600	54422
2	Shri Y. A. Ganachari	Lorry Inspector	9150 + 2800	11950	3585		600	28285
3	Shri U. R. Shetty	Lorry Inspector	+ 2800				600	
4	Shri R. R. Gound	Lorry Inspector	13250 + 2800	17174	4813		600	38839
5	Shri P. J. Kamatakar	Lorry Inspector	13250 + 2800	17174	4813		600	38839
6	Shri S. C. Kini	Lorry Inspector	9710 + 2800	13386	3753		600	30449
7	Smt. K. M. Jadhav	Lorry Inspector	8440 + 2800	12027	3372		600	27439

**Section 4(i)(b)(xi)**

**Details of allocation of budget and disbursement made in the office of Sr. Inspector(Encroachment)at L ward for the year 2013- 2014**

- \* Publish copy of the budget (in Rs.)
- \* Publish copy of grant distribution

**Format A for current year**


**Section 4(i)(b)(xi)**

**Details of allocation of budget and disbursement made in the office of Sr. Inspector(Encroachment) at L ward for the year 2013-2014**

- \* Publish copy of the budget (in Rs.)
- \* Publish copy of grant distribution

**Format B for previous year**






**Section 4(i)(b)(xiv)**

Details of information available in Electronic Form in the office of Sr. Inspector ( Encroachment ) at L ward



**Section 4(i)(b)(xv)**

Particulars of the facilities available for citizens for obtaining information in the office of Sr. Inspector ( Encroachment ) at L ward

**Section 4(i)(b)(xvi)**

**Details of Public Information Officers in the jurisdiction of (Public Authority)  
in the office of Sr. Inspector ( Encroachment ) at L ward**

**P.I.O.**

**A**


**Section 4(i)(b)(xvi)**

**Details of Asst. Public Information Officers in the jurisdiction of (Public  
Authority) in the office of Sr. Inspector ( Encroachment ) at L ward**

**A.P.I.O.**

**B**


**Section 4(i)(b)(xvi)**

Details of Appellate Authority in the jurisdiction of (Public Authority) in the office of Sr. Inspector ( Encroachment ) at L ward

Appellate Authority

C


**Section 4(i)(b)(xvii)**

Any other information of Public use

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L