



MUNICIPAL CORPORATION OF GREATER MUMBAI

Asstt. Commissioner, L Ward Office

1st Floor, Laxmanrao Yadav Mandai Bldg,

S.G. Barve Marg, Kurla (W) Mumbai 400070

Administrative Officer's

Right to Information Act, 2005

17 Manuals as per Clause 4(1)(b)

Year : 2021-2022

I N D E X

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MUNICIPAL CORPORATION OF GREATER MUMBAI

Administrative Officer L Ward Kurla

Introduction

Administrative Officer is important post in the office of Assistant Commissioner L ward .

Administrative officer is the head of internal clerical staff and he /she is responsible for administrative works to the Assistant commissioner . Under the administrative officer the following department is worked.

- 1) Establishment (Superior)
- 2) Establishment (Labour)
- 3) Expenditure
- 4) Revenue
- 5) Dispatch

Qualifications and appointment :-

Administrative officer is appointed from head clerk who is completed his/her minimum seven years tenure as a head clerk. The merits and seniority is considered for the appointment.

The Administrative work of A.O. is done through A) Establishment (Superior)

B) Establishment (Labour) C) Expenditure D) Revenue E) Dispatch and

Work Procedure :-

A) Establishment section :-

In the Establishment section the salaries of officers, employees, and labours is charged every months. The administrative work in progress as per provision of Mumbai Municipal Corporation Act1888, Municipal service rules1989, provident fund rules1924, pension rules and as per provision of industrial dispute act 1948, minimum wages act, employee's compensation act and gratuity act 1978. The main works of establishment section are as follows:-

Establishment Schedule: - To prepared necessary yearly establishment schedule by taking in to the account increase and decrease of different post and make necessary budget provision for the year on the account of expenditure for wages and allowances.

- 1) To maintain attendance of staff (Muster)
- 2) To scrutiny of leave applications for certifications and sanctions
- 3) To get the approval for yearly increments
- 4) Monthly Wages Pay sheets – As per the establishment date provided by the establishment clerk within specific time period the required monthly pay sheets of the respective staff Section wise / Pay sheet code wise prepared on Computer (by taking into account of time to time leave, transfer, promotion and reservation) by Master creating forms.
- 5) employee is getting his monthly payment through his respective bank account After

receipt of monthly pay sheets from Computer Department before allowing actual payment those pay sheets are sent to respective Account Office along with effective reports where in instruction for withholding or allowing payment to the respective employee are given. Accordingly, respective.

- 6) The monthly pay bills of Suspended employees, part time employees are being prepared manually by the Establishment Staff of Ward.
- 7) Preparing monthly effective report of the staff on duty, by taking note of their transfer, removal, reversion or promotion etc.
- 8) On proper sanction to prepare pay sheets for Advance Leave Salary, Encashment of Leave, Leave Travel Assistant etc.
- 9) Making correspondence in case of enquiry of the respective staff as per guidance of the Administration / Sectional head or Enquiry Officer as the case may be.
- 10) To maintain service record of the respective staff and get the same audited as and when required.
- 11) To work out claim under Workman Compensation Act as and when required.
- 12) To make correspondence with Labour Officer whenever required.
- 13) To prepare overtime wages bills whenever applicable.
- 14) To prepare final claims of the employee such as Superannuation Pension Claim, Voluntary Retirement Claim, Provident Fund Claim to get necessary payment to the ex employee as early as possible.

The work of pay fixation is done time to time as per pay fixation agreement and arrears from such fixation is given to the employees.

B) Expenditure Section

The main work of this section is to certify the bills and pay the amount. The procedure is as follows –

- 1) To make provision in the Budget Estimate. This provision is recurring and non-recurring both.
- 2) To make liability for the indent for purchase of proposed works.
- 3) To submit indent and give work order.
- 4) To certify bills, abstract.
- 5) To maintain record of departmental work. To make abstract of expenditure of labour, material and supervision.
- 6) To prepare proposal for supplementing fund.
- 7) To work in consultation with Asstt.Engineer (Maintenance) and Accounts Officer about departmental work and P.W.C. Work.
- 8) Table of expenditure of liability register.
- 9) To keep balance sheet of last years expenditure and current year recurring expenditure of telephone and electricity, so that the double payment will be avoided.

C) Revenue Section

This section does the works of collecting revenue by giving the receipt of rent, license, factory permit, Birth & Death Certificate fees etc.

This section gives the permits and license as follows.

- 1) Trade license of License & MOH Deptt. under section 394 of M.M.C.Act.
- 2) Stall boards, Rolling shutter, Weather frame License of License & MOH Deptt. under section 313 of M.M.C.Act.
- 3) Stall, pitches, cobbler handcar license of license and MOH Deptt. under section 313-A of M.M.C.Act.
- 4) Advertisement permit of license and MOH Deptt. under section 328 of M.M.C.Act.

Index Register and Demand Register is maintained for the above.

The licenses, permits are renewed in this department.

- 5) M.F.F.A. license of Maharashtra State and milk license under section 412 of M.M.C.Act.
- 6) Prepare permission letter for construction of temporary mandap for Ganesh Festival, Navaratri and other religious activities.
- 7) Register of Deposit.

D) Dispatch :-

To give facilities to the tax payers the dispatch section is working in C.F.C. & ground floor its working is as detail given below :-

- 1) To accept the letters from the citizens directly or by post as well as to accept the papers from the other offices of the Corporation. The important papers/ letters to be distributed departmentally after marking the papers to the notice of the Asstt. Commissioner. To send the papers with the printouts to the different departments after taking note on the Computer.
- 2) To send the letters of the different department by post & to maintained postage register & the account of postage stamp for the same.
- 3) Arranging the meetings for the action of the pending Audit notes.

Section 4(1) (b) (i)

The particulars of functions & duties of the public authority

1	Name of the public authority	Smt Pratibha Gopalkrishna Jere
2	Address	14/Shree Aryadurga CHS, 3 rd Floor Hutatma Chafekar Bhandu Marg Mulund E Mumbai-81
3	Head of the office	Administrative Officer L ward
4	Parent Government Department	Assistant Commissioner L ward.
5	Reporting to which office	1) Assistant Commissioner L ward.
6	Jurisdiction Geographical	Initially the border of the Corporation was limited up to

		<p>City area. In the year 1950, Suburban area, known as L, M, N, K, Ward & in the year 1957 extended Suburban area known as S, T, P and R ward were merged in the Corporation.</p> <p>The city has been divided to administrative ward for the purpose of local administration with the passage of time larger ward were Subsequently Sub divided and today there are 24 administrative wards. Out of L ward in Situated in the north eastern part of the Suburban. It measures about 15-88 sq.kms. area and as per Census of 2011, Population of L ward is 8, 91,208.</p> <p>L ward office is divided into two parts viz. Kurla East and Kurla West in L ward vicinity 3 railway station ie. Kurla, Chunabhatti & Tilak Naga exists. Most of the areas falls under Slums. Air post Lagsen & Turbo, with River falls under L ward. In the ward K.B.Bhabha Hospital is situated in this Hospital Medical aid is given to local people Chhatrapati Shivaji Maharaj Talav is situated in this ward. Nehru Nagar Colony developed by MMRDA is situated of Kurla (East)</p>
7	Mission	"To complete the Establishment works."
8	Vision	"To complete the Establishment works within time."
9	Objectives	Administrative works done through 1) Establishment 2) Expenditure 3) Revenue 4) Dispatch with help of Clerk and Head clerk under the guidance and supervision of Assistant Commissioner
10	Functions	<ol style="list-style-type: none"> 1. To check the musters registers weekly reports and to supervise and guide to head clerk and clerks 2. To check dispatch papers comes from MC, AMC and DMC and distribute papers to concern authorities. 3. To submit application received from local Corporator, MLA for renaming chowks & roads to Municipal secretary. 4. To issue circulars as per order from Assistant Commissioner 5. To co- ordinate with staff and guide them regarding various routine work. 6. To keep record of MCA audit note, document received from various committee and take necessary action. 7. To give reply to the union complaints 8. To co-ordinate between indoor and outdoor staff work 9. To complete the work given by Assistant Commissioner 10.To arrange the grievance committee and follows the decisions
11	Details of services provided (In Brief)	<ul style="list-style-type: none"> · To collect the revenue / taxes from citizens for various purpose in the office of Civic Facility Centre. · To issue Birth & Death Certificate
12	Physical assets (Statement of lands & Buildings and other Assets)	NIL
13	Organization's structural Chart	As per separate sheet attached
14	Tel. No.s & office timings	<p>Telephone no : 26505103</p> <p>Office timing : 10.00 a.m. to 06.00 pm (Monday to Friday)</p>
15	Weekly Holidays	-----

Section 4(1) (b) (ii)

The powers of officers and employees in the office of Administrative Officer L ward.

(A)

1	Administrative Officer	<u>Financial power</u> 1. Power to incur expenditure-office contingencies Rs.200/-
		2. Power to purchase without prior postaudit up to Rs.200/-
2	Head Clerk	NIL.
3	Clerk	NIL.

(B)

Sr. No.	Designation	Power- Administrative	Under which legislation / rules / order / GRs	Remarks
1	Administrative Officer	1. To sanction increments of Subordinate Staff.	MMC Act 1888	
		2. To sanction casual leaves to subordinate staff up to the rank of Head clerk and clerk accordance with the rules		
		3. To sanction leaves including maternity and injury leave to the labour staff in accordance to Municipal service rule.		
		4. To prepare report of administrative data from respective department and submit to higher authority		
		5. To check works of subordinate staff		
		6. To meet to councilors and officers in the absent of Assistant Commissioner		
2.	Head Clerk	Nil.		
3.	Clerk	Nil.		

(C)

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

(D)

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

(E)

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

THE DUTIES OF OFFICERS AND EMPLOYEES IN THE OFFICE OF ADMINISTRATIVE OFFICER L Ward .

(A)

Sr. No .	Designation	Power- Magisterial	Under which legislation / rules / order / GRs	Remarks
1	Administrative Officer	Null		
2	Head Clerk	Null		
3	Clerk	Null		

(B)

Sr. No .	Designation	Power- Magisterial	Under which legislation / rules / order / GRs	Remarks
1	Administrative Officer	1) To collect information from Establishment and Revenue department and to prepare administrative report. 2) To settle the grievance of internal staff or citizens. 3) To submit reports to MC Office regarding disposal of complaints received from them.. 4) To prepare various meeting reports such as Union, Pension Adalat, Audit Note, etc. 5) To prepare & submit consolidated RTI &		

		Complaints report.		
		6) To co-ordinate and guide local resident regarding various information of ward.		
		7) To dispose of complaints received from higher authorities		
		8) Any other work assigned by the Asst. Commissioner L Ward		
2	Head Clerk	1. Verifictation of Payroll,Verification of Penion Claims Etc.		
		2.Carrying Out Promotion Duties		
		3.To report to the Administrative Officer From Time to Time Regarding Establishment Work		
		4.Tosupervise theworkofclerk		
		2.To scrutinize monthly and annual report of recovery of payment		
		3.Dispose of daily outward		
		4.Inspect and submit Budgetary ReportFurnish information to clerk and to guide clerk in establishment matters		
		5.Reporting of vacant post to Head office of MCGM.		
		6.Answer to the complaints make by employees		
		7.Inspect and submit Budgetary ReportFurnish information to clerk and to guide clerk in establishment matters.		
3	Clerk	1.Preparation Of payroll, Prepration Of Penstion Claims, Updating Of Employees S.R. Etc.		
		2.Carrying Out Duties assigned by Superiors		
		3.Clerk are directly working under Head Clerk		
		4.Do the input related work (pay sheet) work		
		5.To take leave entries in leave register and service record and update it		
		6.Update leave details and recovery in effective register		
		7.Establishment proposals such as new position(Position number) and schedule pos		
		8.Make entries in Daily inward and outward work sheet register		
		9.Prepare arrears sheet as per circular and program per employees		

(C)

Sr. No	Designation	Power- Magisterial	Under which legislation / rules / order / GRs	Remarks
1	Administrative Officer	N.A		
2	Head Clerk	NIL		
3	Clerk	NIL		

(D)

Sr. No	Designation	Power- Magisterial	Under which legislation / rules / order / GRs	Remarks
1	Administrative Officer	N.A		
2	Head Clerk	NIL		
3	Clerk	NIL		

(E)

Sr. No	Designation	Power- Magisterial	Under which legislation / rules / order / GRs	Remarks
1	Administrative Officer	N.A		
2	Head Clerk	NIL		
3	Clerk	NIL		

Section 4(1) (b) (iii)

Procedure followed in Decision Making Process, including channels of supervision and accountability in the office of Administrative Officer L Ward

Name of activities:-

1) Establishment section :-

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

• Pension and NCPF Claim:-

A) The employee superannuated after completion of 58 years, before superannuation pension and NCPF claims prepared in six months advance. Take precaution the employees gets his/her all dues in his/her retirement date.

B) Whenever employee applies for voluntary retirement, after sanction of voluntary retirement all dues of employees get disposed off.

C) Whenever Employee expired and when his/her heirs submits necessary documents all dues of employees get disposed to his/her relatives.

D) Whenever employee unfit for further services, after sanction of competent authority all dues of employees get disposed off.

• Preferential Treatment (P.T.CASE):-

After the death of employee his/her heirs absorbed in the services as per his/her qualifications in the post of Clerk, Peon, Labour etc.

• Balance leave:-

Whenever employee gets superannuation / voluntary retirement / service unfit / On service death with all above cases balance leave salaries to be given after finishes his/her dues like Pension and NCPF Claim.

A) Name of activity

1) Pension

(A)Related provision	:-
(B)Name of Act	:-
(C)Rules	:- Pension Rule 1953
(D)Government Resolution	:-
(E)Circulars	:-

(F) Office order :-

2) NCPF

a) Related provision :-

b) Name of Act :-

c) Rules :- P.F. Rule 1924

d) Government Resolution :-

e) Circulars :-

f) Office order :-

3) PREFERENTIAL TREATMENT (P.T. CASE)

A. Related provision :-

B. Name of Act :-

C. Rules :-

D. Government Resolution :-

E. Circulars :-

- 1) LO /19 dtd.18.12.1998
- 2) LO /16 dtd. 22.03.2007
- 3) LO /78 dtd.21.12.2011
- 4) LO /04 dtd.25.10.2007
- 5) LO /21 dtd.24.12.2008
- 6) LO /14 dtd.13.10.2008
- 7) LO /22 dtd.29.10.1990

F. Office order :-

4) BALANCE LEAVE

a) Related provision :-

b) Name of Act :-

c) Rules :-

d) Government Resolution :-

e) Circulars :-

f) Office order :-

5) ENQUIRY

(A)Related provision :- Enquiry Manuals

(B)Name of Act :-

(X)Rules :-

(Δ) Government Resolution :-

(E) Circulars :-

- 1) DPAR / FGR / 06 dtd.15.05.1999
- 2) DPAR / FGR / 17 dtd.29.08.2000
- 3) DPAR / FGR / 08 dtd.26.07.2002
- 4) DPAR / FGR / 30 dtd.07.02.1995

(Φ)Office order :-

6) INCOME TAX

(A)Related provision :-

(B)Name of Act :- Income Tax Act

(C)Rules :-

(D)Government Resolution :-

(E)Circulars :-

(F) Office order :-

7) PROMOTIONS / TIME BOUND PROMOTIONS

a) Related provision :-

b) Name of Act :- Income Tax Act

c) Rules :-

d) Government Resolution :-

e) Circulars :- 1) MPM / 2/ 3447 /dtd.24.05.2008
2) MPM / 2/ 815 /dtd.06.08.2009
3) MPM / 2/ 3389 /dtd.17.01.2008
4) MPM / 2/ 3560 /dtd.15.07.2000
5) DPAR /RGCELL/3 dtd. 24.07.2007

f) Office order :-

8) PENSION ADALAT

A. Related provision :-

B. Name of Act :- Income Tax Act

C. Rules :-

D. Government Resolution :-

E. Circulars :- 1) CA / FPP/27 dtd.07.12.2007

F. Office order :-

9) RIGHT TO INFORMATION (RTI)

a. Related provision :-

b. Name of Act :- RTI ACT 2005

c. Rules :-

d. Government Resolution :-

e. Circulars :-

f. Office order :-

10) MCA AUDIT NOTE

a) Related provision :-

- b) Name of Act :-
- c) Rules :-
- d) Government Resolution :-
- e) Circulars :-
- f) Office order :-

11) CONFIDENTIAL REPORT

- (A) Related provision :-
- (B) Name of Act :-
- (C) Rules :-
- (D) Government Resolution :-
- (E) Circulars :- 1) MPM / 6517 /dtd.27.09.1999
2) MPM 2 / 7756 /dtd.29.10.2012
- (F) Office order :-

12) OFFICIAL ENQUIRY

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

Sr. no.	Activity	Steps Involved	Time Limit	Authority role and responsibility of the employee/ officer in connection with each activity. (mention designation)	Remarks
1	PENSION	Prepared	Before six month superannuation	SUPERVISION AND GUIDE	
2	NCPF	Prepared	Before six month superannuation	SUPERVISION AND GUIDE	
3	P.T.CASE	Prepared	After expired of Employee within service	SUPERVISION AND GUIDE	
4	RTI	Prepared	Within one month after received	SUPERVISION AND GUIDE	

			application		
5	PENSION ADALAT	Prepared	Every months	SUPERVISION AND GUIDE	
6	PAYMENT	Prepared	Every months	SUPERVISION AND GUIDE	
7	VACANT POST REPORT	Prepared	Once in quarter	SUPERVISION AND GUIDE	
8	INCOME TAX	Prepared	Yearly	SUPERVISION AND GUIDE	
9	CONFIDENCIAL REPORT	Maintain	Yearly	SUPERVISION AND GUIDE	

Section 4(1) (b) (iv)

Norms set for discharge of its functions in the office of Administrative Officer L Ward

Organizational Targets (Annual)

Sr. No.	Designation	Activity	Units to be covered	Financial Targets in Rs.	Time Limit	Remarks
1	Administrative Officer	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	Head Clerk & Clerk	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)	
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Section 4(1)(b)(v)

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

Sr. No.	Subject General Circulars	G.R./Circular/Office order. Rule no. notification etc. date.	Remarks if any
1	Absenteeism	DPR/FGR/30 dtd.07.02.1995	
2	Transfer and Promotions	MPM2/ 1093/dtd.29.09.2009	
3	Continuation after 55 years	MPM1/ 595 /dtd.31.01.2004	
4	Computer Knowledge	MPM2/ 2014 /dtd.20.03.2010	
5	Leave	MSR 1989	
6	Advance payment from P.F	CA / FVA / dtd.21.04.2009	
7	4%Subsidy on housing loan	CA/FHL/51/dtd.03.01.2001	
8	DC-1 Rule	DPAR / FGR/10dtd.04.07.08	
9	Relive Employee after promotion / transfer	MPM2 / 6077 / dtd.05.01.2009	
10	Passport , Visa ,NOC	CH/ENQ/GEN/164/dtd,06.09.05	
11	Additional increment after	DPAR / FGR /20/dtd.15.10.08	

	passed L.S.D.		
12	Passport, NOC	MPM2 / 493 / dtd.19.09.2009	
13	Casual Leave	(a)CA/FGR/79/dtd.31.01.1981 (b)DPAR /FGR / 8/dtd.17.07.09	
14	LTA	CA/ FGR/39dtd.07.10.1985	
15	For Tracking CL	DPAR / FGR/5 dtd.12.06.2008	
16	Pension Adalat	CAT / FPP / 27 dtd.07.12.2007	
17	Pension for absconding Employee	DPAR / FGR/4 dtd.05.05.1992 DPAR / FGR/2 dtd.19.04.1995	
18	Non vacating staff quarters	DPAR / FEM /10 dtd.02.07.1990 DPAR / FEH / 5 dtd.28.05.2001	
19	Pension for unfit	DPAR / FEH /21 dtd.14.01.1998	
20	Saving Account for Pension	CAT /FPP / 40 dtd.12.02.2009	
21	Increase limit of DCRG	DPAR / FGR/08 dtd.06.06.2012	
NCPF			
22	NCPF	NCPF Rule 1925	
P.T.CASE			
23	Application	LO /19 /dtd.18.12.1998	
24	Power to DMC	LO/16/dtd.22.03.2007 LO/78/dtd21.12.2011	
25	LAD PAGE Committee (Sweeper Class P.T.)	LO/4/dtd.25.10.2007 LO/21/dtd24.12.2008	
26	P.T. Case for absconding Employee	LO /14 /dtd.13.10.2008	
27	School leaving verification	LO /22 /dtd.29.10.1990	
Enquiry, Suspension, Suspension Allowance			
28	Enquiry, Suspension, Suspension Allowance	Enquiry Manuals , MSR 1989 1)DPAR/FGR/6/dtd.15.05.1999 2)DPAR /FGR/17/dtd.29.08.2000 3)DPAR /FGR/8/dtd.26.07.2002 4)CHOE/ Z-l/gen/272/dtd.29.7.12	
29	Termination	MSR 1989, Municipal Service (Rule and Conduct 1999) , Industrial dispute Act 1948	
30	Suspension Review	MPM2/ 3505 /dtd.21.02.2005 MPM2 /3349/ dtd. 23.01.2008	
Promotion and Time Bound Promotion			
31	Promotion and Time Bound Promotion	DPAR/RGCELL/3/dtd.24.07.07 MPM2/3447/dtd.24.05.2008 MPM2/815/dtd.06.08.2009 MPM2/3389/dtd.17.01.2008 MPM / 3560 / dtd.15.07.2000	

Section 4(1)(a)(vi)

Statement of Categories of documents held in the office of Administrative Officer L ward.

Sr. no.	Subject	Type of Document file or register	File no. Or Register no.	Particulars	Periodicity of preservation
ESTABLISHMENT					
1	Service Record	File		‘A’ CLASS	PERMANANT
2	Muster	Register			
3	CR Sheets	File			
4	Authority	File			
5	Seniority list	File			
6	Circular file	File			
1	Pension . NCPF, P.T. claim	File		‘B’ CLASS	30 YEARS
2	Appointment Transfer Promotion Permanency	File			
3	Proposal	File			
1	Leave Papers	File		C2’ CLASS	1 5 YEARS
2	O.T.	File			
3	Correspondence	File			
1	Enquiry Papers	File		‘C 1’ CLASS	1 0 YEARS
2	Disciplinary Action	File			
3	Income Tax	File			
4	PF Advance	File			

1	Temporary Appointment	File		'C' CLASS	0 5 YEARS
2	Cessation of employee	File			
1	Leave application	File		'D CLASS	0 1 YEARS
2	Complaints , ETC	File			
DISPATCH					
1	Dak sheet	Register		'D CLASS	0 1 YEARS
2	Post Register	Register			
3	Other Register	Register			
4	RTI Register	Register			
CFC					
1	Stock Register Receipt	Register		'D CLASS	0 1 YEARS
2	Dishonor Cheques	Register			

Section 4(1)(b)(vii)

Particulars of any arrangement that exists for consultation with the members of the public in relation to the formulation of its policy and implementation in the office of Administrative Officer L ward.

-- NOT APPLICABLE --

Section 4(1)(b)(viii)

Statement of Boards, Councils, Committees or Other bodies in the office of Administrative Officer L ward.

Ward Committee

Sr.no	Name Of the committee / Boards,Councils, or Other bodies	Compositio n Of committee / Boards, Councils, or Other bodies	Purpose of committee / Boards, Councils, or Other bodies	Frequency of meeting	Whether meeting open to public or not	Whether minutes available to public or not	minutes available at
1	L Ward Committee	Councilors of L Ward President & 15+1 Members	To provides basic amenities to the citizen	Once in months Or As per president's order	NO	Yes	On webside

Sexual Harassment Committee

Sr.no	Name Of the committee / Boards,Councils, or Other bodies	Compositio n Of committee / Boards, Councils, or Other bodies	Purpose of committee / Boards, Councils, or Other bodies	Frequency of meeting	Whether meeting open to public or not	Whether minutes available to public or not	minutes available at
2	Sexual Harassment Committee In L Ward	President & 5+1 Members	To prevent the Sexual Harassment in L Ward		Yes	Yes	Administrative Officer

वेतनपत्रक क्रमं क - 6010

SR.N O.	Employee Name	Employee Code	Position No.	DESIGNATION	Fund	Fund Center	Function Code	Cost Center
1	VALANJU MANISH RADHAKRISHNA	4055097	30002486	ASST. COMMISIONER	11	12	201000000	4190120000
2	JERE PRATIBHA GOPAL	3515392	30002540	A.O.	11	12	201000000	4190120000
3	DICHWALKAR VIRESH GANPAT	3423552	30194587	Sr. Stenographer	11	12	201000000	4190120000
4	VACANT	3697551	30194609	Clerk	11	12	201000000	4190120000
5	VACANT	3764907	30002775	Typist	11	12	201000000	4190120000

वेतनपत्रक क्रमं क - 6011

SR.N O.	Employee Name	Employee Code	Position No.	DESIGNATION	Fund	Fund Center	Function Code	Cost Center
1	PATHARE GAURI AMOL	4165028	30009561	Complaint Offi cer	11	12	206000000	4190120000

वेतनपत्रक क्रमं क - 6013

SR. NO.	Employee Name	Employee Code	Position No.	DESIGNATION	Fund	Fund Center	Function Code	Cost Center	RC CODE
1	SAHU HARINARAYAN G.	3606416	30059747	EX. ENGINEER	11	35	11200000000	4190350000	H008
2	SHENDE CHANDRAKANT BABU	1542910	30059938	EX. ENGINEER (D.O)	11		11200000000	4190350000	
3	ANNAMWAR KIRANKUMAR BAPURAO	1716593	30058624	ASST. ENGINEER	11	35	11101000000	4190350000	H002
4	BHALKAR SHRIKANT SUBHASHRAO- VACANT	4499242	30059751	ASST. ENGINEER	11	35	11101000000	4190350000	H002
5	KARPE SAGAR SHANTILAL	4499235	30059752	ASST. ENGINEER	11	35	11101000000	4190350000	H002
6	BHENDAWADEKAR SANTOSH ANAND	3878035	30059753	ASST. ENGINEER	11	35	11101000000	4190350000	H002
7	SUMEET UTTAMRAO JOGDANDE	1731262	30059907	Jr. ENGINEER	11	35	11200000000	4190350000	H022
8	TORANE NIVEDAN BHIMRAO	4055712	30059901	SUB. ENGINEER	11	35	11200000000	4190350000	H008
9	SARWADE SACHIN LAXMANRAO	1708615	30059667	SUB. ENGINEER	11	35	11200000000	4190350000	H008
10	JADHAV SHUDDHODAN VASUDEO	1667077	30058670	HEAD CLERK	11	35	11101000000	4190350000	H002
11	MIRGULE VIVEK SHANKAR	4456801	30058693	CLERK	11	35	11101000000	4190350000	H002
12	UTEKAR KALPANA ANIL	1087042	30058677	CLERK	11	35	11101000000	4190350000	H002
13	ADE VAISHALI SANJAY	4167893	30058676	CLERK	11	35	11101000000	4190350000	H002
14	DILIP T. INGLE	4227207	30058672	JR. STENOGRPHR.	11	35	11101000000	4190350000	H002
15	YETKAR ANIL SHANKAR	1660551	30059702	MUKADAM	11	35	11200000000	4190350000	H008
16	PAWAR VISHWANATH D	1453678	30059693	MUKADAM	11	35	11200000000	4190350000	H008
17	GHANE BHAU TRIYAMBAK	1683211	30059691	MUKADAM	11	35	11200000000	4190350000	H008
18	Vacant	Vacant	30059688	MUKADAM	11	35	11200000000	4190350000	H008
19	Vacant	Vacant	30059686	MUKADAM	11	35	11200000000	4190350000	H008
20	Vacant	Vacant	30059685	MUKADAM	11	35	11200000000	4190350000	H008
21	MISAAL SUDHAKAR MAHADEO	1360806	30059687	MUKADAM	11	35	11200000000	4190350000	H008
22	RONGATE CHANDRABHAN BABURARAO	3788486	30059689	MUKADAM	11	35	11200000000	4190350000	H008
23	Vacant	Vacant	30059690	MUKADAM	11	35	11200000000	4190350000	H008
24	Vacant	Vacant	30059692	MUKADAM	11	35	11200000000	4190350000	H008
25	MANJREKAR SUJAN HARI	3468940	30058741	LIFT C OPERATOR	11	35	11101000000	4190350000	H002
26	GHIGE SURESH VISHNU	3906666	30058701	TEL. OP. A GRADE	11	35	11101000000	4190350000	H002
27	PAWAR DIPALI DIPAK	4211936	30059912	PEON	11	35	11200000000	4190350000	H022
28	PATIL VIVEK	1714546	30059909	CLERK	11	35	11101000000	4190350000	H002
29	Vacant	Vacant	30059679	Notice Clerk					
30	Vacant	Vacant		LR Clerk					
31	Vacant	Vacant		Lift Man					

खते - सहाय्यक अभियंता (परि) रस्ते व दुरुस्ती

वेतनपत्रक क्रमंक - ए 6014

SR.N O.	Employee Name	Employee Code	Position No.	DESIGNATION	Fund	Fund Center	Function Code	Cost Center	For 9 A Sathi
1	KALEKAR AMOL MAHIPAT	4496634	30076966	ASST. ENGINEER	11	44	22103000000	4190440000	Update
2	DEVEKAR RAMCHANDRA HARI	1112948	30076967	ASST. ENGINEER	11	44	22103000000	4190440000	Update
3	SONTAKKE KEWALCHAND SHALIKRAM	4330406	30076975	SUB ENGINEER	11	44	22103000000	4190440000	Update
4	KARMALKAR AKASH RAMRAO	1713057	30076976	SUB ENGINEER	11	44	22103000000	4190440000	Update
5	CHOUGULE DEEPAK BHAUSO	4056012	30078050	SUB ENGINEER	11	44	22103000000	4190440000	Update
6	PALVE MANGESH RAMRAO	3992689	30078051	SUB ENGINEER	11	44	22103000000	4190440000	Update
7	CHAVAN SACHIN SURESH	4055963	30078052	SUB ENGINEER	11	44	22103000000	4190440000	Update
8	KUKREJA HEMRAJ NARAYAN	4248563	30078053	SUB ENGINEER	11	44	22103000000	4190440000	Update
9	PATIL DATTATRAY NARAYAN	4407807	30076987	JR. ENGINEER	11	44	22103000000	4190440000	Update
10	SHIKALGAR USMAN SADIK	4393171	30076988	JR. ENGINEER	11	44	22103000000	4190440000	Update
11	INGULKAR AVINASH PRAKASH	1743711	30076990	JR. ENGINEER	11	44	22103000000	4190440000	Update
12	JOGI ASHWINI ASHOK	4486132	30076991	JR. ENGINEER	11	44	22103000000	4190440000	p
13	vacant	4485746	30076992	JR. ENGINEER	11	44	22103000000	4190440000	
14	NIKAM RAVINDRA PANDURANG	1688113	30076993	JR. ENGINEER	11	44	22103000000	4190440000	Update
15	WAGHMODE SHILPESH DINKAR	1692121	30076994	JR. ENGINEER	11	44	22103000000	4190440000	Update
16	MOHOD CHARUDATTA SUNIL	4493150	30076995	JR. ENGINEER	11	44	22103000000	4190440000	Update
17	GHAGRE YUVRAJ MAHADEV	1697487	30076996	JR. ENGINEER	11	44	22103000000	4190440000	Update
18	THORAT AMOL RAMCHANDRA	4586922	30076997	JR. ENGINEER	11	44	22103000000	4190440000	
19	RAM RITESH UDAY	4586946	30077038	JR. ENGINEER	11	44	22103000000	4190440000	
20	LAKADE MADHURA SANJAY	4487205	30077039	JR. ENGINEER	11	44	22103000000	4190440000	Update
21	PARATE PRAVIN SURESHRAO	4587064	30077040	JR. ENGINEER	11	44	22103000000	4190440000	
22	CHOUGULE ABHIJEET MAHADEV	4586939	30077041	JR. ENGINEER	11	44	22103000000	4190440000	Update
23	SAWANT NILESH MAHUKAR	4394787	30077042	JR. ENGINEER	11	44	22103000000	4190440000	Update
24	KOLAMBKAR SUNIL GANPAT	1291616	30077043	JR. ENGINEER	11	44	22103000000	4190440000	Update
25	THAKUR ASHOK P	4150710	30078079	JR. ENGINEER	11	44	22103000000	4190440000	Update
26	TARI ROHAN RAMESH	4388203	30078080	JR. ENGINEER	11	44	22103000000	4190440000	Update
27	VACANT	4498667	30078081	JR. ENGINEER	11	44	22103000000	4190440000	
28	DAUR SACHIN ANANTA	4391162	30078082	JR. ENGINEER	11	44	22103000000	4190440000	Update
29	YADAV BHAGYASHRI SUBHASH	4487212	30078083	JR. ENGINEER	11	44	22103000000	4190440000	Update
30	PATIL SAGAR GAJANAN	4403171	30078084	JR. ENGINEER	11	44	22103000000	4190440000	Update
31	GAIKWAD NIKITA ADHIKRAO	4586953	30078085	JR. ENGINEER	11	44	22103000000	4190440000	
32	CHOUDHARY VISHAL NANDLAL	4586977	30078086	JR. ENGINEER	11	44	22103000000	4190440000	
33	CHAUGULE RAHUL SINANATH	4346746	30078087	JR. ENGINEER	11	44	22103000000	4190440000	
34	JADHAV ASHOK ATMARAM	4110963	30078088	JR. ENGINEER	11	44	22103000000	4190440000	
35	GAONKAR SWAPNIL VIJAY	4360854	30078096	JR. ENGINEER	11	44	22103000000	4190440000	Update
36	JAWALE SANJAY JANARDHAN	4166067	30070845	JR. ENGINEER	11	44	22103000000	4190440000	Update
37	VACANT	doubt	30070866	JR. ENGINEER	11	44	22103000000	4190440000	
38	PAWAR AKASH KISAN	4586960	30050421	JR. ENGINEER	11	44	22103000000	4190440000	
39	SHARAD GANGARAM SAKPAL	3227725	30077050	HEAD CLERK	11	44	22103000000	4190440000	Update
40	TARSE BALU MOHAN	3739963	30077103	भांडार पर्यवेक्षक	11	44	22103000000	4190440000	
41	KULKARNI ANAGHA AMAR	4173078	30077104	भांडार लिपिक	11	44	22103000000	4190440000	Update
42	TALPADE GORAKH BHIMA	4379984	30077056	CLERK	11	44	22103000000	4190440000	Update
43	NAKHWI PRACHITI PRADEEP	4058818	30077059	CLERK	11	44	22103000000	4190440000	call Leave Pending
44	VAYAL RAVINDRA LAXMAN	1691869	30077060	CLERK	11	44	22103000000	4190440000	Update
45	CHAVAN ANKUSH MACHINDRA	4455611	30077061	CLERK	11	44	22103000000	4190440000	Update
46	PAWAR JANHAVI ANIL	4029849	30077062	CLERK	11	44	22103000000	4190440000	Update
47	MOHITE PREMA APPASAHEB	4165774	30077057	CLERK	11	44	22103000000	4190440000	Update
48	MOHITE SUSHANT SIDDHARTH	4512682	30077087	CLERK	11	44	22103000000	4190440000	Update
49	PATIL SANDHYA DATTATRAY	1713497	30077058	CLERK	11	44	22103000000	4190440000	
50	DISALE VAISHALI SHANKAR	4473840	30077314	PEON	11	44	22103000000	4190440000	Update
51	THORAT PHILIP GANPAT	3424003	30077315	PEON	11	44	22103000000	4190440000	Update
52	KAMBLE PRADNYA UMESH	4570383	30077316	PEON	11	44	22103000000	4190440000	Update
53	SHIRKE VILAS KASHINATH	3553192	30077318	PEON	11	44	22103000000	4190440000	Update
54	JADHAV SUDHIR KARBHARI	4504113	30077319	PEON	11	44	22103000000	4190440000	Update
55	GANGURDE SNEHA	4267391	30077320	PEON	11	44	22103000000	4190440000	Update
56	WAGHMARE SAGAR MANSING	4355900	30077321	PEON	11	44	22103000000	4190440000	Update
57	GHATVISAVE KALPANA GAUTAM	4298207	30077322	PEON	11	44	22103000000	4190440000	Update
58	VACANT		30050437	DRAINAGE ASST.	11	33	22500000000	41900330000	Update
59	PAGARE VISHAL RAMDAS	1706022	30050434	DRAINAGE ASST.	11	33	22500000000	41900330000	Update
60	PATIL DEEPAK SITARAM	1683596	30050433	DRAINAGE ASST.	11	33	22500000000	41900330000	Update

परिशिष्ट 'अ'

Fund Code : 11
Cost Centre Name : L.Ward
Cost Centre Code : 419033000
Functionary Code :

Department Code :
Linked Geographic Area Name : L.Ward
Linked Geographic Area Code : 4190

Department Code :
Linked Geographic Area Name :
Linked Geographic Area Code :
Functionary Code :

SUPERIOR P.C. A6014

Table with columns: Sr. No., Employee Name, Designation, Designation Code, Position No., Grade Code, Basic Pay (of Jul. 2021 pay sheet), D.A. 33% of (Basic) (7)*33%, (Quarter not allotted) H.R.A. 27% of (Basic+GR P) (7)*27%, TOTAL HRA (13+14), C.A., T.A., Family Planning Allow., Other Allow., For One Month, Total For 12 Months, Children Education Allow. (once in year), L.T.A (once in year), Ex-Gratia (once in year), Total, Grand Total.

LABOUR P.C. A6016-A6017

Table with columns: Sr. No., Employee Name, Designation, Designation Code, Position No., Grade Code, Basic Pay (of Jul. 2021 pay sheet), D.A. 33% of (Basic) (7)*33%, (Quarter not allotted) H.R.A. 27% of (Basic+GR P) (7)*27%, TOTAL HRA (13+14), C.A., T.A., Family Planning Allow., Other Allow., For One Month, Total For 12 Months, Children Education Allow. (once in year), L.T.A (once in year), Ex-Gratia (once in year), Total, Grand Total.

परिशिष्ट 'अ'

Statement of Revenue Expenditure (Employee Cost) For various depts. Under 'G' Budget

अर्थसंकल्प 'ग' मधील विविध खात्याच्या महसुली खर्चाच्या (कर्मचारी परिव्यय) अंदाजाचे विवरणपत्र

Fund Code/ निधी संकेतांक	40	Department Code/ विभाग संकेतांक	49
Cost Centre Name / परिव्यय केंद्राचे नाव	L WARD	Linked Geographic Area Name/ संबंधीत भौगोलिक विभागाचे नाव	L WARD
Cost Centre Code/ परिव्यय केंद्राचा संकेतांक	4190490000	Linked Geographic Area Code/ संबंधीत भौगोलिक विभागाचा संकेतांक	4190
Paysheet Code/ वेतन पत्रक संकेतांक	4302	Responsibility Code/ जबाबदारी संकेतांक	6312

(Rs. in Thousand / रुपये हजारात)

Function Code	Function	Account Head Code	Account Head	Budget Estimates 2020- 21	Revised Estimates 2020- 21	Budget Estimates 2021- 22
55102000000		210000000	Establishment Expense			
		210100000	Salaries, Wages and Bouns			
		210100100	Supervisory and Subordinate			
		210100101	Basic Pay (Including Personal Pay)	27774	8902	27210
		210100102	Incentive Bouns	812	0	160
		210100103	Salary Arrears Sup	0	0	0
		210100104	Grade Pay (Superior)	0	0	0
		210100199	Other (Coin Adj.)	0	0	0
		210200000	Benefits and Allownace	0	0	0
		210200100	Supervisory and Subordinate	0	0	0
		210200101	Dearness Allowance	6843	1511	8979
		210200102	House Rent Allowance	6569	2101	7347
		210200103	Conveyance Allowance	240	84	140
		210200104	Overtime Allowance	1000	500	1000
		210200105	Leave Travel Assistance	456	0	426
		210200107	Municipal Medical Allowance	0	0	0
		210200113	Travelling Allowance for Supervisory & Subordinate	458	156	458
		210200114	Non Private Practive Allowance	0	0	0
		210200117	Special Allowance for disable women employees for Childcare	0	0	0
		210200118	Family Planning Allowance (Superior)	168	1	168
		210200119	Children Education Allowance (Superior)	672	0	672
		210200120	Special Allowance for Reimb of Telephone Bill	0	0	0
		210501102	Lumpsum provision for Exgratia payments	896	0	896
		210200199	Other Allowance	200	0	200
		Salary Code- 40	Special Pay / Special Allowance	0	0	0
		Salary Code- H1	Tunnel Allowance	0	0	0
		Salary Code- H2	Design Allowance	0	0	0
		Salary Code- 30	Duty Allowance	0	0	0
		Salary Code- 43	Study Allowance	0	0	0
		210400600	Leave Encashment	2000	0	2700
		210209915	Contribution for Meeting Interest subsidy at 4% towards housing loan	336	109	336
		210501220	Tech-Equipment for Handicap Employee	0	0	200
			Total Establishment Expenses :	48424	13364	50892

Statement of Revenue Expenditure (Employee Cost) for various Departments under 'G' Budet
 अर्थसंकल्प ग मधील विविध खत्याच्या महसुली खर्चाच्या (कर्मचारी परिव्यय) अंदाजचे विवरणपत्र
 R.C. (P.C. 4307)

Fund Code/ निधी संकेतक		40	Department Code /विभाग संकेतक		49	
Cost Centre Name /परिव्यय केंद्राचे नाव		L WARD	Linked Geographic Area Name / संबंधित भौगोलिक विभागाचे नाव		L WARD	
Cost Centre Code / परिव्यय केंद्राचा संकेतक		4190490000	Linked Geographic Area Code / संबंधित भौगोलिक विभागाचा संकेतक		4190	
Paysheet Code		4307	Responsibility Code		6312 (Rs. In Thousand /रुपये हजरात)	
Function Code कार्य संकेतक	Function कार्य	G.L. Code लेख मुख्य संकेतक	Account Head	Budget Estimates 2019-20 अर्थसंकल्पीय अंदाज 2020-2021	Revised Estimates 2019-20 सुधारित अंदाज 2020-2021	Budget Provision 2020-2021 अर्थसंकल्पीय अंदाज 2021-2022
1	2	3	4	5	6	7
		210000000	Salaries, Wages and Bonus			
		210200000	Labour, Technical and other			
		210100201	Basic Pay	60287	17912.52	62041
		210100204	Grade Pay	0	0	0
		210100205	Dearness pay for labour Technical & others			
		210100202	Incentive Bonus			
		210100203	Salaries Arrears labour			
		210100299	Others (coin adj)			
		210200000	Benefits and Allowances			
		210200200	Labour, Technical and other			
		210200201	Dearness Allowance	15072	2987.87	20474
		210200202	House Rent Allowance	13546	3841.05	15619
		210200203	Conveyance Allowance			
		210200204	Overtime Allowance	25000	3552.48	27500
		210200205	Leave Travel Assistance	975	28.5	975
		210200206	Transport Subsidy Allowance			
		210200207	Municipal Medical Allowance	425	#VALUE!	=
		210200208	Arrears			
		210200209	Leave & pension Contribution			
		210200210	Interim Relief			
		210200211	Protected Dearness Allowance(Lab)			
		210200212	City Compensatory allowance(Labour)			
		210200213	Transport Allowance for Labour	1296	435.33	1296
		210200214	Non Private Practice allowance (Labour)			
		210200215	Dearness Pay – Labour			
		210200216	Special Procted Dearness Allowance(lab)			
		210200217	Special allowance for Disable women employees for child care-lab			
		210200218	Family planning allowance(lab)	478	14.53	=
		210200219	Children education allowance(lab)	2124	#VALUE!	=
		210200221	Personal Protected Amt. (PPA) Labour			
		210200299	Other Allowances (Adhock +W.C Allownace)	257	66.82	257
		salary code G5	stiching allowance	195	205	215
		salary code 36	Servant Allowance			
		salary code 41	Rofle Allowance			
		salary code 28	Night Duty Allowance			
		salary code 29	Compensatory Allowance			
		salary code 18	Personal Allowance			
		salary code 26	Unclean Allowance			
		salary code 37	Cooking Allowance			
		salary code 42	Despatch Allowance			
		210200000	Benefits and Allowances			
		210209900	Other Benefits and Alloeance			
		210209901	Medical Aid			
		210209905	Benefit due to deposit linked insurance scheme			
		210209906	Subsidy to muncipal employee			
		210209910	Incentives			
		210209912	Compensation			
		210209913	Uniforms	250	250	250
		210209914	Cloth/Raincots/Umbrellas to Labours	287	301	315
		210209915	Subsidy at 4% towards housing loan(approx 9 emp.)	900	900	900
		210209918	M S C I T Expenses			
		210209945	Honorarium to municipal employees			
		210209950	Training Expenses			
		210209951	in house training Expenses			
		210209952	Local training Expenses			
		210209953	Foreign training Expenses			
		210209955	Training & refresher IT course			
		210209956	Residential training to labours & mukadam			
		210209958	Seminar & Conference Expenses			
		210209959	Training Aids. Materials			
		210209999	Miscellaneous others benefits & allowance			
		210300000	Pension			
		210300100	Contribution to pension Fund			
		210300200	Commutation of pension			
		210301500	Defined Contribution Pension Scheme			
		210400000	Other Terminal & Retirement Benefits			
		210400200	Contribution to provident Fund			
		210400500	Contribution to Gratuity Fund			
		210400600	Leave Encashment (approx. 08 emp)	6100	6400	6700
		210500000	Others			
		210500100	Remuneration			
		210501000	Awards / Prizes to Employees			
		210501099	Miscellaneous Awards / Prizes to Employees			
		210501100	Lumpsum Provision			
		210501101	Lumpsum Provision for payment of arrears on account of revision of grades			
		210501102	Exgratia	2832	2832	2832
		210501103	Lumpsum Provision for deposit linked insurances scheme			
		210501104	Lumpsum Provision for defraying the expenditure incurred on deputation of officers in India & abroad for attending conference.			
		210501199	other Lumpsum provisions			
		210501200	Expenditure on welfare of Municipal Employees			
		210501217	Contribution to Sewerage Operation Staff Welfare Fund			
		210501220	Tech-Equipment for Handicap Employee	150	150	150
			Total	130174	39877.1	139524
			Total Establishment Expenses			

परिशिष्ट 'अ'

Statement of Revenue Expenditure (Employee Cost) For various depts. Under 'G' Budget

अर्थसंकल्प 'ग' मधील विविध खात्याच्या महसुली खर्चाच्या (कर्मचारी परिव्यय) अंदाजाचे विवरणपत्र

Fund Code/ निधी संकेतांक	40	Department Code/ विभाग संकेतांक	51
Cost Centre Name / परिव्यय केंद्राचे नाव	L WARD	Linked Geographic Area Name/ संबंधीत भौगोलिक विभागाचे नाव	L WARD
Cost Centre Code/ परिव्यय केंद्राचा संकेतांक	4190510000	Linked Geographic Area Code/ संबंधीत भौगोलिक विभागाचा संकेतांक	4190
Paysheet Code/ वेतन पत्रक संकेतांक	4303	Responsibility Code/ जबाबदारी संकेतांक	8525

(Rs. in Thousand / रुपये हजारत)

Function Code	Function	Account Head Code	Account Head	Budget Estimate 2019-20 (अर्थसंकल्पिय अंदाज) 2020-21	Revised Estimate 2020-21 (सुधारित अंदाज) 2020-21	Budget Provision 2021-22 (अर्थसंकल्पिय अंदाज) 2021-22
55205000000		210000000	Establishment Expense			
		210100000	Salaries, Wages and Bouns			
		210100100	Supervisory and Subordinate			
		210100101	Basic Pay (Including Personal Pay)	1603	593	1603
		210100102	Incentive Bouns	0	0	0
		210100103	Salary Arrears Sup	0	0	0
		210100104	Grade Pay (Superior)	0	0	0
		210100199	Other (Coin Adj.)	0	0	0
		210200000	Benefits and Allownace	0	0	0
		210200100	Supervisory and Subordinate	0	0	0
		210200101	Dearness Allowance	529	101	529
		210200102	House Rent Allowance	433	142	433
		210200103	Conveyance Allowance	6	4	6
		210200104	Overtime Allowance	200	0	200
		210200105	Leave Traval Assistance	24	5	24
		210200107	Municipal Medical Allowance	0	0	0
		210200113	Travelling Allowance for Supervisory & Subordinate	22	12	22
		210200114	Non Private Practive Allowance	0	0	0
		210200117	Special Allowance for disable women employees for Childcare	0	0	0
		210200118	Family Planning Allowance (Superior)	9	1	9
		210200119	Children Education Allowance (Superior)	36	12	36
		210200120	Special Allowance for Reimb of Telephone Bill	0	0	0
		210200129	Servant Allowance	0	0	0
		210200199	Other Allowance	30	0	30
		210501102	Lumpsum provision for Exgratia payments	48	0	48
		Salary Code- 40	Special Pay / Special Allowance	0	0	0
		Salary Code- H1	Tunnel Allowance	0	0	0
		Salary Code- H2	Design Allowance	0	0	0
		Salary Code- 30	Duty Allowance	0	0	0
		Salary Code- 43	Study Allowance	0	0	0
		210400600	Leave Encashment	900	0	2000
		210209915	Contribution for Meeting Interest subsidy at 4% towards housing loan	18	4	18
			Total Establishment Expenses :	3857	874	4958

Fund Code 40
 Department Code 51
 Paysheet Code 4303
 Cost Centre Code 4190510000
 Function Area Code 5520500000

Budget Provision : 2021-2022 (Rs.in Thousands)

Sr.No.	Position Code No. (as per HR Module)	Position Description	Name of Employee	EC No.	Post Status (Schedule / Non Schedule posts)	Current Status (Charged/Vacant)	Grade Code	Desg Code	Superior	Basic Pay (as per July 2020) (in Rs)	Basic Pay (including Personal pay) G.L.Code:210100101 (Superior)	Grade Pay (Superior) G.L.Code:210100104 (Superior)	Dearness Allowance G.L.Code:210200101 (Superior)	House Rent Allowance G.L.Code:210200102 (Superior)	Conveyance Allowance G.L.Code:210200103 (Superior)	Overtime Allowance G.L.Code:210200104 (Superior)	Leave Travel Assistance G.L.Code:210200105 (Superior)	Transport Allowance G.L.Code:210200106 (Superior)	Family Planning Allowance G.L.Code:210200118 (Superior)	Children Education Allowance G.L.Code:210200119 (Superior)	Other Allowances G.L.Code:210200199 (Superior)	Incentives G.L.Code:210209910	Lumpsum provision for Exgratia payments G.L.Code:210501102	Contribution for meeting interest subsidy at 4% towards housing loan G.L.Code:210209915	Leave Encashment G.L.Code:210400600	Total	Remarks
1	30166973	Jr.Engineer	SHRI..MAHESH MSHNU THOMBRE	4408736	S	C	C05	C082	S	47500	570	0	188	154	6	0	9	7	3	12	10	0	16	6	0	981	
2	30167156	Drainage Asst.	SHRI DYNESHWAR PALVI	1683060	S	C	C35	C053	S	36100	433	0	143	117	0	0	6	7	3	12	10	0	16	6	0	753	
3	30167155	Drainage Asst.			S	V	C35	C053	S	50000	600	0	198	162	0	0	9	7	3	12	10	0	16	6	0	1023	
																200										900	1100
Total										133600	1603	0	529	433	6	200	24	22	9	36	30	0	48	18	900	3857	

PAYSHEET 6010 - 6014		Schedule			Non Schedule			Total		
Sr. No	Designation	Filled In	Vacant	Total	Filled In	Vacant	Total	Filled in Post	Vacant Post	Total Post
1	Junior Engineer	29	2	31	0	0	0	29	2	31
2	Sub Engineer	11	0	11	0	0	0	11	0	11
3	Assistant Engineer	7	0	7	0	0	0	7	0	7
4	Administrative Officer	1	0	1	0	0	0	1	0	1
5	Head Clerk	3	0	3	0	0	0	3	0	3
6	Clerk	13	0	13	0	0	0	13	0	13
7	Peon	11	0	11	0	0	0	11	0	11
8	Complaint Officer	1	0	1	0	0	0	1	0	1
9	Junior Steno	1	0	1	0	0	0	1	0	1
10	Senior Steno	1	0	1	0	0	0	1	0	1
11	Typist	1	0	1	0	0	0	1	0	1
12	Mukadam	8	2	10	0	0	0	8	2	10
13	Drainage Assistant	3	1	4	0	0	0	3	1	4
14	Lift / Pump Operator	1	0	1	0	0	0	1	0	1
15	Telephone Operator A Grade	1	1	2	0	0	0	1	1	2
16	Notice Clerk	0	1	1	0	0	0	0	1	1
17	भांडार लिपिक	1	0	1	0	0	0	1	0	1
18	Executive Engineer	1	0	1	0	0	0	1	0	1
19	Asst. Commissioner	1	0	1	0	0	0	1	0	1

परिशिष्ट 'अ'

Fund Code : 12
 Cost Centre Name : L WARD (EPI)
 Cost Centre Code : 4190470000
 Function Code : 3320100000

Department Code : 47
 Linked Geographic Area Name : L WARD
 Linked Geographic Area Code : 4190

Department Code :
 Linked Geographic Area Name :
 Linked Geographic Area Code :

SUPERIOR

Sr. No.	Employee Name	Designation	Designation Code	Position No.	Grade Code	Basic Pay (of Jul. 2018 pay sheet)	G.R.P. (as per circular no.GAD/Estt/2/R/Cell/03 dt.16.05.12 & GAD/Estt/2/R/Cell/05 dt.17.06.14)	3% of Basic Pay + Grade Pay (Column no.7+8)	New Basic Pay (7+9)	New Basic + GRP (8+10)	D.A. 160% of (Basic+GRP) 1 (11)*160%	(Quarter not alloted) H.R.A.30% of (Basic+GRP) 1(11)*30%	(Quarter alloted) 7.5% H.R.A on Basic for Quarter alloted upto 31.10.08 (No HRA for Quarter alloted from 01.11.08)	TOTAL HRA (13+14)	C.A.	T.A.	Family Planning Allow.	Other Allow.	Add.1	Non Private Practice Allowance (Supersary and Subordinate)	For One Month	Total For 12 Months	Children Education Allow. (once in year)	L.T.A.(once in year)	Ex-Gratia (once in year)	Subsidy at 4% for Housing Loan (once in year)	Total	Grand Total							
1																																			
						210100104			210100101		210200101			210200102	210200103	210200113	210200118	WC	210200199	210200114			210200119	210200105	210100102	210209915									
1	Smt. Wadajkar Vasanti S.	A.M.O.	B153	30081417	B31	19070	5400	740	19810	25210	54454	7563	0	7563	0	1600	650	0	0	8823.5	98301	1179611	6000	10500	14500	10000	41000	1220611							
2	Vacant 1	A.M.O. (ICDS)	B153	30081418	B31	19070	5400	740	19810	25210	40336	7563	0	7563	0	1600	0	0	0	0	74709	896508	0	10500	14500	0	29000	921508							
3	Vacant 1	Aux Nurse	C037	30081483	C33	12090	4200	490	12580	16780	26848	5034	0	5034	463	600	0	115	115	0	49840	598080	0	9000	14500	0	23500	621580							
4	Vacant 2	Aux Nurse	C037	30081484	C33	12090	4200	490	12580	16780	26848	5034	0	5034	463	600	0	115	115	0	49840	598080	0	9000	14500	0	23500	621580							
5	Vacant 3	Aux Nurse	C037	30081485	C33	12090	4200	490	12580	16780	26848	5034	0	5034	463	600	0	115	115	0	49840	598080	0	9000	14500	0	23500	621580							
6	Vacant 4	Aux Nurse	C037	30081486	C33	12090	4200	490	12580	16780	26848	5034	0	5034	463	600	0	115	115	0	49840	598080	0	9000	14500	0	23500	621580							
7	Shri. Hanchanale Krishna	D.S.I.	C612	30081429	C51	13980	1950	480	14460	16410	26256	4923	0	4923	463	600	210	0	0	0	48862	586344	12000	6750	14500	0	33250	619594							
Aggregate Value							0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Total							100480	29550	3920	104400	133950	228438	40185	0	40185	2315	6200	860	460	460	8824	421232	5054783	18000	63750	101500	10000	193250	5248033						
For 12 Month							1205760	354600	47040	1252800	1607400	2741256	482220	0	482220	27780	74400	10320	5520	5520	105888	5054784	5054783	18000	25500	101500	10000	155000	5209784						
Total (Rs In 000)							1206	355	48	1253	1608	2742	483	0	483	28	75	11	6	6	106	5055	5055	18	26	101500	10000	155000	5209784						
Total (Rs In 000)							1205760	354600	47040	1252800	1607400	2741256	482220	0	482220	27780	74400	10320	5520	5520	105888	5054784	5054783	18000	25500	101500	10000	155000	5209784						

LABOUR

Sr. No.	Employee Name	Designation	Designation Code	Position No.	Grade Code	Basic Pay (of Jul. 2018 pay sheet)	G.R.P. (as per circular no.GAD/Estt/2/R/Cell/03 dt.16.05.12 & GAD/Estt/2/R/Cell/05 dt.17.06.14)	3% of Basic Pay + Grade Pay (Column no.7+8)	New Basic Pay (7+9)	New Basic + GRP (8+10)	D.A. 160% of (Basic+GRP) 1 (11)*160%	(Quarter not alloted) H.R.A.30% of (Basic+GRP) 1(11)*30%	(Quarter alloted) 7.5% H.R.A on Basic for Quarter alloted upto 31.10.08 (No HRA for Quarter alloted from 01.11.08)	TOTAL HRA (13+14)	C.A.	T.A.	Family Planning Allow.	Other Allow.	Add.1	For One Month	Total For 12 Months	Children Education Allow. (once in year)	L.T.A.(once in year)	Ex-Gratia (once in year)	Subsidy at 4% for Housing Loan (once in year)	Total	Grand Total								
1						210100204			210100201		210200201			210200202	210200203	210200213	210200218	WC	210200299			210200219	210200205	210100202	210209915										
1	Shri. Navsupre Nish S.	Labourer	D114	30081457	D25	5860	1800	230	6090	7890	12624	2367	0	2367	0	600	210	115	115	0	23806	285672	0	5250	14500	10000	29750	315422							
2	Shri. Patil Bhushan Subhash	Labourer	D114	30081458	D25	5410	1800	220	5630	7430	11888	2229	0	2229	0	600	0	115	115	0	22262	267144	12000	5250	14500	0	31750	298894							
3	Shri. Sabale Sachin Madhuk	Labourer	D114	30081467	D25	5410	1800	220	5630	7430	11888	2229	0	2229	0	600	0	115	115	0	22262	267144	0	5250	14500	0	19750	286894							
Aggregate Value							0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total							16680	5400	670	17350	22750	36400	6825	0	6825	0	1800	210	345	345	0	68330	819960	12000	15750	43500	10000	81250	901210						
For 12 Month							200160	64800	8040	208200	273000	436800	81900	0	81900	0	21600	2520	4140	4140	0	819960	819960	12000	6300	43500	10000	71800	891760						
Total (Rs In 000)							201	65	9	209	273	437	82	0	82	0	22	3	5	5	0	820	820	12	7	43500	10000	71800	891760						
Total (Rs In 000)							200160	64800	8040	208200	273000	436800	81900	0	81900	0	21600	2520	4140	4140	0	819960	819960	12000	6300	43500	10000	71800	891760						
Total (Rs In 000)							201	65	9	209	273	437	82	0	82	0	22	3	5	5	0	820	820	12	7	43500	10000	71800	891760						

Note : 1) Please provide separate worksheet for any other Account Head if not mentioned in above chart.
 2) Highlighted columns contain formulae. Do not fill these columns manually.

Note : 1) Please provide separate worksheet for any other Account Head if not mentioned in above chart.
 2) Highlighted columns contain formulae. Do not fill these columns manually.

परिशिष्ट 'अ'

12

Fund Code :

Department Code :

Cost Centre Name : L WARD (Disp.)

Linked Geographic Area Name :

Cost Centre Code : 4190470000

Linked Geographic Area Code :

Function Code : 334020100

SUPERIOR

Table with columns: Sr. No., Employee Name, Designation, Designation Code, Position No., Grade Code, Basic Pay, G.R.P., 3% of Basic Pay, New Basic Pay, New Basic + GRP, D.A., (Quarter not allowed), TOTAL HRA, L.A., Family Planning Allow., Other Allow., Add1, For One Month, Total For 12 Months, Children Education Allow., L.T.A., Ex-Gratia, Subsidy at 4%, Total, Grand Total. Includes an 'Aggregate Value' summary row at the bottom.

LABOUR

Table with columns: Sr. No., Employee Name, Designation, Designation Code, Position No., Grade Code, Basic Pay, G.R.P., 3% of Basic Pay, New Basic Pay, New Basic + GRP, D.A., (Quarter not allowed), TOTAL HRA, L.A., Family Planning Allow., Other Allow., Add1, Add2, For One Month, Total For 12 Months, Children Education Allow., L.T.A., Ex-Gratia, Subsidy at 4%, Total, Grand Total. Includes an 'Aggregate Value' summary row at the bottom.

परिशिष्ट 'अ'

Fund Code : 12

Department Code : 47

Cost Centre Name : L WARD (Health)

Linked Geographic Area Name : LWARD

Cost Centre Code : 4190470000

Linked Geographic Area Code : 4190

Function Code : 3310100000

SUPERIOR

Sr. No.	Employee Name	Designation	Designation Code	Position No.	Grade Code	Basic Pay (of Jul. 2018 pay sheet)	G.R.P. (as per circular no. GAD/Esstt 2/RGcel1/03 dt. 16.05.12 & GAD/Esstt 2/RGcel1/05 dt. 17.06.14	3% of Basic Pay ± Grade Pay (Column no. 7-8)	New Basic Pay (7+9)	New Basic ± GRP (8+10)	D.A. 160% of (Basic+GRP) (11)*160%	(Quarter not allotted) H.R.A. 30% of (Basic+GRP) (11)*30%	TOTAL HRA (13+14)	T.A.	Family Planning Allow.	For One Month	Total For 12 Months	Childern Education Allow. (once in year)	L.T.A (once in year)	Ex- Gratia (once in year)	Subsidy at 4% for Housing Loan (once in year)	Total	Grand Total											
1	2	3	4	5	6	7	8	9	10	11	12	13	15	19	22	36	37	38	39	40	41	48	49											
							210100104		210100101		210200101		210200102	210200113	210200118			210200119	210200105	210100102	210200915													
1	Shri. Jadhav Jitendra Vasant	M.O.H.	B042	30080620	B18	33720	6000	1200	34920	40920	88387	12276	12276	1600	650	158155	1897862	12000	10500	14500	0	37000	1934862											
2	Vacant 1	Sr. S.I.	B311	30080625	B37	21530	2800	730	22260	25060	40096	7518	7518	600	0	73274	879288	0	10500	14500	0	25000	904288											
3	Smt. Gorad Akanksha B.	Head Clerk	C005	30080631	C01	22140	4200	800	22940	27140	43424	8142	8142	600	0	79306	951672	0	10500	14500	10000	35000	986672											
4	Shri. Jadhav Ashok K.	S.I.	C085	30080637	C19	17270	2100	590	17860	19960	31936	5988	5988	600	0	58484	701808	0	9750	14500	0	24250	726058											
5	Shri. Patil Sahebrao S.	S.I.	C085	30080638	C19	19010	2100	640	19650	21750	34800	6525	6525	600	0	63675	764100	0	9750	14500	0	24250	788350											
6	Vacant 1	S.I.	C085	30080648	C19	16400	2100	560	16960	19060	30496	5718	5718	600	0	55874	670488	0	9000	14500	0	23500	693988											
7	Shri. Patil Nitin J.	S.I.	C085	30080649	C19	16400	2100	560	16960	19060	30496	5718	5718	600	0	55874	670488	6000	9000	14500	0	29500	699988											
8	Smt. Garase Premjata P.	Clerk	C034	30080658	C27	9780	2000	360	10140	12140	19424	3642	3642	600	210	36016	432192	12000	6000	14500	0	32500	464692											
9	Shri. Sambare Subhash C.	Clerk	C034	30080657	C27	8580	2000	320	8900	10900	17440	3270	3270	600	210	32420	389040	12000	6000	14500	10000	42500	431540											
10	Vacant 1	Clerk	C034	30080659	C27	8580	2000	320	8900	10900	17440	3270	3270	600	0	32210	386520	0	6000	14500	0	20500	407020											
11	Vacant 2	Clerk	C034	30080660	C27	8540	2000	320	8860	10860	17376	3258	3258	600	0	32094	385128	0	6000	14500	0	20500	405628											
12	Smt. Chaudhari Priya R.	Clerk	C034	30080679	C27	8540	2000	320	8860	10860	17376	3258	3258	600	210	32304	387648	6000	6000	14500	0	26500	414148											
Aggregate Value						0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	500000	500000										
Total						190490	31400	6720	197210	228610	388691	68583	68583	8200	1280	709686	8516234	48000	99000	174000	20000	5E+006	1E+007											
For 12 Month						2285880	376800	80640	2366520	2743320	4664292	822996	822996	98400	15360	8516232	8516234	48000	39600	174000	20000	5281600	13797832											
Total (Rs In 000)						2286	377	81	2367	2744	4665	823	823	99	16	8517	8517	48	40	174	20	5341	13858											
																	59400						59400	59402										
																	2285880	376800	80640	2366520	2743320	4664292	822996	822996	98400	15360	8516232	8516234	48000	39600	174000	20000	5341000	13857234
																	0	0	0	0	0	0	0	0	0	0	0	0	0	59400	0	0	59400	59402
																	2286	377	81	2367	2744	4665	823	823	99	16	8517	8517	48	99	174	20	5341	13858
																	0	0	0	0	0	0	0	0	0	0	0	0	0	59	0	0	59	59

LABOUR

Sr. No.	Employee Name	Designation	Designation Code	Position No.	Grade Code	Basic Pay (of Jul. 2018 pay sheet)	G.R.P. (as per circular no. GAD/Esstt 2/RGcel1/03 dt. 16.05.12 & GAD/Esstt 2/RGcel1/05 dt. 17.06.14	3% of Basic Pay ± Grade Pay (Column no. 7-8)	New Basic Pay (7+9)	New Basic ± GRP (8+10)	D.A. 160% of (Basic+GRP) (11)*160%	(Quarter not allotted) H.R.A. 30% of (Basic+GRP) (11)*30%	TOTAL HRA (13+14)	T.A.	Family Planning Allow.	For One Month	Total For 12 Months	Childern Education Allow. (once in year)	L.T.A (once in year)	Ex- Gratia (once in year)	Subsidy at 4% for Housing Loan (once in year)	Total	Grand Total	
1	2	3	4	5	6	7	8	9	10	11	12	13	15	19	22	36	37	38	39	40	41	48	49	
							210100204		210100201		210200201		210200202	210200213	210200218			210200219	210200205	210100202	210200915			
1	Shri. Kanade Uttam R.	B.R.K.	C627	30080716	D19	13210	1900	460	13670	15570	24912	4671	4671	600	0	45868	550416	0	6750	14500	10000	31250	581666	
2	Vacant 1	B.R.K.	C627	30080728	D19	13210	1900	460	13670	15570	24912	4671	4671	600	0	45868	550416	0	6750	14500	0	21250	571666	
3	Vacant 2	B.R.K.	C627	30080729	D19	11890	1900	420	12310	14210	22736	4263	4263	600	0	41924	503088	0	6000	14500	0	20500	523588	
4	Shri. Gawade Prashant G.	B.R.K.	C627	30080730	D19	11890	1900	420	12310	14210	22736	4263	4263	600	210	42134	505608	12000	6000	14500	10000	42500	548108	
5	Shri. Jadhav Santosh J.	PEON	D090	30080694	D23	12220	1850	430	12650	14500	23200	4350	4350	600	210	42975	515700	6000	6000	14500	0	26500	542200	
6	Shri. Ghag Shashikant S.	LABOURER	D114	30080705	D25	11720	1800	410	12130	13930	22288	4179	4179	600	0	41112	493344	0	6000	14500	0	20500	513844	
7	Shri. Bane Sushant M.	LABOURER	D114	30080706	D25	7650	1800	290	7940	9740	15584	2922	2922	600	210	29171	350052	6000	5250	14500	0	25750	375802	
8	Shri. Magre Sandesh R.	LABOURER	D114	30080707	D25	5380	1300	210	5590	6890	11024	0	0	600	0	18514	222168	0	5250	14500	0	19750	241918	
Aggregate Value						0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total						87170	14350	3100	90270	104620	167392	29319	29319	4800	630	307566	3690792	24000	48000	116000	20000	208000	3898792	
For 12 Month						1046040	172200	37200	1083240	1255440	2008704	351828	351828	57600	7560	3690792	3690792	24000	19200	116000	20000	179200	386992	
Total (Rs In 000)						1047	173	38	1084	1256	2009	352	352	58	8	3691	3691	24	20	116	20	180	3871	
																	28800						28800	28800
Aggregate Value						1046040	172200	37200	1083240	1255440	2008704	351828	351828	57600	7560	3690792	3690792	24000	48000	116000	20000	208000	3898792	
Total						0	0	0	0	0	0	0	0	0	0	0	0	0	0	28800	0	0	28800	28800
For 12 Month						1047	173	38	1084	1256	2009	352	352	58	8	3691	3691	24	48	116	20	208	3899	
Total (Rs In 000)						0	0	0	0	0	0	0	0	0	0	0	0	0	0	28	0	0	28	28

परिशिष्ट 'अ'

Fund Code : 12 Department Code : Department Code :
 Cost Centre Name : L WARD (Old Kurla Cemetry) Linked Geographic Area Name : Linked Geographic Area Name :
 Cost Centre Code : 4190473301 Linked Geographic Area Code : Linked Geographic Area Code :
 Function Code : 33601000000

LABOUR

Sr. No.	Employee Name	Designation	Designation Code	Position No.	Grade Code	Basic Pay (of Jul. 2018 pay sheet)	G.R.P. (as per circular no.GAD/Esstt 2/RGcd/103 dt.16.05.12 & GAD/Esstt2/RGcd/105 dt.17.06.14	3% of Basic Pay ± Grade Pay (Column no.7+8)	New Basic Pay (7+9)	New Basic + GRP (8+10)	D.A. 160% of (Basic+GRP) (11)+160%	(Quarter not allotted) H.R.A. 30% of (Basic+GRP) (11)+30%	TOTAL HRA (13+14)	T.A.	Family Planning Allow.	Other Allow.	For One Month	Total For 12 Months	Children Education Allow. (once in year)	L.T.A.(once in year)	Ex-Gratia (once in year)	Subsidy at 4% for Housing Loan (once in year)	Total	Grand Total	
1	2	3	4	5	6	7	8	9	10	11	12	13	15	19	22	23	31	36	37	38	39	40	41	48	49
							210100104		210100101		210200101		210200102	210200113	210200118	WC	210200199			210200119	210200105	210100102	210200915		
1	Shri. Saitvadekar Ramesh L.	D.R.K.	C630	30085563	D19	12890	1900	450	13340	15240	24384	4572	4572	600	0	115	115	44911	538932	12000	6750	14500	0	33250	572182
2	Shri. Rasal Ramesh S.	D.R.K.	C630	30085564	D19	12880	1900	450	13330	15230	24368	4569	4569	600	210	115	115	45092	541104	0	6750	14500	15000	36250	577354
3	Shri. Munde Dnyaneshwar	CEMETERY ATTE.	D464	30085519	D25	6090	1800	240	6330	8130	13008	2439	2439	600	0	115	115	24292	291504	0	5250	14500	0	19750	311254
4	Shri. Satpute Santosh H.	CEMETERY ATTE.	D464	30085521	D25	6580	1800	260	6840	8640	13824	2592	2592	600	210	115	115	25981	311772	12000	5250	14500	0	31750	343522
5	Shri. Lad Gopal R.	CEMETERY ATTE.	D464	30085523	D25	7100	1800	270	7370	9170	14672	2751	2751	600	0	115	115	27308	327696	0	5250	14500	0	19750	347446
6	Shri. Kedar Shivaji	CEMETERY ATTE.	D464	30085555	D25	6840	1800	260	7100	8900	14240	2670	2670	600	0	115	115	26525	318300	0	5250	14500	0	19750	338050
7	Shri. Vavle Mahendra Tatoba	MAU-CUM-SWEEPER	D501	30085517	D25	7370	1800	280	7650	9450	15120	2835	2835	600	210	115	115	28330	339960	12000	5250	14500	0	31750	371710
Aggregate Value						0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1500000	1500000
Total						59750	12800	2210	61960	74760	119616	22428	22428	4200	630	805	805	222439	2669268	36000	39750	101500	15000	2E+006	4361518
For 12 Month						717000	153600	26520	743520	897120	1435392	269136	269136	50400	7560	9660	9660	2669268	2669268	36000	15900	101500	15000	1668400	4337668
Total (Rs In 000)						717	154	27	744	898	1436	270	270	51	8	10	10	2670	2670	36	16	102	15	1669	4339
																			23850						
						717000	153600	26520	743520	897120	1435392	269136	269136	50400	7560	9660	9660	2669268	2669268	36000	39750	101500	15000	1692250	4361518
						0	0	0	0	0	0	0	0	0	0	0	0	0	0	23850	0	0	23850	23850	
						717	154	27	744	898	1436	270	270	51	8	10	10	2670	2670	36	40	102	15	1693	4362
						0	0	0	0	0	0	0	0	0	0	0	0	0	0	24	0	0	24	23	

4361518

Note : 1) Please provide separate worksheet for any other Account Head if not mentioned in above chart. Note : 1) Please provide separate worksheet for any other Account Head if not mentioned in above chart.
 2) Highlighted columns contain formulae. Do not fill these columns manually. 2) Highlighted columns contain formulae. Do not fill these columns manually.

परिशिष्ट 'अ'

Fund Code : 12

Department Code :

Cost Centre Name : L WARD (Chunabhatti Cemetry)

Linked Geographic Area Name :

Cost Centre Code : 4190473302

Linked Geographic Area Code :

Fuction Code : 3360100000

LABOUR

Sr. No.	Employee Name	Designation	Designation Code	Position No.	Grade Code	Basic Pay (of Int. 2018 passsheet)	G.R.P. (as per circular no.GAD/Esstt/2/R/Geell/03 dt.16.05.12 & GAD/Esstt/2/R/Geell/05 dt.17.06.14	3% of Basic Pay + Grade Pay (Column no.7+8)	New Basic Pay (7+9)	New Basic + GRP (8+10)	D.A. 160% of (Basic+GRP) (11)*160%	(Quarter not allotted) H.R.A. 30% of (Basic+GRP) (11+30%)	TOTAL HRA (13+14)	T.A.	Family Planning Allow.	Other Allow.	For One Month	Total For 12 Months	Children Education Allow. (once in year)	L.T.A.(once in year)	Ex-Gratia (once in year)	Subsidy at 4% for Housing Loan (once in year)	Total	Grand Total	
1	2	3	4	5	6	7	8	9	10	11	12	13	15	19	22	23	31	36	37	38	39	40	41	48	49
						210100204			210100201		210200201		210200202	210200213	210200218	WC	210200299			210200219	210200205	210100202	210209915		
1	Shri. Govekar Sunil V.	D.R.K.	C630	30085565	D19	13640	1900	470	14110	16010	25616	4803	4803	600	210	115	115	47354	568248	12000	6750	14500	15000	48250	616498
2	Shri. Ukande Mahadeo L.	D.R.K.	C630	30085566	D19	13500	1900	470	13970	15870	25392	4761	4761	600	0	115	115	46738	560856	12000	6750	14500	0	33250	594106
3	Vacant 1	D.R.K.	C630	30085567	D19	13500	1900	470	13970	15870	25392	4761	4761	600	0	115	115	46738	560856	0	6750	14500	0	21250	582106
4	Shri. Kamble Bhaskar Gulab	CEMETERY ATTE.	D464	30085522	D25	7650	1800	290	7940	9740	15584	2922	2922	600	210	115	115	29171	350052	12000	5250	14500	0	31750	381802
5	Shri. Lad Gopal Ramesh	CEMETERY ATTE.	D464	30085520	D25	7100	1800	270	7370	9170	14672	2751	2751	600	0	115	115	27308	327696	0	5250	14500	0	19750	347446
6	Shri. Talpade Krishna P.	CEMETERY ATTE.	D464	30085553	D25	6840	1800	260	7100	8900	14240	2670	2670	600	210	115	115	26735	320820	12000	5250	14500	0	31750	352570
7	Shri. Detha Sangpal R.	CEMETERY ATTE.	D464	30085554	D25	7600	1300	270	7870	9170	14672	2751	2751	600	210	115	115	27518	330216	0	5250	14500	0	19750	349966
Aggregate Value						0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1500000	1500000
Total						69830	12400	2500	72330	84730	135568	25419	25419	4200	840	805	805	251562	3018744	48000	41250	101500	15000	2E+006	4724494
For 12 Month						837960	148800	30000	867960	1016760	1626816	305028	305028	50400	10080	9660	9660	3018744	3018744	48000	16500	101500	15000	1681000	4699744
Total (Rs In 000')						838	149	30	868	1017	1627	306	306	51	11	10	10	3019	3019	48	17	102	15	1682	4701
																			24750						
						837960	148800	30000	867960	1016760	1626816	305028	305028	50400	10080	9660	9660	3018744	3018744	48000	41250	101500	15000	1705750	4724494
						0	0	0	0	0	0	0	0	0	0	0	0	0	0	24750	0	0	0	24750	24750
						838	149	30	868	1017	1627	306	306	51	11	10	10	3019	3019	48	42	102	15	1706	4725
						0	0	0	0	0	0	0	0	0	0	0	0	0	0	25	0	0	24	24	

MUNICIPAL CORPORATION OF GREATER MUMBAI

परिशिष्ट 'क'

Department Name : L Ward

Department Code : 47

Sr No.	Post Name	Total Post			Filed Post			Vacant Post									
		Sch. Post	Non. Sch Post	Total	Sch. Post	Non. Sch Post	Total	Sch Post				Non Sch Post			Total Below 3 yrs	Total More Than 3 yrs	
								Total Vacant Post	Total Vacant Sch Post	Sch. Post below 3 yrs	Sch. Post More Than 3 yrs	Total Vacant Non Sch Post	Non. Sch Post Below 3 Yrs	Non. Sch Post More Than 3 Yrs			
1	Sr. Medical Officer	1	0	1	1	0	1	0	0	0	0	0	0	0	0	0	0
2	Medical Officer	9	2	11	9	2	11	0	0	0	0	0	0	0	0	0	0
3	Medical Officer LR	1	0	1	0	0	0	1	1	1	0	0	0	0	0	1	0
4	District TB Officer	0	1	1	0	1	1	0	0	0	0	0	0	0	0	0	0
5	Medical Officer of Health	1	0	1	1	0	1	0	0	0	0	0	0	0	0	0	0
6	A.M.O.	1	0	1	1	0	1	0	0	0	0	0	0	0	0	0	0
7	A.M.O. (ICDS)	1	0	1	0	0	0	1	1	0	1	0	0	0	0	0	1
8	Part Time Dentist	1	0	1	1	0	1	0	0	0	0	0	0	0	0	0	0
9	Aux. Nurse	4	0	4	0	0	0	4	4	4	0	4	0	0	0	0	4
10	Pharmacist	11	1	12	11	1	12	0	0	0	0	0	0	0	0	0	0
11	Pharmacist LR	1	0	1	1	0	1	0	0	0	0	0	0	0	0	0	0
12	Lab. Technician	4	0	4	4	0	4	0	0	0	0	0	0	0	0	0	0
13	Head Clerk	1	0	1	1	0	1	0	0	1	0	0	0	0	0	1	0
14	Sr. Sanitary Inspector	1	0	1	0	0	0	1	1	1	0	0	0	0	0	1	0
15	Sanitary Inspector	4	0	4	3	0	3	1	1	1	0	0	0	0	0	1	0
16	Clerk	5	0	5	3	0	3	2	2	2	0	0	0	0	0	2	0
17	D.S.I.	1	0	1	1	0	1	0	0	0	0	0	0	0	0	0	0
18	Birth Reg. Kar	4	0	4	2	0	2	2	2	2	0	0	0	0	0	2	0
19	Death Reg. Kar	5	0	5	4	0	4	1	1	1	0	0	0	0	0	1	0
20	Dresser	11	1	12	11	1	12	0	0	0	0	0	0	0	0	0	0
21	Peon	1	0	1	1	0	1	0	0	0	0	0	0	0	0	0	0
22	Labour	17	1	18	17	1	18	0	0	0	0	0	0	0	0	0	0
23	Sweeper	7	0	7	6	0	6	1	1	1	0	0	0	0	0	1	0
24	Cemetery Att.	8	0	8	7	0	7	1	1	1	0	0	0	0	0	1	0
25	Mali-cum-Sweeper	1	0	1	1	0	1	0	0	0	0	0	0	0	0	0	0
26	PT Labour	1	0	1	0	0	0	1	1	0	0	0	0	0	0	0	0
Total		102	6	108	86	6	92	16	16	11	5	0	0	0	11	5	

Department Name : L Ward

Department Code : 47

Function Code :- 33402010100

Sr No.	Post Name	Total Post			Filed Post			Vacant Post									
		Sch. Post	Non. Sch Post	Total	Sch. Post	Non. Sch Post	Total	Total Vacant Post	Total Vacant Sch Post	Sch. Post below 3 yrs	Sch. Post More Than 3 yrs	Total Vacant Non Sch Post	Non. Sch Post Below 3 Yrs	Non. Sch Post More Than 3 Yrs	Total Below 3 yrs	Total More Than 3 yrs	
1	Sr. Medical Officer	1	0	1	1	0	1	0	0	0	0	0	0	0	0	0	0
2	Medical Officer	9	2	11	9	2	11	0	0	0	0	0	0	0	0	0	0
3	Medical Officer LR	1	0	1	0	0	0	1	1	1	0	0	0	0	0	1	0
4	District TB Officer	0	1	1	0	1	1	0	0	0	0	0	0	0	0	0	0
5	Pharmacist	11	1	12	11	1	12	0	0	0	0	0	0	0	0	0	0
6	Pharmacist LR	1	0	1	1	0	1	0	0	0	0	0	0	0	0	0	0
7	Lab. Technician	4	0	4	4	0	4	0	0	0	0	0	0	0	0	0	0
8	Dresser	11	1	12	11	1	12	0	0	0	0	0	0	0	0	0	0
9	Sweeper	7	0	7	6	0	6	1	1	1	0	0	0	0	1	0	
10	Labour	11	1	12	11	1	12	0	0	0	0	0	0	0	0	0	0
11	Part Time Dentist	1	0	1	1	0	1	0	0	0	0	0	0	0	0	0	0
	PT Labour	1	0	1	0	0	0	1	1	0	1	0	0	0	0	0	1
Total		58	6	64	55	6	61	3	3	2	1	0	0	0	2	1	

Function Code :- 33101000000

Sr No.	Post Name	Total Post			Filed Post			Vacant Post									
		Sch. Post	Non. Sch Post	Total	Sch. Post	Non. Sch Post	Total	Total Vacant Post	Total Vacant Sch Post	Sch. Post below 3 yrs	Sch. Post More Than 3 yrs	Total Vacant Non Sch Post	Non. Sch Post Below 3 Yrs	Non. Sch Post More Than 3 Yrs	Total Below 3 yrs	Total More Than 3 yrs	
1	Medical Officer of Health	1	0	1	1	0	1	0	0	0	0	0	0	0	0	0	0
2	Sr. Sanitary Inspector	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
3	Head Clerk	1	0	1	1	0	1	1	1	1	0	0	0	0	1	0	
4	Sanitary Inspector	4	0	4	3	0	3	1	1	1	0	0	0	1	0	0	
5	Clerk	5	0	5	3	0	3	2	2	2	0	0	0	2	0	0	
6	Birth Reg. Kar	4	0	4	2	0	2	2	2	2	0	0	0	2	0	0	
7	Peon	1	0	1	1	0	1	0	0	0	0	0	0	0	0	0	
8	Labourer	3	0	3	3	0	3	0	0	0	0	0	0	0	0	0	
Total		20	0	20	14	0	14	6	6	6	0	0	0	6	0		

Function Code :- 33201000000

Sr No.	Post Name	Total Post			Filed Post			Vacant Post								
		Sch. Post	Non. Sch Post	Total	Sch. Post	Non. Sch Post	Total	Total Vacant Post	Total Vacant Sch Post	Sch. Post below 3 yrs	Sch. Post More Than 3 yrs	Total Vacant Non Sch Post	Non. Sch Post Below 3 Yrs	Non. Sch Post More Than 3 Yrs	Total Below 3 yrs	Total More Than 3 yrs
	A.M.O.	1	0	1	1	0	1	0	0	0	0	0	0	0	0	0
1	A.M.O. (ICDS)	1	0	1	0	0	0	1	1	0	1	0	0	0	0	1
2	Aux. Nurse	4	0	4	0	0	0	4	4	0	4	0	0	0	4	0
3	D.S.I.	1	0	1	1	0	1	0	0	0	0	0	0	0	0	0
4	Labour	3	0	3	3	0	3	0	0	0	0	0	0	0	0	0
Total		10	0	10	5	0	5	5	5	0	5	0	0	0	0	5

Function Code :- 33601000000

Sr No.	Post Name	Total Post			Filed Post			Vacant Post								
		Sch. Post	Non. Sch Post	Total	Sch. Post	Non. Sch Post	Total	Total Vacant Post	Total Vacant Sch Post	Sch. Post below 3 yrs	Sch. Post More Than 3 yrs	Total Vacant Non Sch Post	Non. Sch Post Below 3 Yrs	Non. Sch Post More Than 3 Yrs	Total Below 3 yrs	Total More Than 3 yrs
1	Death Reg. Kar	5	0	5	4	0	4	1	1	1	0	0	0	0	1	0
2	Cemetery Att.	8	0	8	7	0	7	1	1	1	0	0	0	0	1	0
3	Mali-cum-Sweeper	1	0	1	1	0	1	0	0	0	0	0	0	0	0	0
Total		14	0	14	12	0	12	2	2	2	0	0	0	0	2	0

Section 4(1)(b)(xii)

Manner of execution of subsidy program in the office of Administrative Officer at L Ward

-----Nil-----

Section 4(1)(b)(xiii)

Particulars of recipients of concessions, permits or authorizations granted in the office of Administrative Officer L Ward

-----Nil-----

Section 4(1)(b)(xiv)

Details of information available in electronic form in the office of Administrative Officer at L Ward

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

Section 4(1)(b)(xv)

Particulars of facilities available for citizen for obtaining information in the office of Administrative Officer at L 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	3.00 p.m. to 5.00 p.m on Tuesday and Thursday (except holidays) with prior appointment only.	For inspection of records no fee for first hour will be charged, however fee of Rs.5/- for each 15 minutes or fraction thereof will be charged thereafter.	Office Administrative officer Department, 3rd Floor, L ward office, Kurla, Mumbai-70	Administrative officer L Ward.

Section 4(1)(b)(xvi)

Details of Public Information Officer/APIOs/Appellate authority in the jurisdiction of (public authority) in the office of Administrative officer at L Ward

PIO**A**

Sr. no	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address Ph. No.	E-mail id for purpose of RTI	Appellate authority
1	Smt Pratibha Gopalkrishna Jere	Administrative officer	L Ward	Office of Administrative officer L Ward, 3 rd Floor, L Ward Office Building, S.G.Barve Marg, Kurla West Mumbai – 400070 Ph. No.26505103 Ext.302	adminofficer.01.l.@mcgm.gov.in	Shri. Valanju Manish Radhakrishna Assistant commissioner L Ward,, 1st Floor, L Ward Office Building, S.G.Barve Marg, Kurla West Mumbai – 400070 Ph. No.26505103 Ext.111

APIO s**B**

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

Appellate authority**C**

Sr.no	Name of Appellate authority	Designation	Jurisdiction as Appellate authority	PIO reporting	E-mail id for purpose of RTI
1.	Shri. Valanju Manish Radhakrishna	Assistant commissioner	L Ward	Administrative officer	adminofficer.01.l.@mcgm.gov.in

